

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

**December 1, 2008**

The Board of Education of Howard County held a regularly scheduled meeting on Monday, December 1, 2008, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.  
Adejire Bademosi, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Frank Aquino called the meeting to order at 4:00 p.m. The Atholton HS JROTC (Junior Reserve Officer Training Corps) performed a flag ceremony, and Ms. Jamil Scott, SGA President of Long Reach HS, led the group in the Pledge of Allegiance.

## **Administration of Oath of Office to New Board Members**

Mrs. Margaret Rappaport, Clerk of the Circuit Court, administered the Oath of Office to newly and re-elected members of the Board of Education: Allen Dyer, Ellen Giles, and Janet Siddiqui. Each member thanked the community and all who participated in the election.

## **Election of Board Chairman and Vice Chairman**

Dr. Cousin stated that Maryland law states that the Board of Education needs to elect a Chairman at the first meeting in December. In addition, a Vice Chairman needs to be elected for the Board to function effectively.

Mrs. Gordon nominated Mr. Aquino to continue as Chairman of the Board. Hearing no other nominations, Dr. Cousin cast a single ballot

for the Board and declared Mr. Frank Aquino duly elected as Chairman of the Board of Education.

Mr. Cohen nominated Mrs. Giles to continue as Vice Chairman of the Board. Hearing no other nominations, Dr. Cousin cast a single ballot for the Board and declared Mrs. Ellen Flynn Giles duly elected as Vice Chairman of the Board of Education.

Mr. Aquino and Mrs. Giles expressed appreciation to their fellow Board members, their families, HCPSS staff, students, and the public for their support and for working together to address the challenges ahead.

### **Public Forum**

There was no one present to speak at Public Forum.

### **Approval of Agenda**

The minutes of the BOE Audit Committee meeting of November 19, 2008, were added to Item 4 of the agenda.

*Action:* Mrs. Giles moved approval of the agenda as amended. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

Mr. Aquino recognized the following public officials in attendance at the meeting: Mr. Guy Guzzone and Ms. Elizabeth Bobo, Maryland State Delegates; Dr. Calvin Ball and Ms. Mary Kay Sigaty, Howard County Council members; Mrs. Diane Mikulis and Dr. Jane Schuchardt, former BOE members; Congressman Elija Cummings; and Senator Barbara Mikulsky.

### **Superintendent's Report**

Dr. Cousin reported that he had the privilege of welcoming to HCPSS 10 principals from Beijing, China, who will be visiting schools and classrooms over the next two weeks to learn more about the American education system. He also noted that he is a member of the Governor's task force *Partnership for Children in Nature*, which finds ways to get students more involved in the outdoors. The object is to encourage students and parents to avail themselves of the many opportunities that are provided locally, regionally, and nationally through parks and recreational systems.

## Student Representative's Report

Ms. Judith Kim, Long Reach HS Student Representative, reported on recent and upcoming activities at the school.

## Board Members' Reports

Ms. Bademosi reminded everyone that HCASC (Howard County Association of Student Councils) will be holding a meeting on Wednesday, December 3, 2008. All middle and high school students are welcome, and discussion will involve many important issues that relate to students. Opportunities will also be available for students to serve on various committees.

## Consent Agenda (Restricted\*)

Bids and Contracts; Donations; School Construction Report; and Operating Budget Monthly Report.

*Action:* Mrs. Giles moved acceptance of the Restricted Consent Agenda. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0\*).

Bids and Contracts – Approved by the Board.

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
P-1	<b>ELECTRICAL SUPPLIES</b> Graybar Electric Shepherd Electric United Electric	\$150,000 annually
P-2	<b>TECHNOLOGY EDUCATION LUMBER</b> O'Shea Lumber Company Pikesville Lumber Company	\$ 30,000 annually
P-3	<b>WALK-IN STEP VAN</b> Beltway International	\$83,870.00

Donations – Approved by the Board.

Custodial Services: Office of the Sheriff, a 450 gallon high-pressure washer and miscellaneous equipment

Approved – December 11, 2008

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valued at \$10,849, designated for use by the Office of Custodial Services.

Manor Woods ES: PTA, in the amount of \$745, designated to pay for the Cultural Arts Program, Social Studies is Significant.

Running Brook ES: Sheppard Pratt, in the amount of \$1,400, designated for Positive Behavior Intervention and Support (PBIS) student incentives.

Thunder Hill ES: Dong Cheol Oh, in the amount of \$1,000, designated for the purchase of an LCD projector and printer cartridges.

Mayfield Woods MS: PTA, in the amount of \$1,350, designated to assist teachers with websites that provide parental access to class work and homework information.

Atholton HS: Drama Boosters, in the amount of \$600, designated to assist with the expenses to purchase a marquee sign for the school.

Centennial HS: Prior Artisans, in the amount of \$729.74, designated to assist with the cost to print school play programs.

Howard HS: Martha Gagnon, in the amount of \$940, designated to assist with expenses for the after-school PSAT/SAT prep course.

Ellicott City Lions Club, in the amount of \$750, designated to support JROTC activities and service learning projects.

Wal-Mart Foundation, in the amount of \$1,000, designated for 9th grade team activities.

Mt. Hebron HS: Viking Backers, in the amount of \$6,050, designated for the purchase of JV and varsity field hockey bags, boys' varsity soccer uniforms, the girls' soccer team, and the 9<sup>th</sup> grade team.

School Construction Report –Accepted by the Board.

Operating Budget Monthly Report –Accepted by the Board.

### **Consent Agenda**

Minutes – BOE Legislative Committee Meetings (October 8, November 10, and November 12, 2008) and BOE Audit Committee Meeting (November 19, 2008).

As Chairman of the BOE Legislative Committee, Dr. Siddiqui reported on the meetings of October 8, November 10, and November 12, 2008. Most of the discussions involved the Board's legislative platform, updating language based on previous bills, and anticipation of bills that may be introduced in the next legislative session. The platform will be presented to the Board at their meeting on December 11, 2008.

As Chairman of the BOE Audit Committee, Mr. Cohen reported on the quarterly meeting of November 19, 2008. Ms. Beverly Davis, Director of Finance, and Mr. Matthew Birkelien of Clifton Gunderson reviewed the financial statement and the auditor's draft report. Mr. John Connors, HCPSS Internal Auditor, reported on his schedule for school audits and provided a preliminary legislative briefing. Recommendations from the legislative auditors include expansion of the internal audit office and best practice recognition for the establishment of debt management policies.

*Motion:* Mr. Cohen moved approval of the BOE Audit Committee meeting minutes. The motion was seconded by Mrs. Giles.

Mrs. French suggested that the title of Chairman be included after Dr. Siddiqui's name in the BOE Legislative Committee meeting minutes.

*Action:* The motion to accept the BOE Audit Committee minutes was approved by the members of the committee (3/0).

*Action:* Mr. Aquino moved acceptance of the BOE Legislative Committee minutes, with the change suggested by Mrs. French. The motion was seconded by Dr. Siddiqui and approved by the members of the committee (3/0).

## Administrative Transfer

<u>Name</u>	<u>From</u>	<u>To</u>
Jose Stevenson	Director of Information Technology	Director of Student Assessment and Program Evaluation

This item was presented as information to the Board, and no action was required.

## FY 2008 Audit Report\*

*Presenters:* Ms. Beverly Davis, Director of Finance, and Mr. Bill Early, Clifton Gunderson, LLC.

Ms. Davis reported that HCPSS received an unqualified opinion from Clifton Gunderson, LLP, who performed the external audit of the financial statements of the Board of Education of Howard County for the year ending June 30, 2008. The auditor noted one significant deficiency in internal control over financial reporting. Staff will provide the Board with a status report on the significant deficiency and management letter comments in April 2009.

### *Discussion:*

Regarding the formal bid process, Dr. Siddiqui encouraged staff to look into implementing a procedure that will provide notification to businesses when they have not been selected as a winner for bids.

The following definition of terms commonly used in audit reports was provided:

- Material Weakness – Holes in internal controls and a likely chance that something would be misstated or misreported in financial statements (none for HCPSS).
- Significant Deficiency – There are controls in place but better controls could be developed, and there is a remote chance that something could happen to financial statements that could cause misstatements (one finding in internal control over financial reporting).
- Operational Issues – Best practices that have been seen in other governments or school systems that could also benefit HCPSS (recommendations only).

During a discussion on Password Policy, it was noted that HCPSS would be responsible for evaluating the costs and benefits of implementing the recommendation.

*Action:* Dr. Siddiqui moved acceptance of the FY 2008 Audit and Management Letter. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0\*).

### **Superintendent's Certification of Reporting Requirements under Senate Bill 894\***

*Presenter:* Ms. Beverly Davis, Director of Finance.

Ms. Davis explained that the Board is required to submit a biannual financial report to MSDE (Maryland State Department of Education), which requires Board and Superintendent certification. Staff recommended that the Board authorize the Board Chairman, Superintendent, and Chief Financial Officer to sign this certification and attest to the accuracy of the biannual report.

*Action:* Mrs. French moved that the Board authorize the Board Chairman, Superintendent, and Chief Financial Officer to sign the certification and attest to the accuracy of the biannual report of revenues and expenditures through November 30, 2008. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0\*).

### **Quarterly Agenda – January – March 2009**

Board members discussed the quarterly agenda. Action is scheduled for December 11, 2008.

### **Adjournment**

*Action:* Mrs. Giles moved adjournment of the Board meeting at 4:51 p.m. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

December 11, 2008

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Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.  
Adejire Bademosi, Student Representative

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Florence Jackson, Recording Secretary

Chairman Aquino called the meeting to order at 4:05 p.m., and, Ms. Morgan Culler, student, Mt. Hebron High School, led the group in the Pledge of Allegiance.

## Public Forum

There was no one present to address Public Forum.

## Approval of Agenda

Dr. Cousin said he had no changes to the agenda.

*Action:* Mrs. Giles moved approval of the Agenda. The motion was seconded by Dr. Siddiqui and approved by the Board 8-0.

## Superintendent's Report

Dr. Cousin noted the following items in his report:

- An additional allocation of \$14 million has been received from the Interagency Committee on School Construction (IAC), which will help to partially fund the Northfield ES project.



- All of our high schools ranked in the top 7 percent of U.S. high schools in The Washington Post's most recent Challenge Index.
- Centennial and River Hill High Schools were among 8 Maryland schools that received silver awards from US News and World Report in their 2009 Best High Schools article.
- Congratulated Mr. Daniel Bresson, Reservoir High School, who was selected to prepare food for the Presidential Inaugural Ball. Daniel is an advanced Culinary Science student.

### **Student Representative's Report**

Ms. Morgan Culler, Mt. Hebron High School, reported on the following activities:

- Congratulated Advanced Placement students and teachers noting that they had the highest percentage in the county of scores of both 3 and 4 and above.
- The Boys' Cross-Country team won the state championship.
- Renovations to the school have begun.
- Student Government Association is currently holding their annual Canned Food Drive.

### **Board Members' Reports**

- Mr. Cohen noted that he enjoyed participating in the Leadership U - Howard County's graduation ceremony.
- Mr. Dyer attended the Raising The Bar Event at Guilford ES. Parents ran and organized the program to prepare students to enter Cradlerock School and beyond.
- Mrs. Giles and Dr. Siddiqui congratulated student musicians and teachers.
- Mrs. French said students at Glenelg High School did a wonderful job performing in the play *12 Angry Men* in the newly renovated auditorium.
- Ms. Bademosi said she attended a Howard County Association of Student Councils meeting. She noted that HCASC will be having a student meeting on December 17, 2008 at the ARL, and she invited other students to attend this festive get together.

### **Consent Agenda (Restricted)**

Staff Personnel, Donations, State Discretionary Grant to Address the Provision of Services for Students with Emotional Disturbance in School Settings, High School Assessment Intervention Grant, School Bus Contract Terminations, Bids and Contracts, Closed Meeting Minutes of November 6, 2008.

*Action:* Ms. Giles moved approval of Items A-F in the Consent Agenda (Restricted). The motion was seconded Mr. Cohen and approved by the Board 7-0.

*Action:* Ms. Gordon moved approval of Item G, Closed Meeting Minutes of November 6, 2008. The motion was seconded by Mrs. Giles and approved by the Board 6-0, with Mr. Dyer abstaining.

Staff Personnel – Approved by the Board.

**Resignations**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Reason</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
Arnal, Courtney	MRHS	Foreign Lang.	Relocation	3.0	1/2/09
Quinn, Raymond	C.O	Director	Personal	20 Days	11/4/08
Rhine, Luke	RHS	Technology	Other Employment	2.0	1/7/09

**Contracts**

<b>Name</b>	<b>Grade or School</b>	<b>Subject</b>	<b>Place of Last Teaching Assignment</b>	<b>Grade/Step</b>	<b>Effective Date</b>
Bell, Michael	WaES	SPE	Private School	C-08	10/13/08
Bracken, Ann	RHS	ENG	Montgomery County	C-13	10/16/08
Krug, Elisabeth	OMHS	ENG	--	A-01	10/16/08
Kettyne, Michel	OMMS/CRS	ESOL/FRE	HCPSS – IA	A-04	11/20/08
Rosas, Christopher	GHS	SPE	HCPSS – IA	A-04	08/18/08

**Leaves of Absence**

<b>Name</b>	<b>Grade or School</b>	<b>Subject</b>	<b>Grade or</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
Berger, Denise	Fr. Leave	Science		2.0	11/14/08
Eng, Rebecca	Fr. Leave	Psychologist		3.0	11/14/08
Greene, Stephanie	Fr. Leave	Media		4.0	11/14/08
Ritter, Michele	Fr. Leave	Elem. Ed		12.0	11/14/08

**Retirement**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
Pesce, Dorothy	EMMS	Science	34.4	1/1/2009

Donations – Approved by the Board

Running Brook ES: Joan A. Noto, in the amount of \$1,000, designated to be used as a special education student award.

Glenwood MS: PTSA Cobra Club, in the amount of \$11,713.34, designated for the purchase of eight iMac computers.

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Atholton HS: PTSA, in the amount of \$4,916, designated for various student clubs and activities.

Boosters, in the amount of \$1,500, designated to assist with the cost to purchase new letters for the outside of the building.

Glenelg HS: Boosters, in the amount of \$8,888, (\$3,888) designated for staff jackets and bags, and (\$5,000) designated for the After Prom party.

Reservoir HS: Boosters, in the amount of \$9,000, designated for various athletic teams.

PTSA, in the amount of \$3,000, designated for the purchase of student agenda books.

River Hill HS: PTSA, in the amount of \$4,000, (\$1,000) designated for the Safe School Ambassador Program, and (\$3,000) designated for the purchase of Teacher Ease, a web-based software program.

State Discretionary Grant to Address the Provision of Services for Students with Emotional Disturbance in School Settings. – Approved by the Board.

High School Assessment Intervention Grant – Approved by the Board.

School Bus Contract Terminations – Approved by the Board.

Bids and Contracts – Approved by the Board.

P-1	Employee Assistance Program	
	Business Health Services	\$50,000 annually

### **Consent Agenda**

Minutes of Regular Meetings of November 20, 2008 and December 1, 2008.

*Action:* Mrs. Giles moved approval of the Regular Meeting Minutes of November 20, 2008. The motion was seconded by Ms. Gordon and approved by the Board 6-0, with Dr. Siddiqui and Mr. Dyer abstaining.

*Action:* Mrs. Giles moved approval of the Regular Meeting Minutes of December 1, 2008. The motion was seconded by Dr. Siddiqui and approved by the Board 8-0.

### **Bridge to Excellence Report: Annual Goal 1 Progress Report**

*Presenter:* Dr. Terry Alban, Chief Operating Officer.

The performance of HPCSS students on the Goal 1 standards is remarkably strong and demonstrates the effectiveness of many of the strategies implemented across the system, according to a BTE Goal 1 Status Report. Dr. Alban noted that the vast majority of schools showed improvement over last year and that system wide all student groups have made academic gains in the core subjects of mathematics and reading since the Maryland School Assessments began in 2003.

While the results are very encouraging, they also indicate a number of areas that need attention. One of these areas is increasing the participation of African American and Hispanic students in Gifted and Talented programs at the elementary and middle school levels. Another is continuing targeted initiatives to help students who are struggling to meet the High School Assessment graduation requirement. Students receiving special services appear to be most at risk.

Mrs. Linda Wise, Chief Academic Officer, reported that as part of the continuous improvement cycle, instructional strategies are constantly reviewed and refined based on the data related to the Goal 1 standards. These strategies include, but are not limited to:

- Establishment of professional learning communities of administrators, teachers, and central office staff members with a focus on developing effective school improvement plans and using data to guide instructional decisions.
- Provision of differentiated resources based on need.
- Expansion of the co-teaching intervention model.
- Provision of academic support programs.
- Addition of High School Assessment (HSA) mastery courses.
- Alignment of curriculum and locally developed assessments with state standards, the Voluntary State Curriculum, and state tests.
- Training of system leaders and classroom teachers in cultural proficiency.

Mr. Sean Martin, Principal, Bryant Woods Elementary School, and members of the Bryant Woods staff reported on the strategies

they have used to attain dramatic gains in student achievement and an improved school climate.

*Discussion:*

Ms. Gordon noted that so much time, effort, and planning is put into staff development, and this is the basis for achievement. She questioned how the time is arranged.

Mr. Martin said meetings are held bimonthly during planning time. A sign-up sheet is kept for teachers who feel they would benefit from having more materials and receive advice. Staff allows time to meet with new teachers regularly often before or after school.

Ms. Bademosi noted the positive drop in suspension rates.

Dr. Siddiqui congratulated Mr. Martin and staff with these results noting that Bryant Woods ES is a model for other schools.

Ms. Gordon asked for a description of the Professional Learning Communities. Dr. Alban described PLC as bringing people together to have a common dialog. This looks at what works and what does not, and this can be the guide of a conversation.

Mrs. Marie DeAngelis, Director, Elementary Curricular Programs, and Dr. Clarissa Evans, Executive Director, Secondary Curricular Programs, explained that principals could see the needs of schools including:

Best practices.

Developing leadership capacity.

Intervention strategies.

How to recruit and retain staff.

How to bring people together to collaborate as each school does what is best for them.

Mr. Cohen asked staff to provide data on students who have been in the HCPSS from pre-kindergarten through high school versus students who transferred in later during their school years. Dr. Alban agreed to provide the data.

Mrs. French noted a decline in SAT participation by student group. Dr. Alban said she would check with staff to confirm, but it is usually data from the class that has just graduated. Mrs. French questioned the GT participation rate. It is the hope that all schools

have a 20% participation rate in one or more of the GT classes. Of those students, the goal is that 98% of that 20% or more succeed and are scoring at the proficient or advanced level. Mrs. French noted that there are fewer Hispanic students in this group and the number appears to be declining.

Ms. Bademosi asked if the downturn in the economy had an impact on Hispanic participation in taking the SATs. Dr. Alban said staff would check with guidance counselors.

Mrs. Giles brought up the fact that some colleges are not using the SAT as a qualification for admittance and that may contribute to the decline in participation.

Mr. Dyer said he was impressed that teachers work extra hours. He asked if that could be avoided or are there other resources that could be used without going outside the negotiated contract. Mr. Martin said that all avenues had been explored. Mrs. Erickson said that elementary principals have asked for more resources for the extra time. There are limited workshop wages, and teachers can attend the summer institute with pay.

### **New Federal Guidelines for Collecting and Reporting Race and Ethnicity**

*Presenters:* Mrs. Pamela Blackwell, Director for Student Services; Mrs. Patti Caplan, Director, Public Information Office.

Mrs. Blackwell said that the federal government and the U.S. Department of Education require all states to collect information on the race and ethnicity of public school students and staff. Recently, the federal government announced the establishment of new guidelines reporting the collecting of this data. The new guidelines allow individuals to be identified in ethnic and racial classifications and in more than one racial category.

For example:

- There is now a two-part question on ethnicity and race. This allows individuals to report their heritage more accurately.
- The term "Hispanic" has been changed to "Hispanic or Latino."
- The racial category "Asian or Pacific Islander" has been separated into two new categories – "Asian" and "Native Hawaiian or Other Pacific Islander."
- Individuals will be able to select one or more races from the seven racial groups.

- Another change is the use of an observer to identify students. This is a last resort if parents refuse to choose one or more racial categories.

Mrs. Caplan noted that MSDE is requiring local school systems to collect data using both the existing race codes and the new race codes for the 2009-2010 school year. This requirement is one year prior to the federal deadline for implementation.

*Discussion:*

Mr. Dyer asked if this is being disputed anywhere and noted that he is not comfortable with administrators determining ethnicity. Mrs. Blackwell said she was not aware of any problem and added that HCPSS does not have a choice. She noted that often people do not participate now because they can only choose one box. Staff will be making phone calls to encourage parents to respond. Dr. Cousin said it is the law, and there are penalties if the law is not followed. He agreed that it is an imposition on families.

Mr. Dyer said he would like the Attorney General's opinion on this before the Board mandates this to administrators. Mr. Aquino said it is the state law which has been forced upon us. Ms. Gordon commented that achievement reports are based on race and ethnicity to give the statistical proof. It is important to know who is not achieving. Dr. Cousin agreed that the format is questionable, but there is no choice.

Dr. Siddiqui asked if the federal government provides guidelines on the accountability. Mrs. Blackwell said not to her knowledge. Dr. Siddiqui also asked if parents will be informed of what category their child will be chosen for. Mrs. Blackwell said yes, but every opportunity will be given to the parent or guardian to make the decision including phone calls and letters home.

### **Deed of Easement with Howard County at Mt. Hebron High School**

*Presenter:* Mr. Bruce Gist, Director, School Construction.

Mr. Gist explained that the pending renovations and additions to Mt. Hebron High School require a new water service connection. These underground water-piping improvements will be run on Board of Education property and installed in conjunction with the new construction.

*Action:* Mrs. Giles moved approval of the Deed of Easement with Howard County at Mt. Hebron High School. The motion was seconded by Dr. Siddiqui and approved by the Board 7-0.

### **Quarterly Agenda**

*Presenter:* Mrs. Kathleen Hanks, Administrative Specialist to the Board of Education.

Board members noted one change to the Quarterly Agenda, which is to change the time of Work Session #2 on the Superintendent's Proposed FY 2010 Operating Budget from 1:00 – 5:00 p.m. to 2:00 – 6:00 p.m. on February 10, 2009.

*Action:* Mrs. French moved approval of the Quarterly Agenda as amended. The motion was seconded by Ms. Bademosi and approved by the Board 8-0.

**Recess:** The chairman recessed the meeting at 6:10 p.m. and reconvened at 7:30 p.m.

### **Public Forum**

Ms. Joanne Dolphin, retired teacher, noted a discrepancy in the high salary of top level staff versus that of teachers.

### **Community Advisory Council Monthly Report**

Mr. Chris Wertman, Chairman, CAC, noted the following items in his report:

- CAC representatives do not always receive notification of scheduled changes for policy and review committee meetings.
- Volunteers are being recruited to work on bus driver policies and training materials.
- Several members are interested in working and participating in the Technology Advisory Committee.

### **PTA Council of Howard County Monthly Report**

Mr. John Hannay, President, PTA Council, reported on the following activities of the council:



- Proposed calendar change for 2009-2010 – was discussed extensively, and council members were unable to come to a conclusion.
- Priorities are being developed for 2009 and beyond.

### **Bullying/Intimidation/Harassment – Charter**

*Presenter:* Mrs. Arlene Harrison, Administrative Director, Elementary Schools.

Mrs. Harrison presented to the Board the Charter for the Policy Committee on Bullying, Harassment, and Intimidation. The policy will become effective July 1, 2009. The Superintendent's recommendation is scheduled to be presented to the Board on April 16, 2009 with action anticipated on June 11, 2009.

Mrs. Giles asked about MSDE's position with the model policy. The original legislation called for it to be ready in December, and now the documentation says March. Mrs. Harrison said staff has just received the first draft. Mrs. Giles also asked if the committee is looking at a new policy. Mrs. Harrison responded that it will be a new policy.

Dr. Siddiqui commented that the committee members were very qualified but suggested a representative from the health council would be appropriate.

Ms. Bademosi asked when the committee meets. Mrs. Harrison said at 2:30, and there are two student members on the committee.

### **Policy 7100 – Family and Medical Leave**

*Presenters:* Mr. Kirk Thompson, Director, Human Resources; Ms. Rebecca Salerno, Manager, Instructional Support/Employee Services.

Mr. Thompson and Ms. Salerno gave an overview of Policy 7100 reviewing highlights and implementation procedures. The Public Hearing on the policy will be on January 8, 2009 and action taken on February 12, 2009. The policy will be effective on July 1, 2009.

#### *Discussion:*

Mr. Dyer said he was concerned about the effective date of July 1, 2009 in a situation arising where the leave would be needed before that date. Mr. Thompson said the biggest change to this policy was

the addition of taking leave to care for a family member who is in the military and has been injured. Mr. Thompson added that each circumstance would be looked at on an individual basis.

Dr. Siddiqui asked what the typical leave is that staff requests under the Family and Medical Leave Act. Mr. Thompson responded that under FMLA it is typically illness or taking care of a family member.

### **Policy 7130 – Substitute Teachers**

*Presenters:* Mr. Kirk Thompson; Mr. Robert Bruno, Specialist, Human Resources.

Mr. Thompson and Mr. Bruno gave an update and review of Policy 7130. The committee members concurred with the recommended changes. Mr. Bruno noted that the Public Hearing will be on January 8, 2009 and action taken on February 12, 2009. The policy will take effect on July 1, 2009.

#### *Discussion:*

Mrs. French asked if there was any discussion on the responsibilities of the substitute teacher. What is the role and what are substitutes expected to fulfill in their day's assignment. Mrs. French added that she would like a statement that says the substitute must attend the child abuse indication seminar.

Mr. Thompson said there was no comprehensive discussion. Mr. Thompson said this was something that could be considered.

Mrs. French said she would like to see more detail on exactly the role of the substitute when they begin a job such as lesson plans, procedures, and administrative duties. Mr. Bruno said the committee felt that this was addressed in the section dealing with Implementation Procedures. Mrs. Erickson asked if there was a job description for substitutes. Mr. Thompson said there was no job description. It was agreed that this description was needed, and Mr. Thompson will develop the job description.

Mr. Dyer was in agreement with Mrs. French in that guidance for substitute teachers was needed.

Mrs. Giles asked how the automated system is working. Mr. Thompson said the automated system is working very well, and

communication is also working very well. The school system is gearing toward a total on-line system. The current fill rate is 95 percent, which is a percentage that staff is pleased with.

### **Public Hearing - Policy 4060 Third Party Billing**

Mr. Chris Wertman, Chairman, CAC.

- Suggested clarification on the title "Third Party Billing".
- No mention of a role for the Board of Education.
- Change wording regarding reimbursement.
- Improve explanation of "cooperative effort" under Implementation Procedures.
- Clarify and add specifics of "aspects" under Implementation Procedures.
- Add a specific titled position to eliminate ambiguity regarding who has responsibility to fulfill the assignment under Implementation Procedures.

### **Policy 7080 - Transfer of Administrators**

Mr. Chris Wertman, Chairman, CAC.

- "Voluntary Transfer" needs to be defined.
- "Building administrators" is not clear and needs to be defined or eliminated.
- Add a notification section for Activities and Athletics Managers.
- Add a statement identifying salary implications when an administrator is transferred for performance and/or disciplinary reasons to a lower position.
- CAC cannot endorse this policy and recommends another cycle of public comment.

### **Policy 7090 – Administrative Transfer of Teachers**

Mr. Chris Wertman, Chairman CAC.

- Reference to the union agreement should be noted.
- Voluntary transfers need to be added.
- In addition to teachers - assistants, guidance counselors, nurses need to be added.
- "Teacher" should be defined as a "person" not a "position".
- CAC cannot endorse this policy and recommends another cycle of public comment.

**Proposed School Calendar, 2009-2010**Emily Long, student Howard HS.

- Against eliminating a week-long spring break.
- Both teachers and students need the break to recuperate from the long hours put in for school work and other activities.

Jean Shroeder, parent.

- Opposes reducing the length of the annual spring break.
- Students need the break from a grueling and demanding schedule.
- Visiting colleges and universities during this time is important.

Shana Barehan, parent.

- Does not feel that shortening the spring break is the answer.
- Spoke about the challenges facing blended families during a holiday time.
- Day care providers often plan vacation during the spring break.

Debra Jung, parent.

- Concerned about the number of half days in the calendar.
- Half days are disruptive to families and the curriculum.

Johnnie Nussbaum, parent.

- Concurs with returning the first professional development day to the Friday before Labor Day.
- The additional day and a half proposal should be sufficient to meet staff development needs.
- Does not agree with shortening spring break.

Dwight Carr, parent.

- Concerned that there are too many days taken off in this proposed calendar.
- National results in international comparisons show that the U.S. is below the average of developed countries.
- The proposal to shorten spring break is a change in the right direction.
- Would like to see a study to extend the school year.

Joanna Mellert, parent.

- Opposes decision to shorten spring break. This results in students being in school during Passover.
- A week-long spring break provides families the opportunity to travel for the Passover holiday.

Lisa Feinberg, parent.

- Supports the week-long spring break.
- Certain professions prevent the opportunity to vacation in the summer.

Chris Wertman, Chairman, CAC.

- Members are concerned about the numbers of half days.
- Consensus was not reached concerning shortening spring break.
- Would like to see the community surveyed on the topic.
- When a decision is reached, the community needs to be made aware of the decision and the rationale.

Karin Hanger, parent.

- Against the proposed change to spring break.
- Suggested scheduling incentives after Memorial Day.
- Children need the time off to relax after a stressful period.

Anna Gannon, teacher.

- Disagrees with the reduction of days allocated for spring break.
- Sees an increase in challenging behaviors prior to spring break.
- Spring break provides an opportunity for students and teachers to reenergize themselves.

Derrick Robertson, parent.

- Objected to the shortening of spring break.
- Parents, students, and teachers all need the break time.

**Adjournment:** The chairman adjourned the meeting at 9:00 p.m.

**Information Items**

- A. Annual Grants Report
- B. Class Size Report
- C. Food and Nutrition Service Financial Report
- D. IFAS Update
- E. Proposed Instructional Materials and Review Schedule

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

Policy Committee Quarterly Meeting  
Board Planning Room  
December 15, 2008 – 10:00

Committee: Sandra H. French; Ellen Flynn Giles; Patricia S. Gordon  
Staff: Fran Albert, Policy Specialist; Mark Blom, General Counsel

Item	Subject	Discussion	Action/Status	Follow-up
I	Call to Order	10:15 A.M.	By consensus	
II	Approval of Agenda		By consensus	
III	Ethics - Regulations and Process	<ol style="list-style-type: none"> <li>1. Reviewed current state-required and Ethics Commission-approved HCPSS ethics regulations which apply to both the Board and HCPSS employees, as well as the 2/7/02 Board Report “Ethics Regulations-Revisions” and attachment “Advisory Opinion Review Process”.</li> <li>2. Discussed the application of the regulations to all employees, and agreed that the Ethics information placement on the HCPSS website should be changed for increased awareness.</li> <li>3. Advocated for a formal Board policy that would incorporate both the state requirements and the HCPSS Ethics Panel procedures. Expressed hope that the policy would also assist in identifying and addressing potential conflicts of duty as well as interest. Policy should require an annual status report to the Board on number and types of cases. Considered appropriateness of a waiver to Policy 2020’s</li> </ol>	By consensus on all items but Ms. French unsure of Policy 2020 waiver advisability.	<ol style="list-style-type: none"> <li>2. Ms. Giles will oversee the transferral of the HCPSS website reference to Ethics Panel and Regulations from Board of Education tab to “About Us”.</li> <li>3. Mr. Blom will relay the Committee’s discussion and new policy preferences to the Superintendent. He supports conversion of current Ethics Regulations to formal Board Policy. Committee discussion of his recommendation to assign the review and drafting of proposed language to the current Ethics</li> </ol>

Policy Committee Quarterly Meeting  
Board Planning Room  
December 15, 2008 – 10:00

Committee: Sandra H. French; Ellen Flynn Giles; Patricia S. Gordon  
Staff: Fran Albert, Policy Specialist; Mark Blom, General Counsel

Item	Subject	Discussion	Action/Status	Follow-up
		<p style="text-align: center;">committee membership standard. Agreed that work could be added to the current calendar cycle.</p> <p>4. Praised the recent interview process for prospective Ethics Panel candidates and urged its continuance.</p> <p>5. Requested 2/7/02 Process be observed and that Ethics Panel Decisions be shared with the Board when issued.</p>		<p>Panel, with the assistance of the Policy Specialist and General Counsel, will be discussed with the Superintendent.</p> <p>5. Mr. Blom will now send Panel Decisions to the Board on a Confidential basis.</p>
IV	Pending Board Policies	<p>1. Royalties (7060): Mr. Blom explained the need for more policy preparation time due to a “charter wrinkle” in determining the dividing line between what products the Board owns and what employees own as private individuals.</p> <p>2. Third Party Billing (4060): Discussed incorporation of changes recommended during public Board discussion and recent Public Hearing testimony on the Board’s role and responsibility.</p> <p>3. Substitutes (7130): Discussed public Board</p>	By consensus	<p>1. Mr. Blom will clarify any copyright and public domain issues before the policy is brought to the Board.</p> <p>2. Staff will revise Policy 4060 language as needed.</p> <p>3. Staff will create an appropriate job description and revise Policy 7130 as</p>

Policy Committee Quarterly Meeting  
Board Planning Room  
December 15, 2008 – 10:00

Committee: Sandra H. French; Ellen Flynn Giles; Patricia S. Gordon  
Staff: Fran Albert, Policy Specialist; Mark Blom, General Counsel

Item	Subject	Discussion	Action/Status	Follow-up
		<p style="text-align: center;">comment on appropriate scope of this policy and the development of a Substitute-specific Job Description and responsibilities.</p> <p>4. Transfer of Teachers (7090) &amp; Administrators (7090): Discussed advisability of addressing voluntary and involuntary transfers in both policies.</p>		<p style="text-align: center;">necessary.</p> <p>4. Staff will review parallel construction for the two transfer policies (7080 &amp; 7090).</p>
VI	General Discussion	Staff presented rationale for continuing the practice of applying consistent definitions across Board policy whenever possible, but adding policy language to provide context for policy-specific application of terminology and to limit misinterpretation by public and/or staff.	By consensus	Going forward, explanatory language will be added to begin the Definitions section with a statement to the effect that “within the context of this policy, the following definitions apply:”
VIII	Adjournment	12:20 p.m.	By consensus	



# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

January 6, 2009

The Board of Education of Howard County held a meeting on the Presentation of the Superintendent's Proposed FY 2010 Operating Budget Request on Tuesday, January 6, 2009, at 7:30 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Frank Aquino called the meeting to order at 7:34 p.m. and led the group in the Pledge of Allegiance.

## **Presentation of the Superintendent's Proposed FY 2010 Operating Budget Request**

*Presenter:* Dr. Sydney Cousin.

In presenting the fifth operating budget as Superintendent, Dr. Cousin characterized the FY 2010 request as "responsive, responsible, and fiscally prudent." The \$659 million budget proposal presented to the Board of Education represents a \$1.9 million (or 0.3 percent) increase over the current year's operating budget. Dr. Cousin attributed the small increase to strategic decision-making and the repurposing of existing funds to areas of critical need for next year. He indicated that this is the most conservative budget request in recent history.

Dr. Cousin said that it is important to note that the budget as presented does not include any salary increases for employees.

Approved – January 22, 2009

OAH-DYER-000025

Negotiations are currently underway with employee groups, and it is anticipated that any additional costs associated with negotiated agreements will be submitted with the Board of Education budget request in March.

The school system relies on the county for approximately 70 percent of its operating funds. Between 25 and 30 percent of its funding comes from the state, and approximately 1.0 percent comes from the federal government and other sources.

Current state revenue estimates indicate that HCPSS will receive a \$3.5 million increase in state funding, which is substantially smaller than in recent years. In FY 2008, Howard County received nearly \$27 million more in state funds (a 17 percent increase over 2007). In FY 2009, that increase dropped to \$13.3 million (a 7.5 percent increase). For FY 2010, the school system is slated to receive an increase of only \$3.5 million from the state, which represents only a 1.8 percent increase. This projection, coupled with a predicted decrease of nearly \$4.0 million from federal and other sources, creates a bleak revenue picture.

To compensate for anticipated revenue reductions, school officials identified short-term and strategic cost savings across the budget, which includes:

- Eliminating 10.5 unfilled central administration and support positions.
- Cutting funds across the budget for meetings and conferences by 50 percent.
- Reducing contributions to the Workers Compensation Fund by \$800,000.
- Deferring the purchase of 15 replacement cars, trucks, and vans for a \$417,700 savings.
- Reducing funds for maintenance of buildings and grounds by a total of \$1 million.
- Closing all schools and offices during winter break in 2009 for a savings of \$100,000 in energy costs.

Dr. Cousin noted that the current financial downturn comes at a time when Howard schools and students are achieving at the highest levels ever. The school system's challenge for the immediate future is to protect the tremendous gains that have been made and to overcome remaining challenges with limited or no additional funding.

Dr. Cousin said, "Tough economic times do not lessen our obligations as a public school system. This budget preserves classrooms, protects class sizes, and funds small strategic improvements -- all with an eye toward maintaining the gains we have made and meeting our challenges."

Dr. Cousin stated that schools across Howard County are making great strides on both of the system's strategic goals -- academic achievement and safe schools. He singled out Hammond MS, recently named a 2008 Maryland Blue Ribbon School, and Bryant Woods and Worthington elementary schools for the academic achievement of their students and recent gains on the Maryland School Assessments. He remarked that schools across Howard County are realizing equally impressive results.

At the high school level, nearly 93 percent of the county's Class of 2009 met the High School Assessment (HSA) graduation requirement by the end of 11th grade. Students in the Class of 2008 significantly outperformed their counterparts in Maryland and across the nation on the SAT. All 12 HCPSS high schools were recently ranked in the top 7 percent of high schools nationally in the Washington Post's Challenge Index.

According to Dr. Cousin, these accomplishments are due in large part to the community's commitment to quality education and its willingness to fund education at a level necessary to achieve it. "The fiscal 2010 budget was shaped with all these factors in mind. Every effort was made to protect the initiatives and programs we know are making a difference in the academic achievement of our students while responding to fiscal realities," he said.

The proposed budget adds 44 teaching positions to address enrollment and program growth. It also funds the second year of a 2-year update of technology education labs, provides media furniture and shelving for one elementary and one high school, and upgrades Mt. Hebron High School's media collection. Funds are added to expand mastery classes and other programs to assist high school students who fail the state HSAs. Funds are also provided to cover an increase in summer school enrollments and to expand Evening School to include students age 18 and older for the first time.

The Board of Education will hold a public hearing on the proposed budget on February 3, 2009, at 7:00 PM. The hearing is followed by

four public work sessions. On February 24, 2009, the Board approves its budget request, which is then forwarded to the County Executive.

By consensus, the Board agreed to the following schedule for 2009 work sessions and the budget request adoption:

Thursday, February 5 (7:00 p.m.)

- Revenues
- Instruction (plus Health-Athletics, Special Education-Psychological)

Tuesday, February 10 (2:00 p.m.)

- Operation of Plant
- Maintenance
- Community Services
- Transportation
- Administration (plus Pupil Services – Student Accounting program)
- Mid-Level Administration
- Capital Outlay
- Fixed Charges
- Restricted Funds

Tuesday, February 17 (7:00 p.m.)

- Pupil Personnel (except Student Accounting program)
- Health Services (except Health Services/Athletics)
- Special Education (except Psychological Services)

Thursday, February 19 (1:00 p.m.)

- Unresolved issues and tentative budget decisions

Tuesday, February 24 (9:00 a.m.)

- Adoption of budget request

**Adjournment:** The meeting was adjourned by the Chairman at 8:08 p.m.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

January 8, 2009

The Board of Education of Howard County met in closed session on January 8, 2009, at 2:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Allen Dyer that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss personnel issues. The motion was seconded by Lawrence H. Cohen and approved 7-0. Persons present: Board members Frank J. Aquino, Chairman; Ellen Flynn Giles, Vice Chairman; Lawrence H. Cohen; Allen Dyer, Esq.; Sandra H. French; Patricia S. Gordon; and Janet Siddiqui, M.D.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Sydney L. Cousin, Superintendent; Sandra Erickson, Deputy Superintendent; Mamie Perkins, Chief of Staff; Theresa Alban, Chief Operating Officer; Raymond Brown, Chief Financial Officer; Linda Wise, Chief Academic Officer; and Sue Mascaro, Director Staff Relations

The Board received information and discussed the Superintendent's recommendations concerning the negotiation parameters for the following:

1. To discuss HCEA negotiation parameters
2. To discuss HCAA negotiation parameters
3. To discuss HCEA ESP negotiation parameters
4. To discuss AFSME negotiation parameters
5. To discuss Howard County Home & Hospital Teachers Association negotiation parameters
6. To discuss Howard County Food Service Association negotiation parameters

Upon considering the recommendations, the Board approved the negotiation parameters for the aforementioned bargaining units.

Adjourned: 4:20 p.m.

Submitted by: \_\_\_\_\_  
Frank J. Aquino, Chairman  
Board of Education

Approved 03/12/2009

OAH-DYER-000029

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

January 8, 2009

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, January 8, 2009, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.  
Adejire Bademosi, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Patti Caplan, Director, Public Relations  
Florence Jackson, Recording Secretary

Chairman Frank Aquino called the meeting to order at 4:30 p.m., and Elizabeth Kimble, Oakland Mills HS SGA President, led the group in the Pledge of Allegiance.

## Public Forum

Mr. Jason Copley of the American Cancer Society recognized 35 schools for their participation in American Cancer Society activities during the past year and provided information on how the Society can be of service to schools.

## Approval of Agenda

*Action:* Dr. Siddiqui moved approval of the agenda. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

## Superintendent's Report

Dr. Cousin reported that Dr. Jackie Haas, Superintendent of Harford County and Maryland Superintendent of the Year, died suddenly last

week. Over 2,000 people attended her memorial service, and Dr. Haas will be greatly missed.

Dr. Cousin shared the steps that the school system has taken to accommodate students and staff who wish to attend the presidential inauguration, as well as for those who will view the event on television in schools. He also reviewed the professional development that staff receives related to child abuse and maintaining appropriate relationships with students.

### **Student Representative's Report**

On behalf of Oakland Mills HS Student Representative, Dalcyce Wilson, Ms. Kimble, OMHS SGA President, presented a report on recent and upcoming activities at the school. The report included information on the school's theme of "Community" and the celebration of several recent achievements and events.

### **Board Members' Reports**

Mrs. Gordon reported on her attendance at the recent MGT Corporation Conference. MGT conducted a survey of all schools in Maryland and determined that funds appropriated for the implementation of the Bridge to Excellence Act were wisely used.

Ms. Adejire Bademosi reported on the recent activities of the Howard County Association of Student Councils (HCASC).

### **Consent Agenda (Restricted\*)**

Bids and Contracts; Donations; Operating Budget Monthly Report; School Construction Report; School Bus Contract Transfer; and Closed Meeting Minutes of November 21, 2008 (Official and Confidential)

The Closed Meeting minutes of November 21, 2008, were pulled from the agenda for voting purposes.

On behalf of the Board and HCPSS, Mrs. French expressed appreciation to everyone who provides donations to assist the school system.

*Action:* Mrs. French moved approval of the restricted consent agenda, as amended. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0\*).

Bids and Contracts – Approved by the Board.

P-1	On Call General Contractor Services R. K. Owens, Inc. John W. Brawner Contracting Co., Inc. Mirable Construction Co., Inc. Most, Inc. Warwick Supply & Equipment Co., Inc. Colossal Contractors, Inc.	\$250,000 annually
P-2	Copier Paper Xpedx	\$693,284

Donations – Approved by the Board.

Cedar Lane School:	Grace Community Church, in the amount of \$5,700, designated for the purchase of trees for the restoration project at the Cedar Lane School.
Atholton ES:	PTA, in the amount of \$4,752, designated for the purchase of LCD projectors.
Clarksville ES:	PTA, in the amount of \$795, designated for a schoolwide Cultural Arts program, <i>The Magical Math Tour</i> , with Brian Curry.
Manor Woods ES:	PTA, in the amount of \$4,519, designated for the purchase of a traverse wall and mat for the PE department.
West Friendship ES:	Steven and Patricia Sisney, in the amount of \$2,150, designated for the purchase of a digital video mixer for the West Friendship Elementary School News Team studio.
ARL:	Frederick Kovalyak, a 1991 Honda Accord, valued at \$1,000, designated for the Automotive Technology Program.
Atholton HS:	Boosters, in the amount of \$932, designated for the purchase of football helmets.

Unapproved

OAH-DYER-000032



Centennial HS: Antonellis Pizza, in the amount of \$504, designated for the purchase of varsity letters and athletic certificates.

Boosters, in the amount of \$2,912, designated for the It's Academic Club, the Color Guard Squad, and the Speech and Debate Club.

Hammond HS: Boosters, in the amount of \$1,200, designated for the purchase of practice jerseys for the boys' lacrosse team.

Mt. Hebron HS: Verizon Foundation, in the amount of \$750, designated for the purchase of uniforms and equipment for the drill team.

Viking Backers, in the amount of \$5,650, designated for the purchase of uniforms for the cheerleaders and the boys and girls basketball teams, mats for the wrestling team, and hurdles and singlets for the indoor track team.

Oakland Mills HS: Boosters, in the amount of \$1,016, (\$728) designated for the boys basketball team, and (\$288) designated for the Class of 2010.

Reservoir HS: Zenyou, Inc. (Prasa Karunakran, President), in the amount of \$1,000, designated for students who participate in Project Community. The students will attend a retreat to promote understanding and tolerance.

Wilde Lake HS: Boosters, in the amount of \$3,115.50, designated for the purchase of cheerleading uniforms.

Operating Budget Financial Report as of November 30, 2008 – Accepted by the Board.

FY 2009 School Construction Monthly Report – Accepted by the Board.

School Bus Contract Transfer – Approved by the Board.

<u>Contractor:</u>	<u>No. of Contracts w/this Transfer</u>
Barry Amoss	4
Woodlawn Motor Tours, Inc.	49

Closed Meeting Minutes of November 21, 2008 (Official and Confidential)

*Action:* Mrs. Giles moved approval of the Closed Meeting minutes of November 21, 2008. The motion was seconded by Mrs. French and approved by the members of the Board (6/0\*), with Mr. Dyer abstaining.

### **Consent Agenda (Regular)**

Request to do Research from the Scantron Corporation Titled "Policy for Prediction Studies: Using Performance Series to Predict Performance Levels on State Tests;" Request to do Research from Towson State University Titled "Common Planning Time in the Middle School: What Really Happens Behind Closed Doors?;" and Regular Meeting Minutes of December 11, 2008.

*Action:* Dr. Siddiqui moved acceptance of the regular consent agenda. The motion was seconded by Ms. Bademosi and approved by the members of the Board (8/0).

Request to do Research from the Scantron Corporation Titled "Policy for Prediction Studies: Using Performance Series to Predict Performance Levels on State Tests" – Approved by the Board.

Request to do Research from Towson State University Titled "Common Planning Time in the Middle School: What Really Happens Behind Closed Doors?" – Approved by the Board.

Regular Meeting Minutes of December 11, 2008 – Approved by the Board.

### **Administrative Appointments and Promotions\***

Dr. Terry Alban, Chief Operating Officer, presented the following administrative promotion for Board approval:

Name	From	To
Andrew Raith	Coordinator of System Performance Reporting	Director of Systems Development

*Action:* Mrs. Giles moved approval of the administrative promotion. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/0\*).

### **Proclamation: Employee Appreciation Week**

#### *BOARD OF EDUCATION OF HOWARD COUNTY* **PROCLAMATION**

#### HONORING THE OUTSTANDING EMPLOYEES OF THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

**WHEREAS**, it is the mission of The Howard County Public School System to ensure excellence in teaching and learning so that each student will participate responsibly in a diverse and changing world; and

**WHEREAS**, the Board of Education recognizes this goal can only be achieved when all employees acknowledge and accept this mission as their own; and

**WHEREAS**, the Board wishes to thank the employees of the Howard County Public School System for their individual and collective commitment to the realization of this shared vision for education in Howard County; and

**WHEREAS**, the Board also wishes to acknowledge each teacher, administrator and support staff member for their personal contribution in maintaining a public education system that is not only a source of local pride, but is also recognized as one of the best in the nation; and

**WHEREAS**, the Board wishes to express sincere appreciation to all school system employees for their devotion to children, their dedication to excellence in teaching and learning, and their commitment to continuous improvement; and

**WHEREAS**, it is the expressed request of the Board of Education that this proclamation serve to launch meaningful recognition activities in all schools and for each employee group as a way to celebrate our successes, acknowledge our achievements and encourage ongoing recognition of the valuable contributions of all employees;

**THEREFORE, BE IT PROCLAIMED** that the Board of Education of Howard County designates the week of February 9 through February 13, 2009 as Employee Appreciation Week; and

**BE IT FURTHER PROCLAIMED** that a copy of this proclamation be displayed in each school facility as a token of appreciation from the Board of Education to the 7,796 employees of the Howard County Public School System.

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Frank J. Aquino, Chairman  
Board of Education of Howard County

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Sydney L. Cousin, Superintendent  
Howard County Public School System

*Action:* Mrs. French moved adoption of the proclamation. The motion was seconded by Mrs. Gordon and approved by the members of the Board (8/0).

### **Proclamation: African American History Month**

#### **PROCLAMATION**

#### **DESIGNATING FEBRUARY AS AFRICAN AMERICAN HISTORY MONTH**

**WHEREAS**, the theme for National African American History Month 2009 is: "Quest for Black Citizenship in the Americas;" and

**WHEREAS**, we find in the lives and voices of Frederick Douglass, Sojourner Truth, Booker T. Washington, Benjamin Banneker, and others who, rising above slavery, brutality and bigotry, became great American champions of liberty, equality and dignity; and

**WHEREAS**, the power, beauty, and unflinching words of poets and writers like Maya Angelou, Gwendolyn Brooks, Paul Laurence Dunbar, Langston Hughes, Toni Morrison, and Lucille Clifton challenge every American to live up to the ideals of freedom, equality and justice; and

**WHEREAS**, visionary leaders like Frederick Douglass, Thurgood Marshall, and Martin Luther King Jr. possessed a clarity of purpose and were instrumental in exposing and addressing the issues that threatened this country's founding principles; and

**WHEREAS**, Barack Obama is the first man of color elected President of the United States; and

**WHEREAS**, we recognize that, despite our progress, racial prejudice still exists in America and that we must be vigilant in responding to discrimination wherever we find it; and

**WHEREAS**, the Howard County Public School System is committed to promoting understanding and opportunity, and efforts to build a society where every person of every race and ethnicity can realize their potential; and

**WHEREAS**, the Howard County Public School System recognizes the importance of educating students about the struggles for equality that are part of America’s history so that this generation, and those that follow, will not take our hard-earned freedoms for granted;

**THEREFORE BE IT PROCLAIMED** that the Board of Education hereby designates February 2009 as African American History Month in the Howard County Public School System; and

**BE IT FURTHER PROCLAIMED** that this document serves to reinforce our commitment to recognizing the significant contributions of African Americans and to ensuring that all children see themselves in the Howard County curriculum.

\_\_\_\_\_  
Frank J. Aquino, Chairman  
Board of Education of Howard County

\_\_\_\_\_  
Sydney L. Cousin, Superintendent  
Howard County Public School System

*Action:* Ms. Bademosi moved approval of the proclamation. The motion was seconded by Mrs. Giles and approved by the members of the Board (8/0).

**Proclamation: National School Counseling Week**

*BOARD OF EDUCATION OF HOWARD COUNTY*  
**PROCLAMATION**

DESIGNATING FEBRUARY 2-6, 2009  
AS  
NATIONAL SCHOOL COUNSELING WEEK

**WHEREAS** school counselors are employed in public and private schools to help students reach their full potential; and

**WHEREAS** school counselors are actively committed to helping students explore their abilities, strengths, interests and talents as these traits relate to career awareness and development; and

**WHEREAS** school counselors help parents focus on ways to further the educational, personal and social growth of their children; and

**WHEREAS** school counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves; and

**WHEREAS** school counselors seek to identify and utilize community resources that can enhance and complement comprehensive school counseling programs and help students become productive members of society; and

**WHEREAS** comprehensive developmental school counseling programs are considered an integral part of the educational process that enables all students to achieve success in school:

**THEREFORE BE IT PROCLAIMED** that the Board of Education designates February 2-6, 2009 as National School Counseling Week in the Howard County Public School System; and

**BE IT FURTHER PROCLAIMED** that school counselors accept our sincerest gratitude for the essential services they provide in support of children and their education.

\_\_\_\_\_  
Frank J. Aquino, Chairman  
Board of Education of Howard County

\_\_\_\_\_  
Sydney L. Cousin, Superintendent  
Howard County Public School System

*Action:* Dr. Siddiqui moved acceptance of the proclamation. The motion was seconded by Mrs. Gordon and approved by the members of the Board (8/0).

**Proclamation: The Alpha Phi Fraternity, Inc.**

*BOARD OF EDUCATION OF HOWARD COUNTY*  
**PROCLAMATION**

HONORING

The Alpha Phi Alpha Fraternity, Inc.  
Kappa Phi Lambda Chapter

**WHEREAS**, the Alpha Phi Alpha Fraternity, Inc., Kappa Phi Lambda Chapter, is committed to the work and legacy of Dr. Martin Luther King, Jr.; and

**WHEREAS**, through the Alpha Foundation of Howard County, Inc., the Alpha Phi Alpha Fraternity funds a number of programs that positively impact the youth of our community; and

**WHEREAS**, the Alpha Phi Alpha Fraternity promotes the academic achievement of young men through the Alpha Achievers Program at four Howard County high schools; and

**WHEREAS**, the fraternity provides education, motivation and skill-building for young men on issues of responsibility and relationships through Project Alpha; and

**WHEREAS**, the fraternity pairs young musicians with seasoned veteran musicians in the Ellington/Adderley African-American Jazz Ensemble; and

**WHEREAS**, the Alpha Foundation provides scholarships and recognition awards to support and encourage young men who display personal motivation and positive determination;

**THEREFORE BE IT PROCLAIMED** that the Board of Education of Howard County wishes to express appreciation to the Alpha Phi Alpha Fraternity as a partner in education and a positive influence on the youth of Howard County; and

**BE IT FURTHER PROCLAIMED** that this proclamation be adopted by the Board of Education of Howard County on this date and presented to the membership of the Alpha Phi Alpha Fraternity, Inc. on the occasion of the 34th Annual Dr. Martin Luther King, Jr. Memorial Breakfast on January 11, 2009.

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Frank J. Aquino, Chairman  
Howard County Board of Education

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Sydney L. Cousin, Superintendent  
Howard County Public School System

*Action:* Mrs. Gordon moved approval of the proclamation. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

### **Northfield ES Addition/Renovation Design Development Brochure\***

*Presenters:* Mr. Ken Roey, Executive Director, Facilities Planning and Management; and Mr. Bruce Gist, Director of School Construction.

*Highlights:*

- Renewing mechanical and building infrastructure.
  - Integrates nine-week project elements with core program improvements.
- Addition adds 150 seats (program capacity).
  - Includes administrative, cafeteria, music and art expansion, and physical education activity room.
- First LEED (Leadership in Energy & Environmental Design) - Silver project.
  - Currently 44 points possible - 37 required for certification.
- Schedule:
  - Construction documents ready for approval in April 2009.
  - Bid – May 2009.
- Alternate package to include:
  - Extended learning area.
  - Cafeteria expansion.
  - Two small additions designed as swing classrooms.

*Discussion:*

Mr. Mike Lahowin, TCA Architects, assured the Board that there is adequate onsite parking at the school, including a new visitor parking lot that has recently been paved. In addition, traffic flow will be improved, and student drop-off/pick-up spaces will be designated closer to the front entrance.

In response to Dr. Siddiqui, Mr. Roey and Mr. Lahowin provided details regarding the LEED rating system. Dr. Siddiqui asked for specific information about the requirements for mold prevention, which is a new credit. Mr. Lahowin agreed to the request. Mrs. Giles pointed out that LEED points are provided for innovation and do not indicate that systems currently in place are inadequate or unsafe.

Mr. Roey noted that HCPSS is pursuing the "Green Cleaning Certification" by using entirely "green" cleaning products within Northfield ES, with the expectation that green cleaning will be used throughout the school system in the future. A number of measures are being considered that will promote a healthy school environment.

Mr. Lahowin spoke about the wind turbine, which is strictly an educational tool and provides no power for the school. The wind turbine will be showcased through the Gifted and Talented room and will charge a 12-volt battery. An inverter will then create 120-volt power from the original battery. Students can see that a battery charged by the wind can be converted into energy that can power a computer or other electronic equipment.

In response to Mrs. Gordon, Mr. Roey stated that it is unclear how much funding will be received as part of an education stimulus package, but it is expected that the amount will be in the hundreds of thousands of dollars, not millions.

Mr. Lahowin confirmed that the second entrance to the foyer of the school could be locked during the school day so that visitors would be required to enter the main office before gaining access to the rest of the school.

Regarding the noise generated from heat pumps, Mr. Roey stated that less noise will be generated, and the unit ventilators will be located in a closet between two rooms. These units will be much quieter than the typical classroom environment where a unit ventilator is visible. Mr. Roey noted that he has been in several green schools



with this configuration, and the difference in noise is very noticeable. The technology is reliable, simplifies maintenance, and stays operational longer.

*Action:* Dr. Siddiqui moved approval of the Design Development Documents as submitted for the Addition and Renovations to Northfield ES. The motion was seconded by Mrs. French and approved by the members of the Board (7/0\*).

## **2009 Legislative Platform**

*Presenters:* Dr. Siddiqui and Mr. Ray Brown, Chief Financial Officer.

The Legislative Platform for the 2009 Legislative Session of the Maryland General Assembly is an integral component of an overall strategy on issues significant to the Board. The Legislative Platform is developed to assist the Howard County Delegation during the General Assembly Session.

Dr. Siddiqui expressed appreciation to Mrs. French, Mr. Aquino, Mr. Brown, and Mrs. Hanks for their work in developing the 2009 Legislative Platform.

Dr. Siddiqui noted that a concern was brought up at the MABE Legislative meeting that Mrs. Gordon has addressed in a letter to the Maryland State Board of Education regarding the waiver/appeal process for High School Assessments (HSAs). It was requested that the wording be reflected in a final bullet on the last page of the document to read as follows:

### **THE HOWARD COUNTY BOARD OF EDUCATION SUPPORTS:**

- Local board of education control regarding the HSA waiver/appeal process.

Dr. Cousin stated that he worked with other superintendents and the state superintendent in drafting the waiver process. The intent was not to circumvent local boards, rather to expedite the process for students and allow sufficient time for final decisions prior to graduation exercises. Board members discussed concerns related to the waiver process, how it could impact May/June graduations, and possible solutions to concerns.

2009 Legislative Platform

1. Public Charter Schools.
2. Compulsory Attendance/Student Discipline Mandates.
3. Federal Support of Public Education.
4. Federal No Child Left Behind Act (NCLB) – Reauthorization.
5. Authority of Local School Board.
6. Adequate Funding for Public School Education.
7. High School Assessments (HSAs), with the added bullet of:  
Local Board of Education control regarding HSA waiver/appeal process.
8. Legislated Curriculum and Testing.
9. School Safety and Student Discipline.
10. Maintenance of Effort.
11. Retirement and Pension.
12. School Nutrition and Health.
13. Nonpublic School Vouchers, Tuition Tax Credits, Tax Deductions and Textbooks.
14. Public School Labor Relations Board.

Mr. Brown provided a brief overview regarding the Public School Labor Relations Board issue. He explained that legislation was introduced (and failed) in 2008. There is likelihood that it will be introduced again in 2009. Essentially, this legislation would place a Public School Relations Board in the position of deciding all wages, hours, and working conditions for educational employees in the state, and it would replace the State Board of education as the arbitrator of bargaining disputes between unions and associations. Legislation in this form might impose binding arbitration in resolving negotiating issues.

Mr. Aquino stated his opinion that the Board members are elected by the people to represent their interests and the interests of the community as best as possible. This legislation, as previously introduced, would delegate one aspect of the Board's authority to an unelected body. Mrs. Gordon pointed out that this could affect decisions such as class size, length of the school day, etc.

Mr. Dyer spoke about his perspective on this issue and stated that the use of some sort of arbitration is an effective tool for ensuring that a process exists to deal with employee disputes. He indicated a need for the Board to recognize that the process should be examined to see whether or not the Board has become too one-sided.

Mr. Aquino emphasized that the Board monitors legislation during the session and takes positions on individual pieces of legislation as they occur when it is believed to be in the best interest of the Board to do so.

Mr. Cohen acknowledged Mr. Dyer's concerns but noted that there is a process currently in place that allows for appeals at the local and state levels.

Mrs. French made the comment that the Board treasures the employees of the school system and looks out for them as much as possible. She indicated that the Board knows what is best for its own school community, given its particular resources.

Mrs. Giles noted the importance of keeping in mind that the issues of education policy do not exist in a strictly labor management arena. She expressed her opinion that it would be in the Board's best interest to put forward the position indicated in the 2009 Legislative Platform.

*Motion:* Mrs. Giles moved acceptance of the Legislative Platform, as recommended by the Legislative Committee, and the amendment as proposed by Dr. Siddiqui for the legislative year of 2009. The motion was seconded by Mrs. Gordon.

*Discussion:*

Mrs. French asked that the Legislative Platform be listed with the Authority of Local School Boards first and the remaining items in alphabetical order. Mrs. Giles also suggested that the items be numbered for easy reference and identification.

Mr. Dyer expressed concern with casting one vote for the entire legislative proposal. He requested that the vote be postponed until the items could be listed in correct order and an opportunity provided for a vote on each position stated in the proposal. Mr. Brown reminded the Board that the legislative session opens January 14, 2009, and that it has been the Board's desire to have an approved platform prior to the start of the session. He clarified that the platform is used as a communication tool and provides a general outline of the Board's positions. Board members will have the opportunity to vote on individual pieces of legislation in terms of support, oppose, or support with amendments, etc., as specific legislation is introduced.

The motion to approve the platform was withdrawn by Mrs. Giles.

Mr. Dyer indicated his disagreement with the legislative platform regarding the Public School Labor Relations Board.

*Action:* Mrs. Giles moved acceptance of the Legislative Platform for 2009 as proposed, exclusive of the position on the Public School Labor Relations Board, and as amended for the High School Assessments. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

*Motion:* Mrs. Giles moved that the Board accept the Legislative Platform for 2009 on the Public School Labor Relations Board as proposed by the Legislative Committee. The motion was seconded by Mrs. Gordon.

*Discussion:*

Mr. Dyer reiterated his opposition to the position as stated in the platform.

*Action:* The motion was approved by the members of the Board (7/1), with Mr. Dyer voting no.

### **Policy 6020 – School Construction Program**

*Presentation:* Mr. Bruce Gist, Director of School Construction.

Mr. Gist presented proposed revisions to Policy 6020 - School Construction Program. The proposed policy aligns the roles of the Offices of Planning and School Construction, establishes a new standard that addresses environmentally responsible construction, and adds legal and policy references. A requirement for a walk-through by building users has been added to the procedures.

*Discussion:*

In response to Dr. Siddiqui, staff agreed to make a notation in the policy to address the situation where temporary relocatable classrooms are replaced.

In response to Mr. Dyer, Mr. Roey explained that the state legislation regarding LEED applies only to new construction or when replacing 80 percent or adding additional space comprising 80 percent of the building. A renovation such as Northfield ES is not required to

adhere to LEED, but the school system has chosen to seek certification for the project. Mr. Roey also explained that it would be extremely difficult to adhere to LEED requirements within the nine-week timeframe allotted for summer renovation projects.

Dr. Alban noted that the Standards section of the Implementation Procedures states that the school system will follow an environmentally responsible construction process. That allows the school system flexibility in how construction/renovations issues are addressed.

Mrs. French made several suggestions regarding various sections of the policy. It was recommended that the policy committee meet to decide how best to address these suggestions.

A public hearing is scheduled for February 12, and the Board is scheduled to take action on the policy on March 12, 2009.

### **Policy 6070 – Closing of Schools**

*Presenter:* Mr. Joel Gallihue, Manager of School Planning.

Mr. Gallihue presented proposed revisions to Policy 6070 - Closing of Schools. The policy works with Policy 6010 - School Attendance Areas to guide consolidation of student populations in order to promote uniform and efficient use of school facilities. The revised procedures add a step to the process that involves review by the Maryland State Department of Education (MSDE) and the Maryland Department of Planning.

*Discussion:*

Dr. Siddiqui suggested that the Implementation Procedures include information about who is responsible for notifying parents when a school is designated to close.

Dr. Cousin provided information on the process the school system follows when property is surplussed, which is spelled out in COMAR under State Regulations.

Mr. Gallihue indicated that he would be adding some of the deleted language from the policy related to COMAR regulations back into the policy based on the recommendation of legal counsel.

The Board asked that the policy be brought back after the revision and the approval schedule be adjusted.

**Policy 4060 – Third Party Billing  
(Proposed New Title: Medicaid Reimbursement for Health Related Services)**

*Presenter:* Dr. James Walsh, Director of Special Education.

*Discussion:*

Dr. Walsh presented highlights of the revisions to the policy, including a new title: Medicaid Reimbursement for Health Related Services. Mrs. Giles thanked Dr. Walsh for incorporating Board members' suggested changes.

*Action:* Dr. Siddiqui moved adoption of the revised Policy 4060 - Medicaid Reimbursement for Health Related Services. The motion was seconded by Mrs. Giles and approved by the members of the Board (8/0).

**Policy 7080 – Transfer of Administrators**

*Presenter:* Mr. Dave Bruzga, Administrative Director for Secondary Schools.

Mr. Bruzga presented highlights of the revisions to the policy and requested Board approval.

*Discussion:*

It was agreed that the following sentence would be added to the Compliance section of the policy: The Superintendent's designee will provide notification to the Board of administrative transfers of school-based administrators.

In addition, language will be included in the Implementation Procedures to state that Board members will be notified prior to PTA Presidents regarding transfers.

*Action:* Mrs. Giles moved acceptance of the recommendations with revisions to Policy 7080. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

**Policy 7090 – Administrative Transfer of Teachers**

Presenter: Mr. Dave Bruzga, Administrative Director for Secondary Schools.

Mr. Bruzga presented highlights of the proposed changes to the policy and requested Board approval.

*Discussion:*

Dr. Cousin explained that language in the policy comes directly from the negotiated agreement for teachers. He noted that an agreement also exists with the teachers' association about the administrative workings of the transfer process, which at one time was an addendum to the negotiated agreement. Dr. Cousin stated that this information could be forwarded to the Board for a review of the step-by-step procedures.

Mr. Bruzga stated that certain circumstances cannot be addressed through the voluntary transfer process. There are very strict guidelines on how that process is to occur both for the benefit of HCEA members who may request that process, as well as for Central Office staff who may see a need for this process to be used. It is monitored very carefully by HCEA, and guidelines must be adhered to, but there is still a certain amount of leeway given to the Superintendent to meet specific needs of the system as well as to honor teacher requests.

It was also requested that the following language be added to the appropriate section of the policy: This process will be conducted in compliance with the terms of the Master Agreement Between the Board of Education and the Howard County Education Association.

*Action:* Mrs. Giles moved approval of Policy 7090 as revised. The motion was seconded by Mr. Dyer and approved by the members of the Board (8/0).

Mr. Bruzga noted that there was union representation on the policy review committee.

**Recess** – The meeting was recessed by the Chairman at 7:25 p.m. and reconvened at 7:50 p.m.

## **Public Forum**

There was no one present to address the Board.

## **Appointment – PTA Council of Howard County (PTACHC) Monthly Report**

Mr. John Hannay, PTACHC President, reported on recent activities of the council. He reported on concerns from PTA representatives who have served on policy committees regarding the times of meetings, the availability of background legal references in advance of policy work, and confusion about the process for submitting minority reports.

Mr. Hannay also spoke about concerns of parents regarding the school schedule and its impact on students being able to participate in or view Inauguration Day activities. Dr. Cousin repeated the accommodations that have been made to address this issue. Mrs. French assured the public that no HCPSS student will be left uninformed about the inauguration.

## **Public Hearing – Policy 7100 – Family and Medical Leave**

Mr. Chris Wertman, Chairman of the Community Advisory Council (CAC)

- Provided detailed recommendations from the CAC regarding clarifying language for the policy and corresponding procedures.
- Stated that the CAC is supportive of Board adoption of the policy subject to the Board's consideration of CAC's comments provided in written testimony.

The Board is scheduled to take action on Policy 7100 on January 22, 2009.

## **Public Hearing – Policy 7130 Substitute Teachers**

Mr. Chris Wertman, Chairman of the Community Advisory Council (CAC)

- Provided detailed recommendations from the CAC regarding clarifying language for the policy and corresponding procedures.
- Stated that the CAC is supportive of the Board adoption of the policy subject to the Board's consideration of CAC's comments provided in written testimony.



The Board is scheduled to take action on Policy 7130 on January 22, 2009.

**Adjournment:** The meeting was adjourned by the Vice Chairman at 8:35 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

Legislative Committee Meeting  
Board Room A  
January 14, 2009 – 4:00 p.m.

Committee: Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French  
Staff: Raymond H. Brown, CFO

Attendees: Janet Siddiqui, Frank J. Aquino, Sandra H. French, Raymond H. Brown  
Staff: Kathy Hanks

Item	Subject	Discussion	Action/Status	Follow-up
I	Call to Order	4:04 p.m.		
II	Approval of Agenda	By consensus		
III	Review	<p>1. Legislative Platform:</p> <p>A. Final copy distribution: Mr. Brown distributed a hard copy of the final product and noted the bullets on HSA.</p> <p>B. Process review: Since all bills are signed by June 1<sup>st</sup>, it was recommended by the committee to incorporate any changes into the platform after that time. Also, retirement of position papers will be discussed during the final wrap up after June 1<sup>st</sup>.</p>	<p>1. Mrs. Hanks will distribute as soon as possible to the appropriate government agencies.</p>	

Legislative Committee Meeting  
Board Room A  
January 14, 2009 – 4:00 p.m.

Committee: Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French  
Staff: Raymond H. Brown, CFO

Attendees: Janet Siddiqui, Frank J. Aquino, Sandra H. French, Raymond H. Brown  
Staff: Kathy Hanks

Item	Subject	Discussion	Action/Status	Follow-up
		<p>2. House bills and legislative calendar:</p> <p>House bills and the legislative calendar were discussed. Mr. Brown presented the committee with the bill “Task Force on Educational Issues Affecting Military Children Report.” He also distributed a handout regarding the Public Notice Hearing on Statewide Issues on February 4, 2009 at 7:30 p.m. at the Howard County Board of Education, Board Room A &amp; B.</p> <p>3. Communications during session:</p> <p>Mr. Brown is a member of the Green Street Coalition and it meets every Friday to go over</p>	<p>3. Mr. Brown will make sure we receive copies of the “Green Sheet.”</p> <p>Mr. Brown will send the committee an email with a</p>	

Legislative Committee Meeting  
Board Room A  
January 14, 2009 – 4:00 p.m.

Committee: Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French  
Staff: Raymond H. Brown, CFO

Attendees: Janet Siddiqui, Frank J. Aquino, Sandra H. French, Raymond H. Brown  
Staff: Kathy Hanks

Item	Subject	Discussion	Action/Status	Follow-up
		legislative issues. With the information provided by Mr. Brown, the committee can decide if they need to take action on specific issues.	list of the bills coming up and how they affect our platform, MABE, etc. and give the committee a recommendation.	
IV	Scheduling	<p>The next meeting will be held February 2, 2009 at 8:00 a.m.</p> <p>Additional meetings will be as follows:</p> <p>February 18, 2009 at 3:00 p.m.  March 4, 2009 at 3:30 p.m.  March 18, 2009 at 3:00 p.m.</p> <p>The meeting on April 1, 2009 is cancelled.</p>		
V	Adjournment	4:52 p.m.		

# **Task Force on Educational Issues Affecting Military Children Report**

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## **TASK FORCE MEMBERSHIP**

**Ms. Candace Wheeler**

**Task Force Chair**

Deputy Director of Government Relations, National Military Families Association

**Senator John Astle**

Senate of Maryland

**Ms. Linda Redwine-Bell**

Youth Education Support Services Director/School Liaison Officer, Fort Meade Army Base

**Ms. Mary Gable**

Director of Instructional Programs/BRAC Liaison

Maryland State Department of Education

**Mr. Eddie Scott**

Principal, Meade Middle School

**Ms. Tricia Johnson**

Maryland Association of Boards of Education

**Delegate Anne Kaiser**

Maryland House of Delegates

**Ms. Eileen Campbell**

School Liaison Officer, Aberdeen Proving Ground

**Dr. Michael Martirano**

Local Superintendent, St. Mary's Public Schools

**Mr. Joseph Schmitz**

Principal, Fallston High School

## **TASK FORCE STAFF**

**Ms. Heather Bradbury**

Maryland State Department of Education

# **Task Force on Educational Issues Affecting Military Children Report**

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## **SUMMARY of TASK FORCE DUTIES**

- Identify and examine educational issues affecting military families
- Identify and examine existing State efforts to ease the transition of children of military families into Maryland schools
- Make recommendations on efforts that could ease the transition of children of military families into Maryland schools
- Examine and make recommendations on issues surrounding the feasibility of the State joining the Interstate Compact on Educational Opportunities for Military Children.

### **Specific Topics of Interest**

- The awarding of credit for previously completed work.
- The timely receipt of paperwork necessary for local school systems to facilitate transfers of children of military families to Maryland schools.
- The opportunity for children of military families transitioning to Maryland schools to graduate on time and the affect of the State's graduation requirements on children of military families.
- The transitioning of children of military families with disabilities.
- The participation of children of military families in extracurricular activities.

## **Task Force on Educational Issues Affecting Military Children Report**

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Military personnel are required to relocate as duty calls, whether the duty keeps them in country or requires transfer or deployment overseas. One of the most important issues for a military family when relocating is education. On average, children in military families will change schools six to nine times between kindergarten and 12<sup>th</sup> grade. In the current climate of the U.S. military forces, particularly the Army, these families must also consider the possibility of long deployments of one parent, and in some cases two, to areas of conflict.

The Council of State Government (CSG), in cooperation with the U.S. Department of Defense Office of Personnel and Readiness, brought together a wide variety of officials, stakeholders, and military families to identify specific educational issues impacting military families when relocating or during periods of deployment, and potential remedies. The end result of these meetings was the creation of the Interstate Compact on Educational Opportunity for Military Children.

Interstate compacts are contracts between two or more states creating an agreement on a particular policy issue, adopting a certain standard or cooperating on regional or national matters. [Taken from <http://www.csg.org/programs/ncic/documents/CompactFAQ.pdf>] Currently, Maryland is a member of over 30 interstate compacts that address a range of issues, such as transportation, waterways, adoption, foster care, and nursing, to name a few. The Interstate Compact on Educational Opportunity for Military Children addresses key issues that could negatively impact children of military families transitioning into public schools.

The Interstate Compact on Educational Opportunity for Military Children Legislative Resource Kit includes detailed information about the purpose of the Interstate Compact; the specific educational issues the Interstate Compact addresses; how a state would join and function as a member of the Interstate Compact; and the authority and function of the Interstate Commission. The primary purpose of the Interstate Compact is to provide states with a uniform set of guidelines that would help make the transitioning process for children of military families more consistent and smooth.

The Interstate Compact became active once ten (10) states adopted it. To date, the following states have joined the Interstate Compact: Arizona, Colorado, Connecticut, Delaware, Florida, Kansas, Kentucky, Michigan, Missouri, North Carolina, and Oklahoma. In addition, there are fifteen (15) states, including Maryland, who will be reviewing legislation regarding the Interstate Compact during their respective 2009 legislative sessions.

During the 2008 Maryland General Assembly, bills proposing Maryland adopt the Interstate Compact on Educational Opportunity for Military Children were considered by both the House and the Senate. The bills were amended, establishing the Task Force on Educational Issues Affecting Military Children to review the Interstate Compact on Educational Opportunity for Military Children Legislative Resource Kit.

## Task Force on Educational Issues Affecting Military Children Report

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The Task Force included members of the State legislature, and staff from military family organizations and institutions, the Maryland State Department of Education, Maryland local school systems, and the Maryland education community. During initial background meetings, the Task Force was given an overview of interstate compacts; information about what Maryland school systems have in place for transitioning military children, including professional development training; information about additional existing resources for transitioning military children; and Base Realignment and Closure (BRAC) information.

In the *Projected Military Student Growth by State* chart provided by the Department of Defense, Maryland is expecting to receive approximately 2,264 children of military families and 3,856 children of civilian families due to BRAC between 2009 and 2011. While many local school systems are planning for the influx of BRAC students, it is difficult to predict the number of transfer students that will be enrolling in a particular school. While BRAC will be relocating both military and civilian personnel, the Interstate Compact applies only to active-duty military.

The discussions at the first Task Force meeting revolved around the Task Force's duties and specific topics of interest. During these discussions, it became evident that Maryland is a transfer-friendly state as Task Force members from the education community provided examples of Maryland policies or practices used to ease the transitioning process for a student. These examples complemented the language of the Interstate Compact by demonstrating flexibility within Maryland's education policies, both at the state and local levels, to allow local school systems and schools to use discretionary judgment so that decisions can be made in a timely manner about student enrollment and placement.

At the second meeting, Task Force members met with military families stationed at Aberdeen Proving Ground (APG) in Harford County and Fort Meade Army Base in Anne Arundel County to gain insight about their specific experiences in transitioning their children. In that meeting, most of the military families agreed that Maryland strived to be accommodating in transitioning their children into schools.

- SGM Sean Branham stated, "Never once in Harford County did they say *so sad, too bad*. (Harford County) never let anything drop through the cracks and instead they worked to make it work for my children. The cooperation on the Harford County side was great."
- Jonathan Putt, Guidance Department Chairperson at Meade High School in Anne Arundel County, discussed how the environment at Meade High takes into account that one day a student is sitting next to you and the next day they are not there. "As a counselor, we intervene on behalf of the military families by calling and 'pestering' the other system to send the required records. The key is having a highly-trained person to help guide people who are coming into the system. Also, if a child needs an extra credit, we have provided them with virtual credits. We need to help parents and also think outside of the box."

Schools that support military facilities are accustomed to meeting the needs of the military family community. In Maryland, the several school districts in close proximity to APG and Ft. Meade have signed a Memorandum of Agreement (MOA) which provides a common structure



## Task Force on Educational Issues Affecting Military Children Report

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for information-sharing and reciprocal processes for transitioning children of military families. However, many more schools are not accustomed to the unique needs and circumstances of military families. The intent of the Interstate Compact is to provide consistent guidelines so a student from a military family can be assured of a smooth transition regardless of where the school is located. With several military facilities spread throughout the state and the impending influx of BRAC families, Maryland has a greater possibility of having students from military families spread out to schools not attached to his/her parent's military facility.

- First Sergeant Zachary Hansrick talked about his 10 year-old son with special needs who has moved five times between kindergarten and fifth grade. Both First Sergeant Hansrick and his wife are members of the military. He is stationed at Ft. Meade while his wife is stationed at Ft. Detrick. Their son is currently attending a Maryland public school where he is the only child of a military family. "Moving has been a strain as the standards in each state have not been consistent and the moves have not only affected him, but also his IEP and special education needs."
- Mrs. Dawn Kilmon explained that her family is on the border of Cecil and Harford County and the high school graduation requirements are different for the two local school systems.

As part of the military make up, families are "trained" to follow orders/policy and not to ask too many questions. The military families, Task Force members, and education community guests stressed the importance of including the entire military family in the school community to help encourage parents to be advocates for their child as well as the importance of communication so students do not fall through the cracks or feel like outsiders in the school community.

- Ms. Margaret Haacke, Guidance Department Chairperson at Meade Middle School, described how Meade Middle rotates counselors with students so the staff gets to know the students. By doing this, the staff gets to know the families and their specific needs. "It is important that the child communicate with us as it is important to know if the child's parent was deployed. Also, it is just as important to have the parent contact the school system when there is a major change in the life of the student, so we can help them."
- Mrs. Mary Ann Glaze responded that she has found a parent needs to be forceful. Although her family has jumped through hoops, she has found Maryland the best so far. "The challenge is the communication aspect and just giving kids a chance (in the school) until the paper work arrives."
- Colonel and Mrs. Patrick Terrell pointed out in a letter addressed to Task Force members that their oldest daughter was having a difficult time with her overall attitude toward school in part due to the heartbreak of not making the school soccer team after playing JV for two years at her previous school.
- Dr. Michael Martirano, Superintendent of St. Mary's County, explained, "We do have the ability, but it is important to remember that someone needs to bring the issue forward and to our attention."

Another topic of the Task Force discussions was the importance of the relationship between the military base commanders and school liaison officer (SLO) and the local school system and school leadership. These relationships are critical in helping to make transitions for children of military families as smooth as possible. Both APG and Ft. Meade have SLOs; the Ft. Detrick Commandant has a strong, supportive relationship with the schools in Frederick County that surround the base; and Patuxent River Naval Air Station in St. Mary's County is scheduled to

## **Task Force on Educational Issues Affecting Military Children Report**

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fill the SLO position shortly but again the base leadership there has a strong relationship with the local school system. Working in conjunction with the guidelines provided in the Interstate Compact, both the school and the military communities would have a solid foundation to build and maintain strong bonds that would in turn benefit military families.

At the third Task Force meeting, the primary focus was an in-depth review of Articles IV – VII of the Interstate Compact that would specifically impact policies and procedures of Maryland local school systems and schools if Maryland becomes a member state. The Code of Maryland Regulations (COMAR) addresses almost all the issues in Articles IV – VII of the Interstate Compact (*see Appendix A*). Task Force members expressed concern with portions of Article V and Article VI, which address course placement; educational program placement; and eligibility for extracurricular participation; however, the language from the Interstate Compact provides a reasonable expectation so the student of a military family would have opportunity to continue on his or her academic path and/or participate in school activities.

- Whenever possible, a student from a military family interested in playing for a team or joining an extracurricular activity, such as chorus or acting, could send a videotape prior to the student's arrival so the student has the opportunity to participate.
- If the school system or school scheduling of classes (i.e. block scheduling; enrollment deadlines), school size, and/or student population could not accommodate a student from a military family, he or she could take MSDE-approved online courses, particularly at the high school level.

The guidelines provided in the Interstate Compact would help target outreach efforts. MSDE has already implemented a number of outreach efforts at all levels to prepare for the influx of BRAC personnel that will be relocating to Maryland, including:

- Maintaining an MSDE BRAC website with comprehensive information to help families before arriving in Maryland as well as during the school year;
- Providing MSDE materials to the military facilities that will be relocating personnel to Maryland; and
- Sending MSDE staff specialists to outreach events held at military facilities that will be relocating personnel to Maryland.

During the last Task Force meeting, members reviewed sections of the Interstate Compact addressing administration at both the state and national level. Much of the Interstate Compact Legislative Resource Kit uses boilerplate language for the administration of the Interstate Compact; however, there are a number of areas that have budget implications which would require an additional appropriation of State funds.

The Interstate Compact requires that a State Council be appointed or existing body would assume responsibility to provide coordination and compliance with the Interstate Compact in Maryland. The State Council membership, defined by the Interstate Compact, must include

## **Task Force on Educational Issues Affecting Military Children Report**

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state legislators, and military and education community representatives, plus a compact commissioner and a military family education liaison.

- The compact commissioner would be responsible for the administration and management of the state's participation in the compact and shall be appointed by the Governor or as otherwise determined by each member state.
- The military family education liaison would assist military families and the state in facilitating the implementation of this compact.

In accordance with the Interstate Compact, the State Council must meet periodically on issues related to the Interstate Compact. There would be costs assumed by the State Council which would include outreach and professional development training as well as expenditures for meetings.

In accordance with Article IX of the Interstate Compact Legislative Resource Kit, an Interstate Commission would be formed as a separate body corporate and joint agency of the member states. Each member state would have one voting representative, the state's compact commissioner. The Interstate Commission would meet at least once a year; however, there is the possibility for the Interstate Commission to request additional meetings. The expense for attending additional meetings would be assumed by each member state's State Council.

The fiscal support for the establishment, organization, and administration of the Interstate Commission would be collected from each member state on an annual basis. An annual assessment of the Interstate Commission's operational costs would be made. Dues would then be determined using a formula based on the number of current active-duty military children attending public school in a member state. At the Interstate Commission's initial meeting, the cost for dues was estimated to be one dollar per student. The most recent report from the DoD is that Maryland has 23,000 students from military families in public school. Again, with the impending BRAC relocations, that number is expected to increase by approximately 2,264 children by 2011 and potentially more thereafter.

There is a concern about Interstate Compact Article IX.I which addresses data collection and reporting. Maryland is currently struggling to keep up with the mandated data collections to meet compliance with NCLB. Each change and additional data element requires the student information system to be reprogrammed, school-level staff to be retrained, and costs thousands of dollars. MSDE is also in the early stages of developing its longitudinal data system. MSDE is having difficulty recruiting and retaining staff, and obtaining sufficient financial resources to meet current reporting requirements. Adding data collection requirements for MSDE, local school systems, and schools would be a challenge at this time without additional funding.

At the conclusion of the last Task Force meeting, members agreed that they had met their charge without voting on whether Maryland should join the Interstate Compact.

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## APPENDIX A

### INTERSTATE COMPACT ARTICLES IV – VII

Interstate Compact Articles IV through VII would have a direct impact on the functions of the local school systems and schools

#### **Article IV.A - Unofficial or "hand-carried" education records**

In the event that official education records cannot be released to the parents for the purpose of transfer, the custodian of the records in the sending state shall prepare and furnish to the parent a complete set of unofficial educational records containing uniform information as determined by the Interstate Commission. Upon receipt of the unofficial education records by a school in the receiving state, the school shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records, as quickly as possible.

#### **Article IV.B - Official education records/transcripts**

Simultaneous with the enrollment and conditional placement of the student, the school in the receiving state shall request the student's official education record from the school in the sending state. Upon receipt of this request, the school in the sending state will process and furnish the official education records to the school in the receiving state within ten (10) days or within such time as is reasonably determined under the rules promulgated by the Interstate Commission.

### CODE OF MARYLAND REGULATION (COMAR)

- **COMAR 13A.03.02.12 General Provisions**
  - A. Transfer Students.
    - (1) Unavailability of Official Transcript. If the transcript of record is not available, a local superintendent of schools or designee shall determine the appropriate placement of the student within the high school program by an evaluation of the student that shall include one or more of the following:
      - (a) Administration of standardized tests and examination;
      - (b) Observation of the student in a classroom setting;
    - (2) Use of interviews that are focused around the student's demonstration of course content knowledge and performance levels;
      - (a) Inspection of report cards and other documentation.

Maryland is in compliance with the policies set forth by the Family Educational Rights and Privacy Act (FERPA) and has an official state form (SR-7) that requires a student's official records be sent to the receiving school within ten (10) days of request from the sending school. FERPA is a "(f)ederal law that protects the privacy of student education

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records...FERPA gives parents certain rights with respect to their children's education records."

FERPA goes on to outline the specific rights and circumstances to access students records, including the following:

"Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law."

### Article IV.C - Immunizations

Compacting states shall give thirty (30) days from the date of enrollment or within such time as is reasonably determined under the rules promulgated by the Interstate Commission, for students to obtain any immunization(s) required by the receiving state. For a series of immunizations, initial vaccinations must be obtained within thirty (30) days or within such time as is reasonably determined under the rules promulgated by the Interstate Commission.

### CODE OF MARYLAND REGULATION (COMAR)

- **COMAR 10.06.04.06 Temporary Admission or Retention**
  - A. Subject to the provisions of §B of this regulation, a preschool or school, public or private, shall temporarily admit a student to or retain a student in a preschool or school if:
    - (1) The student is homeless; or
    - (2) The student's parent or guardian is unable to provide proof of immunization pursuant to the requirements of Regulation .03 of this chapter.
  - B. In order for a student to be temporarily admitted to or retained in a preschool or school, the student's parent or guardian shall present evidence of the student's appointment with a health care provider or local health department to:
    - (1) Receive a required immunization;
    - (2) Reconstruct a lost record; or

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- (3) Acquire evidence of age-appropriate immunity on a form provided by the Department.
- C. The date of the appointment pursuant to §B of this regulation may not be later than 20 calendar days following the date the student was temporarily admitted or retained.
- D. A preschool or school, public or private, shall exclude from school a student who has been temporarily admitted or retained on the next school day following the appointment date if the student's parent or guardian fails to provide evidence of required immunizations.

### Article IV.D - Kindergarten and First grade entrance age

Students shall be allowed to continue their enrollment at grade level in the receiving state commensurate with their grade level (including Kindergarten) from a local education agency in the sending state at the time of transition, regardless of age. A student that has satisfactorily completed the prerequisite grade level in the local education agency in the sending state shall be eligible for enrollment in the next highest grade level in the receiving state, regardless of age. A student transferring after the start of the school year in the receiving state shall enter the school in the receiving state on their validated level from an accredited school in the sending state.

### CODE OF MARYLAND REGULATION (COMAR)

- **COMAR 13A.08.01.02-2C Age for School Attendance**
  - A. Prekindergarten.
    - (1) Beginning with the 2005—2006 school year and each school year thereafter, a child admitted to the prekindergarten program in the public schools shall be 4 years old or older on September 1 of the school year in which the child applies for entrance.
    - (2) The local board of education shall adopt a regulation permitting a 3-year-old child, upon request by the parent or guardian, to be admitted to prekindergarten if the local superintendent of schools or the superintendent's designee certifies that the child is eligible under COMAR 13A.06.02 and has demonstrated educational needs warranting early admission.
  - B. Kindergarten.
    - (1) Beginning with the 2006—2007 school year and each school year thereafter, a child admitted to the kindergarten program in the public schools shall be 5 years old or older on September 1 of the school year in which the child applies for entrance.
    - (2) The local board of education shall adopt a regulation permitting a 4-year-old child, upon request by the parent or guardian, to be admitted to kindergarten if the local superintendent of schools or the superintendent's designee determines that the child demonstrates capabilities warranting early admission. The

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regulation shall include a provision for promotion of the 5-year-old child to first grade if the local superintendent or the superintendent's designee determines that the child demonstrates capabilities warranting promotion to first grade.

### **C. First Grade.**

- (1) Beginning with the 2007—2008 school year and each school year thereafter, a child admitted to the first grade in the public schools shall be 6 years old or older on September 1 of the school year in which the child applies for entrance.
- (2) The local board of education shall adopt a regulation permitting a 5-year-old child, upon request of the parent or guardian, to be admitted to the first grade if the local superintendent of schools or the superintendent's designee determines that the child has demonstrated capabilities warranting early admission.

### **Article V.A - Course placement**

When the student transfers before or during the school year, the receiving state school shall initially honor placement of the student in educational courses based on the student's enrollment in the sending state school and/or educational assessments conducted at the school in the sending state if the courses are offered. Course placement includes but is not limited to Honors, International Baccalaureate, Advanced Placement, vocational, technical and career pathways courses. Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. This does not preclude the school in the receiving state from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s).

### **Article V.B - Educational program placement**

The receiving state school shall initially honor placement of the student in educational programs based on current educational assessments conducted at the school in the sending state or participation/placement in like programs in the sending state. Such programs include, but are not limited to:

- 1) gifted and talented programs; and
- 2) English as a second language (ESL).

This does not preclude the school in the receiving state from performing subsequent evaluations to ensure appropriate placement of the student.

### **Article V.C - Special education services**

- 1) In compliance with the federal requirements of the Individuals with Disabilities Education Act (IDEA), 20 U.S.C.A. Section 1400 et seq, the receiving state shall initially provide comparable services to a student with disabilities based on his/her current Individualized Education Program (IEP); and
- 2) In compliance with the requirements of Section 504 of the Rehabilitation Act, 29 U.S.C.A. Section 794, and with Title II of the Americans with Disabilities Act, 42 U.S.C.A. Sections

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regulation shall include a provision for promotion of the 5-year-old child to first grade if the local superintendent or the superintendent's designee determines that the child demonstrates capabilities warranting promotion to first grade.

### **C. First Grade.**

- (1) Beginning with the 2007—2008 school year and each school year thereafter, a child admitted to the first grade in the public schools shall be 6 years old or older on September 1 of the school year in which the child applies for entrance.
- (2) The local board of education shall adopt a regulation permitting a 5-year-old child, upon request of the parent or guardian, to be admitted to the first grade if the local superintendent of schools or the superintendent's designee determines that the child has demonstrated capabilities warranting early admission.

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When the student transfers before or during the school year, the receiving state school shall initially honor placement of the student in educational courses based on the student's enrollment in the sending state school and/or educational assessments conducted at the school in the sending state if the courses are offered. Course placement includes but is not limited to Honors, International Baccalaureate, Advanced Placement, vocational, technical and career pathways courses. Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. This does not preclude the school in the receiving state from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s).

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- 1) gifted and talented programs; and
- 2) English as a second language (ESL).

This does not preclude the school in the receiving state from performing subsequent evaluations to ensure appropriate placement of the student.

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- 2) In compliance with the requirements of Section 504 of the Rehabilitation Act, 29 U.S.C.A. Section 794, and with Title II of the Americans with Disabilities Act, 42 U.S.C.A. Sections



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12131-12165, the receiving state shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities, subject to an existing 504 or Title II Plan, to provide the student with equal access to education. This does not preclude the school in the receiving state from performing subsequent evaluations to ensure appropriate placement of the student.

### **CODE OF MARYLAND REGULATION (COMAR)**

The public agency is required to ensure that the student is provided with the special education and related services required by the IEP (34 CFR §§300.101 and .103). If a student with an IEP in one state transfers to a public agency in another state, the new public agency (in consultation with the parents) must provide the student with FAPE (including services comparable to those described in the student's IEP from the previous state), until the new public agency:

- a. Conducts an evaluation if determined to be necessary; and
- b. Develops, adopts, and implements a new IEP, if appropriate (34 CFR §300.323).

"Comparable services" is defined as services that are similar or equivalent to those that are described in the IEP from the previous public agency, as determined by the IEP team in the new public agency (Analysis of Comments and Changes to IDEA, Federal Register, Vol. 71, No. 156, p. 46681, August 14, 2006).

The public agency must obtain informed consent from the student's parent before the initial provision of special education and related services to the student (34 CFR §300.300). The initial provision of services means the first time a parent is offered special education and related services after the student has been evaluated in accordance with the procedures in 34 CFR §§300.301 - .311 (Analysis of Comments and Changes to IDEA, Federal Register, Vol. 71, No. 156, p. 46633, August 14, 2006).

In the case of a student who enrolls in a new school in another state, the evaluation conducted by the new public agency is considered an initial evaluation, which requires parental consent (Analysis of Comments and Changes to IDEA, Federal Register, Vol. 71, No. 156, p. 46682, August 14, 2006). Therefore, the initial provision of services following such an evaluation requires the provision of parental consent.

### **Article V.D - Placement flexibility**

Local education agency administrative officials shall have flexibility in waiving course/program prerequisites, or other preconditions for placement in courses/programs offered under the jurisdiction of the local education agency.

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## **Article V.E - Absence as related to deployment activities**

A student whose parent or legal guardian is an active duty member of the uniformed services, as defined by the compact, and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the local education agency superintendent to visit with his or her parent or legal guardian relative to such leave or deployment of the parent or guardian.

## **CODE OF MARYLAND REGULATION (COMAR)**

- **COMAR 13A.08.01.03. J.** Other emergency or set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause of absence from school.

Local school systems may have additional attendance policy(s) that allow more discretion regarding student absences. Issues that would likely be taken into account in making a decision could include impact on Adequate Yearly Progress (AYP), and/or administration of the Maryland School Assessment (MSA) or High School Assessment (HSA), which are statewide tests that have federal implications under No Child Left Behind.

## **Article VI.A - Eligibility for enrollment**

1. Special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.
2. A local education agency shall be prohibited from charging local tuition to a transitioning military child placed in the care of a non-custodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent.
3. A transitioning military child, placed in the care of a non-custodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which he/she was enrolled while residing with the custodial parent.

## **CODE OF MARYLAND REGULATION (COMAR)**

- **COMAR 13A.08.05.02 Informal Kinship Care General Provisions**
  - A. A county superintendent shall allow a child who is a Maryland resident to attend a public school in a county other than the county where the child is domiciled with the child's parent or legal guardian if:

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- (1) The child lives with a relative providing informal kinship care in the county; and
  - (2) The relative verifies the informal kinship care relationship through a sworn affidavit in the form and as specified in Regulations .04—.06 of this chapter.
- B. If a change occurs in the care or in the serious family hardship of the child, the relative providing informal kinship care for the child shall notify the local school system in writing within 30 days after the change occurs.
  - C. The relative providing informal kinship care shall make reasonable efforts to inform the parent or legal guardian of the child of the informal kinship care relationship.
  - D. The relative providing informal kinship care shall make the full range of educational decisions for the child unless the court:
    - (1) Appoints a guardian for the child; or
    - (2) Awards custody of the child to someone other than the relative providing informal kinship care.
  - E. The parent or legal guardian of a child in an informal kinship care relationship shall have final decision-making authority regarding the educational needs of the child.
  - F. Education funding of a child in informal kinship care shall be provided in accordance with Education Article, §4-122.1, Annotated Code of Maryland.
  - G. A child in an informal kinship care relationship shall receive an appropriate education from the receiving agency.
  - H. The receiving agency shall include a child enrolled as the result of an informal kinship care relationship in its full-time equivalent enrollment as provided by Education Article, §5-202(a), Annotated Code of Maryland.

### Article VI.B - Eligibility for extracurricular participation

State and local education agencies shall facilitate the opportunity for transitioning military children's inclusion in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.

### CODE OF MARYLAND REGULATION (COMAR)

- **COMAR 13A.06.03.02 Eligibility:** Student eligibility for participation in interscholastic athletics at the high school level shall be based on the following criteria:
  - A. Students shall be officially registered and attending a member MPSSAA school. They may represent only the school in which they are registered and at which it is anticipated they will complete their graduation requirements. Ninth grade public school students who reside in the attendance area of a high school organized grades 10----12 may participate in the interscholastic athletic program of that high school.
  - B. Each local school system shall establish standards of participation which assure that students involved in interscholastic athletics are making satisfactory progress toward graduation.
  - C. Students who are 19 years old or older as of August 31 are ineligible to participate in interscholastic athletics.

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- D. Students may participate in interscholastic athletic contests for a maximum of three seasons in any one sport in grades 10, 11, and 12. Students who participate on an interscholastic team in grade 9 will have a maximum athletic eligibility of four seasons in that one sport.
- E. Middle, intermediate, or junior high school students are not eligible to compete or practice with high school teams. However, ninth grade public school students who reside in the attendance area of a high school organized grades 10----12 may participate in the interscholastic athletic program of that high school.
- F. Students shall maintain amateur status as defined by Regulation .10 of this chapter.
- G. Students, while participating on a school team, are permitted to participate in the same sport outside of school during the sport's season. This participation shall meet the following criteria:
  - (1) The outside participation may not conflict with the practice or contests schedule of the school including district, regional, and State championship play unless prior written approval has been obtained from the school principal and coach;
  - (2) Students who elect to participate on an outside team and do not participate and practice with the school team throughout the designated sport's season are ineligible to represent the school in all contests that determine a county, district, regional, or State championship during that sport season.
- H. Students shall present to their high school principal a certificate from their parents or guardian (indicating the parents' or guardian's) giving permission for participation.
- I. A student shall be examined and certified to the high school principal as being physically fit to participate in any try-out, practice, or contest of a school team. The examination shall be performed by a licensed physician, certified physician assistant under the supervision of a licensed physician, or certified nurse practitioner.
- J. Students legally transferred to another school may participate. "Legally transferred" means a change of residence or a transfer from one school to another by action approved by the local superintendent of schools.
- K. Graduates.
  - (1) Graduates of high schools are not eligible to practice with or participate on interscholastic sports teams. However, they may participate in the remaining athletic contests of that semester.
  - (2) Students are considered graduates when they have completed the work required for graduation and are declared graduates by the local board of education.

### **Article VII: Graduation**

In order to facilitate the on-time graduation of children of military families, states and local education agencies shall incorporate the following procedures:

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## **Article VII.A. Waiver requirements**

Local education agency administrative officials shall waive specific courses required for graduation if similar course work has been satisfactorily completed in another local education agency or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, the local education agency shall provide an alternative means of acquiring required coursework so that graduation may occur on time.

## **CODE OF MARYLAND REGULATION (COMAR)**

- **COMAR 13A.03.02.12 General Provisions**
  - B. **Transfer Students.**
    - (1) **Attendance Requirements.**
      - (a) To receive a diploma, a student shall be in attendance at a Maryland public high school one full semester immediately preceding graduation in addition to meeting the other diploma requirements.
      - (b) In cases where this requirement creates an undue hardship for a student transferring to or from a Maryland nonpublic school or from an out-of-State school and wishing to receive a Maryland high school diploma, the local superintendent of schools may waive the one full semester attendance requirement.
      - (c) Exception shall be made for a student with disabilities in a State-approved nonpublic program.
      - (d) Students transferring from one Maryland public high school to another during the second semester of their senior year and meeting all requirements for graduation shall be given the option of graduating from either high school by agreement of the local superintendent of schools or the respective local superintendents when more than one local school system is involved.
    - (2) **Maryland High School Assessment Exemption Requirements.**
      - (a) A student who transfers from a nonpublic school or a school out of State is exempt from one or more of the Maryland High School Assessments if, consistent with local school system policy and procedure, the principal of the Maryland public school in which the student enrolls determines that the course taken is aligned with the relevant High School Assessment and awards the student credit for taking any of the courses aligned with the High School Assessments, that is, algebra/data analysis, biology, English, or government, or all of these, in accordance with the principles set forth in §B(2)(c) of this regulation.
      - (b) A student who transfers from a nonpublic school or a school out of State and has not received credit for algebra/data analysis but has demonstrated mastery of the core learning goals of algebra/data analysis either through an

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evaluation or successful completion of subsequent mathematics courses for which algebra/data analysis is a prerequisite is exempt from the Maryland High School Assessment for algebra/data analysis.

- (c) To award credit for taking any of the courses aligned with the High School Assessments, that is, algebra/data analysis, biology, English, or government, a principal shall determine through the following considerations whether the transfer student demonstrates subject matter knowledge aligned with the content standards for the subject:
  - (i) Administration of standardized tests and examinations;
  - (ii) Observation of the student in the classroom;
  - (iii) Use of interviews that are focused around the student's demonstration of course content knowledge and performance levels; and
  - (iv) Inspection of transcripts, report cards, and other documentation.
- (d) A student who transfers from a nonpublic school or from a school out of State into a local school system after the first semester of his or her senior year is exempt from the Maryland High School Assessment Requirements.
- (e) The exemption provided in §B(2)(d) of this regulation does not apply to a student with disabilities in a State-approved nonpublic program.
- (3) Local Graduation Requirements. A student who enters a local school system in his or her senior year shall be granted a waiver from locally established graduation requirements unless the student chooses to fulfill the requirements.
- (4) Unavailability of Official Transcript. If the transcript of record is not available, a local superintendent of schools or designee shall determine the appropriate placement of the student within the high school program by an evaluation of the student that shall include one or more of the following:
  - (a) Administration of standardized tests and examination;
  - (b) Observation of the student in a classroom setting;
  - (c) Use of interviews that are focused around the student's demonstration of course content knowledge and performance levels;
  - (d) Inspection of report cards and other documentation.

### **Article VII.B. Exit exams**

States shall accept:

- 1) exit or end-of-course exams required for graduation from the sending state; or
- 2) national norm referenced achievement tests; or
- 3) alternative testing, in lieu of testing requirements for graduation in the receiving state.

In the event the above alternatives cannot be accommodated by the receiving state for a student transferring in his or her Senior year, then the provisions of Article VII, Section C shall apply.

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## CODE OF MARYLAND REGULATION (COMAR)

- **COMAR 13A.03.02.12 General Provisions**
  - B. Transfer Students.
    - (1) Attendance Requirements.
      - (a) To receive a diploma, a student shall be in attendance at a Maryland public high school one full semester immediately preceding graduation in addition to meeting the other diploma requirements.
      - (b) In cases where this requirement creates an undue hardship for a student transferring to or from a Maryland nonpublic school or from an out-of-State school and wishing to receive a Maryland high school diploma, the local superintendent of schools may waive the one full semester attendance requirement.
      - (c) Exception shall be made for a student with disabilities in a State-approved nonpublic program.
      - (d) Students transferring from one Maryland public high school to another during the second semester of their senior year and meeting all requirements for graduation shall be given the option of graduating from either high school by agreement of the local superintendent of schools or the respective local superintendents when more than one local school system is involved.
    - (2) Maryland High School Assessment Exemption Requirements.
      - (a) A student who transfers from a nonpublic school or a school out of State is exempt from one or more of the Maryland High School Assessments if, consistent with local school system policy and procedure, the principal of the Maryland public school in which the student enrolls determines that the course taken is aligned with the relevant High School Assessment and awards the student credit for taking any of the courses aligned with the High School Assessments, that is, algebra/data analysis, biology, English, or government, or all of these, in accordance with the principles set forth in §B(2)(c) of this regulation.
      - (b) A student who transfers from a nonpublic school or a school out of State and has not received credit for algebra/data analysis but has demonstrated mastery of the core learning goals of algebra/data analysis either through an evaluation or successful completion of subsequent mathematics courses for which algebra/data analysis is a prerequisite is exempt from the Maryland High School Assessment for algebra/data analysis.
      - (c) To award credit for taking any of the courses aligned with the High School Assessments, that is, algebra/data analysis, biology, English, or government, a principal shall determine through the following considerations whether the transfer student demonstrates subject matter knowledge aligned with the content standards for the subject:
        - (v) Administration of standardized tests and examinations;

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regulation shall include a provision for promotion of the 5-year-old child to first grade if the local superintendent or the superintendent's designee determines that the child demonstrates capabilities warranting promotion to first grade.

### **C. First Grade.**

- (1) Beginning with the 2007—2008 school year and each school year thereafter, a child admitted to the first grade in the public schools shall be 6 years old or older on September 1 of the school year in which the child applies for entrance.
- (2) The local board of education shall adopt a regulation permitting a 5-year-old child, upon request of the parent or guardian, to be admitted to the first grade if the local superintendent of schools or the superintendent's designee determines that the child has demonstrated capabilities warranting early admission.

### **Article V.A - Course placement**

When the student transfers before or during the school year, the receiving state school shall initially honor placement of the student in educational courses based on the student's enrollment in the sending state school and/or educational assessments conducted at the school in the sending state if the courses are offered. Course placement includes but is not limited to Honors, International Baccalaureate, Advanced Placement, vocational, technical and career pathways courses. Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. This does not preclude the school in the receiving state from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s).

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- 1) gifted and talented programs; and
- 2) English as a second language (ESL).

This does not preclude the school in the receiving state from performing subsequent evaluations to ensure appropriate placement of the student.

### **Article V.C - Special education services**

- 1) In compliance with the federal requirements of the Individuals with Disabilities Education Act (IDEA), 20 U.S.C.A. Section 1400 et seq, the receiving state shall initially provide comparable services to a student with disabilities based on his/her current Individualized Education Program (IEP); and
- 2) In compliance with the requirements of Section 504 of the Rehabilitation Act, 29 U.S.C.A. Section 794, and with Title II of the Americans with Disabilities Act, 42 U.S.C.A. Sections



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12131-12165, the receiving state shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities, subject to an existing 504 or Title II Plan, to provide the student with equal access to education. This does not preclude the school in the receiving state from performing subsequent evaluations to ensure appropriate placement of the student.

### **CODE OF MARYLAND REGULATION (COMAR)**

The public agency is required to ensure that the student is provided with the special education and related services required by the IEP (34 CFR §§300.101 and .103). If a student with an IEP in one state transfers to a public agency in another state, the new public agency (in consultation with the parents) must provide the student with FAPE (including services comparable to those described in the student's IEP from the previous state), until the new public agency:

- a. Conducts an evaluation if determined to be necessary; and
- b. Develops, adopts, and implements a new IEP, if appropriate (34 CFR §300.323).

"Comparable services" is defined as services that are similar or equivalent to those that are described in the IEP from the previous public agency, as determined by the IEP team in the new public agency (Analysis of Comments and Changes to IDEA, Federal Register, Vol. 71, No. 156, p. 46681, August 14, 2006).

The public agency must obtain informed consent from the student's parent before the initial provision of special education and related services to the student (34 CFR §300.300). The initial provision of services means the first time a parent is offered special education and related services after the student has been evaluated in accordance with the procedures in 34 CFR §§300.301 - .311 (Analysis of Comments and Changes to IDEA, Federal Register, Vol. 71, No. 156, p. 46633, August 14, 2006).

In the case of a student who enrolls in a new school in another state, the evaluation conducted by the new public agency is considered an initial evaluation, which requires parental consent (Analysis of Comments and Changes to IDEA, Federal Register, Vol. 71, No. 156, p. 46682, August 14, 2006). Therefore, the initial provision of services following such an evaluation requires the provision of parental consent.

### **Article V.D - Placement flexibility**

Local education agency administrative officials shall have flexibility in waiving course/program prerequisites, or other preconditions for placement in courses/programs offered under the jurisdiction of the local education agency.

# Task Force on Educational Issues Affecting Military Children Report

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## **Article V.E - Absence as related to deployment activities**

A student whose parent or legal guardian is an active duty member of the uniformed services, as defined by the compact, and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the local education agency superintendent to visit with his or her parent or legal guardian relative to such leave or deployment of the parent or guardian.

## **CODE OF MARYLAND REGULATION (COMAR)**

- **COMAR 13A.08.01.03. J.** Other emergency or set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause of absence from school.

Local school systems may have additional attendance policy(s) that allow more discretion regarding student absences. Issues that would likely be taken into account in making a decision could include impact on Adequate Yearly Progress (AYP), and/or administration of the Maryland School Assessment (MSA) or High School Assessment (HSA), which are statewide tests that have federal implications under No Child Left Behind.

## **Article VI.A - Eligibility for enrollment**

1. Special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.
2. A local education agency shall be prohibited from charging local tuition to a transitioning military child placed in the care of a non-custodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent.
3. A transitioning military child, placed in the care of a non-custodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which he/she was enrolled while residing with the custodial parent.

## **CODE OF MARYLAND REGULATION (COMAR)**

- **COMAR 13A.08.05.02 Informal Kinship Care General Provisions**
  - A. A county superintendent shall allow a child who is a Maryland resident to attend a public school in a county other than the county where the child is domiciled with the child's parent or legal guardian if:

## Task Force on Educational Issues Affecting Military Children Report

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- (1) The child lives with a relative providing informal kinship care in the county; and
  - (2) The relative verifies the informal kinship care relationship through a sworn affidavit in the form and as specified in Regulations .04—.06 of this chapter.
- B. If a change occurs in the care or in the serious family hardship of the child, the relative providing informal kinship care for the child shall notify the local school system in writing within 30 days after the change occurs.
  - C. The relative providing informal kinship care shall make reasonable efforts to inform the parent or legal guardian of the child of the informal kinship care relationship.
  - D. The relative providing informal kinship care shall make the full range of educational decisions for the child unless the court:
    - (1) Appoints a guardian for the child; or
    - (2) Awards custody of the child to someone other than the relative providing informal kinship care.
  - E. The parent or legal guardian of a child in an informal kinship care relationship shall have final decision-making authority regarding the educational needs of the child.
  - F. Education funding of a child in informal kinship care shall be provided in accordance with Education Article, §4-122.1, Annotated Code of Maryland.
  - G. A child in an informal kinship care relationship shall receive an appropriate education from the receiving agency.
  - H. The receiving agency shall include a child enrolled as the result of an informal kinship care relationship in its full-time equivalent enrollment as provided by Education Article, §5-202(a), Annotated Code of Maryland.

### Article VI.B - Eligibility for extracurricular participation

State and local education agencies shall facilitate the opportunity for transitioning military children's inclusion in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.

### CODE OF MARYLAND REGULATION (COMAR)

- **COMAR 13A.06.03.02 Eligibility:** Student eligibility for participation in interscholastic athletics at the high school level shall be based on the following criteria:
  - A. Students shall be officially registered and attending a member MPSSAA school. They may represent only the school in which they are registered and at which it is anticipated they will complete their graduation requirements. Ninth grade public school students who reside in the attendance area of a high school organized grades 10----12 may participate in the interscholastic athletic program of that high school.
  - B. Each local school system shall establish standards of participation which assure that students involved in interscholastic athletics are making satisfactory progress toward graduation.
  - C. Students who are 19 years old or older as of August 31 are ineligible to participate in interscholastic athletics.

## **Task Force on Educational Issues Affecting Military Children Report**

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- D. Students may participate in interscholastic athletic contests for a maximum of three seasons in any one sport in grades 10, 11, and 12. Students who participate on an interscholastic team in grade 9 will have a maximum athletic eligibility of four seasons in that one sport.
- E. Middle, intermediate, or junior high school students are not eligible to compete or practice with high school teams. However, ninth grade public school students who reside in the attendance area of a high school organized grades 10-----12 may participate in the interscholastic athletic program of that high school.
- F. Students shall maintain amateur status as defined by Regulation .10 of this chapter.
- G. Students, while participating on a school team, are permitted to participate in the same sport outside of school during the sport's season. This participation shall meet the following criteria:
  - (1) The outside participation may not conflict with the practice or contests schedule of the school including district, regional, and State championship play unless prior written approval has been obtained from the school principal and coach;
  - (2) Students who elect to participate on an outside team and do not participate and practice with the school team throughout the designated sport's season are ineligible to represent the school in all contests that determine a county, district, regional, or State championship during that sport season.
- H. Students shall present to their high school principal a certificate from their parents or guardian (indicating the parents' or guardian's) giving permission for participation.
- I. A student shall be examined and certified to the high school principal as being physically fit to participate in any try-out, practice, or contest of a school team. The examination shall be performed by a licensed physician, certified physician assistant under the supervision of a licensed physician, or certified nurse practitioner.
- J. Students legally transferred to another school may participate. "Legally transferred" means a change of residence or a transfer from one school to another by action approved by the local superintendent of schools.
- K. Graduates.
  - (1) Graduates of high schools are not eligible to practice with or participate on interscholastic sports teams. However, they may participate in the remaining athletic contests of that semester.
  - (2) Students are considered graduates when they have completed the work required for graduation and are declared graduates by the local board of education.

### **Article VII: Graduation**

In order to facilitate the on-time graduation of children of military families, states and local education agencies shall incorporate the following procedures:

# **Task Force on Educational Issues Affecting Military Children Report**

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## **Article VII.A. Waiver requirements**

Local education agency administrative officials shall waive specific courses required for graduation if similar course work has been satisfactorily completed in another local education agency or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, the local education agency shall provide an alternative means of acquiring required coursework so that graduation may occur on time.

## **CODE OF MARYLAND REGULATION (COMAR)**

- **COMAR 13A.03.02.12 General Provisions**
  - B. **Transfer Students.**
    - (1) **Attendance Requirements.**
      - (a) To receive a diploma, a student shall be in attendance at a Maryland public high school one full semester immediately preceding graduation in addition to meeting the other diploma requirements.
      - (b) In cases where this requirement creates an undue hardship for a student transferring to or from a Maryland nonpublic school or from an out-of-State school and wishing to receive a Maryland high school diploma, the local superintendent of schools may waive the one full semester attendance requirement.
      - (c) Exception shall be made for a student with disabilities in a State-approved nonpublic program.
      - (d) Students transferring from one Maryland public high school to another during the second semester of their senior year and meeting all requirements for graduation shall be given the option of graduating from either high school by agreement of the local superintendent of schools or the respective local superintendents when more than one local school system is involved.
    - (2) **Maryland High School Assessment Exemption Requirements.**
      - (a) A student who transfers from a nonpublic school or a school out of State is exempt from one or more of the Maryland High School Assessments if, consistent with local school system policy and procedure, the principal of the Maryland public school in which the student enrolls determines that the course taken is aligned with the relevant High School Assessment and awards the student credit for taking any of the courses aligned with the High School Assessments, that is, algebra/data analysis, biology, English, or government, or all of these, in accordance with the principles set forth in §B(2)(c) of this regulation.
      - (b) A student who transfers from a nonpublic school or a school out of State and has not received credit for algebra/data analysis but has demonstrated mastery of the core learning goals of algebra/data analysis either through an

## **Task Force on Educational Issues Affecting Military Children Report**

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evaluation or successful completion of subsequent mathematics courses for which algebra/data analysis is a prerequisite is exempt from the Maryland High School Assessment for algebra/data analysis.

- (c) To award credit for taking any of the courses aligned with the High School Assessments, that is, algebra/data analysis, biology, English, or government, a principal shall determine through the following considerations whether the transfer student demonstrates subject matter knowledge aligned with the content standards for the subject:
  - (i) Administration of standardized tests and examinations;
  - (ii) Observation of the student in the classroom;
  - (iii) Use of interviews that are focused around the student's demonstration of course content knowledge and performance levels; and
  - (iv) Inspection of transcripts, report cards, and other documentation.
- (d) A student who transfers from a nonpublic school or from a school out of State into a local school system after the first semester of his or her senior year is exempt from the Maryland High School Assessment Requirements.
- (e) The exemption provided in §B(2)(d) of this regulation does not apply to a student with disabilities in a State-approved nonpublic program.
- (3) Local Graduation Requirements. A student who enters a local school system in his or her senior year shall be granted a waiver from locally established graduation requirements unless the student chooses to fulfill the requirements.
- (4) Unavailability of Official Transcript. If the transcript of record is not available, a local superintendent of schools or designee shall determine the appropriate placement of the student within the high school program by an evaluation of the student that shall include one or more of the following:
  - (a) Administration of standardized tests and examination;
  - (b) Observation of the student in a classroom setting;
  - (c) Use of interviews that are focused around the student's demonstration of course content knowledge and performance levels;
  - (d) Inspection of report cards and other documentation.

### **Article VII.B. Exit exams**

States shall accept:

- 1) exit or end-of-course exams required for graduation from the sending state; or
- 2) national norm referenced achievement tests; or
- 3) alternative testing, in lieu of testing requirements for graduation in the receiving state.

In the event the above alternatives cannot be accommodated by the receiving state for a student transferring in his or her Senior year, then the provisions of Article VII, Section C shall apply.

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## CODE OF MARYLAND REGULATION (COMAR)

- **COMAR 13A.03.02.12 General Provisions**
  - B. Transfer Students.
    - (1) Attendance Requirements.
      - (a) To receive a diploma, a student shall be in attendance at a Maryland public high school one full semester immediately preceding graduation in addition to meeting the other diploma requirements.
      - (b) In cases where this requirement creates an undue hardship for a student transferring to or from a Maryland nonpublic school or from an out-of-State school and wishing to receive a Maryland high school diploma, the local superintendent of schools may waive the one full semester attendance requirement.
      - (c) Exception shall be made for a student with disabilities in a State-approved nonpublic program.
      - (d) Students transferring from one Maryland public high school to another during the second semester of their senior year and meeting all requirements for graduation shall be given the option of graduating from either high school by agreement of the local superintendent of schools or the respective local superintendents when more than one local school system is involved.
    - (2) Maryland High School Assessment Exemption Requirements.
      - (a) A student who transfers from a nonpublic school or a school out of State is exempt from one or more of the Maryland High School Assessments if, consistent with local school system policy and procedure, the principal of the Maryland public school in which the student enrolls determines that the course taken is aligned with the relevant High School Assessment and awards the student credit for taking any of the courses aligned with the High School Assessments, that is, algebra/data analysis, biology, English, or government, or all of these, in accordance with the principles set forth in §B(2)(c) of this regulation.
      - (b) A student who transfers from a nonpublic school or a school out of State and has not received credit for algebra/data analysis but has demonstrated mastery of the core learning goals of algebra/data analysis either through an evaluation or successful completion of subsequent mathematics courses for which algebra/data analysis is a prerequisite is exempt from the Maryland High School Assessment for algebra/data analysis.
      - (c) To award credit for taking any of the courses aligned with the High School Assessments, that is, algebra/data analysis, biology, English, or government, a principal shall determine through the following considerations whether the transfer student demonstrates subject matter knowledge aligned with the content standards for the subject:
        - (v) Administration of standardized tests and examinations;

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- (vi) Observation of the student in the classroom;
  - (vii) Use of interviews that are focused around the student's demonstration of course content knowledge and performance levels; and
  - (viii) Inspection of transcripts, report cards, and other documentation.
- (d) A student who transfers from a nonpublic school or from a school out of State into a local school system after the first semester of his or her senior year is exempt from the Maryland High School Assessment Requirements.
- (e) The exemption provided in §B(2)(d) of this regulation does not apply to a student with disabilities in a State-approved nonpublic program.
- (3) Local Graduation Requirements. A student who enters a local school system in his or her senior year shall be granted a waiver from locally established graduation requirements unless the student chooses to fulfill the requirements.
- (4) Unavailability of Official Transcript. If the transcript of record is not available, a local superintendent of schools or designee shall determine the appropriate placement of the student within the high school program by an evaluation of the student that shall include one or more of the following:
- (a) Administration of standardized tests and examination;
  - (b) Observation of the student in a classroom setting;
  - (c) Use of interviews that are focused around the student's demonstration of course content knowledge and performance levels;
  - (d) Inspection of report cards and other documentation.

### **Article VII.C. Transfers during Senior year**

Should a military student transferring at the beginning or during his or her Senior year be ineligible to graduate from the receiving local education agency after all alternatives have been considered, the sending and receiving local education agencies shall ensure the receipt of a diploma from the sending local education agency, if the student meets the graduation requirements of the sending local education agency. In the event that one of the states in question is not a member of this compact, the member state shall use best efforts to facilitate the on-time graduation of the student in accordance with Sections A and B of this Article.

### **CODE OF MARYLAND REGULATION (COMAR)**

- **COMAR 13A.03.02.12 General Provisions**

- B. Transfer Students.

- (1) Attendance Requirements.

- (a) To receive a diploma, a student shall be in attendance at a Maryland public high school one full semester immediately preceding graduation in addition to meeting the other diploma requirements.
      - (b) In cases where this requirement creates an undue hardship for a student transferring to or from a Maryland nonpublic school or from an out-of-State school and wishing to receive a Maryland high school diploma, the local



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- superintendent of schools may waive the one full semester attendance requirement.
- (c) Exception shall be made for a student with disabilities in a State-approved nonpublic program.
  - (d) Students transferring from one Maryland public high school to another during the second semester of their senior year and meeting all requirements for graduation shall be given the option of graduating from either high school by agreement of the local superintendent of schools or the respective local superintendents when more than one local school system is involved.
- (2) Maryland High School Assessment Exemption Requirements.
- (a) A student who transfers from a nonpublic school or a school out of State is exempt from one or more of the Maryland High School Assessments if, consistent with local school system policy and procedure, the principal of the Maryland public school in which the student enrolls determines that the course taken is aligned with the relevant High School Assessment and awards the student credit for taking any of the courses aligned with the High School Assessments, that is, algebra/data analysis, biology, English, or government, or all of these, in accordance with the principles set forth in §B(2)(c) of this regulation.
  - (b) A student who transfers from a nonpublic school or a school out of State and has not received credit for algebra/data analysis but has demonstrated mastery of the core learning goals of algebra/data analysis either through an evaluation or successful completion of subsequent mathematics courses for which algebra/data analysis is a prerequisite is exempt from the Maryland High School Assessment for algebra/data analysis.
  - (c) To award credit for taking any of the courses aligned with the High School Assessments, that is, algebra/data analysis, biology, English, or government, a principal shall determine through the following considerations whether the transfer student demonstrates subject matter knowledge aligned with the content standards for the subject:
    - (ix) Administration of standardized tests and examinations;
    - (x) Observation of the student in the classroom;
    - (xi) Use of interviews that are focused around the student's demonstration of course content knowledge and performance levels; and
    - (xii) Inspection of transcripts, report cards, and other documentation.
  - (d) A student who transfers from a nonpublic school or from a school out of State into a local school system after the first semester of his or her senior year is exempt from the Maryland High School Assessment Requirements.
  - (e) The exemption provided in §B(2)(d) of this regulation does not apply to a student with disabilities in a State-approved nonpublic program.

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- (3) **Local Graduation Requirements.** A student who enters a local school system in his or her senior year shall be granted a waiver from locally established graduation requirements unless the student chooses to fulfill the requirements.
- (4) **Unavailability of Official Transcript.** If the transcript of record is not available, a local superintendent of schools or designee shall determine the appropriate placement of the student within the high school program by an evaluation of the student that shall include one or more of the following:
  - (a) Administration of standardized tests and examination;
  - (b) Observation of the student in a classroom setting;
  - (c) Use of interviews that are focused around the student's demonstration of course content knowledge and performance levels;
  - (d) Inspection of report cards and other documentation.

### **Public Notice Hearing on Statewide Issues**

The Howard County Delegation of the Maryland General Assembly, chaired by Delegate Guy Guzzone and Senator James Robey, will hold a public hearing for input on statewide issues being considered by the legislature during the current legislative session. The hearing is scheduled as follows:

Wednesday, February 4, 2009 – 7:30 p.m.  
Board of Education, Board Rooms A & B  
10910 Route 108, Ellicott City, Maryland 21043

The 2009 legislative session began on January 14, 2009 and will conclude on April 13, 2009. Among the issues likely to receive significant focus during this session are the State's budget outlook and options to address the projected shortfall; State aid to local governments; the death penalty; the availability and affordability of health insurance; energy and climate change policy; transportation improvements; Chesapeake Bay restoration; election administration, including the acquisition of a new paper-based voting system and the implementation of early voting; along with other matters.

In addition to statewide issues, the following Howard County local bill request will be heard:

**Ho. Co. 12-09 Howard County Ethics Law – Application for Zoning Regulation Amendment**

For the purpose of making an application for a zoning regulation amendment subject to certain Howard County ethics law provisions; altering a definition; and generally relating to certain Howard County ethics law provisions.

**Ho. Co. 13-09: Howard County Grading, Sediment Control and Ponds – Delegation of Approval Authority**

For the purpose of authorizing the County Executive to delegate approval authority of a grading and sediment control plan to an agency of the county that has its own sediment control review provision that are at least as stringent as certain current State standards and that issues sediment control permits.

The full text of the proposed bills is available on the Howard County website, [www.howardcountymd.gov](http://www.howardcountymd.gov). Click on the yellow "State Delegation" logo on the right side of the homepage. For further information, contact Joan Oliver at the Howard County House Delegation Office at 410-841-3360.

Sign up sheets will be available outside of the Board Rooms at 7:00pm, the evening of the hearing. Oral testimony will be limited to three minutes. Written testimony should be limited to one page, include the name and address of the testifier and contact information. The Delegation requests 15 copies of any written testimony to be distributed the night of the hearing. Written testimony may also be e-mailed in advance to [hoc1@mlis.state.md.us](mailto:hoc1@mlis.state.md.us), for distribution to delegation members

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

**January 22, 2009**

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, January 22, 2009, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon (arrived at 5:50 p.m.)  
Janet Siddiqui, M.D.  
Adejire Bademosi, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Frank Aquino called the meeting to order at 4:05 p.m., and Ms. Johanna Rojas, Reservoir HS Student Government Association (SGA) President, led the group in the Pledge of Allegiance.

## **Public Forum**

There was no one present to address the Board.

## **Approval of Agenda**

It was noted that Item 7.A. Renovation Guidelines was changed from an action item to a report.

*Action:* Mrs. Giles moved acceptance of the agenda as amended. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (6/0).

## **Superintendent's Report**

Dr. Cousin shared that teachers and other staff did a superior job in ensuring that the Presidential Inauguration on January 20, 2009, was an engaging educational experience for students.

Dr. Cousin congratulated Centennial HS seniors Peter Kamel and Henry Zheng for being named semifinalists in the Intel Science Talent Search. Congratulations were also extended to the Atholton HS Future Educators Association for winning the 2009 Pearson Foundation Award for the National Video of the Year.

In addition, Dr. Cousin announced that Melissa Shindel, Assistant Principal at Patuxent Valley MS, has been selected as one of three finalists for National Assistant Principal of the Year by the National Association of Secondary School Principals (NASSP). The winner will be announced at the NASSP conference next month.

## **Student Representative's Report**

Ms. Johanna Rojas, Reservoir HS SGA Vice President, reported on recent school activities and provided information about advisory meetings, school clubs, and character-building, civility, and leadership-building activities.

## **Board Members' Reports**

Mrs. Giles reported on the recent Martin Luther King, Jr., Holiday Commission Celebration at which a number of Howard County middle and high school students were recognized and received monetary awards for their written essays. A poster contest was also held for elementary students.

Mrs. French reported on activities related to the Howard County Chinese School New Year Celebration and noted that this event is beneficial in providing a better understanding of the Howard County community and its constituents.

Ms. Bademosi encouraged all Grade 6-12 students who are interested in developing leadership opportunities to attend the next HCASC (Howard County Association of Student Councils) meeting on January 28, 2009, at 7:00 p.m. in Room B-37 of the Applications and Research Lab (ARL) building.

## Appointment – NAACP 2008 Report Card

This report was postponed to a future date.

## Consent Agenda (Restricted\*)

### Bids and Contracts and Donations

*Action:* Mrs. Giles moved approval of the Restricted Consent Agenda. The motion was seconded by Mr. Cohen and approved by the members of the Board (6/0\*).

### Bids and Contracts – Approved by the Board.

P-1	PRIMARY INTERFACE (PRI) TELEPHONE SERVICES Verizon	\$59,975.28/year
P-2	DIGITAL TRANSMISSION SERVICES Cavalier Telephone LLC	\$103,200/year
P-3	CENTREX TELEPHONE SERVICES Verizon	\$384,000/year
P-4	CELLULAR VOICE TELEPHONE SERVICES AT & T Sprint Verizon TOTAL	\$130,944/year
P-5	CELLULAR DATA TELEPHONE SERVICES AT & T Sprint Verizon TOTAL	\$5,040/year
P-6	WEB HOSTING SERVICES Verio	\$3,359.40/year

### Donations – Approved by the Board.

The following schools have received donations:

St. John's ES: Verizon Foundation, in the amount of \$750, designated for the purchase of student incentives to support the school's Positive Behavior Interventions and Supports System (PBIS).

Atholton HS: Music Boosters, in the amount of \$1,200, designated to assist with culinary expenses for the POP concert.

Hermina Law Group, in the amount of \$500, designated to assist with the cost of a bus for the boys' basketball team to attend the Holiday Tournament in West Virginia.

Centennial HS: Boosters, in the amount of \$3,000, designated for the purchase of a football sled.

### **Consent Agenda**

#### Minutes of January 6, 2009 (Presentation of the Superintendent's Proposed FY 2010 Operating Budget Request)

*Action:* Dr. Siddiqui moved approval of the Regular Consent Agenda. The motion was seconded by Ms. Bademosi and approved by the members of the Board (7/0).

### **Bridge to Excellence: Science, Technology, Engineering and Mathematics Initiative (STEM)**

*Presenters:* Mr. John Quinn, STEM Project Director; Ms. Linda Wise, Chief Academic Officer; Dr. Clarissa Evans, Executive Director of Curricular Programs; Mr. Bill Barnes, Coordinator; Ms. Susan Pope, Teacher; Ms. Connie Finney, Johns Hopkins APL; Ms. Roberta Rosnik, Teacher; Ms. Carol Fritts, Coordinator; Ms. Kay Sammons, Coordinator; Ms. Karen Learmouth, Coordinator; Mr. Dean Sheridan, Teacher; Mr. Thomas Payne, Coordinator; and Mr. Richard Weisenhoff, Coordinator.

Dr. Evans introduced a Bridge to Excellence (BTE) Report on recent developments related to Science, Technology, Engineering, and Mathematics (STEM) and the activities launched in connection with a \$258,000 grant from the Maryland State Department of Education (MSDE). In the report that followed, Mr. John Quinn, Secondary Science Coordinator, and other staff presented background information

and status reports on the system's efforts to address the critical workforce needs in STEM-related professions.

The comprehensive response is spelled out in a STEM Strategic Plan, which was developed with extensive input from the business community, in particular the STEM Business and Education Coalition (STEM BEC), curriculum staff in the STEM areas, and leaders across the system. The STEM Strategic Plan is organized around the following seven goals:

- Goal 1: Engage more students, particularly at the elementary level, in STEM-related academics and enrichment programs, both in class and through extended day/week/year programs.
- Goal 2: Expand talent-spotting and talent-development practices, particularly preK-8, to nurture and guide more students into STEM experiences and coursework.
- Goal 3: Manage the STEM Resource Center (SRC) as both a physical and a virtual entity dedicated to the systemwide advancement of STEM-related education.
- Goal 4: Recruit, retain, and provide job-appropriate professional development for all HCPSS administrators, teachers, counselors, and long-term volunteers who impact student enrollment and success in STEM education.
- Goal 5: Create strategic, sustainable relationships with partner organizations and volunteers that increase the impact of private sector employers, government agencies, higher education, and professional and community organizations on STEM education.
- Goal 6: Increase knowledge and support of STEM careers, programs, and experiences among all stakeholders: students, parents, HCPSS faculty and staff, Board of Education, employment community, higher education, government agencies, professional and community organizations, and residents.
- Goal 7: Secure human, financial, capital, and other resources that will facilitate long-term sustainability and expansion of STEM-related academic, career, and enrichment experiences.

Next steps call for the recommendations made in the STEM Strategic Plan to be infused into the HCPSS Bridge to Excellence (BTE) Master Plan for the 2009/2010 school year. These recommendations will become part of a more comprehensive BTE high-leverage strategy



that focuses on career and academic planning. In addition, committees established by STEM BEC will begin working towards the goals and activities contained in the plan.

*Discussion:*

Mrs. French spoke about social communication and confidentiality issues and noted the importance of addressing these issues as part of career counseling for students.

Mr. Cohen praised students for their presentation and spoke about the need for gaining support from local and federal lawmakers in realizing the importance of science education.

Ms. Bademosi asked about tracking students who participate in STEM summer programs. Mr. Quinn stated that tracking is in the early stages, and student involvement in various programs is being tracked to determine if students stay involved. Staff is working with the Student Assessment and Program Evaluation (SAPE) office to develop more sophisticated ways of measuring the effectiveness of these programs.

Regarding initiatives to get more minorities and females involved in STEM, outreach programs are being designed to encourage their involvement.

Dr. Cousin expressed appreciation to HCPSS business partners for volunteering their time and energy to serve as STEM BEC members and pointed out that the program has advanced due to their efforts. He also noted the importance of exposing students at a young age and stated that the business community has expressed a need for technicians to maintain equipment as well as people to design and build new systems. There are job opportunities for students who do not attend college as well as for those who do. Dr. Cousin expressed the need to encourage all students that this is an option for careers and to have exploratory opportunities for students at all grade levels.

Mrs. French asked about talent spotting, and Mr. Quinn explained that efforts are being made to keep a student portfolio that is passed on at each level and contains information on a student's interests and aptitudes in STEM-related areas. At the high school level, this information can be used to make decisions about choosing elective pathways and particular programs. Dr. Evans explained that part of the plan also involves parent outreach so that they are aware of the

pathways that exist within the school system. Staff is looking at the types of materials that need to be developed to share with students and parents so they have a better understanding of the relationship between what a student accomplishes in school and opportunities that will be available to them upon graduation.

Mr. Aquino pointed out that the intention is to develop programs in all HCPSS schools, and Mr. Quinn noted that many teachers are volunteering their time to provide programs that are not funded by the STEM grant.

### **Renovation Guidelines**

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management.

Mr. Roey presented an overview of the proposed Guidelines for Renovation and Modernization of Existing Buildings that will be used by school system staff and architectural/engineering firms hired to work on HCPSS renovations. Mr. Roey explained that the standards in the manual represent minimum criteria and are not mandatory; however, every attempt will be made to meet the standards on each project. A waiver will be required for any deviation from the standards.

#### *Discussion:*

Mrs. Erickson emphasized that the guidelines are designed with flexibility to address issues that may come up after the capital budget is approved. It was also noted that each renovation project will require input from the Chief Academic Officer to ensure that the instructional program needs can be met within proposed designs.

#### *Highlights:*

- Any eliminations of capacity must come back to the Board for a waiver.
- No cafeterias will be reduced in size.
- Generally, existing elementary schools will not be brought up to the building capacity of 788.
- It is not the intent of a renovation project to bring the building up to the most current educational specifications as used for the design of a new school.
- Design implications preclude imposing LEED (Leadership in Energy and Environmental Design) certification requirements on projects that are executed solely over the summer break, but renovations

that take place over the academic year could be considered for LEED certification.

- Carpeting was taken out of the recent educational specifications and replaced with vinyl tile, which is better for indoor air quality, health, and safety. Mats are used for children to sit on when needed at the elementary level.
- Replacement of asbestos floor tile is performed over the summer months and follows very detailed EPA (Environmental Protection Agency) requirements.

Mr. Aquino asked that additional comments, questions, or suggestions be submitted to Mr. Roey prior to the Board taking action on the guidelines on February 26, 2009.

### **High School Capacity**

*Presenter:* Mr. Joel Gallihue, Manager, School Planning, and Mr. Ken Roey, Executive Director, Facilities Planning and Management

Mr. Gallihue recommended that the school system exchange its current formula for determining high school capacities for the existing state formula. He explained that the current high school capacity formula approved by the Board represents a uniform target based on a minimum number of 63 teaching stations, a 23.5:1 class size ratio, and the assumption that 90 percent of the space can be utilized effectively.

Mr. Gallihue cited three reasons for recommending the change. First, all high school buildings have more than 63 teaching stations, excluding classrooms dedicated to special education usage. Additionally, the current staffing ratio at the high school level is 27:1 and at some point in the future may be lowered to 25:1. Finally, an assumption that 90 percent of the space can be utilized effectively may be too ambitious given variations in hallway size, cafeteria size, and other support spaces within different buildings.

The state formula as defined in COMAR 23.03.02.04 provides a consistent and more reflective guideline. Using the state formula, high school capacity would be determined by taking the staffing ratio (25) times the number of teaching stations times the percent utilization (85%). This increases the overall system capacity by approximately 2,000 seats and could delay redistricting until 2015. Mr. Gallihue noted that the educational program would not be compromised but

indicated that increasing capacities could put a strain on core facilities and result in more competition for extracurricular activities.

*Discussion:*

Mrs. Erickson noted that if the Board agrees to go in the direction of this proposal and count the actual number of teaching stations, staff would go back for accuracy and analyze each high school individually and not simply rely on the Gilbert report for this information.

Board members expressed concern with capacity calculations and how they affect core facilities and special programs. Dr. Cousin emphasized that the goal is to more accurately reflect true capacities of buildings rather than looking at a formula to make all schools equal. The proposed approach seems to be more logical and rational, although there are various issues that need additional discussion. The most important aspect is having adequate facilities to deliver the educational program. In recent years, the feasibility study, capital budget, and redistricting have all been tied together so that redistricting and building requirements are based on information that best reflects existing conditions.

The Board will hold a public hearing on the proposal on February 26, 2009.

**Recess:** The meeting was recessed by the Chairman at 6:38 p.m. and reconvened at 7:51 p.m.

**Public Forum**

There was no one present to address the Board.

**Appointment – PTA Council of Howard County (PTACHC)**

There was no one present to address the Board.

**Proposed 2009/2010 Instructional Calendar**

*Presenter:* Ms. Patti Caplan, Director of Public Relations.

Ms. Caplan reviewed the recommendations of the Calendar Committee for the 2009/2010 Instructional Calendar.

At the request of the Board, the committee also looked at the possibility of reducing spring break, as well as the pros and cons associated with shortening the break. There were equally compelling reasons on both sides of the issue, and the Board received over 700 comments on the proposed calendar, the majority of which asked that the Board not shorten the break.

Based on the Superintendent's proposed budget for next year, the calendar reflects the recommendation that all schools and offices be closed during the 2009 winter break to save on energy costs.

Based on feedback from the original recommendations, Plan B was developed, which would keep the traditional spring break the same length as the current year. As a result, adjustments were needed concerning marking periods.

*Discussion:*

The following issues were also discussed:

- Various problems associated with absenteeism related to Take Your Child to Work Day and possible solutions other than the current one of holding professional development on that day.
- Concerns about AP testing possibly being scheduled at the same time a professional development day is scheduled for May 14, 2010.
- The rationale for the addition of an extra half-day at the elementary and middle school levels.
- Possibilities of scheduling professional development days before school starts and at the end of the school year.
- The inclusion of course withdrawal deadlines on the calendar.
- The rationale for moving spring break to the week following Easter.
- The appropriateness and practicality of holding an additional public hearing in response to Plan B.
- Possible ways to accommodate Passover in future instructional calendars.

*Action:* Mr. Cohen moved that spring break continue to be a full week in the instructional calendar. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/1), with Mr. Aquino voting no.

*Motion:* Mrs. Gordon moved that January 21, 2010, remain a full day of instruction for middle and elementary students.

It was noted that the current arrangement for mid-term week and the end of the first semester would remain the same as the current calendar.

*Action:* The motion was approved by the members of the Board (7/1), with Mr. Cohen voting no.

*Motion:* Mrs. French moved that the Board not honor Take Your Child to Work Day.

Mrs. French amended the motion as follows:

*Motion:* Mrs. French moved that the Professional Development Day scheduled for April 22, 2010, be rescheduled to April 23, 2010, or another time that the Superintendent recommended.

The motion failed for lack of a second.

*Action:* Mrs. Giles moved acceptance of Plan B with the changes already approved by a majority of the Board regarding the end of the first semester. The motion was seconded by Ms. Bademosi and approved by the members of the Board (8/0).

### **Summary of Approved 2009/2010 Instructional Calendar**

The Board voted down recommendations to close all schools early on the Thursday of mid-term exam week and to use half of the Professional Work Day in January for school-based professional development.

Teachers will return to work next year on August 25, 2009, and school begins for students on August 31. The Countywide Professional Development Day was returned to the Friday before Labor Day, and the School-based Professional Development/Work Day is scheduled for November 6, 2009, which is the end of the first quarter.

Winter break begins on December 24, 2009, and runs through January 1, 2010. All schools and offices will be closed during the 2009 winter break.

Spring break begins on April 2, 2009, and extends through April 9, 2009. The last day of school is set for Wednesday, June 16, 2010.

**Adjournment** – The meeting was adjourned by the Chairman at 9:02 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

Legislative Committee Meeting  
ML2  
February 2, 2009 – 8:00 a.m.

Committee: Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French  
Staff: Raymond H. Brown, CFO

Attendees: Janet Siddiqui, Frank J. Aquino, Sandra H. French, Raymond H. Brown  
Staff: Barbara Bowers  
Others: Ms. Faenita Dilworth, CAC & PTA Council

Item	Subject	Discussion	Action/Status	Follow-up
I	Call to Order	8:05 a.m.	By consensus	
II	Approval of Agenda		By consensus	
III	Review	<p>1. MABE Legislative Committee Update from 1/26/09 meeting (Brown/French):</p> <p>- Prince George’s County is backing a legislation called “Equity in Education Funding Act of 2009 (Net Taxable Income)”; and Mark Collins’ presentation of the Budget Bill – a reduction of aid for non-public schools, a change from 80/20 to 50/50.</p>	1. Mr. Brown will forward a copy of the bill to committee members.	



Legislative Committee Meeting  
ML2  
February 2, 2009 – 8:00 a.m.

Committee: Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French  
Staff: Raymond H. Brown, CFO

Attendees: Janet Siddiqui, Frank J. Aquino, Sandra H. French, Raymond H. Brown  
Staff: Barbara Bowers  
Others: Ms. Faenita Dilworth, CAC & PTA Council

Item	Subject	Discussion	Action/Status	Follow-up
		<p>2. Appeal Hearing for Capital Budget Update (Brown):</p> <p>Hope-A-Thon was discussed.</p> <ul style="list-style-type: none"><li>- Dr. Cousin spoke about the HCPSS housing daycare in some of the schools.</li><li>- The Governor noted that the HCPSS was the highest performing school system in Maryland, as well as in the State of the Union.</li><li>- Dr. Cousin spoke about the CDC program and the short falls in the Capital Project.</li></ul>		

Legislative Committee Meeting  
 ML2  
 February 2, 2009 – 8:00 a.m.

Committee: Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French  
 Staff: Raymond H. Brown, CFO

Attendees: Janet Siddiqui, Frank J. Aquino, Sandra H. French, Raymond H. Brown  
 Staff: Barbara Bowers  
 Others: Ms. Faenita Dilworth, CAC & PTA Council

Item	Subject	Discussion	Action/Status	Follow-up
		3. Discussion of House Bills (Brown/All):	3. Mr. Brown will provide a copy of the following bills to the committee members and also add them to the 2/12/09 BOE Mtg. Agenda:  1) HB 26 – Children with Anaphylactic Allergies - Reduction of Risk 2) HB 20 – Intellectual Disability (Rosa’s Law) 3) SB 15 – Pedestrian and Bicycle Trail Enhancements – Funding 4) SB 24 – State Aid for School Construction – Planning and Design Costs 5) Mr. Brown will also report on the Budget Bill and the Federal Economic Stimulus Package at 2/12/09 BOE Mtg.	

Legislative Committee Meeting  
ML2  
February 2, 2009 – 8:00 a.m.

Committee: Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French  
Staff: Raymond H. Brown, CFO

Attendees: Janet Siddiqui, Frank J. Aquino, Sandra H. French, Raymond H. Brown  
Staff: Barbara Bowers  
Others: Ms. Faenita Dilworth, CAC & PTA Council

Item	Subject	Discussion	Action/Status	Follow-up
		<p>4. Distribution of Legislative Briefings: Despite Harford County's offer to allow forwarding the document under our own logo, the legislative committee and board will continue to use the Harford County Legislative Briefing report as a resource only. - Mrs. French suggested a link to the MABE web-site from the HCPSS web-site.</p>	<p>4. Mr. Brown said he will speak to Mr. John Woolums of MABE regarding a link to their legislative page to the HCPSS web-site.</p>	
IV	Scheduling	The next meeting will be held on February 18 at 3:00 p.m. in ML2		
V	Adjournment	8:53 a.m.	By consensus	

Maryland Association of Boards of Education

**Legislative Committee Meeting**

Monday, January 26, 2009

10:00 A.M. – Noon

**AGENDA**

- I. Welcome and Introductions Roberta Wise, Chair
- II. The FY 2010 State Budget for Education  
**Guest Speaker: Mark Collins, Fiscal Analyst,  
Department of Legislative Services**
- III. Bill Decisions John Woolums
- IV. Future Meetings: February 10 – Legislative Day at 10:00 a.m.  
March 2  
March 23  
April 20 – Session Summary

V. For the Good of the Order Draft All

*Net taxable income - bring back motion next meeting.  
"FIX"  
certain date calculation & put now late filing deadline all over  
causing MortCo to look less wealthy  
Match w/ fed'l gov 4 → Nov. 1 (bill was in 2006)*

**MABE Legislative Committee Meeting: January 26, 2009**

**Bills Requiring Committee Action**

HB 20 - Intellectual Disability (Rosa's Law) (Delegate Sophocleus)

This bill replaces the term "mental retardation" with "intellectual disability" in the State code. All related references are also replaced. The change in terminology effectively renames State facilities and residential centers that include the term "mentally retarded" or "mental retardation." Hearing in the House Health and Government Operations Committee (HGO) on January 27.

**Staff Recommendation: No Position**

**Rationale: Not sufficient information on the potential impact on state education laws and regulations, especially as related to federal laws and regulations which continue to use the term "mental retardation."**

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HB 73 - Education - Floating Teacher Pilot Program (Delegates Rice, Feldman, Ivey, F. Turner, and Walker)

This bill establishes the Floating Teacher Pilot Program in Baltimore City and in Montgomery and Prince George's counties. The bill defines a "floating teacher" as a (2) "floating teacher" means a teacher, other than a regularly assigned classroom teacher, assigned to assist a student who has been determined by school staff to require additional instruction, other than special education and related services, to comprehend material presented in the student's classroom. The bill requires each of the 3 school systems to select three underperforming schools for participation in the pilot program, and each school in the pilot program shall receive one floating teacher through the pilot program. "Underperforming school" means a public school that is not making adequate yearly progress or is a school in need of improvement under the federal no child left behind act of 2001 and as implemented by the department. The pilot program would be in effect for the 2009–2010 and 2010–2011 academic years. Assigned to the House Ways and Means Committee (W&M). No hearing scheduled.

**Staff Recommendation: No Position**

**Rationale: Well-intended legislation to facilitate the assignment of additional staff to underperforming schools. However, the bill is inconsistent with the statewide approach to funding allocation under the Thornton Bridge to Excellence Act and also constitutes an intrusion into local board decision-making authority.**

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SB 15 - School Construction - Pedestrian and Bicycle Trail Enhancements - Funding (Senator Rosapepe)

This bill requires the Board of Public Works to include pedestrian and bicycle trail enhancements as an approved public school construction or capital improvement cost; requires the Board to adopt specified regulations; limits the aggregate amount the Board may approve each fiscal year for specified pedestrian and bicycle trail enhancements; authorizes local governments to use specified highway user revenues for sidewalk construction; and specifies State policy regarding sidewalks, footpaths, and bicycle trails; etc. Hearing in the Senate Budget & Taxation Committee (B&T) on January 28.

Staff Recommendation: **Support**

*Expands def. of eligible costs therefore fewer projects could be on next year's list*

**Rationale: Consistent with MABE's longstanding position supporting "state school construction program policies and procedures which enhance local board of education abilities to effectively and efficiently manage and execute approved projects." Does not impose any new requirements or restrictions on local board priorities or decision making authority regarding school construction projects.**

SB 24 - Public Schools - State Aid for School Construction - Planning and Design Costs (Senator Peters) Requiring the Board of Public Works to include the cost of planning and design as an approved public school construction or capital improvement cost; requiring the Board of Public Works, at the recommendation of the Interagency Committee on School Construction, to adopt specified regulations; etc. Hearing in the Senate Budget & Taxation Committee (B&T) on January 28.

Staff Recommendation: **Support**

*Ditto*

**Rationale: Consistent with MABE's longstanding position supporting "state school construction program policies and procedures which enhance local board of education abilities to effectively and efficiently manage and execute approved projects." Does not impose any new requirements or restrictions on local board priorities or decision making authority regarding school construction projects.**

SB 100 - Public Schools and Child Care Centers - Artificial Color Additives - Prohibition (Senator Stone)

This bill would prohibit public schools and child care centers from purchasing, selling, using, or serving food products containing or consisting of specified artificial color additives on or after July 1, 2010; authorize the State Board of Education to adopt regulations; and provide that child care centers may serve specified foods containing or consisting of specified artificial color additives under specified circumstances. Assigned to the Senate Education Health and Environmental Affairs Committee (EHEA). No hearing scheduled.

Staff Recommendation: **Oppose**

**Rationale: Would impose an unfunded mandate on school systems based on a presumption based on insufficient analysis.**

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

**February 3, 2009**

The Board of Education of Howard County held a Public Hearing on the Superintendent's Proposed FY 2010 Operating Budget on Tuesday, February 3, 2009, at 7:00 p.m., in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.  
Adejire Bademosi, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Patti Caplan, Director, Public Relations  
Kathleen Hanks, Recording Secretary

Chairman Frank Aquino called the meeting to order at 7:00 p.m., and Grant Demaree, River Hill HS student, led the group in the Pledge of Allegiance.

## **Public Hearing - Superintendent's Proposed FY 2010 Operating Budget**

### Arielle Fine, Student – Glenelg HS

- Thanked the Board for their support of the GT Intern Mentor program.

### Grant Demaree, Student – River Hill HS - Member of the HCPSS Science Advisory Committee

- Indicated that additional funding could improve science education in the schools.
- Advocated for field-based environmental education.

### Alex Kolodner, Student – Wilde Lake HS - Representing the Media Center

- Encouraged the Board to keep Media Centers up to date as they are the most valuable research tools for students.

Approved 2/12/2009

OAH-DYER-000103

Julie Brinkley - Library Media Advisory Committee

- Asked that the Board support Program 1501 of the proposed budget and keep all budgeted line items, especially funding for contracted services (software maintenance), supplies and materials for Library Media collections and educational technology, and personnel salaries and wages. This portion of the budget impacts all Howard County students.
- Advocated for funding of current staffing levels.

Russ Poch, Science Advisory Committee Chairperson Committee

- Asked that the Board fully fund the FY 2010 Superintendent's proposed science budget.
- Stated that class size is a key issue and suggested that science labs be capped at 28 students.

Tim Woods, School Bus Contractor

- Advocated for budget funds to be included for the purpose of improving school bus driver and assistant pay so that HCPSS can remain competitive in retaining quality personnel.

Ellen Warsaw, GT Advisory Committee, Co-chair

- Advocated for support of the G/T education program.

Laura Shovan, GT Advisory Committee, Co-chair

- Supported full funding of the Superintendent's Proposed FY 2010 Operating Budget, especially the Gifted and Talented Education Program budget for all student groups.

Gary Toller, Science Advisory Committee Member

- Supported the Superintendent's Proposed FY 2010 Operating Budget.
- Advocated for science education at the elementary school level.

George Wilson, Fine Arts Advisory Council, Co-chair

- Advocated for budget support of Fine Arts programs in all schools.
- Advocated budgetary support for schedule modification that increases Fine Arts time for students across the spectrum of K-12 education.
- Requested increased "face time" for the arts in elementary schools, equal time for the arts in foreign language education in middle schools, and maintaining the arts focus in high schools.



Janis McNutt, Fine Arts Advisory Council, Co-chair

- Advocated for continued support of Fine Arts programs in the proposed FY 2010 budget.

Ann DeLacy, President of HCEA

- Advocated for increasing salaries, reducing class size, providing mentoring and greater support for all staff in the first five years, providing greater career opportunities, giving more support for National Board Certification, providing staff-driven professional development and additional pay for paraprofessionals who attain higher levels of education, and providing a technology teacher for every middle school.

Stephanie Maric, Board Member of Howard County Autism Society

- Expressed support for the Superintendent's proposed operating budget, particularly the Extended School Year Program (ESY).
- Advocated for the need for proper staffing.
- Advocated to improve elementary services for students with autism.

Kim Manning, Howard County Autism Society

- Expressed support of the Superintendent's proposed operating budget for special education.
- Especially advocated for the continued provision of assistive technology equipment for students with severe communication impairments.
- Expressed distress over the decrease in conference funding and hoped for restoration of funding in the future.

John Hannay, Howard County PTA Council

- Supported the Superintendent's proposed operating budget.
- Concerned about the budget being trimmed in the building maintenance area and encouraged restoration of these funds.
- Recommended restoration of funds for planned increases in staff salaries to the maximum extent possible.

Chris Wertman, Chairman, Community Advisory Council (CAC)

- Advocated for maintaining or if possible reducing class sizes.
- Stated that it is expected that the budget will undergo substantial modification and suggested that a second public hearing be held.

Steve Estomin, Policy Coordinator for CAC

- Advocated for not deferring maintenance of school system buildings as it will add significant costs in the future.

Marcia Soergel, CAC

- Suggested that the school system draw on the resources of the community at large. to assist in reducing operating costs.
- Indicated that the budget documents are not user friendly and strongly encouraged the school system to develop a user-friendly budget document by next year's budget cycle.

Kelly Meissner, Special Education Advisory Committee

- Supported the entire budget as put forth by the Superintendent.
- Advocated for continued smaller class sizes.
- Stated that additional teaching and support staff are needed to maintain the effectiveness of the Extended School Year (ESY) program.
- Supported the continued provision of assistive technology equipment for students with severe communication impairments.

Jane Chambers, Chairperson, Education and Youth Issues Committee of the Arc of Howard County

- Supported the Superintendent's proposed FY 2010 special education budget.

Brian Meshkin, Citizen

- Stated that he is fully invested in Howard County Schools.
- Echoed comments of the PTA Council and the Community Advisory Council in asking for the school system to "Use Our Village More."

Kim McKay, Howard County Special Education Community Advisory Committee

- Advocated for support of the Regional Early Childhood Centers (RECC) program.
- Supported expansion of the primary learners program, which is needed to insure that students have every opportunity to be as successful in the classroom as possible and reduces the need for more restrictive placements.
- Asked for support of early intervention programs.

**Adjournment:** The chairman adjourned the meeting at 8:18 p.m.

**Quarterly Meeting of the  
Howard County Board of Education and  
Howard County Council**

Howard County Department of Education  
Board Room B  
10910 Route 108  
Ellicott City, MD 21042

February 4, 2009  
8:15 a.m.

Attendees were as follows:

- Board Members: Frank J. Aquino, Chairman; Ellen Flynn Giles, Vice Chairman; Lawrence H. Cohen; Allen Dyer; Sandra H. French; Patricia S. Gordon; and Janet Siddiqui
- County Council: Mary Kay Sigaty, Chairperson; Calvin Ball; Greg Fox; Courtney Watson; and Stephen LeGendre, Council Administrator
- Council Staff: Haskell Arnold, Jeff Meyers
- School Staff: Dr. Sydney Cousin, Superintendent; Sandra Erickson, Deputy Superintendent; Mamie Perkins, Chief of Staff; Raymond Brown, Chief Financial Officer; Terry Alban, Chief Operating Officer; Linda Wise, Chief Academic Officer; Ken Roey, Director, Facilities Planning and Management; and Joel Gallihue, Manager of School Planning
- Board Staff: Kathy Hanks, Administrative Specialist

Mr. Aquino called the meeting to order at 8:20 a.m.

**1. Budget:**

- Dr. Cousin discussed the public hearing on the proposed FY 2010 operating budget that was held on Tuesday, February 3, 2009. He stated the meeting was very positive and the budget was supported by the community.

- Mr. Brown presented the statewide general fund budget outlook. At this point we will only receive \$1.9 million, which is a \$3 million dollar reduction.
- In the cost sharing of non-public placements, state will only pay 50% instead of 80%.
- HCPSS will lose approximately \$4.5 million from state funding.
- For the current year HCPSS needs to return \$1.5 million to the state due to their change in the formula.
- This budget does not include any raises for HCPSS staff.
- Regarding the federal stimulus package, we could potentially receive \$2.1 million for construction and \$5.1 million for special education. Unknown strings could be attached.

## **2. High School Capacity**

- Ms. Alban discussed in general the Board report that was presented at the January 26<sup>th</sup> Board meeting regarding changing the high school capacity formula. She also explained the components of capacity calculations. Our present formula is  $63 \times 23.5 \times .90 = 1332$  for high school. This formula was regular education students only. We also have a board policy of 110% utilization.
- The proposed capacity formula is  $\#TS \times 25 \times .85 = \text{Range: } 1403 \text{ to } 1573$ . The impact of this is that we would gain 2000 seats in our high schools, delays redistricting, conforms to state funding formula, efficient use of capital dollars, and more opportunity for academic programs.
- This is not the ultimate fix for redistricting, but it could delay it a number of years.
- The next steps are to confirm actual number of teaching stations in each high school, have a public hearing on February 26, 2009, and take action on March 26, 2009.
- There was detailed discussion regarding the different formulas. It was suggested to reconsider magnet schools to fill schools that are difficult. It was also stated that this new formula does not increase class sizes.

## **3. Renovation Guidelines**

- Mr. Roey presented the guidelines on how HCPSS would renovate an older school. The guidelines outline the process for balancing building infrastructure and educational program needs within the existing building footprint and budget available.
- The guidelines were brought to the Board as a report on January 22, 2009. Board member comments are being incorporated into the document, and it will be brought back to the Board on February 26, 2009, for final consideration and approval.

#### **4. Legislative Platform**

- Ms. Watson stated that the Council had received the Board of Education's Legislative Platform. It was also stated that this document was tremendous and a great improvement from the past. She appreciated all the hard work that went into it.

#### **5. General Business**

- Ms. Sigaty introduced the new Council Administrator, Mr. Stephen LeGendre, who replaced Sheila Tolliver.

Meeting was adjourned at 9:19 a.m.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 5, 2009

The Board of Education of Howard County held Public Work Session I on the Superintendent's Proposed FY 2010 Operating Budget on Thursday, February 5, 2009, at 7:00 p.m., in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French (arrived at 7:28 p.m.)  
Patricia S. Gordon  
Janet Siddiqui, M.D.

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Frank Aquino called the meeting to order at 7:05 p.m., and Mr. Cohen led the group in the Pledge of Allegiance.

## **Work Session I**

### Revenues:

Mr. Ray Brown, Chief Financial Officer, explained that the Superintendent's recommended budget is modest in terms of a 0.3 percent increase and was based on the assumption that an additional \$3.5 million would be received in state revenue. When the Governor's budget was announced, changes were made in the formula grants, also known as Bridge to Excellence (BTE) Act or Thornton. Mr. Brown further explained how those changes will impact the school system's budget proposal, and due to these changes, there is a \$4.5 million shortfall of anticipated revenue in the Superintendent's budget proposal to the Board. It is unknown at this time whether or not HCPSS will receive funds from a potential federal stimulus package.

**Instruction:**Program 0601 - Art

- Slight increases are reflected in Materials of Instruction, which are critical to the classroom.

Program 0701 – Elementary Programs

- The Resource Teacher who has been upgraded now functions as an Instructional Facilitator.
- Class sets of publications refers to items such as Weekly Readers for the students.

Program 0801 – Business & Computer Management Systems

- The Computer Science I course involves instruction in robotics as well as computer science and is well received by both students and parents.

Program 0901 – Language Arts

- Efforts continue to provide appropriate assistance to students who fail required high school assessments (HSAs).
- Funds are included for MSDE (Maryland State Department of Education) online course fees, which were not required in the past.
- Online courses are used as an intervention in English mastery classes.
- Plagiarism prevention instruction is provided to all high school students, and staff has received positive feedback from the program.

Program 1001 – World Languages

- Approximately 60 students are enrolled in the sign language offering at Howard HS.
- Interest was expressed by some Board members in expanding World Languages to the elementary level in the future, and information was requested on plans regarding this possibility.

Program 1002 – English for Speakers of Other Languages (ESOL)

- This program has consistently been experiencing a steady increase of approximately 12 percent (15 percent last year).

Program 1101 – Health Education

- Funds are included to support required child abuse prevention curriculum training for elementary team leaders.

Program 1201 – Technology Education

- COMAR requirements have been met regarding the number of technology labs, teacher certification, and changes in courses offered.

Program 1301 – Kindergarten/Prekindergarten

- Staff anticipates approximately 20 requests for early admission to these programs in FY 2010, which is fewer than in past years.

Program 1401 – Mathematics

- Budget includes funds to provide appropriate assistance to students in the class of 2010 and beyond who fail required high school assessments.

Program 1501 – Media and Educational Technology

- A portion of funds in this budget will be used to update media materials at Wilde Lake MS.
- Funds are also included for the audiovisual replacement schedule.
- Students are provided instruction regarding a variety of online resources and their uses.
- New shelving and furnishings will be provided for Mt. Hebron HS and one elementary school that has not yet been identified.

Program 1601 – Music

- Funds are included for costs associated with replacement and maintenance of aging equipment.

Program 1701 – Physical Education

- The high school dance program has been moved from this budget to Program 2201 – Theater and Dance because the essential dance curriculum at the high school level is considered a Fine Art.
- Approximately 40 percent of students take an additional PE course after ninth grade.
- Staff was asked to determine if data could easily and accurately be obtained regarding the number of students who do not participate in athletic activities (in-school as well as outside activities). Staff will report back to the Board on the feasibility of this request.

Program 1801 – Reading

- All middle school students are required to take reading at each grade level.
- The high school reading program, RAP (Reading Acceleration Program), is an intervention program. Staff is currently evaluating



the program to determine its effectiveness and whether or not to expand the program to all high schools.

#### Program 1901 – Science

- Funds are included to support a new two-year sequence of instruction in the biological sciences for students coming out of middle school who need extra services for success on the Biology HSA.

#### Program 2001 – Social Studies

- Students study public policy as part of the high school course in Government. A Political Science course is also offered where students examine contemporary and public issues.
- Supplemental materials allow teachers and students to keep abreast of current social studies information and related events.

#### Program 2201 – Theater and Dance

- Funding is provided for additional equipment in the auditoriums for sound and lighting systems.
- Funds have also been transferred from Physical Education to Theater and Dance to support the program.
- Additional funds have been added so that students are not charged for supplies and materials related to the Theater and Dance programs.

#### Program 2301 – Gifted and Talented (GT)

- Additional teachers have been provided for the GT program at the elementary level. Approximately 43 percent of students at the elementary level participate in one or more GT program options.
- Funds have been transferred to the temporary help category to cover the cost of additional Advanced Placement (AP) exams given each year. Trend data indicates that approximately 600 more exams are given by AP coordinators, who are paid as temporary help.
- This program funds speakers who work with the Parent Academies.

#### Program 2401 – Summer School

- There has been a steady increase in students attending summer school over the past few years.
- The school system is looking at reducing the number of summer school locations (31) due to costs and the impact on summer custodial and maintenance projects in those facilities.

- Typing instruction is provided at the elementary level, and students receive computer-generated information regarding their speed and progress.
- Approximately 60 percent of students take review classes in summer school, 34 percent take original credit, and the remainder of students take enrichment classes.
- One administrator is assigned to K-8 programs.

#### Program 3010 – Elementary Staffing

- Current teacher staffing ratios are 19:1 in Grades 1-2 and 25:1 in Grades 3-5. These numbers should be considered a “range,” as some classes may slightly exceed the ratio on occasion.

#### Program 3020 – Middle School Staffing

- This budget includes the bulk of middle school staffing, which includes science, reading, math, social studies, and related arts teachers.
- Staff plans to review this program for better alignment and consistency with elementary and high school.
- The staffing pool may be used for any teaching position for which there is a shortage or where projections fall short.
- Projections currently indicate a reduction in middle school enrollment for next school year.

#### Program 3030 – High School Staffing

- The staffing formula has been changed in this program to reflect the reality that average class size is approximately 27-28 students.
- The new formula also adds a .4 position for every staff member for teacher planning, which was not included in the previous formula.
- Under the new formula, class sizes are actually smaller.
- It was noted that protection of the classroom is the most important consideration, and if funding reductions are necessary, a primary goal will be to protect teachers and classroom resources.

#### Program 3201 – Other Regular Programs

- The stipend for teachers attending New Teacher Orientation is approximately \$50 a day.
- With the new staffing formula and categories such as this, resources can be directed in the most effective way.
- 46 positions have been used from the staffing pool this year.
- \$100,000 included for Travel-Conferences is mandated by negotiated agreements.

Program 3205 – Junior Reserve Officers Training (ROTC)

- The current program provides Army training at Atholton and Howard high schools and Air Force training at Oakland Mills HS.

Program 3401 – Saturday/Evening School

- Some Evening School classes are being provided to students in the 18-20 year-old age group in order to provide the programs needed for graduation and allows them to attend school with members of their age group. There are approximately 50 students in this group receiving original credit courses, and the number increases each year.
- A credit recovery program that has been a pilot at the Homewood Center for the past two years will now be available to Evening School students to allow them to retake courses they have failed and to be able to meet requirements in a semester rather than a full school year.
- The pass rate for students enrolled in original credit courses over the past three years is approximately 90 – 95 percent.

Program 3402 – Homewood Center

- Between 200 and 250 students are enrolled at the school at any given time over the course of a year.
- Approximately 20 to 25 students are able to transition back to their regular school program each year. Transition plans are individualized and developed by each student's home school.
- Homewood also holds its own Senior Celebration each year, and all eligible students may graduate with their home schools if they choose.

Program 3403 – Alternative In-School Programs

- There are currently 30 Alternative In-School Programs (12 elementary, 10 middle, and 8 high schools).

Program 3501 – Academic Intervention Services

- Salaries for temporary help have been moved into workshop wages, which is the appropriate place for tax purposes.

Program 3701 – Career Connections

- No discussion.

Program 3801 – Centralized Career Academies

- Many students do not continue in this program after the first year due to scheduling conflicts or personal decisions to change courses.

- This program is designed to be flexible so that students may also consider the intern mentorship program, which involves college and/or work release.

#### Program 4401 – Family and Consumer Sciences

- Funds are included to support a new Culinary Academy at the Homewood Center.
- Instructors of this program are responsible for shopping for food and supplies during the course of the school year, which has been determined to be the most effective way of providing fresh foods.

#### Program 5601 – School Counseling

- Approximately 50 percent of funds in Consultant Fees are used for professional development that provides training to implement the Vision of Exemplary Teaching for Student Services Support to accelerate student achievement.
- The additional 50 percent of funds is for Contracted Labor and includes microfilming student records.

#### Program 5701 – Psychological Services

- Funds for Contracted Labor are now included in Wages-Temporary Help in this program, which pays for substitute psychologists. This move helps budget for the appropriate social security funds that the school systems pays these individuals.

### **Special Education**

#### Program 3391 – Psychological Services

- This program provides services to children from birth to age 21, with particular attention at targeting student needs at an early age.

### **Instruction (continued)**

#### Program 8601 – Interscholastic Athletics

- Uniform replacement is recommended every four years. The typical cycle in each school is approximately three years.
- The current budget could fund uniform replacement, but many parents and booster clubs provide money for uniforms so that students can retain them as keepsakes after they graduate.

### **Health Services**

#### Program 8601 – Health Services – Athletics

- This budget funds Athletic Trainers, which has been extremely well received by the community and has provided a higher level of safety for athletes. . Students also learn much about maintaining their bodies as student athletes.
- In addition, Athletic Trainers also provide information to students on appropriate hydration, nutrition, conditioning, the importance of warm-up and cool-down exercises.

### **Instruction (continued)**

#### Program 8701 – Intramurals

- Each middle school is provided funds for 10 athletic activities, and every middle school uses all 10 units.
- Many middle schools add to the 10 units with the assistance of their PTAs.

#### Program 8801 – Cocurricular Activities

- Each middle school makes use of the 10 academic activities that are provided with pay.

The next public work session will be held on Tuesday, February 10, 2009, at 2:00 p.m.

**Adjournment:** Mrs. Giles moved that the meeting be adjourned at 9:18 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 10, 2009

The Board of Education of Howard County held Public Work Session II on the Superintendent's Proposed FY 2010 Operating Budget on Tuesday, February 10, 2009, at 2:00 p.m., in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.  
Adejire Bademosi, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Frank Aquino called the meeting to order at 2:04 p.m., and Ms. Bademosi led the group in the Pledge of Allegiance.

## **Work Session II**

Dr. Cousin stated that it is still unknown how much funding the school system may receive as part of the President's stimulus bill, which has not yet been passed. Additional information will be provided as soon it becomes available.

### **Operation of Plant**

#### **Program 7101 – Custodial Administration and Training**

- Weekly random inspections have increased safety, which will allow staff to maintain safe environments in buildings even with the elimination of a Safety Specialist position.
- Increased costs for the IPM (Integrated Pest Management) program are due to costs associated with the pest control contract renewal.

Approved – February 26, 2009

OAH-DYER-000118

Program 7102 – Custodial Services

- A specialist crew provides specific, non-routine services, which has been successful in helping to constrain costs.
- Floating custodians (8) are assigned each day by the lead supervisor to work at schools with the highest needs.
- The HCPSS Grounds Department works closely with the Department of Recreation and Parks in dealing with the needs of athletic fields.

Program 7201 – Utilities

- Budget includes funds to cover increases in the cost of energy.
- Closing all school system buildings during the winter break will result in a savings of approximately \$100,000. Details regarding sports or other activities during this time will need to be addressed at a later date.
- The strategic initiative targeting a replacement plan for telecommunications involves maintenance of effort of communications to schools, internet communications, and voice communications in cellular.
- Consideration is being given to installing devices that allow the control of lighting in order to reduce utility costs.
- Approximately 80 percent of school system buildings have some form of energy management system that is tied to the Central Office. Temperatures in different buildings can be adjusted from one location, which is significant in terms of comfort control and maintaining energy guidelines.

Program 7301 – Warehousing

- Two vans were purchased in FY 2009, which has resulted in a decrease in funds for equipment replacement in FY 2010.
- School system warehouses are located off Dobbin Road and McGaw Road in Columbia.

Program 7401 – Risk Management

- HCPSS participates with MABE (Maryland Association of Boards of Education) in a property and general liability insurance pool, which keeps premiums less costly.

Program 7501 – Other Operation of Plant

No discussion

## **Maintenance**

### Program 7601 – Buildings/Grounds Maintenance Administration

- Six schools were recognized with the Superior Maintenance Award from the Governor this year (Bryant Woods, Clarksville, Deep Run, Guilford, Swansfield, and West Friendship elementary schools).

### Program 7602 – Building Maintenance

- The budget for this program is \$700,000 less than FY 2009.
- One maintenance worker will be moved to Program 7102 (Custodial Services) to reflect the actual work area and job duties of the position.

### Program 7701 – Networks and Technology Support Services

- FY 2009 funds are being used to upgrade the network core.
- Staff is currently working with the county on a fiber optic network initiative and a service level agreement.
- Progress reports on various collaborative efforts with the county will be brought to the Board periodically.

### Program 7801 – Grounds Maintenance

- Cooperative efforts with some volunteer groups also provide support in this area with planting and maintaining grounds, particularly at the elementary levels.
- Some GT programs also provide instruction and opportunities to participate in grounds maintenance.

### Program 7901 – Environmental Maintenance

- This program also contains funds for hand sanitizers in schools.

## **Community Services**

### Program 9101 – Nonpublic School Transportation Services

- Efficiencies have been gained in this program by adjusting transportation times.
- HCPSS provides transportation to five nonpublic schools.

### Program 9201 – Community Services – Grounds Maintenance

- This budget provides funds to maintain school system grounds that are used by community groups. HCPSS is currently prohibited from collecting funds from these users.



Program 9301 – Community Use of Facilities

- Staff is reviewing the permitting process, billing, and collecting revenue for the use of school facilities to find ways of improvement.
- Approximately 1,500 separate and distinct groups use school system buildings.
- By public law, HCPSS is allowed to charge for heat, lighting within prescribed limits, and custodial fees.
- The school system cannot charge for field use and does not charge youth-oriented activities a facility fee.
- All groups now pay for activities that cost the school system extra money, for example, custodial coverage on weekends and raising heat or lowering air conditioning outside set limits.

Program 9401 – Other Community Services

- This program funds positions for a specialist, secretary, and webmaster (located in the Public Information Office), as well as the transportation for infants as part of the Teen Parenting Program.

Program 9501 – International Student Services

- This program serves limited English proficient students from Prekindergarten to Grade 12 and their families. The program has grown considerably.
- The school system currently has students from 85 different counties speaking 75 different languages.
- HCPSS has a very comprehensive program, with bilingual liaisons speaking Korean, Spanish, and Chinese.

**Transportation**Program 6701 – Pupil Transportation Office

- One Transportation Assistant position has been recategorized as a Supervisor to reflect current responsibilities.
- The addition of one substitute bus driver allows the school system to provide service to contractors on an as-needed basis.

Program 6801 – School Bus Operations – Regular

- Public testimony was received requesting additional pay for bus drivers. The school system pays bus contractors, who in turn pay drivers' salaries.

Program – Transportation – Other

No discussion.

### **Administration**

#### Program 0101 – Board of Education

- The amount budgeted for the rental of voting machines for the Student Member election (\$8,000) has been reduced to \$2,000 because Scantrons will be used instead.

#### Program 0102 – Office of the Superintendent

No discussion.

#### Program 0103 – Staff Relations/Equity Assurance

No discussion.

#### Program 0104 – Legal Services Office

- The General Counsel position provides representation for the Superintendent's Office.

#### Program 0105 – Partnerships Office

- There are over 800 partnerships throughout the school system.
- This program formalizes partnerships and partners that work with student services, the GT office, career academies, etc.

#### Program 0201 – Business Services and Operations

- Increases in mileage costs are due to the additional position of a Chief Financial Officer.
- The Chief Operating Officer, Executive Director, and Chief Financial Officer all visit schools to help with employee and administration concerns.

#### Program 0203 – Budget Office

- Staff will work with the Operating Budget Review Committee (OBRC) on ways to develop a more comprehensive budget summary document to provide budget information in a more user-friendly format for FY 2011.

#### Program 0204 – Payroll Services

No discussion.

#### Program 0205 – Purchasing Services

No discussion.

#### Program 0206 – Accounting Services

- It is anticipated that lower costs will be associated with the audit contract renewal.

- Funds are included to provide intensive training for the integrated financial system.

#### Program 0302 – Public Information Office

- Official documents of the Board of Education office are archived as required by law. All other offices have their own particular requirements, which in some cases entail federal requirements.
- Additional information regarding requirements (if any) for transferring documents to state archives will be provided to the Board.

#### Program 0303 – Human Resources

- Only substitute teachers pay for their criminal background checks. The school system pays for all other employee background checks.
- HCPSS stopped accepting applications for substitute teachers for a period of time but will begin accepting them again in March.

#### Program 0305 – Other Support Services

No discussion.

#### Program 0502 – Student Assessment and Program Evaluation

- It is projected that this program will administer 781,500 evaluations during FY 2010.

### **Pupil Personnel**

#### Program 6102 – Student Accounting Services

No discussion.

### **Mid-Level Administration Summary**

#### Program 0304 – Central Office Instructional Personnel

- Updated organizational charts have just been prepared and will be provided to the Board.
- The position of Investigator handles issues related to safety, security, residency, and works collaboratively with all administrative directors.

#### Program 0411 – Curriculum & Curriculum-Based Assessments

No discussion.

Program 1503 – Media Technical Services

- Much public input was received praising media services, which touches all aspects of the school system and every student at every level.

Program 2701 – Cable Television/Video Production

- Congratulations were extended related to the strategic plan for service, as well as the creation of new programs.

Program 3204 – Temporary Services Office

- Funds are included for materials for substitute orientations, including providing all new substitute teachers with a copy of *The Substitute Teacher Handbook*.

Program 4701 – School-Based Administration

- An additional assistant principal will be assigned in the spring based on final enrollment projections.

Program 4801 – Professional and Organizational Development

- Congratulations were expressed regarding the efforts involved with providing professional development for staff, which has been recognized for ensuring that ongoing opportunities are available to staff to coordinate efforts in terms of instruction to students and the school system as a whole.
- This program also provides systemwide coordination and delivery of Cultural Proficiency programs.

Program 4901 – Professional Development Schools

- A systemic shift has been implemented to move some contracted labor to temporary help.

**Capital Outlay**Program 0202 – School Construction

- No changes have been made regarding the schedule for future work at Atholton HS.
- The approximate difference in cost for a qualifying renovation that must be LEED (Leadership in Energy and Environmental Design) certified is approximately 5 percent additional. This amount could vary greatly depending on the scope of a project.

Program 0212 – School Planning

- Staff was asked to inform Board members whenever community meetings and/or presentations are given to schools.

**Fixed Charges**Program 8001 – Fixed Charges

- This program funds the employer's share of employee benefits, Social Security tax, etc.
- Residual funds in this category may be carried over from year to year, unless otherwise requested by the County Council.

**Restricted Funds**Program 8301 – Food and Nutrition Service

- The food purchasing co-op contract is up for renewal next year.
- School menus now include whole-wheat pizza and pasta.
- Board members encouraged staff to consider various payment programs to allow more flexibility for parents.
- Staff was thanked for their continued efforts to look into healthy nutrition options.

Program 9713 – Printing Services

- HCPSS is moving towards an electronic process of submitting work with job tickets.
- Training is being provided to schools on how to send work electronically. Currently, approximately 80 percent of jobs are submitted as hard copy.

Program 9714 – Information Technology

- The Personnel Summary for this program is being revised due to repurposing of some positions, and an update will be provided to the Board.

Program 9715 – Health & Dental Self-Insurance

- Staff is working with consultants to update all health claims and experience, and more accurate and up-to-date information will be provided to the Board.
- Board members are currently afforded the option of obtaining health and dental benefits.

Program 9716 – Workers' Compensation

- Claims are processed through a third-party administrator.
- HCPSS has the use of two law firms for services, depending on the nature of a claim.
- The severity of injuries are down so far this year, but the number of claims is the same as in past years.

- Training is provided in a variety of ways to specific employee groups to help prevent injuries.

#### Grants Fund

- Grant funds total approximately \$25 million and are an integral part of the operation of the school system.
- It is expected that the school system will lose approximately \$1.3 million for Nonpublic Community Intervention due to a proposal by the Governor to change the cost-sharing percentage from 80/20 to 50/50.
- Grant funding for Fine Arts may also be reduced due to reductions at the state level.
- Information was requested from staff regarding any past collaborative/joint grants with Baltimore City.
- It was noted that staff works collaboratively with surrounding jurisdictions with common interests.

The Board will hold Public Work Session III on the proposed budget on Tuesday, February 17, 2009, at 7:00 p.m.

**Adjournment** – The meeting was adjourned by the Chairman at 5:20 p.m.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

February 12, 2009

The Board of Education of Howard County met in closed session on February 12, 2009, at 2:30 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Patricia S. Gordon that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss negotiation parameters and a personnel matter. The motion was seconded by Ellen Flynn Giles and approved 6-0. Persons present: Board members Frank J. Aquino, Chairman; Ellen Flynn Giles, Vice Chairman; Lawrence H. Cohen; Allen Dyer, Esq.; Sandra H. French; and Patricia S. Gordon. Dr. Janet Siddiqui joined the meeting at 2:40 p.m.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Sydney L. Cousin, Superintendent; Sandra Erickson, Deputy Superintendent; Mamie Perkins, Chief of Staff; Theresa Alban, Chief Operating Officer; Raymond Brown, Chief Financial Officer; Linda Wise, Chief Academic Officer; and Sue Mascaro, Director Staff Relations

The Board received information and discussed the Superintendent's recommendations concerning the negotiation parameters for the following:

1. To discuss HCEA negotiation parameters
2. To discuss HCAA negotiation parameters
3. To discuss HCEA ESP negotiation parameters
4. To discuss AFSME negotiation parameters
5. To discuss Howard County Home & Hospital Teachers Association negotiation parameters
6. To discuss Howard County Food Service Association negotiation parameters

Upon considering the recommendations, the Board approved the negotiation parameters for those bargaining units mentioned above.

7. Personnel Matter:  
The personnel matter was discussed with the Board and approved by consensus.

Adjourned: 3:30 p.m.

Submitted by: \_\_\_\_\_  
Frank J. Aquino, Chairman  
Board of Education

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 12, 2009

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, February 12, 2009, at 4:00 p.m., in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.  
Adejire Bademosi, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Florence Jackson, Recording Secretary

Chairman Frank Aquino called the meeting to order at 4:07 p.m., and Mr. Sundeep Patnaik, River Hill HS, led the group in the Pledge of Allegiance.

## Public Forum

There was no one present to address the Board.

## Approval of Agenda

*Action:* Mrs. Giles moved approval of the agenda. The motion was seconded by Dr. Siddiqui and approved by the Board (8-0).

## Superintendent's Report

Dr. Cousin reported on the following items:

- Congratulated Mr. Ken Klock, Athletics and Activities Manager, Reservoir HS, for being designated by the National Interscholastic



Athletic Administrators' Association (NIAAA) as a Certified Master Athletic Administrator.

- Congratulated the Offices of Elementary and Secondary Social Studies for hosting the fourth annual Black Saga Countywide Competition on February 7, 2009, at Patapsco MS.
- Congratulated River Hill HS students and faculty for being named this year's Maryland State School of Character by the Maryland Center for Character Education.

Ms. Pamela Blackwell, Director, Student Services, introduced the following students who were winners in the Anti-Bullying Poster Contest:

- Ms. Rose Cho, Grand Prize Winner, Clarksville MS, Grade 6.
- Ms. Aryanna Horan, Winner, Ilchester ES, Grade 2.
- Ms. Erin Vance, Winner, Triadelphia Ridge ES, Grade 3.
- Ms. Ally Schito, Winner, Ellicott Mills MS, Grade 6.

Ms. Mary Schiller, Manager, Partnerships Office, spoke about the partnership HCPSS has with the Howard County Library. Ms. Schiller introduced Ms. Valerie Gross, Executive Director and Chief Executive Officer, Howard County Library, who thanked the community for their effort in making *Choose Civility* a success.

### **Student Representative's Report**

Mr. Sundeep Patnaik, President, Student Government Association (SGA), River Hill HS, noted the following items in his report:

- Problems with the SGA and how to resolve them.
  - Lack of student participation and school spirit.
  - Met with principal, PTA, and representatives from the student body to resolve.
  - Since the meeting, a record number of tickets to homecoming were sold.
  - SGA will be getting involved on a state and national level.

### **Board Members' Reports**

- Mr. Cohen said he and Ms. Gordon attended the Federal Relations Network (FRN) Conference last week. The National School Board Association (NSBA) is looking for reauthorization (with changes) for No Child Left Behind (NCLB). NSBA supported the stimulus bill.
- Ms. Gordon said she attended the National School Board Leadership Conference. One of the speakers discussed closing the achievement

gap not only with students but globally. Collaboration with other nations of the world is important to the future of the United States.

- Ms. Bademosi noted that applications are due for election for the Student Member of the Board of Education for 2009-2010.
  - Howard County Association of Student Councils (HCASC) will be having their next meeting on February 25, 2009, at 7:30 p.m. in the ARL Building.
- Mrs. Giles attended Celebrating Gifted Education in Maryland at the State House where two of our teachers were recognized as Teachers as Leaders – Ms. Debbie Blum and Ms. Linda Jensen, GT Resource Teachers. In addition, Mr. Henry Zheng, who was noted by the Superintendent as having been named a finalist in the Intel Competition, has also been named a semifinalist in the Siemens and Coca Cola competitions.

### **Consent Agenda (Restricted\*)**

#### Staff Personnel, Bids and Contracts, Donations, Operating Budget Monthly Report, and School Construction Report

Mrs. Giles requested that Item P-2 from Bids and Contracts be pulled for discussion.

*Action:* Mrs. Giles moved approval of the Consent Agenda, as amended. The motion was seconded by Mr. Cohen and approved by the Board (7-0\*).

Staff Personnel – Approved by the Board.

#### **Resignations**

<u>Name</u>	<u>School</u>	<u>Grade or Subject</u>	<u>Reason</u>	<u>Years in Howard County</u>	<u>Effective Date</u>
Brady, Jennifer	SWES	SLP	Relocation	3.4	12/19/08
Henderson, Richard	CLES	Spec. Ed.	Personal	3.4	12/19/08
Jacob, Debra	SJLE	Elem. Ed.	Relocation	.5	01/26/09
Parent, Tracy	FRC	Spec. Ed.	Relocation	11.5	01/23/09

#### **Contracts**

<u>Name</u>	<u>Grade or School</u>	<u>Subject</u>	<u>Place of Last Teaching Assignment</u>	<u>Grade/Step</u>	<u>Effective Date</u>
Bell, Michael	WaES	SPE	Private School	C-08	10/13/08
Bracken, Ann	RHS	ENG	Montgomery County	C-13	10/16/08
Krug, Elisabeth	OMHS	ENG	--	A-01	10/16/08
Kettyne, Michel	OMMS/CRSESOL/FRE		HCPSS – IA	A-04	11/20/08
Rosas, Christopher	GHS	SPE	HCPSS – IA	A-04	08/18/08

Approved – March 12, 2009

OAH-DYER-000130

**Leaves of Absence**

<u>Name</u>	<u>School</u>	<u>Subject</u>	<u>Years in Howard County</u>	<u>Effective Date</u>
Seriki, Angela	PMS	Guidance	16.5	01/27/09

**Retirements**

<u>Name</u>	<u>School</u>	<u>Grade or Subject</u>	<u>Years in Howard County</u>	<u>Effective Date</u>
Adams, Patricia	BPES	OT	30.4	01/01/09
Dandridge, Barbara	RHHS	Asst. Principal	35.4	01/01/09
Duvall, Douglas	WLHS	Phys. Ed.	36.5	02/01/09
Goff, Gwen	Warehouse	Manager	33.8	02/01/09
Johnson, Jeanette	HWS	Math	34.7	01/01/09

**Bids and Contracts – Approved by the Board.****P-1 STUDENT TRANSPORTATION**

C&L Wilkerson, Inc.	\$56,999.70
J.C. Bus Company	58,095.00
Trans-White, Inc.	59,400.00
Mellor's Bus Service	60,318.00
Susan D. Miles	62,262.00
R & T Defibaugh, Inc.	66,375.00
K.A.M. Enterprises Inc.	90,000.00
Jubb's Bus Service, Inc.	91,305.00
Woodlawn Motor Coach, Inc.	126,697.50
Ashwell Transportation, Inc.	129,420.00
HOB Enterprises, Inc.	130,201.20
Y & L Transportation	157,815.00
Glenwood G. Whitehead	183,915.00
Adkins Enterprises, LTD	271,395.00
Tip Top Transportation	406,035.00
Bowen's Bus Service Inc.	<u>431,977.30</u>
<b>TOTAL</b>	<b>\$2,382,210.70</b>

**P-3 WINDOW REPLACEMENT AT HOWARD HIGH SCHOOL**

Baltimore Contractors	\$437,388
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P-4 **CLASSROOM PAPER**

OfficeMax	\$153.50
Standard Stationary	564.00
Kurtz Bros.	2,592.40
AFP Industries, Inc.	12,234.10
National Art & School Supplies	15,312.50
Pyramid Office Products	<u>25,875.00</u>
<b>TOTAL`</b>	<b>\$56,731.50</b>

Donations – Approved by the Board.

- Hammond ES: Dr. Fredric Sanford, in the amount of \$2,500, designated for the purchase of dance and fitness PE equipment and supplies.
- Manor Woods ES: PTA, in the amount of \$510, designated for the Cultural Arts Program *Slime Time*.
- Triadelphia Ridge ES: General Mills Box Tops for Education, in the amount of \$752.70, designated for the purchase of a piece of playground equipment.
- Bonnie Branch MS: Johns Hopkins University, in the amount of \$1,300, designated to pay for a bus for students to attend a program at Johns Hopkins University.
- Marriotts Ridge HS: Boosters, in the amount of \$645, designated to pay the registration fees for students in the Computer Tech Club to attend the Java Contest.
- PTSA, in the amount of \$1,547.71, designated for the purchase of supplies and materials for the following academic departments: Science, Math, CTE, Special Ed, and Media.
- Reservoir HS: Boosters, in the amount of \$1,600, designated for the purchase of uniforms for the girls' basketball team.
- Wilde Lake HS: Boosters, in the amount of \$6,500, designated for the purchase of weight room equipment.

Clyde's of Columbia, in the amount of \$900, designated to support the students in the Chorus program.

Operating Budget Monthly Report – Accepted by the Board.

School Construction Report – Accepted by the Board.

Bids and Contracts – Item P-2

**P-2 ADDITIONS AND RENOVATIONS TO MT. HEBRON HIGH SCHOOL**

Contract 1A – Homewood General Contractors, Inc.	\$4,527,700
Contract 3A – DGS Construction, Inc.	928,549
Contract 4A – KaRon Masonry of Maryland, Inc.	2,175,000
Contract 5A – Jarvis Steel & Lumber Co., Inc.	2,109,000
Contract 7A – Cole Roofing, Inc.	512,030
Contract 15A – G.E. Tignall & Co., Inc.	10,722,000
Contract 16A – Key Systems, Inc.	<u>6,780,910</u>
<b>TOTAL</b>	<b>\$27,755,189</b>

Mr. Douglas Pindell, Purchasing Officer, explained that Item P-2 is the recommendation for 7 of 15 contract packages that have been bid for Mt. Hebron HS. The remainder of projects will be brought to the Board at the next Board meeting. These bids reflect implementation of the new Minority Business Enterprise (MBE) program, of which full participation was achieved. Mr. Pindell added that prices came in lower than expected due to the slow market.

*Action:* Mrs. Giles moved approval of Item P-2 in Bids and Contracts. The motion was seconded by Mrs. French and approved by the Board (7-0\*).

**Consent Agenda**

2007-2008 Bridge to Excellence Annual Report; Minutes of Regular Meetings of January 8 and January 22, 2009; Policy Committee Meeting of December 15, 2009; Legislative Committee Meetings of January 14, 2009, and February 2, 2009; Public Hearing of February 3, 2009; and County Council and Board of Education Meeting of February 4, 2009.

The minutes of December 15, 2008 (Policy Committee), and January 14 and February 2, 2009 (Legislative Committee) were pulled for voting purposes.

*Action:* Mrs. Giles moved approval of the 2007-2008 Bridge to Excellence Annual report; Minutes of Regular Meetings of January 8 and January 22, 2009, Public Hearing of February 3, 2009, and the County Council and Board of Education meeting of February 4, 2009. The motion was seconded by Mrs. French and approved by the Board (8-0).

*Action:* Mrs. Giles moved approval of the minutes of the Policy Committee meeting of December 15, 2008. The motion was seconded by Ms. Gordon and approved 3-0 by Policy Committee members Mrs. Giles, Mrs. French, and Ms. Gordon.

*Action:* Dr. Siddiqui moved approval of the minutes of the Legislative Committee meetings of January 14 and February 2, 2009. The motion was seconded by Mr. Aquino and approved 3-0 by Legislative Committee members Dr. Siddiqui, Mr. Aquino, and Mrs. French.

### **Administrative Appointments and Promotions\***

Mrs. Erickson announced the recommended appointment of Ms. Laura Hook from Resource Teacher, Office of World Languages and English Speakers of Other Languages (ESOL) to Coordinator, ESOL.

*Action:* Mrs. French moved approval of the appointment of Ms. Laura Hook to Coordinator, ESOL. The motion was seconded by Dr. Siddiqui and approved by the Board (7-0\*).

### **Proclamation: Youth Art Month**

BOARD OF EDUCATION OF HOWARD COUNTY  
**PROCLAMATION**  
DESIGNATING MARCH 2009  
AS  
YOUTH ART MONTH

***WHEREAS Youth Art Month has been observed nationwide since 1961 and has gained acceptance; and***

**WHEREAS** youth is our most priceless asset; and

**WHEREAS** childhood is the time to develop interests, skills, and aptitudes that will last a lifetime; and

**WHEREAS** the importance of art in education is recognized as being necessary for the full development of all children;

**THEREFORE BE IT PROCLAIMED** that each March be observed as Youth Art Month. All citizens are urged to become interested in and give full support to quality school art programs for children and youth.

**BE IT ALSO PROCLAIMED** that March 2009 be designated as Youth Art Month in the Howard County Public School System.

\_\_\_\_\_  
Frank J. Aquino, Chairman  
Board of Education of Howard County

\_\_\_\_\_  
Sydney L. Cousin, Superintendent  
Howard County Public School System

*Action:* Mrs. Giles moved approval of the Proclamation Recognizing Youth Art Month. The motion was seconded by Ms. Gordon and approved by the Board (8-0).

Ms. Linda Newton, Visual Arts Resource Teacher, introduced the following students who presented their artwork:

- Mr. Zack Rogers, Bushy Park ES, Grade 4
- Ms. Ashley Lee, Mt. Hebron HS, Grade 9

**Proclamation: National Women’s History Month**

BOARD OF EDUCATION OF HOWARD COUNTY  
**PROCLAMATION**  
DESIGNATING  
MARCH 2009 AS  
WOMEN’S HISTORY MONTH

**WHEREAS**, women’s history in America has been the story of the struggle of women of all racial, ethnic, and cultural backgrounds to be included in the Preamble to the Constitution, “We, the people”; and

**WHEREAS**, women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement and have continued to work tirelessly to create a more fair and just society for all; and

**WHEREAS**, women now serve at the highest levels of government as Secretary of State, Speaker of the House of Representatives, and in increasing numbers in the Cabinet and the United States Congress; and

**WHEREAS**, we recognize the role of women, who play a critical economic, cultural, and social role in every sphere of life of the Nation by constituting a significant

portion of the labor force, working both inside and outside of the home; transforming culture, history and politics as leaders, writers, scientists, educators, politicians, artists, historians, and social reformers; and

**WHEREAS**, the Howard County Commission for Women, established in 1980 to promote the economic, social and political equality of women, organized the Women's Hall of Fame in 1996 to recognize the accomplishments of Howard County women who have made significant and lasting contributions to the county, the state, and the nation; and

**WHEREAS**, the school system partners with the Commission for Women to promote an essay contest for all secondary Howard County students in celebration of Women's History Month each March; and

***WHEREAS, the theme for Women's History Month in 2009 "Women: Taking the Lead to Save Our Planet";***

**THEREFORE BE IT PROCLAIMED** that the Board of Education declares March 2009 as Women's History Month in The Howard County Public School System; and

**BE IT FURTHER PROCLAIMED** that the Board of Education encourages the community to join in celebration by expanding their knowledge of women who shaped history and their appreciation for the many contributions that women make to our community.

\_\_\_\_\_  
Frank J. Aquino, Chairman  
Board of Education of Howard County

\_\_\_\_\_  
Sydney L. Cousin, Superintendent  
Howard County Public School System

*Action:* Ms. Bademosi moved approval of the Proclamation for National Women's History Month. The motion was seconded by Mrs. French and approved by the Board (8-0).

### **Legislative Report/2009 General Assembly**

Mr. Brown reported on the following bills that will be presented to the General Assembly:

- SB 15 – School Construction – Pedestrian and Bicycle Trail Enhancements – Funding
  - Recommendation – Support – Contingent upon additional funding.



- SB 24 – Public Schools – State Aid for School Construction – Planning and Design Costs
  - Recommendation – Support - Contingent upon additional funding.
- SB 100 - Public Schools and Child Care Centers – Artificial Color Additives – Prohibition
  - Recommendation - Oppose
- HB 20 – Intellectual Disability (Rosa’s Law)
  - Recommendation – No position
- HB 26 - Public Schools – Children with Anaphylactic Allergies – Reduction of Risk
  - Recommendation – Oppose

*Discussion:*

SB 15 - Pedestrian and Bicycle Trail Enhancements - Funding

Mr. Dyer asked if the bicycle trails were adjacent to the school or between the community and the school. Mr. Brown responded that they are existing trails either on Board property or adjacent property. He added that this will help in the reduction of transportation costs. It would be those trails and pathways that will allow easy access to travel to school where students would not require school bus transportation.

Mrs. Giles said that these monies can be used to apply for the construction of sidewalks to facilitate pedestrian access to schools and public buildings. Bicycle paths and trails have not been included in the use of sidewalk money. This is an expansion of the project that could be considered for the allocation of sidewalk money, which will facilitate access to schools and other public areas. It expands the scope of what can be considered as a project.

HB 20 - Intellectual Disability (Rosa’s Law)

Dr. Siddiqui said this will probably not pass this year but will eventually go through. There is no code yet for this bill. The Centers for Disease Control (CDC) has already replaced the term in their language. The American Academy of Pediatrics uses both terms interchangeably. Mr. Brown stated that MSDE supports this bill. Ms. Bademosi said that after thorough discussion, the Maryland Association of Student Councils supports the bill. Mrs. Giles mentioned that she was concerned about the change of terminology and indicated the need for assurance that whatever is changed is consistent so that no student loses appropriate

funding or treatment. Dr. Siddiqui said the term intellectual disability does not apply just to children; it applies to all ages.

HB 26 - Public Schools – Children with Anaphylactic Allergies - Reduction of Risk

Dr. Siddiqui said she felt that HCPSS already does an excellent job in this area. Mrs. French said this bill may be a question of timing and may be supported at a later date. Dr. Siddiqui added that these issues can be addressed at a local level as well.

Mr. Aquino asked if anyone wanted to vote against the committee recommendations.

Mr. Dyer said he favors taking a position now on HB 20 - Rosa's Law rather than taking no position.

*Action:* Mrs. Giles moved acceptance of the committee recommendations for positions on SB 15, SB 24, SB 100, and HB 26. The motion was seconded by Ms. Bademosi and approved by the Board (8-0).

*Action:* Mrs. Giles moved acceptance of the committee recommendation of "No Position" for HB 20. The motion was seconded by Ms. Gordon and approved by the Board (6-1-1), with Mr. Dyer voting no and Ms. Bademosi abstaining.

### **Projection Accuracy Report**

*Presenter:* Mr. Joel Gallihue, Manager, School Planning.

Mr. Gallihue explained that the Office of School Planning provides the Board of Education with the student enrollment projection error rate, which is determined by comparing the actual September 30 enrollment with the projected rate. Mr. Gallihue reported that projection error rates at the organizational level were no higher than 0.7 percent this year. Of the 71 schools for which annual projections are provided, 59 have error rates at or below 5 percent and only one exceeded 10 percent. The per-school mean absolute percentage error was 3 percent.

The key finding is that error rates for the 2008 projection compare favorably with the experience of the past decade and demonstrate that the model is providing consistent estimates. Mr. Gallihue indicated that accurate student enrollment projections are critical to HCPSS due to their

use for capital budgeting, redistricting, staffing, and implementation of the county's Adequate Public Facility Ordinance (APFO).

*Discussion:*

Mr. Cohen noted how impressed he was with the accuracy of the report and complimented staff.

Mrs. Gordon noted that Wilde Lake HS had an additional 100 students and was interested in where these students were from. Mr. Gallihue said that a number of different factors effected this change, including a new development in the area, but mainly this is a transitional area. Mrs. Gordon asked if there was any way to predict how many students may be coming to us from private schools. Mr. Gallihue explained that specific data on this issue is not available.

Mr. Dyer asked about the relation of the School Planning Office and the County Council. Mr. Gallihue said there is a direct relationship between their housing model and the enrollment projection model. The School Planning Office helps the county develop the housing projection model, which interfaces with the school system's model. Mr. Gallihue's office meets with the County Council weekly.

Mrs. Giles said there is a limit in terms of new construction. There are about 6,000 resales each year, and there is no way of knowing which neighborhoods are going to turn over. The ability to coordinate with the county has improved projections and the ability to reinterpret. Mr. Gallihue said his office also participates in their weekly review.

Dr. Cousin agreed that the projections were very good.

## **Hiring and Separation Report**

*Presenters:* Mr. Kirk Thompson, Director, Human Resources; Mr. Ernesto Diaz, Manager, Teacher Recruitment and Retention, Office of Human Resources; and Ms. Suzanne Zilber, Manager, Classified and Temporary Services, Office of Human Resources.

Staff from Human Resources presented the annual report on employee hiring and separations. The school system hired 340 teachers for the 2008-2009 school year, and 99.1 percent of classroom positions were filled by the first day of school. A total of 68.5 percent of those hired are experienced teachers, and 19 percent are minority educators.

Forty-eight of the new hires completed internships in Howard County, and 29 are graduates of the school system.

Future challenges include increasing staff diversity, meeting system needs given the national teacher shortage, competing with surrounding public school systems, and implementing the web-based Human Resources/Payroll System to support recruitment and hiring.

*Discussion:*

Mr. Cohen asked if the economy is having any affect on open contracts. Mr. Thompson responded that it is too early to know what the numbers will be at that time, but fewer employees may be leaving their jobs as may have previously happened. More former employees want to return to the workforce.

Ms. Gordon asked if there was a tracking method for teachers who have resigned. Mr. Thompson said that there was not a formal tracking system, but most resignations are due to relocation.

Mrs. Giles noted that it would be a good opportunity to have an on-line application process. Mr. Thompson agreed.

Dr. Siddiqui asked about critical areas in which the school system is short. Mr. Diaz responded that there were quite a few, including science, mathematics, special education, foreign language, technology education, and English.

Mr. Cohen asked if there is a recruiting effort in the county specifically targeted at the student who does not plan on attending college. Ms. Zilber responded that staff does that as much as possible; for example, there are students working in the HCPSS mailroom and in Grounds and Maintenance. Human Resources also has a strong relationship with Howard Community College.

### **Policy 1050 - Tobacco-Free Environment**

*Presenter:* Mr. Dave Bruzga, Administrative Director, Secondary Schools.

Mr. Bruzga noted the following highlights of Policy 1050:

Policy

- Updates language and clarifies the Policy Statement.
- Adds a Purpose Statement.

- Adds the statement "Within the context of this policy, the following definitions apply" to introduce the definitions.
- Moves language from Definitions to Standards.
- Adds Compliance statements.
- Updates and adds new references.

#### Implementation Procedures

- Changes the order of the procedures for informing staff, students, parents, community members, and new employees of the tobacco-free environment.
- Clarifies and updates language.
- Eliminates reference to actors using smoking material in dramatic presentations.

#### *Discussion:*

Ms. Gordon and Mr. Dyer questioned if this policy and Policy 9240 (Student Use and Possession of Tobacco) could be combined. Mr. Cohen said he disagreed with this idea because the consequences are different for a student versus an adult.

Mr. Bruzga explained that combining the two could become confusing. There would have to be two parallel sets of consequences and actions. With high school students, it is necessary to be very specific when outlining offenses as well as penalties. The committee was almost unanimous on this question as well.

Mrs. French commented on plays where students walk across the stage holding an unlit cigarette. She asked if it would be better to have a prohibition and eliminate the possibility of a waiver. Mr. Bruzga responded that the committee did not think it was necessary to note that in the policy because it is stated that cigarettes are prohibited at all times on all properties.

Mrs. French asked, while there is no smoking allowed at bus stops, is there any way to enforce this rule if a parent/guardian were smoking while waiting with their child. Mr. Bruzga said it would be very difficult to regulate, but he felt it should still be included in the statement.

Mr. Dyer again stated that he would like to consider combining the policy for adults and for students into one document. He felt it would be stronger for students to see that the issues are health related. While the rules would be different, it would be interwoven into the logic of the topic.

Mr. Cohen said he disagreed with this idea. When you are talking about student use and possession of tobacco, you are talking about use on school grounds and in the school. There are consequences for the students, but the Board does not have authority over adults.

Mr. Aquino said that administratively this could possibly work under one policy but noted that he is willing to accept the committee's recommendation. Mr. Aquino asked when statements are added; for example, *within the context of this policy, the following definitions apply*, are they uniform from policy to policy. Mr. Bruzga said staff is using that statement in most of the policies as part of the definition statement.

Mrs. French stated that certain policies have or require specialized definitions that will not really fit in all policies on a uniform basis. For those policies that might have one or two definitions unique to that policy, then that phrase will be inserted. Mrs. Giles said this is something that needs to be refined to make sure it is clear for the people using the policy. Mr. Bruzga also added the term *constructive possession*. Mr. Aquino agreed that he had a question on that term also.

Mrs. Erickson recommended that the Policy Committee work with Mrs. Fran Albert, Specialist, Policy/Charter Schools, to come to consensus about the use of the definitions and come back to the Board with a recommendation.

Mr. Bruzga noted that there will be a public hearing on March 12, 2009, with action on April 16, 2009, to adopt the revised policy, effective July 1, 2009.

### **Policy 9240 - Student Use and Possession of Tobacco**

*Presenter:* Mr. Dave Bruzga, Administrative Director, Secondary Schools.

Mr. Bruzga pointed out that incidences of offenses in violation of the policy have been declining in the last three years. However, from the latest data available from 2007, student use, particularly in Grade 12, indicated use of tobacco in the last 12 months, and 7.5 percent of the youth in Maryland are classified as heavy smokers. Howard County's rate of use is a little lower than the rest of the state.

Mr. Bruzga said committee members concurred on all of the recommendations with the exception of the inclusion of the term *Constructive Possession*.

Mr. Aquino questioned this term in the context of this policy in that it is defined but then not used. Mrs. Giles was in agreement that a definition should not be used in a policy if it is not going to be applied. Mr. Bruzga confirmed that if the committee chooses to include it, it would be included in each of the offenses to state *Constructive Possession*.

Ms. Gordon asked for clarification on the fourth and subsequent offenses. Mr. Bruzga explained that a school principal can suspend up to ten days, and then it is referred to the Superintendent's designee for additional days. The trend of these penalties has gone away from purely punitive to hopefully therapeutic. Students in each of these steps of offense are given the option of the suspension itself or to go through a tobacco-use cessation program.

Mr. Bruzga noted that there will be a public hearing on March 12, 2009, and action will be taken on April 16, 2009, with an effective date of July 1, 2009.

### **Policy 7100 Family and Medical Leave**

*Presenters:* Mr. Kirk Thompson, Director, Human Resources, and Ms. Rebecca Salerno, Manager, Instructional Support/Employee Services.

Ms. Salerno noted that the suggested revisions in the policy statement were added. Revisions include the policy being updated to reflect the National Defense Authorization Act of 2008. The wording was changed to provide Military Family Leave under the following circumstances: Eligible employees with up to 26 weeks of leave to care for a covered service member for a single 12-month period who has a serious injury or illness incurred during the line of duty on active duty. Employees with a spouse, son, daughter, or parent on active duty or call to active duty may be eligible for up to 12 weeks of leave entitlement to address certain exigencies.

#### *Discussion:*

Mr. Dyer asked if the Superintendent should be responsible for ensuring that the provisions of this policy are followed, or should it be the Board, adding that authority can be delegated and responsibility cannot. Mr. Aquino said that the day-to-day operations are the Superintendent's responsibility. Mr. Dyer said the language is misleading. Mr. Aquino added that a lot of it is law, and the Board has the obligation to follow the law.

*Action:* Mrs. Giles moved approval of Policy 7100 - Family and Medical Leave, with the recommended changes. The motion was seconded by Mr. Cohen and approved by the Board (8-0).

### **Policy 7130 - Substitute Teachers**

*Presenters:* Mr. Kirk Thompson, Ms. Suzanne Zilber, Human Resources Manager, and Mr. Robert Bruno, Specialist, Human Resources.

Mr. Bruno noted the following revisions:

#### Policy

- Clarifies the role of the Board of Education regarding substitute teachers.
- Updates language regarding the Temporary Service Office role in providing substitute teachers.
- Adds the No Child Left Behind (NCLB) Act of 2001 to the list of references.

#### Implementation Procedures

- Clarifies the confidentiality built into the Temporary Service Office's automated system.
- Adds information regarding school-based administrator access to absences and substitute coverage.
- Clarifies that the orientation program is a prerequisite for eligibility as a substitute teacher.
- Substitutes "automated system" for the Temporary Services Office where appropriate.
- Clarifies the role of the Director of Human Resources when concerns have been reported regarding a substitute teacher.

*Motion:* Ms. Gordon moved approval of Policy 7130 - Substitute Teachers, as amended. The motion was seconded by Mr. Cohen.

#### *Discussion:*

Mrs. French said there needs to be a standard that states the expectations for substitute teachers. She added that there should be one that says that substitute teachers are expected to comply with all HCPSS Board policies, and a job description should be attached to a policy.

Mrs. Erickson commented that this recommendation could be referenced.



*Motion:* Mrs. French moved to amend the motion that a standard be added that all substitute teachers are expected to comply with all HCPSS Board policies. The motion was seconded by Ms. Bademosi.

*Discussion:*

The Board accepted the modification to the motion. Mrs. Giles said that the job description should be added to the references.

*Action:* Mrs. French's amended motion was seconded by Ms. Bademosi and approved by the Board (7-0-1), with Mr. Dyer abstaining.

*Action:* The Board approved the original motion as amended (7-0-1), with Mr. Dyer abstaining.

### **Policy 7060 - Royalties**

*Presenter:* Mr. Mark Blom, General Counsel.

Mr. Blom presented the results of the committee, which was chartered to address the current Royalties Policy. Mr. Blom commented on the exceptional committee members. He stated that the policy is proposed to state that if there are sales to the school system in excess of \$25,000, then the royalties would be donated to charity. It is not meant to say that *if the employee receives royalties of \$25,000*.

*Discussion:*

Mrs. French asked if that meant above that dollar amount. Mr. Blom responded yes. Mrs. French noted that specific wording needs to be included as well.

Ms. Gordon said the person who sells the implement or books would keep the royalties up to \$25,000. Mr. Blom responded yes.

Mr. Aquino said this is not being consistent. The policy says royalties, not sales. Mr. Blom said it should say sales, and Mr. Blom concurred with Mr. Aquino that the wording will be changed. Ms. Gordon reiterated that sales over \$25,000 would be donated to charity.

Mr. Dyer brought up the question of copyright and the duties of the appointees of the Board devoting their entire time to their duties. Mr. Blom said he researched this issue and his conclusion was that this policy, as presented, is drafted in conformity with the law. He added that

he would be glad to provide the Board with a legal memorandum addressing this issue.

Mr. Aquino suggested that the Board ask Mr. Blom to provide his written legal analysis in order to better address Mr. Dyer's question and allow the policy process to follow its course.

**Recess:** The Chairman recessed the meeting at 7:32 p.m. and reconvened at 8:10 p.m.

### **Public Forum**

There was no one present to address the Board.

### **Appointment**

Mr. John Hannay, President of the PTA Council of Howard County, presented the Board with the PTA Council goals and priorities, including:

- Rebuilding and Strengthening the PTA Movement in Howard County.
- Health and Wellness of Students and Staff.
- Safety of Students.
- Academic Performance of Howard County schools.

### **Proclamation: Read Across America Day**

BOARD OF EDUCATION OF HOWARD COUNTY  
**PROCLAMATION**  
Designating  
March 2, 2009  
As  
Read Across America Day

**WHEREAS**, the first goal of the Howard County Public School System is to ensure that each child meets rigorous academic achievement standards; and

**WHEREAS**, the school system stands firmly committed to promoting reading as the foundation for students' academic success, their preparation for jobs of the future, and their ability to compete in a global economy; and

**WHEREAS**, the Howard County Public School System encourages community involvement as fundamental to the success of students and our public schools; and

**WHEREAS**, Howard County's quality of life is enhanced by the quality of its public

schools, therefore any investment of time, talent or resources in education is an investment in the overall health and well being of our community; and

**WHEREAS**, the National Education Association's *Read Across America Day*, a national celebration of Dr. Seuss's 105th birthday on March 2, 2009, promotes reading and community involvement in education;

**THEREFORE BE IT PROCLAIMED** that the Board of Education of Howard County enthusiastically endorses the National Education Association's Read Across America campaign and designates March 2, 2009 as Read Across America Day in the Howard County Public School System; and

**BE IT FURTHER PROCLAIMED** that the Board of Education of Howard County invites the community to engage in programs and activities to make America's children the best readers in the world.

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Frank J. Aquino, Chairman  
Howard County Board of Education

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Sydney L. Cousin, Superintendent  
Howard County Public Schools

*Action:* Ms. Gordon moved approval of the Proclamation - Read Across America Day. The motion was seconded by Ms. Bademosi and approved by the Board (8-0).

### **Public Hearing - Policy 6020 - School Construction Program**

John Hannay, President, PTA Council of Howard County (PTACHC)

- Recommended adding the creation of Impact Assessment Reports (IAR) during the design stage of each construction or renovation project.
- Recommended the development and use of Uniform Safety Standards (USS) to ensure the safety of students, staff, and other users of facilities during construction and renovation.
- Recommended incorporating current best practices for Integrated Pest Management (IPM) into the design and construction phases of each project.
- Recommended that any comments on design documents given by approving or advisory agencies including the Interagency Committee on School Construction and the Maryland Public School Construction Program to the Department of Education, and once received, be publicly presented to the Board of Education before construction and renovation activities move forward.
- Supported the inclusion of a post-acceptance evaluation of construction or renovation projects by a stakeholder review

committee with the results reported back to both the BOE as well as the DOE.

Jeff Bronow, Citizen

- Supported PTA Council's recommended changes to Policy 6020.

Elizabeth Edsall Kromm, Howard County Health Department

- Recommended the development of Uniform Safety Standards to ensure the health and safety of all users of school buildings during the time of construction, maintenance, and/or renovation.
- After Policy 6020 is amended, the Health Department will include the Uniform Safety Standards as part of their *Healthy Schools* criteria. This means that in order to apply for a *Healthy Schools* designation, a school would need to adhere to these standards.

Chris Wertman, Chairman, Community Advisory Council (CAC)

- CAC believes there are certain modifications that should be made to this policy before it is adopted by the Board.
- Provided the CAC's specific recommendations for improvement of the proposed policy.

Veronika Carella, Maryland State PTA

- Advocated for safe and healthy school environments and endorsed the National PTA's position on School Construction and Environmental Health.
- Recommended that the BOE give an explanation, including cost/benefit and impact analysis, and an opportunity to take relevant action when oversight agencies (i.e., MSDE, PSCP, etc.) recommendations are declined by the DOE.
- Requested that the BOE ensure in policy improved communications, improved safety standards, and a review of the impact that construction/renovation/maintenance changes have on existing buildings and their occupants, prior to BOE approval of a project.
- Recommended prompt policy reviews and updates as new laws, guidelines, and best practice recommendations related to Healthy and High Performing Schools, Green Schools, Healthy Howard, etc. are adopted, targeting another review in two years.
- Recommended instituting a walk-thru program that uses a SET-like standardized observation checklist based on EPA recommendations.
- Recommended incorporating Integrated Pest Management best practices into the design and renovation phase of a project.

Anja Caldwell, Maryland State PTA

- Recommended the adoption of clearly benchmarked green building standards into the policy.

David A. Jett, NIH (National Institutes of Health) & Parent

- Recommended safeguards that minimize or eliminate potentially harmful exposures during the renovation and construction process.

Johnnie Nussbaum, PTSA President, Glenelg HS

- Supported PTACHC and MD PTA's recommendations.
- Encouraged the Board and school system to use Montgomery County and New York State models of healthy schools and responsible renovations.

**Adjournment:** The Chairman adjourned the meeting at 8:55 p.m.

**Information Items**

Food and Nutrition Service Financial Report

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 17, 2009

The Board of Education of Howard County held Public Work Session III on the Superintendent's Proposed FY 2010 Operating Budget on Tuesday, February 17, 2009, at 7:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq. Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.  
Adejire Bademosi, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Kathleen Hanks, Recording Secretary

Chairman Frank Aquino called the meeting to order at 7:03 p.m., and Mr. Dyer led the group in the Pledge of Allegiance.

## WORK SESSION III

### **Pupil Personnel Summary**

#### Program 6101 - Pupil Personnel Services

- Concerns were expressed about increased intervention data and the ability to continue to serve the population without increasing the number of Pupil Personnel Workers (PPWs).
- In FY 2009, one 10-month paraeducator position was upgraded to a 12-month secretarial position to provide necessary summer coverage.
- The increase in contracted-consultant fees reflects services required to upgrade File Maker Pro systems. This amount should decrease in future years. In addition, the school system generally requests access to the source code from computer consultants so that future updates can be accomplished efficiently.

Approved – March 12, 2009

OAH-DYER-000150

- The offices of Pupil Personnel and Student Services works closely with other county agencies to support families in crises.
- The number of caseloads assigned to PPWs varies based on the particular needs of a school, which provides a more equitable distribution of workload.
- Staff agreed to provide data on the number of students being served per caseload as well as the number of homeless families being served.

#### Program 6103 – Teenage Parenting and Child Care

- This program also provides services to roughly 35 to 50 young women each year, in addition to the students who are served by the teen parenting program at Wilde Lake HS.
- There are currently three students on a waiting list to attend the program at Wilde Lake HS, which operates on a first-come, first-served basis.
- Partial funding of this program by Social Services was withdrawn three years ago. HCPSS currently funds the entire program.
- Students pay a fee of \$50 per month, which goes towards the purchase of incidental supplies and materials that are needed to raise infants and toddlers. Experience has shown that students are more likely to succeed when they have some financial investment in the program.
- Approximately 95 – 97 percent of students in this program graduate from high school.

### **Health**

#### Program 6401 – Health Services

- FY 2009 was the first year of full implementation of the cluster model, with one nurse serving two schools.
- The number of treatments provided to students is greatly increasing each year.
- Funding for Automatic External Defibrillators (AEDs) is contained in the budget for the Risk Management office.

### **SPECIAL EDUCATION**

#### Program 3320 – Countywide Services

- The Vision Program provides two types of services: one with a vision teacher for the blind and visually impaired and another for orientation and mobility services to help students traverse in the school and community.

- Computer-based vision therapy is not part of the school system's vision program, but some therapy components may be used if educationally warranted.
- Funding in this budget provides services to children from birth to age 21.
- The importance of early intervention was noted. Services are provided in the home environment for very young children, and a preschool program provides services in the community.
- Mileage is reimbursed for work-related travel for countywide services itinerant staff.

#### Program 3321 – Special Education School-Based Services

- This budget adds one teacher, two paraeducators, and two student assistants for elementary primary learner classes for students with Autism.
- Additional personnel are required due to students moving up from MINC-EL (Multiple Intense Needs Classes – Early Learner) programs.

#### Program 3322 – Cedar Lane Program

- Currently, HCPSS is addressing social work needs at the school with existing personnel and some federal funding.

#### Program 3323 – Bridges Program at Homewood

- Therapeutic rewards are specialized rewards given to students for certain types of behavioral changes, outside of the schoolwide behavior program.
- This program provides special education and therapeutic services to middle and high school students who are emotionally disabled and in need of a restrictive program.

#### Program 3324 – Regional Early Childhood Services

- The majority of children served by this program are receiving Applied Behavioral Analysis (ABA) services in MINC programs. Some children still require ABA services then they move to kindergarten classes.
- An error was noted in the number of students projected for Extended School Year (ESY) programs for FY 2010. Enrollment is not expected to increase much over last summer, which was 840 students.
- Year-round services are provided for all children from birth to age three.



Program 3325 – Speech, Language, & Hearing Services

- Requirements for speech assistance range from very mild to severe.
- Most children with Autism require services from a speech pathologist.
- The success rate of students receiving speech and language services is very high.
- ADA (Americans with Disabilities Act) training packets have been developed for schools, and training has been scheduled for guidance counselors and school psychologists regarding changes in ADA requirements and the impact at the school level.

Program 3326 – Special Education Summer Services

- This budget adds three ESY (Extended School Year) teachers and seven paraeducators for more intensive and extended programming for students with emotional disturbances and children with autism.
- An additional program is being added in FY 2010 for students who are currently in the primary learner classroom.

Program 3328 – Nonpublic and Community Intervention

- Currently, 153 students are served by 28 facilities, and costs are increasing.
- A change in the Governor's budget necessitates an increase in this program by \$1,252,000 (due to a change in the funding formula from an 80/20 split to a 50/50 split with the state).
- Almost one-third of students served by this program are autistic.
- Students generally stay in this program between 18 months and 2 years, but particularly those with autism are staying in nonpublic programs much longer.
- Strawbridge and Norbel schools are contained in this program. There are six students currently at Strawbridge and two at Norbel.

Program 3330 – Special Education Central Office

No discussion.

Program 3390 – Home & Hospital

- It is projected that this program will serve approximately 340 students in FY 2010.
- The average length of service is six to eight weeks, with a minimum of three weeks for eligibility. A few students (three or four) are permanently on Home & Hospital teaching.
- Reviews are performed every 30 days to determine when students should return to the regular classroom or if they would be better served by another facility if their situation worsens.

- The largest growing population is the chronic health-impaired student.
- The greater portion of students served are in high school.
- Contracted labor pays for services to students who are hospitalized outside the county in Baltimore City and Washington, DC.
- Pregnant students are also referred to the Teen Parenting and Outreach program.

The Board will hold a final public work session on the budget on Thursday, February 19, 2009, at 1:00 p.m. The Operating Budget Review Committee (OBRC) will present a report, and the capital budget will be discussed. The Board is scheduled to vote on the proposed budget on Tuesday, February 24, at 9:00 a.m.

**Adjournment** – The meeting was adjourned by the Chairman at 8:14 p.m.

Legislative Committee Meeting  
ML2  
February 18, 2009 – 3:00 p.m.

Committee: Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French  
Staff: Raymond H. Brown, CFO

Attendees: Janet Siddiqui, Frank J. Aquino, Sandra H. French, Raymond H. Brown  
Staff: Kathy Hanks

Item	Subject	Discussion	Action/Status	Follow-up
I	Call to Order	3:05 p.m.	By consensus	
II	Approval of Agenda		By consensus	
III	Review	<p>1. Labor Relations Bill</p> <p>2. Review of Legislation Bills</p>	<p>1. Mr. Brown distributed a handout on SB673 Fairness in Negotiations Act. There was much discussion. Mr. Aquino suggested that we speak at the public hearing on this bill because it moves accountability. Mr. Brown will bring this to the next Board meeting opposing this bill because it is consistent with the Board legislative platform.</p> <p>2. The following bills were discussed and recommendations of support/opposition given.</p>	

Approved – March 26, 2009

Legislative Committee Meeting  
 ML2  
 February 18, 2009 – 3:00 p.m.

Committee: Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French  
 Staff: Raymond H. Brown, CFO

Attendees: Janet Siddiqui, Frank J. Aquino, Sandra H. French, Raymond H. Brown  
 Staff: Kathy Hanks

Item	Subject	Discussion	Action/Status	Follow-up
			<ul style="list-style-type: none"> <li>• House Bill 274 – Task Force on the Correlation Between Population Size of Middle &amp; High Schools &amp; Achievement – oppose</li> <li>• HB205 Public Schools- Mandatory School Uniforms – oppose</li> <li>• HB505 High School Assessment Requirement – oppose</li> <li>• SB404 – Public Schools PE Facilities &amp; SB379 Task Force to Study the County &amp; Municipal Revenue Structure: It was recommended the Board support these with amendments.</li> </ul>	<p>2. HB588 – Public Schools - Standardize Course Numbering System – MSDE will support this. Mr. Brown will monitor this bill and keep the committee informed.</p> <p>HB587 – Teacher Identification Number – Mr. Brown will monitor this bill and keep the committee informed.</p>

Approved – March 26, 2009

Legislative Committee Meeting  
 ML2  
 February 18, 2009 – 3:00 p.m.

Committee: Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French  
 Staff: Raymond H. Brown, CFO

Attendees: Janet Siddiqui, Frank J. Aquino, Sandra H. French, Raymond H. Brown  
 Staff: Kathy Hanks

Item	Subject	Discussion	Action/Status	Follow-up
			<ul style="list-style-type: none"> <li>• SB409 Public Schools – Office Discipline Referrals-Accountability Policy – oppose</li> <li>• SB235 Education – MDK12 Digital Library – support</li> <li>• HB845 Tween/Teen Dating Violence Education and Awareness - oppose</li> <li>• SB241 Suspension &amp; Expulsion Procedures- Attendance –Related Offenses &amp; 138 – oppose</li> <li>• HB306 Interstate Compact on Educational Opportunity for Military Children - support</li> </ul>	

Approved – March 26, 2009

Legislative Committee Meeting  
 ML2  
 February 18, 2009 – 3:00 p.m.

Committee: Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French  
 Staff: Raymond H. Brown, CFO

Attendees: Janet Siddiqui, Frank J. Aquino, Sandra H. French, Raymond H. Brown  
 Staff: Kathy Hanks

Item	Subject	Discussion	Action/Status	Follow-up
			<ul style="list-style-type: none"> <li>• SB315 Task Force on the Correlation Between Population Size of Middle and High Schools and Academic Achievement – oppose</li> <li>• HB621 Prevailing Wage Rate Law (Bates) - support</li> <li>• SB462 Prevailing Wage Rate Law (Kittleman) – support</li> <li>• HB1094 Equity in Education for 2009 that was introduced by Prince George’s County was discussed in detail. It was recommended the Board support with an amendment.</li> </ul>	

Approved – March 26, 2009

Legislative Committee Meeting  
ML2  
February 18, 2009 – 3:00 p.m.

Committee: Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French  
Staff: Raymond H. Brown, CFO

Attendees: Janet Siddiqui, Frank J. Aquino, Sandra H. French, Raymond H. Brown  
Staff: Kathy Hanks

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		3. State Pensions	3. Mr. Brown will bring the bills that discuss pensions and recommend opposing because it is consistent with the Board platform.	
IV	Scheduling	The next meeting will be held on March 4, 2009 at 3:30 p.m. in ML2		
V	Adjournment	4:05 p.m.	By consensus	

Approved – March 26, 2009

OAH-DYER-000159

## Major Provisions of Concern in SB 673 / HB ???

Pg/Ln	Section	Provision	Concern
<b>Public Policy</b>			
6/31-36  16/17-21	6-408 (d)(7)  6-510 (d)(7)	Removes from the law the requirement that "the public school employer [the Board of Education] shall make the final determination as to matters that have been the subject of negotiation."	Completely removes the Board of Education from any role in determining the contents of a negotiated agreement once an impasse has been declared. Allows results to be determined without regard to educational relevance.
11/1 to 13/3  20/22 to 22/24	6-408(g)  6-510(g)	The State Board of Education is removed from any and all oversight or decision-making role with regard to labor relations and negotiated agreements in Maryland's public schools.	An arbitrator with no grounding in public education will make all decisions related to employee contracts, with the authority to bind local Boards of Education and County Governments on contract terms.
11/7-9  20/28-30	6-408 (g)(2)  6-510 (g)(2)	Outside arbitrator decides any controversy or dispute under Title 6, Subtitle 4 or 5 of the Education Article.	The arbitrator is not required to have any knowledge of, or interest in, educational policy. Subtitles 4 and 5 control labor relations between Boards of Education and the employee organizations.
<b>Binding Grievance Arbitration</b>			
5/10  15/1	6-408 (a)(2)  6-510(b)	Requires, rather than permits binding arbitration of grievances arising under a negotiated agreement covering certificated employees.	Establishes the only specific provision required to be in all contracts, thereby making it essentially not negotiable, but rather simply mandatory. Many contracts currently exempt certain items from binding grievance arbitration. It is not clear whether that would be permitted under the proposed legislation. Some contracts do not currently include binding grievance arbitration.
<b>Scope of bargaining</b>			
5/20-21  15/14	6-408 (c)(1)(IV)  6-510 (c)(1)(IV)1	Adds "employee transfers and assignments" as mandatory subjects of bargaining.	Effectively overturns State Board of Education rulings determining that transfers and assignments are the responsibility of the superintendent and therefore not negotiable. The rulings specified that procedures are negotiable, but anything that specifically takes the final decision out of the superintendent's hands is illegal.



Pg/Ln	Section	Provision	Concern
15/12-13	6-510 (b)(1) & (b)(2)	Adds "discipline and discharge for just cause" as a mandatory subject of bargaining for noncertificated employees, replacing "due process for discipline and discharge" as a permissive subject.	Currently "due process for discipline and discharge" is a permissive subject specifically identified for noncertificated employees. In conjunction with the binding interest arbitration provision, this would likely result in the opportunity for outside arbitrators to make employment and dismissal decisions in most or all counties in Maryland.
<b>Impasse Procedure – Mediation, Binding Interest Arbitration</b>			
6/1-4	6-408 (c)(4)	Removes the prohibition against raising permissive subjects not mutually agreed to in any action taken to resolve an impasse.	Allows a union to make proposals related to permissive subjects and then take them through the impasse procedure even if the employer never agreed to negotiate on them. Then allows an outside arbitrator to decide whether or not to include the proposal in a contract.
15/24-27	6-510 (c)(4)		
6/12-16	6-408 (d)(1)	Removes responsibility for determination of impasse from the State Superintendent of Schools.	Either party can unilaterally require initiation of the impasse procedure without ever having to engage in good serious bargaining.
15/31-33	6-510 (d)(1)		
7/1-7	6-408 (e)(1)	Requires initiation of mediation procedures after 30 calendar days of negotiations if demanded by either party.	Requiring mediation after such an arbitrary period of time upon demand of one party is expensive and counter-productive. Currently the State Superintendent can determine that negotiations should continue on request of either party or based on the facts alone.
16/25-31	6-510 (e)(2)		
8/3-7	6-408 (f)(1)	If mediation does not result in agreement within 25 days, either party may request (and get) final and binding arbitration.	Establishes mandatory binding interest arbitration for all school system negotiations as a matter of State law and policy. Either party may demand binding interest arbitration at any time and it must occur.
17/25-29	6-510 (f)(1)		
8/27-29	6-408 (f)(6)	Arbitrator considers "every term or condition of employment in dispute and the ... last and best offer" of each party on that item.	This provision removes any incentive for the parties to reach agreement on anything less than the "ideal solution."
18/17-19	6-510 (f)(6)		
9/1-14	6-408 (f)(8)	The arbitrator shall: (iii) Administer oaths; (iv) Issue subpoenas for documents and other tangible evidence.	The required structure makes it clear that the arbitration process is intended to be adversarial rather than an attempt to resolve legitimate differences and solve problems.
18/23 to 19/5	6-510 (f)(8)	(v) Issue subpoenas to compel the testimony of witnesses.	

Pg/Ln	Section	Provision	Concern
9/15 to 10/2 19/6-23	6-408 (f)(8)(vii) 6-510 (f)(8)(vii)	The arbitrator considers: 1. conditions in comparable surrounding and out-of-state jurisdictions; 2. Interests and welfare of the public and reasonable interests of the employees; 3. Value to the public of services; 4. Value of collaborative programs. 5. Ability of Board of Education and county to fund the proposals and other personnel costs paid by the county.	While there are standards in this proposed legislation, there are none related to the interests of students or to the interests of proper and effective management of the school system and the resources of the county. Nothing requires consideration of the educational policy and goals of the school system, or of the relative importance of negotiations proposals compared to other priorities of the school system.
10/11-14 20/1-4	6-408 (f)(12) 6-510 (f)(12)	Arbitrator must sustain the "last and final offer" of one of the two parties for each issue that is included in the impasse.	Could result in very expensive items that the Board would be required to include in its budget, and provisions that could have a very adverse impact on the education of students. Nothing in the proposed law requires any consideration of impact on students or impact on other programs.
10/15-23 20/5-13	6-408 (13)&(14) 6-510 (13)&(14)	Arbitrator's finding is: I. Final and binding on the BOE and the exclusive representative II. Self-executing mandate on BOE and county government. (14) subject to provisions concerning fiscal relationship between BOE and county government.	The "mandate" on the county government appears to be in conflict with the language concerning the fiscal relationship. The proposed law appears to bind the county government as well as the Board of Education. In any event, there is no provision for review of any kind.
<b>Binding Arbitration on Scope of Bargaining / Interpretation of the Law / Unfair Labor Practices</b>			
11/1-9 20/22-30	6-408 (g)(1) & (2) 6-510 (g)(1)&(2)	There is separate binding arbitration for disputes concerning: (i) Application or interpretation of the bargaining law; (ii) The duty to bargain; (iii) Alleged unfair labor practice.	A series of outside arbitrators will make binding decisions concerning the proper application of the law and the proper relationship between the employer and the exclusive representative.
12/10-12 22/1-3	6-408 (g)(6)(vii) 6-510 (g)(6)(vii)	Arbitrator decides all disputes, including matters of procedure and the scope of the arbitration.	The outside arbitrators, individually and separately, make all decisions concerning scope of bargaining for public schools in Maryland and the relationship between the Boards of Education and Unions.
12/15-18 22/6-9	6-408 (g)(7) 6-510 (g)(7)	Prior State Board of Education decisions do not constitute binding precedent.	All previous State Board rulings concerning scope of bargaining and good faith bargaining standards are invalidated and made null and void by the legislation.

Pg/Ln	Section	Provision	Concern
12/24-28	6-408 (g)(10)	Arbitrator's ruling on interpretation of the law is: -final and binding on both parties	A series of outside arbitrators, without the benefit of previously made decisions, and without consideration of how any issue relates to educational policy in the local school system or in the State, make all decisions regarding scope of bargaining and good faith bargaining. By wiping the slate clean, the legislation would guarantee a flood of very expensive challenges and reconsideration of previously decided issues. There will also be numerous other challenges, each decided separately and without the need to consider what any other arbitrator has decided, perhaps on an identical issue.
22/15-19	6-510 (g)(10)	-a self-executing mandate on the parties	

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 19, 2009

The Board of Education of Howard County held Public Work Session IV on the Superintendent's Proposed FY 2010 Operating Budget on Thursday, February 19, 2009, at 1:00 p.m., in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Frank Aquino called the meeting to order at 1:07 p.m., and Mr. Cohen led the group in the Pledge of Allegiance.

## Work Session IV

### FY 2010 Operating Budget Review Committee (OBRC) Presentation

Mr. Michael Klatzkin, OBRC Co-Chair, introduced the members of the committee:

#### FY 2010 OBRC Committee Members

Marcelino Bedolla	Carolyn Jameson
Jay H. Blackman	Michael Klatzkin
Mary Cannon	Brian Meshkin
Ann DeLacy	Linda Rogers
Roy Ferguson	Marcia Soergel
Ron Giles	Larry Walker
Tom Grobicki	Richard A. Wilson
Staci Irish	

Mr. Brian Meshkin, OBRC Chairman, presented a report to the Board on activities of the committee. The report included specific recommendations on the following items:

- Transportation
- Operation of Plant
- Technology
- Human Capital Management (HCM)
- Collaboration
- Communication
- Tiers of Reductions

In addition, information was provided to the Board regarding the progress of recommendations made by the OBRC in FY 2009.

The Board members, Superintendent, and staff expressed appreciation to the OBRC for their work on the committee.

Staff presented budget score sheets to the Board, which provide a review of the budget in summary by program and category. Dr. Cousin recommended that \$5 million be included as a placeholder to cover salary negotiations. The school system is still waiting for clarification on the President's stimulus package and how that will impact the budget.

Ms. Woody Swinson, Budget Officer, provided information on the following changes to the score sheets for the proposed operating budget:

Revenues (General Fund)

- Reduction of \$3,007,290 based on estimates from the Governor's budget.

Administration – Program 0101 – Board of Education

- Reduction of \$8,000 for the elimination of voting machine rentals for the 2010 election of the Student Member of the Board.
- Addition of \$2,000 to cover Scantrons used to replace voting machines.

Special Education – Various Programs

- Addition of \$1,252,000 for nonpublic placements based on a reduction in State restricted funds.

Worker's Compensation Self-Insurance Fund

- Addition of \$221,000 based on an updated actuarial review and unpaid liability reserve.

Health and Dental Self-Insurance Fund

- Addition of \$3,608,810 based on updated cost estimates from actuaries.

Grants Fund

- Reduction of \$1,252,000 for the Special Education – Nonpublic Placement Grant.
- Addition of \$6,252,000 for contingent revenues.

Dr. Cousin and Mr. Brown explained the process that will be followed as this budget moves forward. It was noted that public opportunities to comment on the budget will be provided as the proposal goes through the County Executive and County Council.

Board members were asked to bring forth any particular proposals prior to approving the budget for submission to the county.

FY 2010 Capital Budget

The following recommendations were presented to the Board:

- Defer Maintenance/Warehouse Facility to FY 2014 or FY 2015. - This recommendation is due to the need for a feasibility study to look at all options for sharing space and costs for this facility with the county. The study should be completed in approximately six to nine months.
- Defer Old Cedar Lane Addition/Renovation to FY 2012 or FY 2013 – This is recommended due to current economic conditions.

With these deferrals, the total FY 2010 Capital Budget Request would be reduced from \$125 million to \$95,028,000.

It was noted that some renovation projects are LEED (Leadership in Energy and Environmental Design) compatible and certain projects are not. Staff agreed to provide information regarding additional costs that would be associated with LEED certification for particular future projects.

The Board is scheduled to take action on the FY 2010 Proposed Operating and Capital Budgets on Tuesday, February 24, 2009, at 9:00 a.m.

**Adjournment** – The meeting was adjourned by the Chairman at 2:22 p.m.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 24, 2009

The Board of Education of Howard County held a meeting to adopt the Superintendent's Proposed FY 2010 Operating and Capital Budgets, FY 2011-2015 Capital Improvement Program Request, and FY 2010-2019 Long-Range Master Plan on Tuesday, February 24, 2009, at 9:00 a.m., in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Frank Aquino called the meeting to order at 9:05 a.m., and Dr. Siddiqui led the group in the Pledge of Allegiance.

Mr. Ray Brown, Chief Financial Officer, reported on the President's stimulus funding and how it may impact the school system's budget. The Governor of Maryland has announced the following commitments:

- Restoration of GCEI (Geographic Cost of Education Index) for both 2010 and 2011 at 100-percent funding levels.
- Restoration of supplemental grants (does not apply to HCPSS).
- Funding of the significant growth in teachers' retirement.
- Funding of the Thornton formula growth.
- Restoration of nonpublic placements at the previous 80/20 split.
- Restoration of the proposed GCEI reduction for this year.

In addition, Mr. Brown stated that \$5.1 million will come in the form of a Special Education grant, but it is unknown at this time how the school system will be allowed to use those funds.

## Revenues (General Fund)

Changes since the last Board work session on the budget include:

- Increasing the County Appropriation by \$4,565,290 in response to the stimulus package.
- Increasing State Sources by \$422,710.
- Increasing Other Sources by \$6,000 to reflect the use of Scantrons (\$2,000) rather than renting voting machines (\$8,000) for the election of the Student Member of the Board of Education.
- Total FY 2010 Operating Budget Request: \$663,976,570.

## FY 2010 Operating Budget Request

### Pupil Personnel Workers (PPWs)

Dr. Siddiqui spoke about data showing the increase in citizens looking for affordable housing and/or in need of financial help. The Grassroots Center has experienced a 300-percent increase in calls regarding these issues. She indicated the need for an additional PPW as a maintenance of effort in this area and an investment in resources to maintain Goal 1 of the school system, continue the progress that has been made, and continue to close the achievement gap. In addition to the increase in children experiencing homelessness, there is a 2- to 4-percent increase in children with developmental delays, learning disabilities, and emotional problems.

*Motion:* Dr. Siddiqui moved that an additional PPW position be included in the budget at an approximate cost of \$115,000, which includes benefits.

The motion died for lack of a second.

*Motion:* Mr. Dyer moved to add one PPW position, with an increase of \$115,000, reduce the parochial school transportation budget by an equal amount, and restore the revenue by charging back to the parochial schools \$115,000.

The motion died for lack of a second.



### Administration

*Action:* Mr. Cohen moved approval of the Administration budget in the amount of \$11,096,780. The motion was seconded by Ms. Gordon and approved by the members of the Board (7/0).

### Mid-Level Administration

*Action:* Ms. Gordon moved approval of the Mid-Level Administration budget in the amount of \$51,618,170. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

### Instructional Salaries

*Action:* Mrs. French moved approval of the Instructional Salaries budget in the amount of \$280,593,440. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).

### Instructional Texts/Materials

*Action:* Mr. Aquino moved approval of the Instructional Texts/Materials budget in the amount of \$13,551,890. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

### Instructional Other

*Action:* Mrs. Giles moved approval of the Instructional Other budget in the amount of \$2,527,820. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/0).

### Special Education

*Action:* Dr. Siddiqui moved approval of the Special Education budget in the amount of \$83,147,250. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

### Pupil Personnel

*Action:* Mr. Cohen moved approval of the Pupil Personnel budget in the amount of \$2,834,680. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/0).

Health

*Action:* Mrs. Gordon moved approval of the Health budget in the amount of \$5,980,900. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).

Transportation

*Action:* Mrs. French moved approval of the Transportation budget in the amount of \$33,017,330. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

Operation of Plant

*Action:* Mr. Aquino moved approval of the Operation of Plant budget in the amount of \$45,035,810. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).

Maintenance of Plant

*Action:* Mrs. Giles moved approval of the Maintenance of Plant budget in the amount of \$22,069,730. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0).

Fixed Charges

*Action:* Dr. Siddiqui moved approval of the Fixed Charges budget in the amount of \$105,383,170. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

Community Services

*Action:* Mr. Cohen moved approval of the Community Services budget in the amount of \$6,205,340. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/0).

Capital Outlay

*Action:* Mrs. Gordon moved approval of the Capital Outlay budget in the amount of \$914,260. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).

Total Proposed FY 2010 Operating Budget: \$663,976,570

## **Revolving Funds**

### Food and Nutrition Services Fund

*Action:* Mrs. French moved approval of the Food and Nutrition Services Fund in the amount of \$11,692,320. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

### Worker's Compensation Self-Insurance Fund

*Action:* Mr. Aquino moved approval of the Worker's Compensation Self-Insurance Fund in the amount of \$2,284,130. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).

### Printing and Duplicating Fund

*Action:* Mrs. Giles moved approval of the Printing and Duplicating Fund in the amount of \$2,683,470. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0).

### Information Management/Computer Services Fund

*Action:* Dr. Siddiqui moved approval of the Information Management/Computer Services Fund in the amount of \$5,113,080. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

### Health and Dental Self-Insurance Fund

*Action:* Mr. Cohen moved approval of the Health and Dental Self-Insurance Fund in the amount of \$97,100,860. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

### Grants Fund

*Action:* Mrs. Gordon moved approval of the Grants Fund in the amount of \$30,100,000. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

## **FY 2010 Operating Budget Revenues - Summary**

*Action:* Mr. Aquino moved approval of revenue sources as follows:

County Appropriation	\$461,761,400
State Sources	195,711,820
Federal Sources	370,000
Other Sources	<u>6,133,350</u>
Total Revenue Request	\$663,976,570

The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).

## **FY 2010 Capital Budget Request**

The following changes were introduced at the last work session on the budget:

- Defer Maintenance/Warehouse Facility.
- Defer Old Cedar lane Project.

In addition, designated state funding reduces the capital request from the county to \$81 million, with an overall request of \$95 million.

*Action:* Dr. Siddiqui moved approval of the FY 2010 Capital Budget Request in the amount of \$95,028,000. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

## **FY 2011-2015 Capital Improvement Program Request**

*Action:* Mrs. Giles moved approval of the FY 2011-2015 Capital Improvement Program Request in the amount of \$536,974,000. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

## **FY 2010-2019 Long-Range Master Plan**

*Action:* Mr. Aquino moved approval of the FY 2010-2019 Long-Range Master Plan in the amount of \$1,035,883,000. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).

## **FY 2010-2015 Long-Range Systemic Renovation Projects**

For information only.

## Comments

Dr. Cousin emphasized that unknowns still exist regarding the stimulus for Special Education and how the funds will be used. Additional information will be provided as soon as it becomes available. Dr. Cousin thanked the account managers and all employees who diligently worked on constructing the proposed budget. He stated that although the budget is prudent, it is still an effective instrument for carrying out the mission and meeting the goals of the school system. He noted the importance of protecting the classroom and ensuring that teachers have the necessary resources to provide the best instruction in the best possible environment.

Board members also expressed appreciation to everyone involved in developing the budget.

**Adjournment** – The meeting was adjourned by the Chairman at 9:55 a.m.

## Attachments

- FY 2010 Operating Budget Request Summary
- FY 2010 Capital Budget Request
- FY 2011-2015 Capital Improvement Program Request
- FY 2010-2019 Long-Range Master Plan
- FY 2010-2015 Long-Range Systemic Renovation Projects

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

**February 26, 2009**

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, February 26, 2009, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.  
Adejire Bademosi, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Frank Aquino called the meeting to order at 4:05 p.m., and Ms. Mary Wang, President, HCASC (Howard County Association of Student Councils), led the group in the Pledge of Allegiance.

## **Public Forum**

There was no one present to address the Board.

## **Approval of Agenda**

The following changes were made to the agenda:

Delete: Item 3.C. Minutes – Closed Meeting  
Move: Item 6.C. Renovation Guidelines to Item 6.A.

*Action:* Dr. Siddiqui moved approval of the agenda as amended. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

## **Superintendent's Report**

Dr. Cousin announced upcoming visits by state officials to Howard County schools. He also congratulated the following individuals:

- Rebecca Pfenninger, Rockburn ES, for her selection as Outstanding Educator Using Technology by the HCPSS Office of Media and Technology.
- Geordie Paulus, Elkridge Landing MS, for his selection as Outstanding Technology Leader in Education by the HCPSS Office of Media and Technology.
- Roy Rosnik, Marriotts Ridge HS, for receiving the High School Teacher of Excellence Award from the Technology Education Association of Maryland.

## **Student Representative's Report**

Ms. Delana McGeachy, Wilde Lake HS, SGA (Student Government Association) Representative, reported on recent and upcoming activities at the school, including day-to-day activities, extracurricular activities and clubs, and fundraising and charitable initiatives.

Ms. Mary Brzezinski, Future Educators Advisor, Atholton HS, presented Atholton's national award-winning video about the school's vision of education for 2020. Board members and the Superintendent expressed appreciation and congratulations to everyone involved in this effort. It was noted that Atholton's Future Educators of America (FEA) has the largest student membership of any school in the nation. Students involved in the presentation spoke about their experiences at the national convention and in making the video.

## **Board Members' Reports**

Mr. Cohen announced that Fox 45 News would be airing a feature story on Reservoir HS and the Choosing Civility theme.

Mrs. Giles and Mrs. French reported on their attendance at the Math and Science Fair.

Mrs. Gordon noted that she attended the kickoff of the Governor's "TELL (Teaching, Empowering, Leading and Learning) Maryland" survey, which is the first ever statewide survey of Maryland educators.

Ms. Bademosi reported on the Maryland Association of Student Councils meeting she attended.

## Candidates for 2009/2010 Student Member of the Board of Education (SMOB)

The Board heard presentations by three students who are seeking the position of Student Member of the Board of Education for next year:

- Josh Manley, junior at Howard HS
- Hamza Siddiqui, junior at Wilde Lake HS
- Aamir Zariwala, junior at Glenelg HS

## Consent Agenda (Restricted\*)

### Bids and Contracts and Donations

*Action:* Mrs. French moved approval of the Restricted Consent Agenda. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0\*).

Bids and Contracts – Approved by the Board.

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
P-1	<b>ADDITIONS AND RENOVATIONS TO MT. HEBRON HIGH SCHOOL</b>	
	Contract 9A – Jennings H. Mitchell & Son, Inc.	\$ 435,930
	Contract 9C – Weyer’s Floor Service, Inc.	179,962
	Contract 9E – JNA Painting + Contracting Company, Inc	301,117
	Contract 11A – TJ Distributors, Inc.	91,250
	<b>TOTAL</b>	<b><u>\$1,008,259</u></b>
P-2	<b>APPLE/MACINTOSH COMPUTER PARTS</b>	
	Apple, Inc.	\$250,000 annually
P-3	<b>ON-CALL EVALUATION SERVICES</b>	\$85,000 annually
	Educational Policy Institute	
	Laruium Evaluation Group	
	Macro International, Inc.	
P-4	<b>KITCHEN HOOD RENOVATION AT HOWARD COUNTY DEPARTMENT OF EDUCATION CENTRAL OFFICE</b>	
	Hot & Cold Corporation	\$45,954



Donations – Approved by the Board.

The following schools have received donations:

Glenwood MS: Box Tops for Education, in the amount of \$1,027.50, designated to cover increased expenses of student activities and fees.

Atholton HS: Boosters, in the amount of \$1,031, designated for the purchase of athletic equipment that includes baseballs, softballs, and lacrosse balls.

Glenelg HS: James Edgerton of Edge Space Systems, in the amount of \$1,000, designated to assist with the purchase of Robotics equipment.

Mt. Hebron HS: HCYP, in the amount of \$2,000, designated to assist with the purchase of baseball and softball scoreboards.

Viking Backers, in the amount of \$3,000, designated for the purchase of boys' lacrosse uniforms and lacrosse equipment.

River Hill HS: Boosters, in the amount of \$1,357, designated to pay tournament fees for the junior varsity and varsity wrestling teams.

John Bolton, a 4 x 5 camera and accessories valued at \$1,765, designated for use by the students in photography classes.

**Consent Agenda**

Minutes of February 5, 2009 (Public Work Session I on the Superintendent's Proposed FY 2010 Operating Budget) and February 10, 2009 (Public Work Session II on the Superintendent's Proposed FY 2010 Operating Budget).

*Motion:* Mrs. Gordon moved approval of the Consent Agenda. The motion was seconded by Ms. Bademosi.

*Discussion:*

Mr. Dyer objected to a proposed modification to the minutes of February 10, 2009, concerning a discussion on renovations and LEED (Leadership in Energy and Environmental Design) certification. Board members presented various points of view regarding information presented at meetings and the recording of minutes.

Action: The motion to approve the Consent Agenda was approved by a vote of 6/2, with Mr. Dyer and Dr. Siddiqui voting no.

**Bridge to Excellence (BTE): Communication and Public Engagement Plan**

*Presenters:* Mrs. Mamie Perkins, Chief of Staff; Mrs. Patti Caplan, Director of Public Relations; Mrs. Anna Gable, Publication Specialist; and Mrs. Joan Irving, Communication Specialist.

Mrs. Caplan and staff from the Public Information Office presented a BTE Report on the status of the school system's Communication and Public Engagement Strategic Plan, originally presented to the Board in November 2007. The report highlighted recent initiatives related to communications planning; electronic communications, including websites, the HCPSS Intranet, and television services; marketing strategies; and data from recent evaluations of communication strategies.

Mrs. Caplan noted that HCPSS values communication as a function of leadership and considers positive communication every staff member's responsibility. Communication and Public Engagement is one of four cross-functional strategies for the system, and as a result, each division and program included communication activities and processes in their annual plans. She highlighted some of the steps taken by various departments to enhance their communication efforts.

Future plans are to continue to enhance the communication skills of all HCPSS employees, to establish a Public Relations Advisory Committee to assist staff with program direction, to develop and implement website and publication standards, and to continue to assess the effectiveness of communication and public engagement strategies.

*Discussion:*

Mrs. Caplan stated that guidelines for the dissemination of information through eSchoolnewsletter have been provided to principals. Staff is also giving direction to schools about how frequently newsletters should be sent out and will be more specific about suggestions for best practices and how quality and content can be improved.

Mr. Dyer noted that particularly at the high school level, there are unofficial web pages that parents and clubs keep. He asked if there are any provisions for the standardized HCPSS web pages to contain links to the unofficial sites. Mrs. Caplan indicated that links will be available for Booster Clubs and some of the parent groups that already exist, and staff will look to see what can be done to improve communication and consistency at cross sites.

Mrs. French noted that Board members have indicated a need for information regarding presentations that staff may be giving to schools in their particular cluster assignments. Mrs. Caplan stated that staff will look at ways to collect this information and make it available to the Board. In addition, Mrs. Caplan indicated that electronic information updates with links to various school system guidelines could also be sent out on a periodic basis as reminders and to keep the Board, staff, students, and the public informed.

In response to Ms. Bademosi, Dr. Clarissa Evans, Executive Director for Secondary Curricular Programs, explained that eGuides for Learning are being implemented on a three-year plan. Many of the guides for courses that all students take are being implemented first, with electives and higher-level courses to follow.

Board members expressed appreciation to staff for their work in the communications area.

**Renovation Guidelines**

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management.

Mr. Roey presented the Guidelines for Renovation and Modernization of Existing Buildings, which provides standards, guidelines, and procedures for use by school system administrative

staff and Architectural/Engineering (A/E) firms engaged in the planning and design of renovation work for HCPSS.

The standards represent minimum criteria, and every attempt will be made to achieve them on each project. Deviations from the standards will require a waiver. Goals are provided for minimum classroom square footage, and general building considerations are provided in areas ranging from green building principles to technology. The guidelines are the product of an extensive internal staff review and were appraised by the Facility and School Planning Advisory Committee.

Educational Specifications have long existed for the construction of new school buildings, as well as new additions when adding capacity. Up to this point, the school system has had no formal guidelines for renovations to existing buildings. These guidelines are aligned with Policy 6020 (School Construction Program) and allow flexibility to meet the unique needs of each school.

*Discussion:*

Dr. Siddiqui suggested that the language contained in the first sentence of Section 5.6 Green Building and Sustainable Design Principles also be included in Section 4.2 Design Team Objectives ("The intent of the HCPSS is to incorporate Green Sustainable Design features into both renovation and new construction that is achievable within the proposed project budget and meets long-term conservation and environmental quality goals of the school system.") By consensus, the Board agreed to the suggestion.

Dr. Cousin explained that the waiver process would be involved for either adding to or taking away from the minimum criteria described in the guidelines. It was agreed that the clause "however, this is not mandatory" (contained in the second paragraph of Section 1.0) be stricken from the guidelines.

By consensus, the Board also agreed to various editorial suggestions previously provided to staff by Mrs. French.

Mr. Dyer referred to public testimony where the Board heard recommendations that the school system attempt to achieve LEED (Leadership in Energy and Environmental Design) for all renovations. A waiver process was also suggested if the school system could not comply with the LEED standard for any reason. Mr. Dyer suggested

that the school system set policy to comply with the State High Performance Building Act. Dr. Cousin pointed out that the state requirement does not apply to school buildings. Under the state requirement, it is necessary to have 80 percent or more of the school subject to the renovation/replacement before it would qualify for LEED certification under the state law.

It was noted that the renovation guidelines being presented for Board approval are not part of policy. Policies take precedence over guidelines, and law takes precedence over policy. The renovation guidelines will be part of the discussion regarding Policy 6020 (School Construction Program).

Mr. Aquino asked staff to provide further information prior to discussion on Policy 6020 to help educate the Board with respect to LEED certifications and the types of projects that are certifiable.

Mr. Dyer asked that the Board postpone final approval of the renovations guidelines until Policy 6020 is in place to ensure that the Guidelines Manual for Renovations and Modernizations complies with the School Construction Program policy. Mr. Aquino noted that the renovation guidelines will be adjusted to comply with policy if any further changes are in conflict with the guidelines. In addition, health and safety considerations presented by the public will be incorporated in the redraft of Policy 6020.

*Motion:* Mrs. Giles moved approval of the Guidelines Manual for Renovations and Modernizations of existing schools with the changes approved by Board consensus. The motion was seconded by Mr. Cohen.

*Discussion:*

Mr. Dyer suggested that the final document be presented to the Board before voting. Mr. Aquino stated that the current vote would be contingent upon all changes that have been discussed and agreed upon at this meeting.

*Action:* The motion was approved by the members of the Board (8/0).

Board members expressed appreciation to the Superintendent and staff for their work on the guidelines.

## **Proposed Textbooks/Instructional Materials**

*Presenter:* Dr. Clarissa Evans, Executive Director, Secondary Curricular Programs.

The proposed textbook list was presented to the Board on December 11, 2008. In compliance with Policy 8040 – Selection of Instructional Materials, proposed instructional materials were displayed from December 12, 2008, to January 13, 2009, at the Department of Education.

There were no comments or requests for reevaluation for any of the proposed textbooks.

*Motion:* Mrs. Giles moved approval of the proposed textbook list as submitted. The motion was seconded by Ms. Bademosi.

*Discussion:*

Staff assured the Board that no negative comments were received through the comment process or by email.

*Action:* The motion was approved by the members of the Board (8/0).

**Recess:** The meeting was recessed by the Chairman at 6:40 p.m. and reconvened at 7:30 p.m.

## **Public Forum**

There was no one present to address the Board.

## **Legislative Report/2009 General Assembly**

*Presenter:* Mr. Ray Brown, Chief Financial Officer, and Dr. Janet Siddiqui, Chairman of the Legislative Committee.

The following bills were presented with recommended positions by the Legislative Committee for discussion/approval by the Board:

HB205 – Public Schools – Mandatory School Uniforms

*Recommended Position:* **Oppose**

*Rationale:* Consistent with BOE Legislative Platform position (Authority of Local Board)

HB274/SB315 – Task Force on the Correlation Between Population Size of Middle and High Schools and Achievement

*Recommended Position:* **Oppose**

Rationale: Consistent with BOE Legislative Platform position (Authority of Local Board)

HB306 – Interstate Compact on Educational Opportunity for Military Children

*Recommended Position:* **Support**

HB505 – High School Assessment Requirement

*Recommended Position:* **Oppose**

Rationale: Consistent with BOE Legislative Platform position (High School Assessments)

HB587 – Teacher Identification Number

*Presented for Information Purposes*

Rationale: Monitor

HB588 – Public Schools – Standardized Course Numbering System

*Presented for Information Purposes*

Rationale: Monitor

HB621 – Prevailing Wage Rate Law

*Recommended Position:* **Support**

Rationale: Would reduce cost of construction for those projects that are subject to prevailing wage provisions

HB845 – Tween/Teen Dating Violence Education and Awareness

**Hearing for this bill has been cancelled. Not yet rescheduled**

*Recommended Position:* **Oppose**

Rationale: Consistent with BOE Legislative Platform position (Legislated Curriculum and Testing)

HB1046/SB710 – State Retirement and Pension System – Local Employer Contributions – Educators and Educational Staff

*Recommended Position:* **Oppose**

Rationale: Consistent with BOE Legislative Platform position (Adequate Funding for Public School Education – Retirement and Pensions)

HB1094 – Equity in Education Funding Act of 2009

*Recommended Position:* **Support with Amendments**

Rationale: Consistent with BOE Legislative Platform position (Adequate Funding for Public School Education Proposed Amendment – Provided all school systems are held harmless)

HB 1243/SB673 – Fairness in Negotiations Act

*Recommended Position:* **Oppose**

Rationale: Consistent with BOE Legislative Platform position (Public School Labor Relations Board)

SB139 – High School Assessment Requirement

*Recommended Position:* **Oppose**

Rationale: Consistent with BOE Legislative Platform position (High School Assessments)

SB235 – MDK12 Digital Library

*Recommended Position:* **Support**

SB241/HB660 – Suspension and Expulsion Procedures – Attendance Related Offences

*Recommended Position:* **Oppose**

Rationale: Consistent with BOE Legislative Platform position (Authority of Local Board)

SB379/HB484 – Task Force to Study the County and Municipal Revenue Structure

*Recommended Position:* **Support with Amendments**

Rationale: Proposed Amendment – Members from the education community be assigned to the task force

SB404 – Physical Education Facilities

*Recommended Position:* **Support with Amendments**

Rationale: Proposed Amendment – Adopted regulations would not apply to facilities that otherwise would not require a gymnasium.

SB409 – Office Discipline Referrals – Accountability

*Recommended Position:* **Oppose**

Rationale: Consistent with BOE Legislative Platform position (Authority of Local Board)



SB462 – Prevailing Wage Law

*Recommended Position:* **Support**

Rationale: Would reduce cost of construction for those projects that are subject to prevailing wage provisions

Board members agreed to discuss HB621 and HB243/SB673 and cast votes as separate items.

*Action:* Mrs. Gordon moved acceptance of the committee's recommendations with the exception of HB621 and HB1243/SB673. The motion was seconded by Mrs. French and approved by a vote of 7/0/1, with Ms. Bademosi abstaining.

*Discussion:*

HB621 – Prevailing Wage Rate Law

*Recommended Position:* **Support**

Mr. Aquino stated that he is generally in favor of prevailing wage rate legislation and noted that this bill does not impact HCPSS. Dr. Cousin indicated that the state has never provided funding that would make the execution of requirements apply to Howard County. Mrs. French expressed support for this bill and noted the importance of looking at how legislation affects not only Howard County, but all school systems across the state.

*Action:* Mrs. French moved that the Board support the committee recommendation for HB621. The motion was seconded by Ms. Bademosi and approved by a vote of 6/2, with Mr. Aquino and Mr. Dyer voting no.

HB1243/SB673 – Fairness in Negotiations Act

*Recommended Position:* **Oppose**

Mr. Dyer expressed concern regarding the current system with the selection of a hearing officer and expressed support for a collective bargaining approach as a replacement. He indicated support for this bill and stated that it would be an improvement over the current process.

Mrs. Gordon stated that this bill would take away the authority of the Maryland State Board of Education to be involved in all matters and concerns, not only hearings concerning staff and students, but also concerns about issues such as class size, hours and wages, basic

policies, etc. She stated that she has not been apprised that the general public objects to the way hearings are currently held and indicated that a great deal of authority of boards of education and administration would be undermined with this bill. Mrs. Gordon expressed strong opposition to this bill and noted that the state board recently voted unanimously (with one abstention) to oppose this bill.

Mr. Aquino, Mr. Cohen, Mrs. Giles, and Mrs. French expressed various concerns with this bill, including fiduciary issues and the loss of authority that would result from passage. It was also noted that this legislation would affect collective bargaining and union negotiations. Dr. Siddiqui commented that this bill would also take parents out of the loop in terms of the whole process as well.

*Action:* Dr. Siddiqui moved that the Board oppose HB1243/SB673. The motion was seconded by Mr. Cohen and approved by a vote of 7/1, with Mr. Dyer voting no.

### **Appointment – Community Advisory Council (CAC) Monthly Report**

Mr. Chris Wertman, CAC Chairman, reported on his attendance at a recent meeting of the HCPSS Technology Advisory Committee and commended Technology Officer Mike Borkosky on his commitment to work with the greater Howard County community. He also asked the Board for support for the FIRST Robotics Program currently active at Glenelg, Atholton, and Hammond high schools.

### **Public Hearing – High School Capacity**

#### Nancy McAllister - Parent, Woodmark Subdivision

- Expressed concern that the proposal could allow their existing poor feed to persist without correction.
- Requested that the Board appoint a committee to review the small feed problem, develop a long-term solution, and correct it in a timely manner.

#### Caryn Lasser - Atholton HS PTSA Executive Board

- Expressed support for calculating high school capacity at the existing state formula.
- Stated that the Gilbert Study count of teaching stations is the most critical component of the capacity formula.

- Supported a utilization percentage of 85 percent to accommodate differences in buildings in important areas such as hallways and cafeterias.
- Stated that the Atholton HS PTSA recommends further consideration of the real difference among the 12 high schools when decisions based on capacity are made.

#### Howard Johnson – Greater Elkridge Community Association (GECA)

- Indicated that the Elkridge area and Route 1 corridor may receive the bulk of new development in the county.
- Would like to see the first option in the Feasibility Study further reviewed and implemented to have land set aside for a new high school in the northeastern area of the county.
- Stated that the GECA finds the second option of increasing the size of the current three high schools will not ultimately resolve the problem.
- Indicated that the third option compounds the problem with more busing and dislocation of schools from their neighborhoods.
- GECA points out the need for Howard County to act now in the northeastern area of the county to secure land and set aside monies to build the elementary, middle, and high school that is needed.

#### Cindy Ardinger - Howard County Citizen

- Expressed concern that an 85-percent factor is not sufficient when taking into account limitations of older schools and the quality of student life.
- Asked that additional or alternative factors in distinguishing true capacity of schools be explored.
- Asked that teachers be surveyed with specific questions.
- Asked that additional opportunities for public input be considered as the process evolves.

#### Chris Wertman – Chairman, Community Advisory Council (CAC)

- Stated that CAC concurs with the basic concept of changing the methodology for calculating high school capacity.
- Indicated that the percent-utilization factor that is being applied to consider factors should not be the same for all schools.
- Asked for recognition that the change in capacity calculation could have a significant impact on future redistricting plans by delaying or even eliminating the need for redistricting in the near future.
- Stated that the primary concern regarding the methodology change has the potential to impact class size.

Susan Arensmeier – Parent

- Stated that high schools actually have higher capacities than previously thought and felt that there is no pressure to move students residing in the Greenbridge area from one school to another because of overcrowding.

Brian Moronay – Parent

- Supported the views of the Greater Elkridge Community Association.
- Concerned that the utilization ratio will create additional overcrowding.
- Suggested that land be set aside now for building new schools (high school in particular).

Mark Darden – Parent

- Supported community continuity, and asked the Board to consider this issue when looking at the impact of class size and school ratio.

**Adjournment** –The meeting was adjourned by the Chairman at 8:50 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

Policy Committee Quarterly Meeting  
Board Planning Room  
March 9, 2009 – 10:00 a.m. to Noon  
Committee: Sandra H. French, Chairman; Ellen Flynn Giles; Patricia S. Gordon  
Staff: Fran Albert, Policy Specialist  
Board Staff: Kathy Hanks, Administrative Specialist

Item	Subject	Discussion	Action/Status	Follow-up
A.	Call to Order; Approval of Agenda; List Attendees	Meeting was called to order at 10:07 a.m. Agenda Approved Attendees: All listed above, plus Secondary Administrative Director David Bruzga for Agenda Item C only.	By Consensus By Consensus	
B.	Final Versions of Approved Policies	<p style="text-align: center;"><b>1. Policy 4060 Medicaid Reimbursement For Health-Related Services (Formerly, Third Party Billing)</b></p> <p>Final changes were reviewed and affirmed as the version approved by the Board on 1/8/09.</p> <p style="text-align: center;"><b>2. Policy 7080 Transfer of School-Based Administrators</b></p> <p>Final changes were reviewed. The word “administrative” was removed from the second Compliance statement to reflect original intent and current practice. “The Superintendent/Designee will notify the Board of all transfers of school-based administrators.” reflects the version approved by the Board on 1/8/09.</p> <p>Ms. Albert also noted that the wording in Implementation Procedures §I. B Administrative Transfer would be repeated for consistency and clarification in §II A.4 Voluntary Transfer.</p>	By Consensus  By consensus, both editorial changes were minor and did not merit further action.	<p><b>Policy 4060</b> is ready to be added to the Board’s policy website.</p> <p><b>Policy 7080</b> is ready to be added to the Board’s policy website.</p>

Policy Committee Quarterly Meeting  
Board Planning Room  
March 9, 2009 – 10:00 a.m. to Noon  
Committee: Sandra H. French, Chairman; Ellen Flynn Giles; Patricia S. Gordon  
Staff: Fran Albert, Policy Specialist  
Board Staff: Kathy Hanks, Administrative Specialist

Item	Subject	Discussion	Action/Status	Follow-up
		<p style="text-align: center;"><b>3. Policy 7090 Transfer of Teachers (Formerly Administrative Transfer of Teachers)</b></p> <p>Ms. Albert noted that Policy Standard IV. D. was added for clarification, but had not been approved by the Board: “This process is conducted in compliance with the terms of the Master Agreement between the Board of Education and the Howard County Education Association.” A similar statement was added to the Implementation Procedures.</p> <p style="text-align: center;"><b>4. Policy 7130 Substitute Teachers</b></p> <p>Policy IV. Standard A. was improved by a second sentence, but it was not exactly the motion made by Mrs.French. “Substitute teachers are expected to comply with all Board of Education Policies. Substitute teachers are also expected to follow all school procedures, guidelines and directives when replacing the classroom teacher.”  The Substitute Job Description was also added to the list of References.</p>	<p>By consensus the committee agreed that the language improved the policy, but that the full Board needed to approve it.</p> <p>By consensus the committee agreed that the language improved the policy, but that the full Board needed to approve it.</p>	<p><b>Policy 7090</b> will be added to the March 12<sup>th</sup> agenda for re-approval.</p> <p><b>Policy 7130</b> will be added to the March 12<sup>th</sup> agenda for re-approval.</p>

Policy Committee Quarterly Meeting  
Board Planning Room  
March 9, 2009 – 10:00 a.m. to Noon  
Committee: Sandra H. French, Chairman; Ellen Flynn Giles; Patricia S. Gordon  
Staff: Fran Albert, Policy Specialist  
Board Staff: Kathy Hanks, Administrative Specialist

Item	Subject	Discussion	Action/Status	Follow-up
C.	Interpretation of <b>Policy 9240 Student Use &amp; Possession of Tobacco</b>	Dave Bruzga presented two possible changes. He stated that he could insert constructive possession in both the Standard IV.B and Implementation Procedures. It was decided it was not necessary to be in the latter.	Individual comments were made, but it was agreed that the committee should make no recommendations at this time. Mrs. French asked Mr. Bruzga to consult with the high school principals regarding constructive possession. She also requested him to provide the Board with a copy of the law that is driving this policy	Mr. Bruzga will consult with the superintendent and cabinet regarding final recommendation of Policy 9240 to the Board prior to April 16.
D.	Clarification of wording (For the purpose of this policy ...)	The issue is whether a qualifying statement (e.g. Policy 6060, “Within the context of this policy, the following definitions apply:”) should precede the Definition section of all policies, or only in policies where the definition is specifically unique and necessary for that policy? An example could be the HCPSS definition of “assault”. There was in-depth conversation on this topic. While Board members believed that the statement was unnecessary in all policies, staff believed it could help. Mrs. French asked if Ms. Albert had a common list of definitions. Ms. Albert stated she has a list that is 50 pages long and it needs to be constantly updated.	It was agreed that Ms. Albert should discuss this again with the Superintendent, Counsel Mark Blom, and Cabinet. The committee would like the Superintendent to bring to the Board a recommendation for	A consistent approach is needed for all policies regarding Definitions.

Policy Committee Quarterly Meeting  
Board Planning Room  
March 9, 2009 – 10:00 a.m. to Noon  
Committee: Sandra H. French, Chairman; Ellen Flynn Giles; Patricia S. Gordon  
Staff: Fran Albert, Policy Specialist  
Board Staff: Kathy Hanks, Administrative Specialist

Item	Subject	Discussion	Action/Status	Follow-up
			consideration.	
E.	Editorial Style – Use of Acronyms	For consistency, <u>The Chicago Manual of Style</u> , which is used to write HCPSS curriculum, will also be used to write Board Policies. Acronyms will not be used alone until the term is first written in full with the acronym written in parenthesis. The committee decided that the acronym procedure would be repeated in the Implementation Procedures since they are treated as two separate documents.	By consensus	Future committees will be advised to consult <u>The Chicago Manual of Style</u> .
F.	Policy feedback prior to Board meeting and policy voting session	The issue remains the tight turnaround time between the Superintendent’s final recommendation after a public hearing and the Board’s action on a policy. There were detailed suggestions for improvement as to when the Board sees the final policy and has the opportunity to make additional changes prior to Board action. Ms. Albert plans to change the internal process for next year, especially with committee deadlines. Individuals suggested different strategies, such as providing Board discussion immediately after a public hearing and/or extending the Action discussion to a second meeting.	It was recommended that this problem be taken to Cabinet for suggested improvements.	The full Board will need to be consulted.
G	Final Approval Process	F& G were combined. There was much discussion about changes that are made to a policy during a Board meeting.	It was decided that a final copy with all the changes would be circulated to all Board members confirming that this was what was	



Policy Committee Quarterly Meeting  
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Committee: Sandra H. French, Chairman; Ellen Flynn Giles; Patricia S. Gordon  
Staff: Fran Albert, Policy Specialist  
Board Staff: Kathy Hanks, Administrative Specialist

Item	Subject	Discussion	Action/Status	Follow-up
			approved.	
H.	Update on complaints – PTA Council and CAC	CAC will be meeting with Ms. Albert to discuss their concerns. Biggest concern is consistency with the minority report and when they are permitted within the charter. There also needs to be clarification to the committee as to who receives the minority report and the process.	By consensus, any Minority Report of a policy committee is to be signed and submitted to the superintendent with the policy revision. The persons may then also submit it to the Board as part of the Public Hearing process.	Ms. Albert is to draft minority report procedures and submit them to the committee and to Cabinet.
I	General Discussion/ Other	<ol style="list-style-type: none"> <li>1. Additional meeting?</li> <li>2. Policy Revision Cycle</li> <li>3. 2009-2010 Policy Revision Schedule</li> <li>4. Ms. Giles reported that the information regarding Ethics was moved to the appropriate section of the HCPSS website.</li> <li>5. Ms. Albert provided a handout she gives to forming policy committees entitled <u>Policy Development and Revision FAQs</u>.</li> </ol>	<p>Consensus</p> <p>A policy revision cycle will be considered on May 4, 2009.</p> <p>The 2009-2020 Policy Revision Schedule will be considered on June 15 from 1:00-3:00 p.m.</p>	<p>The May 4<sup>th</sup> meeting will be held in ML2.</p> <p>The June 15<sup>th</sup> meeting will be held in Board Room A.</p>
J.	Adjournment	Ms. Gordon moved, and Ms. French seconded, that the committee adjourn.	Unanimous. Meeting adjourned at 12:17 p.m.	

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

March 12, 2009

The Board of Education of Howard County met in closed session on March 12, 2009, at 2:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Sandra French that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to consult with counsel regarding litigation. The motion was seconded by Patricia Gordon and approved 4-0. Persons present: Board members Frank J. Aquino, Chairman; Ellen Flynn Giles, Vice Chairman; Lawrence H. Cohen; Allen Dyer, Esq.; Sandra H. French; Patricia S. Gordon; and Janet Siddiqui, M.D. (Mr. Aquino, Mr. Dyer, and Dr. Siddiqui joined the meeting shortly after the vote to close was taken.)

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Sydney L. Cousin, Superintendent; Mark Blom, General Council; Edmund J. O’Meally, Esq.; and Lisa Y. Settles, Esq., both of the law firm Hodes, Pessin & Katz, P.A.

**ITEMS CONSIDERED**

Review and report on litigation.

Counsel advised the Board of the status of pending litigation, made recommendations for Board consideration and sought Board approval for future handling.

**ACTION**

The Board by consensus gave direction and authority to counsel and the Superintendent to act on certain issues related to the litigation.

Adjourned: 3:45 p.m.

Submitted by: \_\_\_\_\_

Frank J. Aquino, Chairman  
Board of Education

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

March 12, 2009

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, March 12, 2009, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.  
Adejire Bademosi, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Florence Jackson, Recording Secretary

Chairman Frank Aquino called the meeting to order at 4:07 p.m., and Mr. Andrew Gavelek, former Student Board Member, led the group in the Pledge of Allegiance.

## Public Forum

There was no one present to address the Board.

## Approval of Agenda

The following notations were made to the consent agendas. Approval of minutes includes:

- Closed Meeting - January 8, 2009 (Official and Confidential).
- Regular Meeting - February 12; Budget Work Session III - February 17; Budget Work Session IV - February 19; and Adoption of the Budget - February 24, 2009.

*Action:* Mrs. Giles moved approval of the agenda as amended. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (8/0).

Approved – April 16, 2009

OAH-DYER-000195

## **Superintendent's Report**

Dr. Cousin introduced Ms. Melissa Shindel, Assistant Principal at Patuxent Valley MS, and congratulated her on her selection as National Assistant Principal of the Year. He also reported that the Maryland School Performance Recognition Program honored 37 HCPSS schools for their performance on the 2008 Maryland School Assessments and High School Assessments. For the fifth consecutive year, the culinary team from the ARL's Hotel and Management Academy took first place in the state Culinary and Management Competitions.

Mrs. Perkins, Chief of Staff, recognized the following HCPSS teachers who recently received National Board Certification:

Katherine Copanic – Folly Quarter MS  
Deborah Duggan Finley – Glenelg HS  
Kathleen Harkness – Running Brook ES  
Rachel Kastner – Stevens Forest ES  
Stephanie Keenan – Lisbon ES  
Amanda Knab – West Friendship ES  
Andrew Law – Patapsco MS  
Laarni Lucero – Howard HS  
Ann Monroe – Reservoir HS  
Kendall Morton – Glenelg HS  
Laura Parsons – Howard HS  
Sarah Robertson – Veterans ES  
Amy Ruffing – Oakland Mills HS  
Stacey Smith – Lisbon ES  
Kacy Valentine – Cradlerock School  
Jennifer Walker – ARL  
Kelly Zilliox – Marriotts Ridge HS

Board members and Dr. Cousin expressed congratulations appreciation to the teachers. Dr. Cousin also thanked HCEA (Howard County Education Association) for their role in supporting and encouraging teachers to pursue certification.

## **Student Representative's Report**

Mr. Sam Henig, Hammond HS Student Government Association (SGA), reported on conditions and changes at Hammond HS:

- The Principal's Advisory Council purchased new lockers and replaced the school sign this year.

- With the help and cooperation of the PTA and class sponsors, the SGA sponsored the first homecoming parade in a decade.
- The SGA created a new Pep Club called the Golden Bear Project or GBP.
- The SGA sponsored a "hats-on" day and raised \$600 for research in the prevention of cancer.

### **Board Members' Reports**

Mr. Cohen reported that nominations are being accepted until May 29, 2009, for positions on the MABE Board of Directors. He also added that Governor O'Malley attended and read at the "Read across America" celebration on March 5, 2009, at Running Brook ES.

Dr. Siddiqui reported that she, Mrs. French, and Mrs. Giles attended the Howard County Drug-Free Job Fair.

Mrs. French reported that Board members attended a Homewood School meeting with representatives from HCEA.

Mrs. Gordon reported on the NAACP dinner that most of the Board members attended. She also reported on the Association of Community Services (ACS) meeting that she and Mrs. French attended.

Mrs. Giles reported that she attended Family Science Night at the National Air and Space Museum with families from Patuxent Valley MS and Patapsco MS. She attended the FIRST Robotics Competition presentation, and she and other Board members participated in the Middle School Debate Program.

Mr. Aquino reported that he and other Board members attended the Blue Ribbon Celebration at Hammond MS. He and Dr. Cousin attended the dinner and celebration in Annapolis to recognize Hammond MS and the other Blue Ribbon School Awardees. He also added that he had the privilege of moderating a panel discussion at a recent PFLAG (Parents, Families, and Friends of Lesbians and Gays) meeting.

Ms. Bademosi reported that she has been working with the Howard County Association of Student Councils (HCASC) to develop a "new look" for the Student Member of the Board of Education process. She added that she has also been working with the Horizon Foundation and different schools in Howard County with the "Change Matters" campaign.

Mr. Dyer recognized Mr. Aquino and staff members who participated on the PFLAG panel and commented on their leadership in the community.

### **Consent Agenda (Restricted\*)**

Staff Personnel; Bids and Contracts; Donations; Operating Budget Monthly Report; School Construction Report; School Bus Contract Terminations; and Closed Meeting Minutes of January 8, 2009 (Official and Confidential).

*Action:* Dr. Siddiqui moved approval of the Restricted Consent Agenda, including the closed minutes of January 8, 2009. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0\*).

Staff Personnel – Approved by the Board

#### **Resignations**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Reason</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
De Los Santos, Xeng	Fr. Leave	Science	Relocation	7.0	09/30/08
Dinning, Kimberly	Fr. Leave	Music	Family Obligations	7.0	06/30/09
Frankovic, Karen	Fr. Leave	SLP	Family Obligations	8.0	06/30/09
Gundling, Jennifer	Fr. Leave	Elem. Ed.	Relocation	8.0	06/30/09
Haavik, Lorien	OMHS	Math	Personal	1.4	12/19/08
Lee, Kimberly	Fr. Leave	Elem. Ed.	Family Obligations	12.0	06/30/09
Morrow, Heather	Fr. Leave	Pre K	Family Obligations	9.0	06/30/09
Mott, Lori	Fr. Leave	Rdg. Spec.	Relocation	6.0	06/30/09
Raspa, Stephanie	Fr. Leave	Elem. Ed.	Personal	6.0	02/28/09
Thompson, Michael	PVMS	Tech. Ed.	Other Employment	1.0	06/16/09
Tiffany, Donna	Fr. Leave	Spec. Ed.	Other Employment	15.0	06/30/09
Van Benten, Kelly	Fr. Leave	Phys. Ed.	Family Obligations	8.0	06/30/09

#### **Contracts**

<b>Name</b>	<b>Grade or School</b>	<b>Subject</b>	<b>Place of Last Teaching Assignment</b>	<b>Grade/Step</b>	<b>Effective Date</b>
Bhanot, Rashmi	LES	ESOL	HCPSS – IA	B-02	09/18/08
Bradshaw, Elisa	ELMS	SCI	--	C-01	02/04/09
Geary, Todd	PMS	GUI	--	C-01	01/22/09
Iovine, Stacia	OMHS	MAT	Florence, KY	C-06	02/06/09
King, Erica	SJES	ELE	--	A-01	01/20/09
Shannon, Tamara	AES	SLP	HCPSS	C-07	12/17/08
Vogel, John	HWS	MAT	Anne Arundel Co.	C-04	02/06/09

Approved – April 16, 2009

**Leaves of Absence**

<u>Name</u>	<u>School</u>	<u>Grade or Subject</u>	<u>Years in Howard County</u>	<u>Effective Date</u>
Biskey, Joseph	WES	Elem. Ed.	3.7	03/30/09
Grey, Robin	MRHS	English	7.6	03/02/09

**Retirement**

<u>Name</u>	<u>School</u>	<u>Grade or Subject</u>	<u>Years in Howard County</u>	<u>Effective Date</u>
Lindenmayer, Janet	OMHS	Foreign Languages	31.6	02/13/09

**Bids and Contracts** – Approved by the Board.

<u>Action</u>	<u>Description</u>	<u>Vendor/Agency/Contract</u>	<u>Amount</u>
PR-1	Modular Building Relocation Services	Harford County Public Schools – Contract No. Package #1, Expires 05/19/2009	\$150,000

(Savings: Approx. \$17,500 – Administrative. Expenses Saved)

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
P-1	<b>TRANSPARENCIES &amp; SUPPLIES</b> Nicholas Pipino Associates Standard Stationary Ace Office Supplies Pyramid School Products	\$ 304 8,450 10,250 59,375 <hr/> \$ 78,379
P-2	<b>LAMINATING FILM</b> Integrity School	\$57,915
P-3	<b>JOINT REQUEST FOR PROPOSALS FOR A DEFERRED COMPENSATION THIRD PARTY ADMINISTRATION SERVICES</b> Nationwide Retirement Solutions, Inc.	
P-4	<b>WASTEWATER MAINTENANCE SERVICES AT GLENELG HIGH SCHOOL</b> Maryland Environmental Service	\$133,412

**Donations** – Approved by the Board

Northfield ES: Northrop Grumman, in the amount of \$750, designated for the third grade mathematics and science program.

Walmart Store #2412, in the amount of \$1,000, designated for the purchase of (4) Elmo desktop cameras. This donation is an award given in honor of Treva Hilliard, a team three teacher, who is the Walmart Foundation Teacher of the Year.

Atholton HS: HCPSS/Partnership with Howard County General Hospital, in the amount of \$1,100, designated to assist with the expenses of students in the FEA (Future Educators Association) to attend the National Conference in Denver.

Boosters, in the amount of \$2,250, (\$1,800) designated for the purchase of track uniforms, (\$250) designated for tournament fees for the girls' basketball team, and (\$200) designated for the POMS squad.

Centennial HS: Boosters, in the amount of \$5,100, (\$300) designated for the drill team, (\$1,500) designated for the Robotics Club, (\$1,000) designated for the marching band, (\$1,100) designated for the boys' lacrosse team, and (\$700) designated for the girls' lacrosse team.

Long Reach HS: Boosters, in the amount of \$3950, (\$700) designated to assist with the purchase of a batting cage for the baseball team, (\$1,000) designated for the purchase of a smart board, (\$1,000) designated for the purchase of gym chairs that have the LRHS logo, (\$750) designated for the purchase of football uniforms, and (\$500) for the purchase of first aid kits to be used by the athletic trainer.

AFCEA CMD Education Foundation, in the amount of \$1,000, designated for the purchase of engineering materials and tools.

Honeywell Technology Solutions, Inc., in the amount of \$3,000, designated for the Rocketry Club.

Northrop Grumman, in the amount of \$750, designated for the purchase of robotics equipment.



Mt. Hebron HS: Viking Backers, in the amount of \$5850, (\$1,500) designated for the baseball team, (\$1,000) designated for the boys' lacrosse team, (\$1,000) designated for the softball team, (\$1,500) designated for the tennis team, (\$200) designated for the science fair, and (\$650) designated for the math team.

River Hill HS: Boosters, in the amount of \$730, designated to pay tournament entry fees for the indoor track team.

Wilde Lake HS: Boosters, in the amount of \$1,225, designated to assist with expenses for the 2009 prom.

Operating Budget Financial Report as of January 31, 2009 – Accepted by the Board.

FY 2009 School Construction Monthly Report – Accepted by the Board.

School Bus Contract Terminations – Approved by the Board.

Due to Hill Transportation losing possession of school buses as called for in their contracts, all contracts have been temporarily reassigned to other contractors for the remainder of the 2008/2009 school year. These contracts will be rebid for school year 2009/2010 (Contracts #199, #204, #266, #270, #278, #279, and #483).

Closed Meeting Minutes - January 8, 2009 (Official and Confidential)  
Approved by the Board.

### **Consent Agenda**

Minutes of Regular Meeting - February 12; Budget Work Session III - February 17; Budget Work Session IV - February 19; and Adoption of the Budget - February 24, 2009.

*Action:* Mrs. Giles moved acceptance of the Consent Agenda with the adjustments approved by Board consensus. The motion was seconded by Ms. Bademosi and approved by the members of the Board (8/0).

**Proclamation: Music In Our Schools***BOARD OF EDUCATION OF HOWARD COUNTY***PROCLAMATION**

DESIGNATING MARCH 2009

AS

MUSIC IN OUR SCHOOLS MONTH

**WHEREAS** the National Association for Music Education (MENC) has established Music In Our Schools Month to underscore the importance of music education, to acknowledge the contributions of music educators and to celebrate the musical accomplishments of students; and

**WHEREAS** the *No Child Left Behind Elementary and Secondary Education Act of 2001* identifies music as a core subject and a challenging subject in which all students should demonstrate competency; and

**WHEREAS** music performance, comprehension, composition, and aesthetic criticism is embedded in the Voluntary State Curriculum and Essential Learner Outcomes for all students in the State of Maryland; and

**WHEREAS** music provides a universal language for the expression of ideas and the emotions of the human spirit and, at the same time, provides a unique means of understanding the diversity of cultures; and

**WHEREAS** the study of music connects students to our history, traditions and heritage; and

**WHEREAS** music education effectively equips students with higher-order thinking and problem-solving skills, creativity and other habits of mind that are increasingly critical to their success in learning, in the workplace and in all aspects of life; and

**WHEREAS** our community's music and other arts organizations and resources are important partners for our music teachers and schools; and

**WHEREAS** music students of the Howard County Public School System continue to excel at the local, state, and national levels;

**THEREFORE BE IT PROCLAIMED** that the Board of Education designates March 2009 as Music in Our Schools Month in the Howard County Public School System; and

**BE IT FURTHER PROCLAIMED** that the Board of Education supports the study and performance of music as essential to a well educated, cultured society and most importantly as a means to nourish the human spirit.

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Frank J. Aquino, Chairman  
Board of Education of Howard County

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Sydney L. Cousin, Superintendent  
Howard County Public School System

### **Legislative Report/2009 General Assembly**

*Presenter:* Mr. Brown, Chief Financial Officer; Mr. Walsh, Director, Special Education; and Dr. Janet Siddiqui, Legislative Committee Chairman.

The following bills were presented with recommended positions by the Legislative Committee for discussion/approval by the Board:

SB480/HB1148 – Operating Budget – Elimination of Inflation Adjustments

*Recommended Position:* **Oppose**

Rationale: Repeal of the inflation adjustment would be a major strike to the commitments undertaken by the Bridge to Excellence (BTE) Act.

HB694 – Education – Special Education Services – Children in a Home School Setting

*Recommended Position:* **Oppose**

Rationale: Unfunded mandate.

SB754/HB934 – Vehicle Laws – School Buses – Prohibition on Permitting Sitting on Floor or Standing

*Recommended Position:* **Oppose**

Rationale: Language in the bill focuses on that which is contrary to HCPSS transportation practices and procedures.

*Action:* Dr. Siddiqui moved that the Board uphold the recommendations by the Legislative Committee to oppose HB1148, HB694, and HB934, and the associated cross-file bills in the Senate. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

**2009-2010 Anticipated School Opening/Closing Times**

*Presenter:* Mr. David Drown, Director, Pupil Transportation.

Mr. Drown reported that the operating window for schools would not change for next year. There are no changes recommended for middle or high schools. At the elementary level, a 15-minute change is recommended for Veterans ES, which would move the school's start time from 9:10 a.m. to 9:25 a.m. and end time from 3:40 p.m. to 3:55 p.m. A change is also recommended for one nonpublic school (St. Augustine School). The school's start time would change from 8:45 a.m. to 9:15 a.m. and end time from 3:15 p.m. to 3:45 p.m.

*Discussion:*

Ms. Bademosi expressed concern about traffic problems, including accidents that exist due to the closeness of opening times for Marriotts Ridge HS and Mt. View MS. Mr. Drown explained that this problem has been reviewed, but due to the buses serving that area, combined with other schools and trips, a change could not be made at this time.

Mr. Cohen asked about the proposed changes to Veterans ES and the St. Augustine School. Mr. Drown explained that the previous schedule resulted in buses making three trips to the nonpublic schools in that region, and this change will allow for greater efficiency.

Mr. Dyer asked about information that has been accumulated over time regarding the high school start times. Mr. Drown stated that he could provide the information as requested.

Dr. Siddiqui asked about the possibility of having all middle schools on a more uniform starting time. Mr. Drown stated that many factors determine where schools fall within particular time areas, and in order to make the schedule work geographically and logistically, staggering the times for middle schools is necessary.

## **2009/2010 Schedule of Board Meetings**

*Presenter:* Mrs. Patti Caplan, Director of Public Relations

Mrs. Caplan presented the proposed schedule for Board meetings for the 2009/2010 school year. The schedule includes dates for the anticipated Attendance Area Adjustment (AAA) Process. The 2009/2010 schedule will be brought to Board for approval on March 26, 2009.

*Discussion:*

It was noted that state law requires the Board of Education to hold two Board meetings a month, with the exception of July and August. The Board also holds three Coffee and Conversation meetings a year and two meetings with student leaders.

Ms. Bademosi suggested that one additional meeting be held with students, and it was agreed that the suggestion could be considered when planning the 2010/2011 calendar.

Changing the December 22, 2009, BOE meeting to an earlier date was discussed, and Mrs. Caplan agreed to check with staff to determine the best accommodation for the Board and staff.

## **Assignment of Relocatable Classrooms**

*Presenter:* Mr. Joel Gallihue, Manager of School Planning.

Mr. Gallihue recommended relocating 8 units for capacity and program needs as follows: one each to Atholton, Laurel Woods, Running Brook, and Veterans elementary schools; and two each to Waterloo ES and Hammond HS. Additionally, 7 units will be moved to Northfield ES and 14 units to Mt. Hebron HS to accommodate students during renovations at those schools.

Plans are to remove one unit each from Centennial Lane, Lisbon, and West Friendship elementary schools; two each from Glenelg HS and Hollifield Station ES; three from St. John's Lane ES; and five from Triadelphia Ridge ES. The school system currently has an inventory of 207 relocatable units.

The Board is scheduled to take action on the recommendation on March 26, 2009.

*Discussion:*

Mr. Cohen suggested that information be included in the report next year regarding the requests made by principals, including those for removal of units.

Mrs. French stated that the report appeared inconsistent with regards to the issue of changing high school capacities. Mr. Aquino indicated that any inconsistencies could be discussed prior to Board approval.

**Activity Fees & Cost of Materials and Supplies**

*Presenter:* Mrs. Linda Wise, Chief Academic Officer.

Mrs. Wise reported on procedures developed after a comprehensive review of school supply lists and activity fees. The procedures address the need for a more uniform and equitable system of assessing student fees.

Effective for the 2009/2010 school year, schools may not charge activity fees or science insurance fees. Schools will be allowed to charge for the following:

- Field trip expenses to cover only the student's actual cost to attend.
- A fee of \$15 for a high school parking pass.
- A fee of \$4 for each official transcript.
- A per-page copy fee for copies of student records (currently 20 cents per page).
- The cost of personal items kept by the student after participation in extracurricular athletic and performance programs, the cost of personalized items imprinted with the student's name, and the cost of maintaining items (e.g., dry cleaning marching band uniforms).

Fees also may be charged by outside organizations for their services (e.g., Advanced Placement, SAT, and academic and industry certifications).

Parameters have also been developed for elementary, middle, and high school student supply lists to assure that school and classroom needs are being met adequately and equitably. The school system's FY 2010 Operating Budget Request includes additional funds of \$300,000 in supplies and materials to support the implementation of these procedures.

*Discussion:*

It was noted that most safety items, such as goggles, are provided by the school system. Items that may be personal in use (steel-toed shoes, recorders for music class, and property that a student wishes to retain) are not provided by HCPSS. It was agreed that language in the guidelines be changed for clarification purposes.

Staff stated that it would be necessary to add a line item of \$15,000 in the school system's budget if the Board intended to provide recorders to every third-grade student for music classes. It was previously determined that reissuing recorders would not be a good practice due to sanitary issues. Parents have indicated their willingness to pay for recorders rather than jeopardize the curriculum due to budget constraints. Parents were also in agreement about sanitary issues.

Mr. Dyer expressed concern about requiring students to pay for recorders and indicated his support to include \$15,000 in the budget for this purpose so that all students would be able to participate. Staff noted that recorders are provided to students in need, and requests have been minimal over the years. Dr. Siddiqui stated her preference of keeping with current procedures rather than making changes to the budget at this time.

Staff was asked to clarify language in the guidelines in terms of accidental versus intentional/negligent breakage with regards to science lab equipment.

Dr. Cousin stated that the school system has come a long way in addressing the issue of fees, and anything that is required as part of the curriculum should be provided by HCPSS. Consistency is needed from school to school as well in dealing with supplies and materials and the collection of fees. He noted the importance of trying out the guidelines first and then making adjustments if needed. A report will be provided to the Board on the effectiveness of the guidelines after implementation.

## **Quarterly Agenda – April – June 2009**

*Presenter:* Mrs. Kathleen Hanks, Administrative Specialist to the Board.

Board members discussed the proposed quarterly agenda for April – June 2009. Approval is scheduled for March 26, 2009.

### **Policy 6060 – Improvements to School Sites or School Facilities**

*Presenter:* Mr. Wayne Crosby, Manager, Building Services.

*Highlights of Proposed Changes:*

#### Policy

- Revises the policy statement to align with Policy 2020 (Policy Development and Adoption) guidelines.
- Updates language in the policy statement and throughout the document.
- Adds definitions for “petitioners” and “permanent change.”
- Moves detailed statements from Standards to Implementation Procedures.
- Adds the Chief Operating Officer as the authorizing agent.
- Adds a purpose statement.
- Adds the statement “Within the context of this policy, the following definitions apply” to introduce the definitions.
- Adds a compliance statement.
- Adds a reference to Policy 4010 (Donations).

#### Implementation Procedures

- Adds the Office of Risk Management as part of the process for ensuring compliance with all imposed regulations.
- Updates language, position titles, and roles.

*Discussion:*

Board members asked that language be changed in the policy to reflect that buildings and facilities are owned by the Board of Education rather than HCPSS. It was also suggested that legal advice be sought on this issue.

Board members discussed changing the name of the policy to clarify that it concerns community involvement in improvements to school sites or school facilities.

Approved – April 16, 2009

OAH-DYER-000208



A public hearing will be held on April 16, 2009, with action scheduled for May 12, 2009.

### **Policy 6070 – Closing of Schools**

*Presenter:* Mr. Joel Gallihue, Manager, School Planning.

Mr. Gallihue explained that additional changes have been made to adjust the policy to reflect Policy 2040 (Public Participation in Meetings of the Board). Edits were made for consistency with state regulations. General Counsel indicated the importance of consistent language in the event of an appeal.

Board members asked that the policy statement include elaboration on the factors that are considered before the use of a school is discontinued rather than "on occasion."

It was also recommended that language be changed to reflect that the Board of Education would be the party to decide to discontinue a school's use, rather than HCPSS. Mrs. French pointed out some information in the Implementation Procedures that should be contained as part of the Standards in the policy. She suggested that "to the Superintendent" be added to the last sentence of the paragraph under Advisory Committee to clarify that the committee reports its findings and recommendations to the Superintendent.

By consensus, the Board agreed that the following statement be added to Section V. Compliance (under letter C): "The Board reserves the right to adopt or to modify any school closing alternatives and/or recommendations presented to it by the Superintendent or the Howard County community."

A public hearing on Policy 6070 will be held on April 16, 2009, with action scheduled for May 12, 2009.

### **Policy 9000 – Enrollment, Residency, Student Assignment, and Admission to Pre-K and Kindergarten**

*Presenter:* Mrs. Pamela Blackwell, Director, Student Reassignment and Student Services.

This policy revision clarifies enrollment ramifications for students who become nonresidents during the school year because the parents

with whom they reside move out of Howard County. The policy revision further clarifies that students are classified as juniors or seniors after the last day of their sophomore or junior year, as applicable.

By consensus, the Board agreed to take action on the policy, which would become effective immediately.

*Action:* Mrs. Giles moved approval of the recommended changes to Policy 9000. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

### **Policy 7090 – Administrative Transfer of Teachers**

*Presenter:* Mrs. Fran Albert, Specialist, Policy/Charter Schools.

After discussion on January 8, 2009, The Board adopted Policy 7090 with the recommendation that final documents be reviewed by the Board Policy Committee. After review, the policy committee recommended the following changes:

#### Policy:

- Title changed to "Transfer of Teachers."
- Add a standard to incorporate process.

#### Implementation Procedures:

- Add the process for voluntary transfers.

*Action:* Mrs. Giles moved acceptance of the recommended modifications to Policy 7090. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

### **Policy 7130 – Substitute Teachers**

*Presenter:* Mrs. Fran Albert, Specialist, Policy/Charter Schools.

After discussion on February 12, 2009, The Board adopted Policy 7130 with the recommendation that final documents be reviewed by the Board Policy Committee. After review, the policy committee recommended the following changes:

#### Policy:

- Add a standard stating that substitute teachers comply with all Board policies.

- Add the job description in the reference section.
- Order the policies numerically in the reference section.

*Action:* Ms. Bademosi moved approval of Policy 7130 as amended. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (8/0).

### **Process for Revising Policy 6020 – School Construction Program Update**

*Presenter:* Dr. Terry Alban, Chief Operating Officer.

Using a process that includes collaboration with the Health Department and other school systems, Policy 6020 will be revised and supplemental documents outlining guidelines for construction and renovation projects will be developed. The policy and supplemental documents will be brought to the Board of Education for approval in the summer of 2009.

**Recess:** The meeting was recessed by the Chairman at 6:50 p.m. and reconvened at 7:45 p.m.

### **Public Forum**

Mr. Douglas Lea informed the Board of a partnership between National Union and the Howard County Education Association (HCEA).

### **Public Hearing – Policy 1050 – Tobacco-Free Environment and Public Hearing – Policy 9240 – Student Use and Possession of Tobacco**

Mr. Steven Estomin, Policy Coordinator of the Community Advisory Council (CAC)

- Stated that CAC supports Board adoption of both policies, subject to the Board's consideration of CAC suggestions.
- Presented suggestions and recommendations on the following topics:
  - Consistency of Definitions.
  - Constructive Possession (Policy 9240).
  - Definition of "School Bus Stop" (Policy 9240).

- Policy 9240 - Standards.
- Policy 1050 - Implementation Procedures – Consequences, Other Persons.
- Expressed appreciation to the committee for their work and to the Board for the opportunity to convey CAC's positions.

### **Public Hearing - Policy 7060 – Royalties**

Mr. Steven Estomin, Policy Coordinator of the Community Advisory Council (CAC)

- Expressed appreciation to the committee for their work on this policy.
- Suggested two modifications to the policy before adoption by the Board.

**Adjournment** – The meeting was adjourned by Board consensus at 8:30 p.m.

### **Information Items**

- A. Food and Nutrition Service Financial Report
- B. Policy 9000 Enrollment, Residency, Student Assignment, and Admission to Pre-K and Kindergarten (Revised Implementation Procedures)

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

**MEETING OF THE BOARD OF EDUCATION OF HOWARD COUNTY  
AUDIT COMMITTEE**

Wednesday, March 18, 2009 – 9:00 AM

Board Planning Room

Committee

Larry Cohen, Chair; Allen Dyer; Ellen Flynn Giles

Staff

John Connors, Internal Auditor; Raymond Brown, Chief Financial Officer; Beverly Davis, Director of Finance

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
I	Call to Order	9:05 a.m.	Mr. Cohen	
II	Approval of Agenda		Motion: Mr. Cohen Second: Ms. Giles Approved: 3-0	
III	Quarterly summary of schools audited and audit plan update – J. Connors	1. Audit Reports issued for AES, GMS, HSES & RBES; Audit work complete for TRES and FQMS; Audits in process for PVMS & MHMS. Barbara Bowers assisted on payroll review and equipment inspections at FQMS & PVMS. 3. Mr. Dyer suggested that Mr. Connors make a presentation to PTACHC on our internal school account processes.		1. Audit Work Plan for 2009-2010 will be presented to Audit Committee for review at next meeting. It will include time for coordination of response to Legislative Audit 3. Mr. Connors will follow up with PTACHC.
IV	MSDE Report on Audit of State Aid Programs, etc - R. Brown, J. Connors	Final Report Issued July 2008. Details covered in earlier reports. Implementation of recommendations is on-going.		Post to BOE Documents Restricted for Board access.

**MEETING OF THE BOARD OF EDUCATION OF HOWARD COUNTY  
AUDIT COMMITTEE**

Wednesday, March 18, 2009 – 9:00 AM

Board Planning Room

Committee

Larry Cohen, Chair; Allen Dyer; Ellen Flynn Giles

Staff

John Connors, Internal Auditor; Raymond Brown, Chief Financial Officer; Beverly Davis, Director of Finance

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
V	Legislative Audit update – R. Brown, J. Connors	Field work to be completed in March. Preliminary findings appear in-line with those of other jurisdictions.		
VI	Popular Annual Financial Report (PAFR) and School Funds Report for Year Ending June 30, 2008 – B. Davis	1. PAFR is a complementary executive summary to the Comprehensive Annual Financial Report (CAFR), providing increased transparency and facilitating community outreach. HC is first MD county to prepare this report, and one of only a few nationwide. Report is posted with the CAFR on HCPSS. 2. School Funds Report is also posted on HCPSS and details each school's accounts for FY 2008.		1. Has been submitted to GFOA for award. Both PAFR and CAFR should be web-enabled for next year. 2. Add Transfers In/Out to schedules for FY 2010
VII	External Auditor RFP; Discussion and recommendation – R. Brown, B. Davis	RFP netted 6 respondents for 3 year contract with option for two (2) annual extensions. Recommendation is to engage Clifton Gunderson (National) as they are most experienced in	Concur with staff recommendation to award contract to Clifton Gunderson.  Motion: Mr. Cohen	1. Present to Board on 3/26 for approval. 2. Submit name of designated auditor to MSDE for

**MEETING OF THE BOARD OF EDUCATION OF HOWARD COUNTY  
AUDIT COMMITTEE**

Wednesday, March 18, 2009 – 9:00 AM

Board Planning Room

Committee

Larry Cohen, Chair; Allen Dyer; Ellen Flynn Giles

Staff

John Connors, Internal Auditor; Raymond Brown, Chief Financial Officer; Beverly Davis, Director of Finance

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		the state and blended rate is most competitive. Five year term is consistent with GFOA guidelines.	Second: Ms. Giles Vote: Yes-2 (Cohen, Giles); No-1(Dyer)	approval.
VIII	Questions	Mr. Dyer posed questions about auditing of Booster or other donor accounts, use of additional revenues from athletics gate receipts for use of lighted fields, and qualifications for external auditing firms		Mr. Brown will follow up with Mr. Dyer.
IX	e-Rate Federal Audit	Audit of quarterly submissions for qualified reimbursement for education expenses related to utilities, telecommunications, and internet. (\$500,000-1,000,000 annually). Audit is under direction of Thompson, Cobb & Bazillio (Washington, DC).		Field work should be complete in April 2009.
X	Adjournment	10:20 a.m.	Motion: Mr. Cohen Second: Mr. Dyer Vote: 3-0	

Legislative Committee Meeting  
ML2  
March 18, 2009 – 3:00 p.m.

Committee: Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French  
Staff: Raymond H. Brown, CFO

Attendees: Janet Siddiqui, Sandra H. French, Raymond H. Brown  
Staff: Kathy Hanks  
CAC: Mr. Steward Frazier

Item	Subject	Discussion	Action/Status	Follow-up
I	Call to Order	3:08 p.m.	By consensus	
II	Approval of Agenda		By consensus	
III	Review	1. Legislative Bills for discussion	<p>Mr. Brown provided the committee with a handout discussing the status of the various bills and the Board's position.</p> <p>There was detailed discussion regarding the HB 1046/SB 710 MD State Retirement and Pension and HB1243/SB673 - Fairness in Negotiations Act. Mr. Brown will draft a letter for the Chairman and Chairman of the Committee's signature to notify the Delegation and Howard County Delegate/Senate respective committee members regarding the Board's position.</p>	

Approved - March 26, 2009



Legislative Committee Meeting  
ML2  
March 18, 2009 – 3:00 p.m.

Committee: Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French  
Staff: Raymond H. Brown, CFO

Attendees: Janet Siddiqui, Sandra H. French, Raymond H. Brown  
Staff: Kathy Hanks  
CAC: Mr. Steward Frazier

Item	Subject	Discussion	Action/Status	Follow-up
			<p>After the Board takes action, the committee decided on the following notification process:</p> <ul style="list-style-type: none"><li>• Bills that are consistent with the Board's platform, an email will be sent to the Delegation as a reminder of the Board's position.</li><li>• Extremely important bills a letter will be drafted for the Board Chairman and Committee Chairman's signature to send to the Delegation chairs and copied to the Delegation stating the Board's position.</li></ul>	

Approved - March 26, 2009

Legislative Committee Meeting  
 ML2  
 March 18, 2009 – 3:00 p.m.

Committee: Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French  
 Staff: Raymond H. Brown, CFO

Attendees: Janet Siddiqui, Sandra H. French, Raymond H. Brown  
 Staff: Kathy Hanks  
 CAC: Mr. Steward Frazier

Item	Subject	Discussion	Action/Status	Follow-up
			3 New introductions: HB1543 Virtual School – it was decided to oppose this bill and make that recommendation to the Board.  HB 1558 Student Stigma Act – no position  HB 1549 Education Funding – Thornton Formula – Evaluation – Mr. Brown recommends that the Board supports this bill with amendments on timing.	
IV	Scheduling	The next meeting will be held on March 30 <sup>th</sup> at 10:00 a.m. in UL7	By consensus	
V	Adjournment	3:52 p.m.	By consensus	

Approved - March 26, 2009

OAH-DYER-000218

**THE HOWARD COUNTY BOARD OF EDUCATION**

<b>BILL</b>	<b>TITLE / SYNOPSIS</b>	<b>BOARD POSITION</b>	<b>STATUS</b>
<p><b>SB480/HB1148</b></p>	<p><b>Operating Budget – Elimination of Inflation Adjustments</b> (Senator Pipkin and Delegate Schuh) The bill would repeal the provision of the Bridge to Excellence in Public Schools Act that provides for an annual adjustment of the per pupil foundation amount (now \$6,694).</p> <p>The Senate Bill does not have a hearing scheduled. The House Bill had a hearing on March 3 in the House Appropriations Committee</p>	<p align="center"><b>Oppose</b></p>	<p><b>Senate Bill heard on 3/17 in Budget and Taxation</b></p> <p><b>House Bill heard on 3/3 in Appropriations</b></p>
<p><b>HB 694</b></p>	<p><b>Education – Special Education Services – Children in a Home School Setting</b> (Delegate Lafferty) This bill requires that a child with a disability who is being home schooled be given the same consideration as a child in private school for the purpose of passing through federal special education funds under the Individuals with Disabilities Act.</p> <p>Hearing scheduled for March 4 in the House Ways and Means Committee</p>	<p align="center"><b>Oppose</b></p>	<p><b>House Bill heard on 3/19 in Ways and Means</b></p>
<p><b>SB 754/HB 934</b></p>	<p><b>Vehicle Laws – School Buses – Prohibition on Permitting Sitting on Floor or Standing</b> (Senators Pipkin, Jacobs, and Stone and Delegate Smigiel) The bill prohibits a person who is responsible for pupils on a school bus from permitting any pupil to stand or sit on the floor while the bus is in motion.</p> <p>The Senate bill was scheduled to be heard on March 3 in the Senate Judicial Proceedings Committee.</p> <p>The House bill was scheduled to be heard on March 3 in the House Environmental Matters Committee</p>	<p align="center"><b>Oppose</b></p>	<p><b>Senate Bill heard on 3/5 in Judicial Proceedings</b></p> <p><b>House Bill heard on 3/3 in Environmental Matters</b></p>

**THE HOWARD COUNTY BOARD OF EDUCATION**

<b>BILL</b>	<b>TITLE / SYNOPSIS</b>	<b>BOARD POSITION</b>	<b>STATUS</b>
<b>HB205</b>	<b>Public Schools – Mandatory School Uniforms</b> (Holmes) This bill requires each local board of education to develop a school uniform policy for public schools in its district. The uniform policy must be developed with the recommendation of the local superintendent of schools and in consultation with the members of existing citizen advisory committees. The State Superintendent of Schools must adopt regulations to help implement the uniform policy.	<b>Oppose</b>	<b>Unfavorable report by Ways &amp; Means</b>
<b>HB274/SB315</b>	<b>Task Force On The Correlation Between Population Size Of Middle And High Schools And Achievement</b> (Schuh & Kaiser) This bill establishes a Task Force on the Correlation Between Population Size of Middle and High Schools and Academic Achievement to identify and make recommendations on the optimum student population for Maryland middle and high schools. A final report with findings and recommendations is due from the task force by December 1, 2010. The Maryland State Department of Education (MSDE) must provide staff support for the task force.	<b>Oppose</b>	<b>House Bill heard on 2/17 in Ways &amp; Means</b>  <b>Senate Bill – no action</b>
<b>HB306/SB257</b>	<b>Interstate Compact On Educational Opportunity For Military Children</b> (The Speaker) Establishing, through an Interstate Compact with specified member states, the Interstate Compact on Educational Opportunity for Military Children for specified purposes.	<b>Support</b>	<b>House Bill heard on 2/24 in Ways &amp; Means</b>  <b>Senate Bill heard on 2/26 in Education, Health &amp; Environmental Affairs</b>  <b>Favorable report - Senate</b>
<b>HB 505</b>	<b>High School Assessment Requirement</b> (Walker, et al.) This bill prohibits the State Board of Education from including the passing of statewide, mandatory, curriculum-based examinations or assessments in its requirements for graduation from a public high school in the State.	<b>Oppose</b>	<b>House Bill heard on 2/17 in Ways &amp; Means</b>
<b>HB 587</b>	<b>Teacher Identification Number</b> (Kaiser, et al.) This bill authorizes the Maryland State Department of Education (MSDE) to assign a unique identification number to each public school teacher. The identification number must be randomly generated and may not provide personally identifiable information. Use of the identification number must be limited to matching data from multiple data collections and years and meeting State and federal reporting requirements.	<b>FYI</b>	<b>House Bill heard on 2/17 in Ways &amp; Means</b>  <b>Favorable report</b>

BILL	TITLE / SYNOPSIS	BOARD POSITION	STATUS
HB588	<p><b>Public Schools – Standardized Course Numbering System</b> (Kaiser, et al.) This bill authorizes the Maryland State Department of Education (MSDE) to develop a standardized course numbering system to facilitate the collection of data on student participation in courses offered by public schools. Local school systems may adopt the course numbering system on a voluntary basis. If MSDE requires data collection involving course numbers, a local school system that has not adopted the standardized course numbering system must provide a translation between its system's course numbers and the standardized system.</p>	FYI	<p>House Bill heard on 2/17 in Ways &amp; Means</p> <p>Favorable report</p>
HB621	<p><b>Prevailing Wage Rate Law</b> (Bates, et al.) Repealing provisions of law regarding prevailing wage rates for public work contracts; repealing provisions limiting the application of prevailing wage rates to a public work contract above \$500,000 or a part of a public work contract that is required to comply with federal prevailing wage rates; repealing the requirement that the Commissioner of Labor and Industry adopt straight time and overtime prevailing wage rates; etc.</p>	Support	<p>House Bill heard on 2/24 in Economic Matters</p> <p>Unfavorable report</p>
HB845/SB1049	<p><b>Tween/Teen Dating Violence Education And Awareness</b> (Carter et al.) Requiring the State Board of Education to develop and implement in the public schools a program to educate students about dating violence; requiring the program to include education on services provided to victims of dating violence; altering the definition of "victim of domestic violence" for purposes of specified provisions of law; and requiring the Governor annually to proclaim the second week in October "Statewide Tween/Teen Dating Violence Education and Awareness Week".</p>	Oppose	<p>House Bill heard on 2/29 in House Judiciary and on 3/4 in Ways &amp; Means</p> <p>Late file in Senate -- assigned to Senate Judicial proceedings.</p>
HB 1046/SB710	<p><b>State Retirement and Pension System - Local Employer Contributions - Educators and Educational Staff</b> (Schuh) Providing for the calculation of a payment of a portion of the employer contributions for local school board employees and community college employees who are members of the Teachers' Retirement System or the Teachers' Pension System; requiring counties to pay a portion of the employer contributions for local school board employees and community college employees who are members of the Teachers' Retirement System or the Teachers' Pension System; etc.</p>	Oppose	<p>House Bill heard on 2/24 in Appropriations</p> <p>Senate Bill heard on 3/11 in Budget and Taxation</p>

<b>BILL</b>	<b>TITLE / SYNOPSIS</b>	<b>BOARD POSITION</b>	<b>STATUS</b>
<b>HB1094</b>	<b>Equity in Education Funding Act of 2009</b> (Ross, et al.) Providing for the calculation of net taxable income for the calculation of specified State aid for education; providing for the allocation of funds for State aid for education resulting from specified calculations; providing for the allocation of federal funds under specified circumstances; etc.	<b>Support with Amendments</b>	<b>Withdrawn by sponsor</b>
<b>HB1243/SB673</b>	<b>Fairness in Negotiations Act</b> (Hixson, et al.) Requiring specified collective bargaining agreements to provide for binding arbitration of the grievances arising under the agreements that the parties have agreed to be subject to arbitration; requiring a public school employer and an exclusive representative of specified public school employees to negotiate in a specified manner; etc.	<b>Oppose</b>	<b>House Bill heard on 3/6 in Ways &amp; Means</b>  <b>Senate Bill heard on 3/5 in Finance</b>
<b>SB139</b>	<b>High School Assessment Requirement</b> (Muse) Prohibiting the State Board of Education from including the passing of statewide, mandatory, curriculum-based examinations or assessments in public high school graduation requirements; etc.	<b>Oppose</b>	<b>Unfavorable report by Education Health and Environmental Affairs</b>
<b>SB235</b>	<b>MDK12 Digital Library</b> (King et al.) Establishing the MDK12 Digital Library in the Maryland State Department of Education; establishing a steering committee within the MDK12 Digital Library; establishing the membership of the steering committee; establishing the membership of the MDK12 Digital Library, subject to specified limitations; etc.	<b>Support</b>	<b>Senate Bill heard on 2/19 in Education, Health and Environmental Affairs</b>
<b>SB241/HB660</b>	<b>Suspension and Expulsion Procedures - Attendance Related Offenses</b> (Pugh et al.) Prohibiting a principal from suspending or expelling a student from school solely for attendance-related offenses.	<b>Oppose</b>	<b>Senate Bill heard on 2/19 in Education, Health and Environmental Affairs</b>  <b>House Bill heard on 3/4</b>

BILL	TITLE / SYNOPSIS	BOARD POSITION	STATUS
	<p><b>Task Force to Study The County and Municipal Revenue Structure</b> (Robey, et al.)  This bill establishes a Task Force to Study the County and Municipal Revenue Structure. The task force must study and evaluate the revenue structure of county and municipal governments within the State and make recommendations regarding the authority of county and municipal governments to increase sources of revenue.</p>	<p><b>Support with Amendments</b></p>	<p><b>Senate Bill heard on 2/18 in Budget &amp; Taxation</b></p> <p><b>House Bill heard on 3/13 in Ways &amp; Means</b></p>
<p><b>SB404/HB508</b></p>	<p><b>Physical Education Facilities</b> (Harrington)  Requiring the State Department of Education to adopt regulations that require newly designed or constructed public schools occupied after January 1, 2012, to include a gymnasium and support spaces for physical education instruction and to adopt guidelines for facilities for physical education programs.</p>	<p><b>Support with Amendments</b></p>	<p><b>Senate Bill heard on 2/18 in Budget and Taxation</b></p> <p><b>House Bill heard on 2/17 in Ways &amp; Means</b></p>
<p><b>SB409</b></p>	<p><b>Office Discipline Referrals – Accountability Policy</b>(Simonaire) Requiring the State Board of Education to develop by March 31, 2010, a model policy for accounting for all office discipline referrals submitted in public schools; requiring the model policy to include specified information; requiring county boards of education to establish policies to account for office discipline referrals submitted in schools; requiring accountability policies established by county boards of education to include specified components; etc.</p>	<p><b>Oppose</b></p>	<p><b>Senate Bill heard on 2/18 in Education, Health and Environmental Affairs</b></p>
<p><b>SB462</b></p>	<p><b>Prevailing Wage Rate Law</b> (Kittleman )   Increasing to 75% or more the percentage of State money that must be used in an elementary or secondary school construction project before the Prevailing Wage Law applies; etc.</p>	<p><b>Support</b></p>	<p><b>Senate Bill heard on 2/26 in Finance</b></p>

**THE HOWARD COUNTY BOARD OF EDUCATION**

<b>BILL</b>	<b>TITLE / SYNOPSIS</b>	<b>BOARD POSITION</b>	<b>STATUS</b>
<b>SB15</b>	<b>School Construction - Pedestrian and Bicycle Trail Enhancements - Funding</b> (Senator Rosapepe) Requiring the Board of Public Works to include pedestrian and bicycle trail enhancements as an approved public school construction or capital improvement cost; requiring the Board to adopt specified regulations; limiting the aggregate amount the Board may approve each fiscal year for specified pedestrian and bicycle trail enhancements; authorizing local governments to use specified highway user revenues for sidewalk construction; specifying State policy regarding sidewalks, footpaths, and bicycle trails; etc.	<b>Support –Contingent upon additional funding</b>	<b>Senate Bill heard on 1/28 in Budget &amp; Taxation</b>
<b>SB 24</b>	<b>Public Schools - State Aid for School Construction - Planning and Design Costs</b> (Senator Peters) Requiring the Board of Public Works to include the cost of planning and design as an approved public school construction or capital improvement cost; requiring the Board of Public Works, at the recommendation of the Interagency Committee on School Construction, to adopt specified regulations; etc.	<b>Support –Contingent upon additional funding</b>	<b>Senate Bill heard on 1/28 in Budget &amp; Taxation</b>
<b>SB 100</b>	<b>Public Schools and Child Care Centers - Artificial Color Additives - Prohibition</b> (Senator Stone) Prohibiting public schools and child care centers from purchasing, selling, using, or serving food products containing or consisting of specified artificial color additives on or after July 1, 2010; authorizing the State Board of Education to adopt regulations; providing that child care centers may serve specified foods containing or consisting of specified artificial color additives under specified circumstances; etc.	<b>Oppose</b>	<b>Unfavorable Report by Education Health and Environmental Affairs</b>
<b>HB 20</b>	<b>Intellectual Disability (Rosa's Law)</b> (Delegate Sophocleus) Changing references to mental retardation to an intellectual disability; changing references to a mentally retarded individual to an individual with an intellectual disability; renaming State residential centers for the mentally retarded to be State residential centers for individuals with an intellectual disability; renaming an intermediate care facility for the mentally retarded (ICF-MR) to be an intermediate care facility for individuals with an intellectual disability (ICF-ID); altering definitions; etc. HGO.	<b>No Position</b>	<b>2/17 Favorable with Amendments Report by Health and Government Operations</b>  <b>2/20 Third reading Passed (134-0) with Amendments</b>
<b>HB 26</b>	<b>Public Schools - Children with Anaphylactic Allergies - Reduction of Risk</b> (Delegate Kullen) Requiring principals of public schools that have children attending the schools who have been identified as having anaphylactic allergies to take specified actions to reduce specified risks; requiring school principals to monitor specified files; requiring the monitoring of individualized health plans; etc.	<b>Oppose</b>	<b>House Bill heard on 2/17 in Ways &amp; Means</b>



## LEGISLATION

The bill count is now at 1,057 Senate bills and 1,562 House bills reaching 2,619 legislative measures introduced by the members of the Maryland General Assembly. There are also 9 House and 12 Senate Joint Resolutions. Of those 168 Senate bills and 225 House bills represent the operational and instructional side of issues facing our public schools.

### NEW INTRODUCTIONS

#### Curriculum

☞ **HB 1543 - Education - Public Schools - Virtual Schools** – Introduced by Delegates Boteler and Kach the bill authorizes the State Board of Education or a county board of education to establish a virtual school. A virtual school means an independent public school using technology to deliver a significant portion of instruction to its students via the Internet in a virtual or remote setting. A virtual school is subject to all applicable federal and state laws and regulations governing the operation of a public school. A student who is eligible for enrollment in a public school in the State may enroll in a virtual school. A virtual school shall provide each enrolled student:

- Access to a sequential curriculum that meets or exceeds the standards adopted by the county board in the county of the virtual school's principal place of business;
- The same length of time for learning opportunities per academic year that is required for public school students, unless the virtual school can show that a student has demonstrated mastery or completion of the subject area; and
- Regular assessment in reading, math, science, and social studies.

A curriculum adopted shall have an interactive program with significant online components. A virtual school shall provide to the parent or guardian of each enrolled student:

- Instructional materials;
- Access to necessary technology such as a computer and printer; and
- Access to an Internet connection for use on schoolwork.

A virtual school may not provide funds for the purchase of instructional programs or materials to a student or to a student's parent or guardian. The bill would not prohibit a virtual school from reimbursing a student or a student's parent or guardian for costs associated with an Internet connection for use in the virtual school program. A teacher employed by a virtual school shall have a teacher's certificate issued by the State Superintendent. A virtual school shall maintain an administrative office in the State that shall be considered its principal place of business. A virtual school shall be evaluated each year by its sponsor based on the following criteria:

1. The extent to which the school demonstrates increases in student achievement according to county and state academic standards; and
2. The accountability and viability of the virtual school, as demonstrated by its academic, fiscal, and operational performance.

The State Board may adopt regulations. The bill is assigned to the House Rules and Executive Nominations Committee for further consideration.

#### Special Education

☞ **HB 1558 - Student Stigma Act** – Introduced by Delegates Sophocleus, Beidle, Carr, Haynes, Howard, Montgomery, Riley, and Shank the bill changes references to "emotional disturbance" to "emotional or behavioral disability." Documents reflecting the renaming of emotional disturbance to be emotional or behavioral disability may not be used until all documents already in print and reflecting the terminology in use prior to the effective date have been used. The bill is assigned to the House Rules and Executive Nominations Committee for further consideration.

State Aid

**HB 1549 - Education Funding - Thornton Formula – Evaluation** – Introduced by Delegates Hixson, Barve, Frick, Gilchrist, Kaiser, and Rice the bill requires the State Department of Education to examine and evaluate the following education funding formulas:

- 1) The Foundation Program;
- 2) The geographic cost of education index (GCEI) adjustment;
- 3) The at-risk formulas, including compensatory education, students with limited English proficiency, and special education;
- 4) The Guaranteed Tax Base Program;
- 5) Transportation aid; and
- 6) Supplemental grants.

On or before July 1, 2009, submit to the Governor and the General Assembly a preliminary report that includes at least the following information concerning the most recently completed fiscal year ending June 30:

- 1) Results of the evaluation of the education funding formulas; and
- 2) Any recommendations of amendments proposed by the Department to the education funding formulas; and

On or before October 1, 2009, submit to the Governor and the General Assembly a final report on any recommendations of amendments proposed by the Department to the education funding formulas. The bill would if enacted take effect June 1, 2009. The bill is assigned to the House Rules and Executive Nominations Committee for further consideration.

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**PASSED HOUSE**

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**HB 20 - Intellectual Disability (Rosa's Law)** - This bill replaces the term “mental retardation” with “intellectual disability” in the State code. All related references are also replaced. The change in terminology effectively renames State facilities and residential centers that include the term “mentally retarded” or “mental retardation. The measure passed the House as amended by a vote of 134-0. As amended the bill added additional sponsors.

**HB 45 - Tattooing, Branding, and Body Piercing - Parental Consent** - This bill prohibits the tattooing, branding, or body piercing of a minor without the prior written consent of a parent or legal guardian. Written consent must take place in the presence of the person, or his or her employee, intending to tattoo, brand, or pierce the minor. An individual is subject to a civil penalty ranging from \$300 for a first offense and \$3,000 for multiple violations. Ear piercing is excluded from the scope of the bill. The bill passed the House by a vote of 136-0 as amended and is now in the Senate Judicial Proceedings Committee for further consideration. No hearing is scheduled at this time.

**HB 120 - Task Force to Study How to Improve Financial Literacy in the State - Membership, Staffing, and Extension** - This bill increases the membership of the Task Force to Study How to Improve Financial Literacy in the State and provides for additional staffing of the task force. The bill further extends the task force’s reporting date to December 1, 2009, and its termination date to June 30, 2010. The bill passed the House by a vote of 135-0. The bill is in the Senate Education, Health and Environmental Affairs Committee for further consideration. No hearing is scheduled at this time.

**NEW HB 184 - Education - Maryland's Preschool for All Business Plan - Final Report Requirements** - This bill requires the Maryland State Department of Education (MSDE) to consult with and accept comments from the county superintendents and local governing bodies regarding Maryland’s Preschool for All Business Plan before preparing and publishing a final version. The finalized business plan is due to the Governor and the General Assembly before December 1, 2009. The measure passed the House by a vote of 111-26 as amended. As amended the finalized business plan shall also include: the feasibility of and a cost projection for identifying pre-Kindergarten students attending public schools as enrolled students under § 5-202(a)(6) of the Education Article. The bill is in the Senate Budget and Taxation Committee and the Senate Education, Health and Environmental Affairs Committee for further consideration.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

March 19, 2009

The Board of Education of Howard County met in closed session on March 19, 2009, at 3:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss legal advice, personnel issue, and a school site. The motion was seconded by Patricia S. Gordon and approved 7/0. Persons present: Board members Frank J. Aquino, Chairman; Ellen Flynn Giles, Vice Chairman; Lawrence H. Cohen; Allen Dyer, Esq.; Sandra H. French; Patricia S. Gordon; and Janet Siddiqui, M.D.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Present for Legal Advice: Judy Bressler, Esq., Board legal counsel

Present for School Site: Sydney L. Cousin, Superintendent; Sandra Erickson, Deputy Superintendent; Mamie Perkins, Chief of Staff; Theresa Alban, Chief Operating Officer; Ken Roey, Executive Director, Facilities Planning & Management and Joel Gallihue, Manager, School Planning

Mr. Aquino called the meeting to order and reviewed the agenda which included receiving legal advice from Ms. Bressler on questions pertaining to the Board's Committee Structure/Protocol and operations and addressing possible school siting/land acquisition issues with staff. The personnel issue was removed from the agenda.

Upon receipt of the legal advice, the Board decided not to make any changes to current Board Committee protocols and reached consensus on future actions to address Board Member concerns.

The Board also received information regarding possible land acquisitions to address capacity issues in certain areas of the county. The Board directed the staff to continue discussions and report back to the Board.

Adjourned: 4:00 p.m.

Submitted by: \_\_\_\_\_  
Frank J. Aquino, Chairman  
Board of Education

Approved – September 10, 2009

OAH-DYER-000227

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

March 26, 2009

The Board of Education of Howard County met in closed session on March 26, 2009, at 2:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Patricia Gordon that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss a personnel matter and to secure legal advise thereon and to discuss negotiation parameters concerning collective bargaining agreements. The motion was seconded by Ellen Giles and approved 5-0, Mr. Dyer and Dr. Siddiqui were not present for the motion to close. Persons present: Board members Frank J. Aquino, Chairman; Ellen Flynn Giles, Vice Chairman; Lawrence H. Cohen; Sandra H. French; and Patricia S. Gordon;.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

**Personnel Matter:**

In addition to the Board Members who had voted to close the meeting, also present for discussion of this item were: Sydney L. Cousin, Superintendent; Sandra Erickson, Deputy Superintendent; Mamie Perkins, Chief of Staff; Theresa Alban, Chief Operating Officer; Raymond Brown, Chief Financial Officer; Linda Wise, Chief Academic Officer; and Judith Bresler, Esq., legal counsel to the Board of Education.

Dr. Cousin advised the Board of a personnel issue that he had recently been made aware of and advised that he would provide further details after speaking with the complainant's representative. Ms. Bresler advised the Board regarding the issue. Board Members Janet Siddiqui, M.D. and Allen Dyer arrived at the end of the discussion of this item.

**Negotiations Parameters:**

Sue Mascaro, Director Staff Relations and Mike Johnson, Director of Business Systems joined the meeting.

At the outset of the meeting Ms. Mascaro advised that the bargaining units under consideration today were – HCAA, AFSCME, HCEA ESP and HCEA Teachers. Ms. Mascaro also reviewed summary documentation to be utilized by the Board during the discussion. This documentation provided a status update of various issues under discussions between the HCPSS negotiating teams and the negotiators for the various bargaining units. The summary noted whether items were: Withdrawn from further consideration, Open and still unresolved, or items where Tentative Agreement had been reached.

**ACTION:**

Staff briefed the Board on the status of negotiations and the Board voted on negotiation parameters on those items where agreement had yet to be reached.

Adjourned: 3:15pm

Submitted by: \_\_\_\_\_  
Frank J. Aquino, Chairman  
Board of Education

Approved – September 10, 2009

OAH-DYER-000228

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

**March 26, 2009**

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, March 26, 2009, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Frank Aquino called the meeting to order at 4:00 p.m., and Felix Nwogbo, Howard HS SGA Student Representative, led the group in the Pledge of Allegiance.

At the request of the school system's office of Safety, Environment and Risk Management, Mr. Aquino read an announcement regarding the procedures for emergency evacuation of the Board Rooms. This announcement will be presented prior to each Board meeting.

## **Public Forum**

There was no one present to address the Board.

## **Approval of Agenda**

The following changes were made to the agenda:

- Item 4.A. – Pull Item P-3 from Bids and Contracts.
- Delete Item 4.C. – Closed Meeting Minutes.
- Add meeting dates to Item 5.C. – Regular Meeting Minutes (Regular Meeting of February 26, 2009; Legislative Committee Minutes of

Approved – April 30, 2009

OAH-DYER-000229

February 18 and March 18, 2009; and Policy Committee Minutes of March 9, 2009).

- Delete Item 7.G. – Committee Protocols.

*Action:* Mr. Cohen moved approval of the agenda as amended. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/0).

### **Superintendent's Report**

Dr. Cousin reported on his attendance at a number of recent school system activities. He also introduced and congratulated Michael Duffy, Howard HS Athletics and Activities Manager, for his selection as 2008/2009 Athletic Director of the Year by the Maryland State Athletic Directors' Association. In addition, he congratulated BSAP Specialist Patricia Branner-Pierce and Director of Student Services Pamela Blackwell, who were both honored by the Alpha Kappa Alpha Sorority for their work with children and families in the community.

### **Student Representative's Report**

Felix Nwogbo, Howard HS, spoke about his pride in Howard HS and the improvements that have occurred at the school. He stated that the school's objective is to move from good to great and green. He also reported on various school activities and noted that tests scores have been increasing, and Howard HS is participating in a contest for the greenest school.

### **Board Members' Reports**

Mr. Cohen reminded Board members that nominations for the Maryland Association of Boards of Education (MABE) Board of Directors are due on May 29, 2009.

Board members reported on various school and community events they attended over the past several weeks. Mrs. Gordon presented a report on the Board's "What Counts" forum that was held on November 11, 2008. It was noted that the report that emanated from "What Counts" is available to the public on BoardDocs.

On behalf of the Board, Mr. Aquino thanked Mrs. Gordon, Dr. Cousin, and staff for making the third edition of "What Counts" in education a success.

## NAACP 2008 Report Card

Dr. Rhonda Jones, Education Chair for the NAACP, presented the Board with the NAACP's 2008 Education Report Card for African American Students. Dr. Jones noted that African American children on average are not performing as well as they can and offered several recommendations to address this issue.

Mr. Aquino noted that the NAACP is celebrating its 100<sup>th</sup> anniversary this year and expressed appreciation for the partnership the school system has with the NAACP in helping to increase student achievement. Dr. Cousin and Board members also expressed appreciation to Dr. Jones and the NAACP for their work and collaborative efforts with the school system in enhancing student improvement.

Mr. Aquino requested that both consent agendas be combined for voting purposes due to the absence of the Student Member.

### Consent Agendas (Restricted\* and Regular)

*Action:* Mrs. Giles moved approval of the Regular and Restricted Consent Agendas, minus the committee meeting minutes and Item P-3 from Bids and Contracts. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

Bids and Contracts, Donations, and Regular Meeting Minutes of February 26, 2009 – Approved by the Board.

Bids and Contracts – Approved by the Board.

P-1	<b>EMAIL COMMUNICATION SYSTEM</b> MIS Sciences Corporation	\$64,000.00
P-2	<b>EXTERIOR BLEACHER RENOVATIONS – HOWARD HIGH SCHOOL</b> T. J. Distributors	\$85,070.00
P-3	<b>Pulled per Board action.</b>	
P-4	<b>AUDIO VISUAL EQUIPMENT</b> Washington Professional Systems Aves AV Systems GBC	\$ 1,000.00 3,000.00 4,000.00

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Pyramid School Products	4,000.00
Broadcast Supply	6,000.00
System Source	6,000.00
CCS	7,000.00
SW Plastic Binding	8,000.00
APF Industries, Inc.	10,000.00
Dell	10,000.00
CTL	11,000.00
AVI-SPL	18,000.00
Camcor	35,000.00
Kunz	36,000.00
Nicholas P. Pipino	50,000.00
B&H Photo	42,000.00
Peripheral Vision	50,000.00
Long's Electronics	50,000.00
Troxell	<u>90,000.00</u>
<b>TOTAL AWARD AMOUNT</b>	<b>\$441,000.00</b>

### Donations

- Manor Woods ES: PTA, in the amount of \$525, designated for the Cultural Arts Program, *Blue Sky Puppet Theatre - Field Day*.
- Running Brook ES: Judge Alice P. Clark, in the amount of \$500, designated for the purchase of educational books for students and professional development for teachers.
- Folly Quarter MS: Dr. Thuy Nguyen, in the amount of \$800, designated for the purchase of a cello for the Orchestra Program.
- Atholton HS: Atholton Youth Recreation Assn., Inc., in the amount of \$500, designated for the purchase of pitching machine balls, mini baseballs and catching equipment.
- Centennial HS: Boosters, in the amount of \$22,500, designated for the purchase of a scoreboard. The vendor has been approved by the HCPSS.
- Kimco Realty/DSVC Retail, in the amount of \$1,200, designated for the Chem Free After Prom Party.



Glenelg HS: Boosters, in the amount \$5,500, designated to cover salaries and other expenses for the SAT Prep class sponsored by the Boosters.

Meredith Ward, in the amount of \$1,000, designated for the J. M. Ward Scholarship Fund.

Long Reach HS: Boosters, in the amount of \$500, designated for the purchase of goggles for the girls' lacrosse team.

Society of American Military Engineers (Baltimore Post), in the amount of \$2,000, designated to support the engineering students participating in the Botball competition.

Marriotts Ridge HS: Howard County Youth Program, in the amount of \$1,500, designated to support all athletic programs.

Boosters, in the amount of \$510, designated to pay the 2008/2009 FBLA state and national registration fees.

Reservoir HS: Boosters, in the amount of \$750, designated to pay for uniforms for the indoor track team.

#### Legislative Committee Minutes of February 18, 2009

*Action:* Dr. Siddiqui moved approval of the February 18, 2009, Legislative Committee meeting minutes. The motion was seconded by Mrs. French and approved by the members of the Legislative Committee (3/0).

#### Legislative Committee Minutes of March 18, 2009

*Motion:* Dr. Siddiqui moved approval of the Legislative Committee meeting minutes of March 18, 2009. The motion was seconded by Mrs. French.

Mrs. French asked that the spelling of an attendee's name be verified for accuracy.

*Action:* The motion was approved by the members of the Legislative Committee (2/0/1), with Mr. Aquino abstaining due to his absence from the meeting.

#### Policy Committee Minutes of March 9, 2009

Mrs. French provided a brief overview of the March 9, 2009, Policy Committee meeting. The Policy Committee will meet again on May 4 and June 15, 2009.

*Action:* Mrs. Giles moved approval of the minutes of the Policy Committee meeting of March 9, 2009. The motion was seconded by Mrs. Gordon and approved by the members of the Policy Committee (3/0).

#### **Bridge to Excellence (BTE): Vision for Central Office Leadership**

*Presenters:* Dr. Terry Alban, Chief Operating Officer, and Ms. Dori Novak, Leadership Facilitator.

Dr. Alban and Ms. Novak reported on the Leadership Development and Performance System for central office leaders. Dr. Alban explained that for a number of years, central office leaders have relied on the performance standards and evaluation system that was designed for school-based leaders. In the spring of 2007, it was determined that standards for job performance, evaluation processes, and professional development opportunities should be strategically designed to fit the unique challenges and responsibilities these leaders face.

A committee of leaders from across all divisions of central office collaborated for two years to establish the leadership development and performance system. Leaders in every division are piloting the resulting product during the 2008/2009 year. Feedback from participants is being used to make revisions and to guide future professional development offerings.

#### *Discussion:*

Mr. Dyer expressed appreciation for the report and suggested that photographs be added to aid in recognition of staff.

Board members commended staff for the report and noted the importance of connecting central office operations with school-based staff in understanding the wide variety of roles of school system staff. It was also noted that the report focuses on the school system's mission and how the schools, students, and teachers can be served in the most effective way with compassion and integrity.

### **Proclamation: School Library Media Month**

*BOARD OF EDUCATION OF HOWARD COUNTY*

**PROCLAMATION**

DESIGNATING APRIL 2009

AS

SCHOOL LIBRARY MEDIA MONTH

WHEREAS, April 2009 has been proclaimed School Library Media Month in Maryland: and

WHEREAS, the purpose of the library media program is to ensure that students and staff are effective users of ideas and information; and

WHEREAS, the library media specialist's role is to provide the leadership and expertise necessary to ensure that the library media program is an integral part of the instructional program of the school; and

WHEREAS, library media specialists in each school teach the skills of locating and using information through traditional resources and new technologies, provide literature appreciation activities, and guide and encourage content and recreational reading for every student; and

WHEREAS, lifelong learning begins and is systematically developed through the library media curriculum of the elementary and secondary schools; and

WHEREAS, the library media program contributes to the individual growth and development of all students, while fostering both excellence and equity in education; and

WHEREAS, library media centers provide materials to meet individual needs, varied interests, abilities, diverse backgrounds and maturity levels of the students served; and

WHEREAS, the library media specialists of Howard County have dedicated themselves to work for quality library media programs for all students;

THEREFORE BE IT PROCLAIMED, that the Board of Education of Howard County does hereby proclaim April 2009 as School Library Media Month in all of the public schools of Howard County and calls upon school administrators,

Approved – April 30, 2009

OAH-DYER-000235

teachers, students and citizens of Howard County to recognize and support this action and to participate throughout the month of April in the celebration of School Library Media Month.

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Frank J. Aquino, Chairman	Sydney L. Cousin, Superintendent
Board of Education of Howard County	Howard County Public School System

*Action:* Mrs. Giles moved approval of the Proclamation: School Library Media Month. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

### **Proclamation: National Volunteers/Partnership Recognition**

*BOARD OF EDUCATION OF HOWARD COUNTY*  
**PROCLAMATION**  
 HONORING THE CONTRIBUTIONS  
 OF  
 EDUCATIONAL PARTNERS AND VOLUNTEERS

**WHEREAS** it is the mission of the Howard County Public School System to ensure excellence in teaching and learning so that each student will participate responsibly in a diverse and changing world; and

**WHEREAS** the Board of Education recognizes that partners in education and volunteers are vital components of a relevant educational experience and provide valuable assistance to professional educators in fulfillment of the mission of the school system; and

**WHEREAS** the Board of Education wishes to express sincere appreciation to all volunteers for their individual efforts in making this school system among the best in the nation; and

**WHEREAS** the Board also wishes to thank the corps of volunteers who serve the Howard County Public School System for their active interest in the children of Howard County, their contributions of time and talent, and their unyielding dedication to the goals of public education; and

**WHEREAS** partnerships with local businesses and organizations are a vital link between the community and its public schools;

**THEREFORE BE IT PROCLAIMED** that the Board of Education designates the week of April 19 – 25, 2009 as Partnerships in Education and Volunteers Week in the Howard County Public School System; and

**BE IT FURTHER PROCLAIMED** that it is the expressed wish of the Board of Education that this proclamation serve to launch meaningful volunteer recognition in all schools and that copies of this proclamation, along with Volunteer Recognition Certificates, be distributed to all schools to be used to express sincere appreciation to volunteers for their outstanding efforts and contributions.

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Frank J. Aquino, Chairman  
Howard County Board of Education

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Sydney L. Cousin, Superintendent  
Howard County Public School System

*Action:* Dr. Siddiqui moved approval of the Proclamation: National Volunteers/Partnership Recognition. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).

### **Legislative Report/2009 General Assembly**

*Presenter:* Mr. Ray Brown, Chief Financial Officer, and Dr. Janet Siddiqui, Legislative Committee Chairman.

Mr. Brown provided an update on HB 101/SB 166 – Budget Reconciliation Funding Act (BRFA), which relates to the first step in the process of approving the budget presented by the Governor. In an effort to address an additional \$516 million gap in revenue shortfalls statewide, the House Appropriations Committee took several actions that directly impact Howard County. As a result, HCPSS will need to increase its general fund expenditure and make other adjustments in the budget for a total of \$3.8 million. Next steps involve debate on the House floor, and the Senate is currently making its own recommendations in the cross-file bill SB 166.

#### *Legislative Committee Recommendations:*

Mr. Brown presented the Legislative Committee recommendations for the Board on the following bills:

#### HB 1543 – Education – Public Schools – Virtual Schools

Recommendation: Oppose

Rationale: Consistent with BOE Legislative Platform Position – Unfunded Mandate and Authority of Local Board.

HB 1543 would establish a Virtual School and would be very prescriptive in terms of how local boards establish the school and what resources local boards must provide.

HB 1558 - Student Stigma Act

Recommendation: No Position

This bill would change references from emotional disturbance to behavioral disability in certain acts.

HB 1549 – Education Funding – Thornton Formula – Evaluation

Recommendation: Support with Amendments

Rationale: Consistent with BOE Legislative Platform Position – Adequate Funding for Public School Education

This bill would require the Maryland State Department of Education (MSDE) to examine existing educational funding formulas. The committee recommends that the Board support HB 1549 with the following amendments:

- That the preliminary report be moved back from July 1 to September 1, 2009, and
- That the final report be moved back from October 1 to December 1, 2009.

*Discussion:*

Mr. Brown clarified that current law does not prevent the establishment of a Virtual School, but HB 1543 is very prescriptive in terms of how a Virtual School would be set up. The position to oppose the bill has also been taken by MABE and the Superintendents Association.

Action: Dr. Siddiqui moved approval of the positions stated for HB 1543, HB 1558, and HB 1549. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/0).

**2009/2010 Board of Education Meeting Schedule**

*Presenter:* Mrs. Patti Caplan, Director of Public Relations.

Based on suggestions from Board members, the following changes have been made to the proposed schedule since the March 12 report:

- The second Board meeting in December 2009 has been moved to Thursday, December 17, 2009.
- The Coffee and Conversation for Saturday, April 17, 2010, has been moved to Saturday, April 24, because of the Board's heavy schedule the week of April 12.

Approved – April 30, 2009

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*Discussion:*

It was noted that the Board could hold additional Coffee and Conversation sessions as desired or needed.

*Action:* Mrs. Giles moved acceptance of the Board's 2009/2010 calendar as presented in the revised report. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

**Quarterly Agenda - April-June 2009**

*Presenter:* Mrs. Kathy Hanks, Administrative Specialist to the Board of Education.

Mrs. Hanks presented proposed changes to the Quarterly Agenda since the previous report.

*Action:* Mrs. Giles moved approval of the Quarterly Agenda for April – June 2009, with the adjustments as indicated by the Board members. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0).

**Recess** – The meeting was recessed by the Chairman at 5:55 p.m. and reconvened at 6:10 p.m.

**Appointment - Community Advisory Council (CAC) Monthly Report**

Mr. Chris Wertman, CAC Chairman, presented information on the following topics for consideration by the Board, as well as the Superintendent and staff:

- Need for compensation for teachers who are involved as advisors in the Chesapeake Regional FIRST Robotics competition.
- Need for public hearing opportunities regarding guidelines presented to the Board, such as the Renovation Guidelines and Activity Fees Guidelines.

In addition, Mr. Wertman commented on the Howard County History Day competition recently held at Reservoir HS and the knowledge and presence demonstrated by students.

## **Appointment - PTA Council of Howard County (PTACHC) Monthly Report**

Mr. John Hannay, PTACHC President, spoke about the following:

- Assignment of council priority issues to various working committees and beginning the process of developing objectives that will guide the council's work over the next couple of years.
- Appreciation to the Board for considering indoor building safety and environmental issues related to Policy 6020 –School Construction Program.
- Work on the talent bank for purposes of policy advisory committee recruitment.
- Appreciation for the opportunity for involvement in the District Planning Team.
- PTA Reflections Competition - Five semi-finalists from Howard County have been selected to move on to the national level. An invitation was extended to the Superintendent and the Board to attend a special exhibition of the works of art that have been advanced from the county to the state level.

### **High School Capacity**

*Presenter:* Mr. Joel Gallihue, Manager of School Planning.

A new formula for determining high school capacities that results in an increase of system capacity of over 900 seats could delay redistricting for most high schools for up to six years.

This report follows one made to the Board on January 22, 2009, in which staff recommended using a formula that accounts for actual teaching stations and the existing state formula for calculating capacity. After visiting each of the high schools, hearing public testimony, and attending a High School Principals' meeting, staff recommends a revised count of the teaching stations and utilizing a varying utilization percentage.

The revised formula recommendation for high school capacity accounts for actual teaching stations, a 25:1 class size ratio, and a varying utilization percentage of 80 percent or 85 percent based upon meeting general educational specifications for space requirements.

Staff recommended that the Board approve the new formula for calculating high school capacity. These new capacities will be used to



drive redistricting recommendations made as part of the June 2009 Feasibility Study.

*Discussion:*

Mr. Gallihue noted that staff was asked to look at past redistricting. He stated that a summary of high school redistricting will be provided to the Board and indicated that most occurrences were associated with the opening of new schools.

Mr. Mike Williams, Athletics Coordinator, provided information on student enrollment and the relation to opportunities for involvement in extracurricular activities. He noted that currently the largest schools in HCPSS are not the schools winning most of the county championships. He indicated that in looking at enrollment projections, there does not appear to be a concern that a large school could possibly become a powerhouse in a particular sport. Mr. Williams also pointed out that in some sports, such as cross-country, the coach decides on the number of students allowed to participate.

Dr. Cousin noted the importance of having a rational process for calculating school capacity on an individual basis, rather than establishing one target population for all high schools.

Mr. Dyer expressed concern regarding equity in terms of access to the same activities in which students participate in each school. He indicated that changing the capacity formula may result in legal ramifications that are unknown at this time.

It was pointed out that the revised recommendation has five schools increasing in capacity, some by as few as 20 students, but the capacity of the other seven schools would be lower than 1,400.

Mrs. French expressed concern about a high school being allowed to exceed a capacity of 1,600 students. She stated her belief that the staff recommendation is a good plan, but she could not accept the percentage utilization of 80 percent for Long Reach and Wilde Lake high schools, which are newer schools, with an 85 percent capacity for an older school like Howard HS. She suggested that the public be given an opportunity to comment on the revised recommendation and postponing the Board's vote until the next meeting.

Mrs. Giles indicated that the recommendation would put the school system on a better track to accurately assess how the educational

program can be delivered at each school. The revised formula would also help the public understand how figures have been determined and how a measure can be consistently applied.

Mrs. Gordon expressed agreement with Mrs. Giles and indicated that a school with 1,600 students would probably not be too unrealistic as far as opportunities for students, although she stated that a school with a population lower than 1,000 students may not allow the same opportunities.

Dr. Siddiqui expressed appreciation to staff for taking on a community perspective in this process, which shows equity throughout the different schools. Mr. Gallihue noted that school principals were also involved in the process. He assured the Board that all studies took into consideration core spaces, number of lockers, etc., and determined that adequate resources are available to meet the needs of each school's recommended capacity.

Mr. Dyer reiterated his concerns about the Board's responsibility to provide the proper environment for students. He expressed his opinion that the change in capacities would give control to the County Council and County Executive, where control over the environment for students is secondary compared to available tax dollars.

Dr. Cousin pointed out that the variation in enrollment and targeted capacity has always existed, and the school system tries to balance those differences. Staff strives to ensure that students have the opportunity to take full advantage of offerings by meeting the goals of the school system and ensuring that every student has the maximum opportunities for participation.

Mrs. French reiterated her concern about not providing an additional opportunity for public input. Mr. Aquino noted that the public provided testimony regarding a more onerous recommendation, and staff has come back with a better scenario based on comments from the public and the Board.

*Motion:* Mrs. Gordon moved that the Board accept the recommendation for the high school capacity calculations. The motion was seconded by Mr. Cohen.

*Amendment to the Motion:* Mrs. French amended the motion to lower the utilization factor for Howard HS to 80 percent and raise the

utilization factor for Long Reach and Wilde Lake high schools from 80 percent to 85 percent.

Mrs. Gordon accepted the amendment to the motion.

*Discussion on the Amendment:*

Mr. Dyer expressed concern that the proposal is too nebulous because of its newness. He stated that Mrs. French's amendment was valid but indicated there may be other amendments that the Board should also consider.

*Action:* The amendment to the motion was approved by the members of the Board (7/0).

*Action:* The amended motion was approved by the members of the Board (6/1), with Mr. Dyer voting no.

**Adjournment** – By consensus, the meeting was adjourned at 8:03 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

Legislative Committee Meeting  
UL7  
March 30, 2009 – 10:00 a.m.

Committee: Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French  
Staff: Raymond H. Brown, CFO

Attendees: Janet Siddiqui, Chairman; Sandra H. French, Raymond H. Brown  
Staff: Kathy Hanks  
CAC/PTA Council Representative: Ms. Faenita Dilworth

Item	Subject	Discussion	Action/Status	Follow-up
I	Call to Order	10:08 a.m.	By consensus	
II	Approval of Agenda		By consensus	
III	Review	<p>1. MABE legislative committee update</p> <p>2. Legislative update</p>	<p>Mr. Brown reviewed the legislative issues at the last Board meeting.</p> <p>Mrs. Hanks will prepare the letters to remind the legislature of the Board's position on HB1243/SB673 Fairness in Negotiations Act. The letters will be completed today, Monday, March 30, 2009.</p> <p>There was detailed discussion regarding BRFA. The Senate version will cut \$2M from our budget. The House cuts \$3.8M. The total possible cuts from our budget would be \$5.8M. See Exhibits #1 and #2.</p>	

Approved - May 12, 2009

OAH-DYER-000244

Legislative Committee Meeting  
UL7  
March 30, 2009 – 10:00 a.m.

Committee: Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French  
Staff: Raymond H. Brown, CFO

Attendees: Janet Siddiqui, Chairman; Sandra H. French, Raymond H. Brown  
Staff: Kathy Hanks  
CAC/PTA Council Representative: Ms. Faenita Dilworth

Item	Subject	Discussion	Action/Status	Follow-up
			<p>Highlights of BRFA that were discussed were: we cannot supplant \$1.9M with stimulus money and the Senate froze appropriation increases for two years and amended the Student Transportation Grant to eliminate the inflationary increase for 2011 &amp; 2012. These have not come out of committee yet but Mr. Brown will keep the Board informed.</p> <p>The Senate Budget and Taxation Committee has passed legislation to give the County Governments an extension from April 1<sup>st</sup> until May 1<sup>st</sup> to apply for a waiver for Maintenance of Effort. See page 5 of the handout for details.</p>	

Approved - May 12, 2009

OAH-DYER-000245

Legislative Committee Meeting  
 UL7  
 March 30, 2009 – 10:00 a.m.

Committee: Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French  
 Staff: Raymond H. Brown, CFO

Attendees: Janet Siddiqui, Chairman; Sandra H. French, Raymond H. Brown  
 Staff: Kathy Hanks  
 CAC/PTA Council Representative: Ms. Faenita Dilworth

Item	Subject	Discussion	Action/Status	Follow-up
			<p>HB792/SB 569 Collective Bargaining was discussed. Mr. Brown will follow up and give the committee updates.</p> <p>Mr. Brown will notify the full Board of any legislative updates between now and the next Board meeting on April 16<sup>th</sup>.</p> <p>HB1046/SB710 State Retirement &amp; Pension System: There was detailed discussion of this bill.</p> <p>HB841 MCPS – Funding Accountability and Transparency Act MC930-09: there was some discussion.</p>	
IV	Scheduling	Next meeting will be Wednesday, May 6, 2009 at 3:00 p.m. in Board Room A.		
V	Adjournment	Meeting was adjourned 10:58 a.m.		

Approved - May 12, 2009

OAH-DYER-000246

**Quarterly Meeting of the  
Howard County Board of Education and  
Howard County Council**

Howard County Council  
8930 Stanford Building  
Columbia, MD 21045

April 1, 2009  
8:15 a.m.

Attendees were as follows:

- Board Members: Ellen Flynn Giles, Vice Chairman;  
Lawrence H. Cohen (arrived at 8:45 a.m.); Allen Dyer;  
Sandra H. French; Patricia S. Gordon; and Janet Siddiqui
- County Council: Mary Kay Sigaty, Chairperson; Jennifer Terrasa, Vice Chairperson  
(arrived at 8:30 a.m.); Calvin Ball; Greg Fox; Courtney Watson;  
and Stephen LeGendre, Council Administrator
- Council Staff: Haskell Arnold, Terry Chaconas, Mary Clay, Lisa Geerman,  
Karen Knight, Caryn Lasser
- School Staff: Dr. Sydney Cousin, Superintendent; Sandra Erickson,  
Deputy Superintendent; Mamie Perkins, Chief of Staff;  
Raymond Brown, Chief Financial Officer; Dr. Terry Alban,  
Chief Operating Officer
- Board Staff: Kathy Hanks, Administrative Specialist

Ms. Sigaty called the meeting to order at 8:17 a.m.

**1. Review of projection process for capital and operating budgets:**

Mr. Gallihue explained that enrollment projections are prepared annually and are very detailed and number oriented. There was detailed discussion regarding the projection methods: official enrollment reports given to MSDE as of September 30<sup>th</sup>, population, housing types, cohorts, and the accuracy of the process. There was also discussion regarding the 2009 Feasibility Study and the 2009 Attendance Area Review schedule. The High School Capacity report was mentioned, and the Council agreed with the Board's recent decision. It was noted that the process has greatly improved.

Approved April 16, 2009  
OAH-DYER-000247

**2. Planning for mid-year enrollment increases from transfers from private to public schools:**

Dr. Alban distributed a handout. The school system is down from transfers from private school. The school system is not anticipating any big changes. There was detailed discussion on how the school system handles staffing with the influx of students.

**3. "Green Projects":**

Mr. Roey will represent the Howard County Public School System at GreenFest. A handout was distributed. The definition of "Green" and the cost and investment of being "Green" was discussed. It was stated that Northfield ES is on target to be HCPSS' first LEED Silver school. This is very noteworthy as it is an existing building. HCPSS works with schools and assists students to promote "Green" programs such as recycling. HCPSS has ten schools that have achieved Green School Certification, and all schools are encouraged and supported to become "Green" certified.

**4. What Counts in Education:**

Ms. Gordon reported on the "What Counts" event that took place in the fall. The brochure was distributed. It was a community event that specifically discussed the budget and how it is created. HCPSS staff used the outcome in setting budget priorities. The Board finds that "What Counts" is a useful tool in reaching out to the community. There was detailed discussion on the "What Counts" brochure.

Meeting was adjourned at 9:20 a.m.



# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

**April 16, 2009**

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, April 16, 2009, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Janet Siddiqui, M.D.

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Frank Aquino called the meeting to order at 4:05 p.m., and Mr. Cohen led the group in the Pledge of Allegiance.

## **Presentation of *Friends of Education Awards***

The Friends of Education Award was established by the Board to recognize and show appreciation to those who have made exemplary volunteer contributions in support of the school system's mission of excellence in teaching and learning. The award also serves to increase awareness of how community involvement enhances student achievement. Any member of the Howard County community or any group, organization, or business located in or serving Howard County may be nominated for the award.

Mr. Aquino introduced the four nominees and the recipient of the 2009 Friends of Education Award. Board members presented the nominees with a certificate and the recipient with the award.

Nominees: Ms. Sheila Bishoff, Mr. Joseph Herr, Mr. Mike Kerwin, and Ms. Johnnie Nussbaum

Recipient: Mrs. Caryn Lasser

Approved – May 12, 2009

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## Public Forum

Ms. Lauren Rifkin expressed concern regarding equal opportunities for educators who are seeking state scholarship funds to cover the \$2,500 application fee for National Board Certification.

## Approval of Agenda

The following changes were made to the agenda:

### Delete:

- Item 3.G. - Closed Meeting Minutes.
- Item 5.F. – Legislative Report - 2008 General Assembly.
- Item 9. - Appointment – PTA Council of Howard County Monthly Report.

It was noted that replacement pages were provided for Item 3.B. – Bids and Contracts.

Approval of meeting minutes includes the Board's Regular Meeting of March 12, 2009, and the BOE/County Council Quarterly Meeting of April 1, 2009.

*Action:* Mrs. Giles moved approval of the agenda as amended. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (6/0).

## Superintendent's Report

Dr. Cousin congratulated the following individuals:

- Ms. Adejire Bademosi, Student Board Member, for her selection as a Bentley University Tomorrow25 winner.
- Mr. Tony Miceli, Burleigh Manor MS teacher, for his selection as the 2009 Middle School Advisor of the Year by the Maryland Association of Student Councils.
- Ms. Tracy Ganey Spillman, gifted and talented resource teacher at Lime Kiln Middle School, for her selection as the Washington Post Agnes Meyer Outstanding Teacher.
- Ms. Cynthia Hankin, Principal of Deep Run ES, for receiving the Washington Post's Distinguished Educational Leadership Award.
- Mr. William Ryan, Principal of River Hill HS, for his selection as the 2009 Maryland Principal of the Year by the Maryland Association of Secondary School Principals.

## **Student Representative's Report**

No Student Representative was present to address the Board.

## **Board Members' Reports**

Mr. Cohen, Chairman of the Board's Audit Committee, reported on the March 18, 2009, committee meeting.

*Action:* Mr. Cohen moved approval of the Audit Committee Meeting Minutes. The motion was seconded by Mrs. Giles and approved by the members of the committee (2/1), with Mr. Dyer voting no.

Mr. Cohen reported that he and County Council Chairperson, Mary Kay Sigaty, visited eight schools on April 13, 2009. He thanked the administrators, teachers, and students for their hospitality.

Mrs. French reported on the National School Board Association (NSBA) Conference, held in San Diego, California, that was attended by four Board members.

Mrs. Giles reported that she; Mr. Aquino; Dr. Cousin; and Mr. Krownapple, Cultural Proficiency Coordinator, were asked to present information at the NSBA Conference on the HCPSS Cultural Proficiency Initiative. Mrs. Giles was also included in the Maryland Association of Boards of Education (MABE) presentation, "Are You Smarter Than A Board President?" In addition, Mrs. Giles attended the graduation ceremony of DEAR (Drop Everything And Read)—an HCPSS partnership program with the Howard County library.

Mr. Dyer reported that he and Dr. Siddiqui attended Howard County's First Environmental Summit "Greenfest" on April 4, 2009. He also attended an event organized by a Guilford ES parent where Guilford students and others came together and cleaned up a specific area as a way of giving back to the Guilford area community.

## **Consent Agendas - Restricted\* and General**

Due to the absence of the Student Member, the Board combined both the Restricted and General Consent agendas for approval. The BOE/County Council Quarterly Meeting Minutes were pulled for voting purposes.

Staff Personnel; Bids and Contracts; Donations; Operating Budget Monthly Report; School Construction Monthly Report; SB894 Certification Letter, and Minutes of the March 12, 2009, Regular Board Meeting.

*Action:* Mrs. Giles moved approval of the Restricted and General Consent agendas as specified. The motion was seconded by Mr. Cohen and approved by the members of the Board (6/0).

Minutes of the BOE/County Council Quarterly Meeting of April 1, 2009.

*Action:* Mrs. Giles moved approval of the BOE/County Council Quarterly Meeting Minutes of April 1, 2009. The motion was seconded by Dr. Siddiqui and approved by the Board (5/1), with Mr. Aquino abstaining.

Staff Personnel – Approved by the Board.

**Resignations**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Reason</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
Ardinger, Richard	HaHS	Math	Personal	8.0	06/16/09
Bonnington, Lori	TRES	Spec. Ed.	Other Employment	12.0	06/30/09
Fargnoli, Christine	LWES	Elem. Ed.	Personal	2.0	06/19/09
Fine, Kristopher	LRHS	Science	Personal	3.7	03/06/09
Gottlieb, Lisa	Fr. Leave	GT Resource	Family Obligations	8.0	06/30/09
Kirchhoff, Molly	Fr. Leave	Forg. Lang.	Leave Expired	9.0	06/30/09
Meek, Casey	CLES	Spec. Ed.	Personal	2.0	06/19/09
Marsico, Christa	Fr. Leave	Elem. Ed.	Family Obligations	10.0	06/30/09
Moran, Adrienne	Fr. Leave	Elem. Ed.	Family Obligations	8.0	06/30/09
Pallett, Lisa	Fr. Leave	Elem. Ed.	Continue Education	9.0	06/30/09
Snider, Rachael	Fr. Leave	Elem. Ed.	Leave Expired	6.0	06/30/09
Tate, Lindsay	JHES	Elem. Ed.	Relocation	2.0	06/19/09
Taylor, Stacey	Fr. Leave	Forg. Lang.	Personal	12.0	06/30/09

**Leaves of Absence**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
Dilley, Kiersten	HFES	Spec. Ed.	11.0	08/25/09
Dorsey, Teresa	BSES	Elem. Ed.	4.0	03/11/09
Figueroa, Kelly	GES	Elem. Ed.	7.0	04/22/09
Wright, Georgia	BSES	Elem. Ed.	4.0	03/17/09

<b><u>Retirement</u></b>			<b>Years in</b>	<b>Effective</b>
<b><u>Name</u></b>	<b><u>School</u></b>	<b><u>Grade or Subject</u></b>	<b><u>Howard County</u></b>	<b><u>Date</u></b>
Meconi, Steve	NOES	Principal	22.0	07/01/09

Bids and Contracts – Approved by the Board.

<b><u>Exhibit</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
P-1	<b>STUDENT TRANSPORTATION</b> B.L. Corn Inc. Ram's Bus Service <b>TOTAL AWARD</b>	\$ 58,230 63,270 <hr/> <b>\$121,500</b>
P-2	<b>STUDENT TRANSPORTATION</b> Trans-White, Inc. Bowen's Bus Service Inc. SDS Bus Service Tip Top Transportation <b>TOTAL AWARD</b>	\$ 57,425.40 116,671.50 119,557.80 348,030.00 <hr/> <b>\$641,684.70</b>
P-3	<b>PRINT SHOP PAPER</b> Xpedx	\$ 77,108.90
P-4	<b>COMPREHENSIVE COMPUTER-TO-PLATE (CTP) SYSTEM</b> GE Richards Xpedx <b>TOTAL AWARD</b>	\$ 863.52 35,129.92 <hr/> <b>\$35,993.44</b>
P-5	<b>HAND SANITIZER</b> Leonard Paper Co.	\$79,875.00
P-6	<b>WEB BASED GRADE REPORTING SERVICE</b> TeacherEase	\$42,000.00
P-7	<b>CHILLER REPLACEMENT AT HOMEWOOD SCHOOL</b> McQuay	\$99,546.00
P-8	<b>CORE NETWORK UPGRADE</b> Presidio Solutions	\$390,757.88

Donations – Approved by the Board.

## HCPSS

Technology Ctr.: Howard Community College, computer servers valued at \$3,400.

Bushy Park ES: Target, in the amount of \$533.46, designated for the purchase of printer cartridges for the computer lab.

Running Brook ES: Mr. Robert Bryan, in the amount of \$500, designated to purchase student planners and to assist families with field trip expenses.

Mr. William L. Jews, in the amount of \$500, designated to purchase books for reading and math night.

Mrs. Vivian Bailey, in the amount of \$1,000, designated to purchase two Wii systems and games. The Wii will be used by physical therapists to encourage large motor skills for special needs students.

Burleigh Manor MS: Centennial HS SGA, in the amount of \$800, designated to assist with the expenses of students attending the Maryland Association of Student Council conference.

Atholton HS: Target, in the amount of \$522.15, designated for the purchase of HSA supplementary materials and booklets.

Steuart Investment Company, in the amount of \$1,000, designated to assist with the purchase of a baseball pitching machine.

Beers & Cutler PLLC, in the amount of \$500, designated to assist with the purchase of a baseball pitching machine.

Boosters, in the amount of \$2,200, designated for the purchase of uniforms for the girls' lacrosse team.

- Centennial HS: PTSA, in the amount of \$2,000: (\$500) designated for the Class of 2009, (\$500) designated for the Class of 2010, (\$500) designated for the Class of 2011, and (\$500) designated for the Class of 2012.
- Howard HS: Target, in the amount of \$925.91, designated for PBIS student incentives and awards.
- Long Reach HS: Target, in the amount of \$575.24, designated to support the Renaissance Program, a program that supports academic achievement.
- Boosters, in the amount of \$1,600: (\$1,000) designated for the track team, and (\$600) designated for the purchase of a baseball batting cage.
- Marriotts Ridge HS: Boosters, in the amount of \$4,500: (\$1,500) designated for the purchase of dance costumes, (\$2,000) designated for honor roll incentives, and (\$1,000) designated to support the "History Alive" workshops.
- PTSA, in the amount of \$658.11: (\$300) designated for the purchase of novels for the Italian class, (\$100) for a guest speaker, P. Spevak, Ph.D., and (\$258.11) for junior symposium expenses.
- Mount Hebron HS: Target, in the amount of \$589.41, designated for Student-of-the-Month activities.
- Oakland Mills HS: Target, in the amount of \$703.48, designated for the purchase of pens and other incentives for community volunteers.
- Reservoir HS: Tomorrow's Treasures, two embroidery machines, valued at \$9,522, designated for the Fashion Technology Program.

River Hill HS: Boosters, in the amount of \$900, designated for the purchase of uniforms for the girls' basketball team.

Mr. Frank Coale, in the amount of \$672.80, designated for the purchase of lacrosse equipment for the boys' lacrosse team.

Target, in the amount of \$570.37, designated for the purchase of computer cartridges.

Operating Budget Monthly Report – Accepted by the Board.

School Construction Monthly Report – Accepted by the Board.

SB894 Certification Letter – Approved by the Board.

### **Proclamation: National Administrative Professionals Week**

*BOARD OF EDUCATION OF HOWARD COUNTY*  
**PROCLAMATION**  
**HONORING**  
THE ADMINISTRATIVE PROFESSIONALS  
OF THE  
HOWARD COUNTY PUBLIC SCHOOL SYSTEM

**WHEREAS** April 19-25, 2009 is designated as National Administrative Professionals Week; and

**WHEREAS** office professionals have served the schools and offices of the Howard County Public School System with dedication and commitment throughout the history of the organization; and

**WHEREAS** office professionals play a vital role in advancing the mission and goals of the school system; and

**WHEREAS** office professionals continue to keep pace with rapid changes in their work environment and master advanced office technology with competency; and

**WHEREAS** the office professionals frequently and willingly respond to needs over and above their job responsibilities; and

**WHEREAS** these dedicated employees consistently demonstrate the highest professional standards; and

**WHEREAS** the contributions of each and every office professional in the system are essential to the provision of quality public education for all children;

Approved – May 12, 2009

OAH-DYER-000256



**THEREFORE BE IT PROCLAIMED** that the Board of Education of Howard County supports efforts to express appreciation to the office professionals of the school system; and

**BE IT FURTHER PROCLAIMED** that the Board designates April 19-25, 2009 as Administrative Professionals Week in the Howard County Public School System in order to recognize the many and varied contributions made by office professionals.

\_\_\_\_\_  
Frank J. Aquino, Chairman  
Board of Education of Howard County

\_\_\_\_\_  
Sydney L. Cousin, Superintendent  
Howard County Public School System

*Action:* Dr. Siddiqui moved approval of the Proclamation Honoring the Administrative Professionals of the HCPSS. The motion was seconded by Mrs. French and approved by the members of the Board (6/0).

**Proclamation: School Psychology Week**

*BOARD OF EDUCATION OF HOWARD COUNTY*  
**PROCLAMATION**  
**HONORING**  
**SCHOOL PSYCHOLOGISTS**

**WHEREAS**, the mission of the Howard County Public School System is to ensure excellence in teaching and learning so that each student will participate responsibly in a diverse and changing world, and

**WHEREAS**, to accomplish this mission, schools must apply sound principles of psychology to teaching and learning, and cultivate each child's intellectual, social and emotional development; and

**WHEREAS**, school psychologists play a vital role in the personal and academic development of students; and

**WHEREAS**, school psychologists help parents and educators foster healthy child development and are the school-based experts in children's learning and psychological development; and

**WHEREAS**, school psychologists are leaders in delivering mental health services to students; and

**WHEREAS**, in times of crisis, school psychologists provide critical support services to all members of the school community as part of Crisis Intervention Teams; and

**WHEREAS**, school psychologists are key to the school system's ability to provide a safe and nurturing environment for all students; and

**THEREFORE BE IT PROCLAIMED** that the Board of Education of Howard County designates April 27 through May 1, 2009 as School Psychology Week in the Howard County Public School System as a means to call attention to the essential role of the

school psychologist in our public schools; and

**BE IT FURTHER PROCLAIMED** that the Board of Education extends its gratitude and appreciation for the many contributions made by school psychologists in support of our students and their intellectual, social and emotional growth.

\_\_\_\_\_  
Frank J. Aquino, Chairman  
Board of Education of Howard County

\_\_\_\_\_  
Sydney L. Cousin, Superintendent  
Howard County Public School System

*Action:* Mrs. Giles moved approval of the Proclamation Honoring School Psychologists. The motion was seconded by Mr. Cohen and approved by the members of the Board (6/0).

**Proclamation: Honoring School Food Services Staff**

*BOARD OF EDUCATION OF HOWARD COUNTY*  
**PROCLAMATION**  
**SALUTING**  
SCHOOL FOOD & NUTRITION SERVICE PERSONNEL

**WHEREAS** May 4-8, 2009 has been proclaimed as the 24<sup>th</sup> Annual Salute to School Food and Nutrition Service Personnel Week in Maryland; and

**WHEREAS** the School Food and Nutrition Service Program provides a valuable service to students, staff, and citizens of Howard County; and

**WHEREAS** the 218 School Food and Nutrition Service employees in the public schools of Howard County are an integral part of the school system; and

**WHEREAS** School Food and Nutrition Service Personnel prepare and serve approximately 3,255,000 school lunches annually; and

**WHEREAS** the School Food and Nutrition Service Personnel of the Howard County Public School System deserve to be recognized for their dedication and continuing commitment to providing healthy, nutritious meals to students;

**THEREFORE BE IT PROCLAIMED** that the Board of Education of Howard County joins with other school systems in the State of Maryland in designating the week of May 4-8, 2009 as Salute to School Food and Nutrition Service Personnel Week; and

**BE IT FURTHER PROCLAIMED** that the Board of Education wishes to thank the School Food and Nutrition Service employees of the Howard County Public School System for their outstanding service and dedication.

\_\_\_\_\_  
Frank J. Aquino, Chairman  
Board of Education of Howard County

\_\_\_\_\_  
Sydney L. Cousin, Superintendent  
Howard County Public School System

*Action:* Mr. Aquino moved approval of the Proclamation Saluting School Food and Nutrition Service Personnel. The motion was seconded by Mrs. Giles and approved by the members of the Board (6/0).

### **Proclamation: School Nurse/Health Services Day**

*BOARD OF EDUCATION OF HOWARD COUNTY*  
**PROCLAMATION**  
DESIGNATING MAY 6, 2009  
AS  
SCHOOL HEALTH SERVICES DAY

**WHEREAS** a goal of the Howard County Public School System is to provide a safe and nurturing school environment for all students; and

**WHEREAS** school nurses and health assistants collaborate with parents, other health professionals and other school staff to provide services for students that promote optimum health for academic success; and

**WHEREAS** school nurses and health assistants provide treatments and services for students to reduce interruptions in learning; and

**WHEREAS** school nurses and health assistants support adequate yearly progress among all student groups by bridging the gap between health, wellness and learning; and

**WHEREAS** school nurses and health assistants play an integral role in assisting families to access health care for their children; and

**WHEREAS** school nurses and health assistants assist students to develop lifelong health habits that prepare them to actively participate in a culturally diverse and changing world; and

**WHEREAS** school nurses and health assistants emphasize prevention of disease and injury, and promote health utilizing health services, health counseling, and health education;

**THEREFORE BE IT PROCLAIMED** that the Board of Education of Howard County designates Wednesday, May 6, 2009, as School Health Services Day in the Howard County Public School System; and

**BE IT FURTHER PROCLAIMED** that this proclamation serves to launch meaningful activities in all schools in recognition of the contributions made by our school health services professionals.

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Frank J. Aquino, Chairman  
Board of Education of Howard County

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Sydney L. Cousin, Superintendent  
Howard County Public School System

*Action:* Mrs. French moved approval of the Proclamation Designating May 6, 2009, as School Health Services Day. The motion was seconded by Mr. Cohen and approved by the members of the Board (6/0).

### **Proclamation: Honoring Occupational Therapists**

*BOARD OF EDUCATION OF HOWARD COUNTY*  
**PROCLAMATION**  
**HONORING**  
OCCUPATIONAL THERAPISTS

**WHEREAS**, April 2009 has been proclaimed Occupational Therapy Month by the American Occupational Therapy Association; and

**WHEREAS**, the 34 occupational therapists employed by the school system make valuable contributions to education by helping students regain the skills necessary to continue their learning after an illness or injury; and

**WHEREAS**, occupational therapy is an integral part of the special education services available to students; and

**WHEREAS**, the health and productivity of our students depend upon the effective use of health care resources, including the important services of occupational therapists;

**THEREFORE BE IT PROCLAIMED** that the Board of Education of Howard County designates April 2009 as Occupational Therapy Month in the Howard County Public School System; and

**BE IT FURTHER PROCLAIMED** that the Board of Education extends its sincerest gratitude for the services provided by these valued health professionals in support of children and their education.

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Frank J. Aquino, Chairman  
Board of Education of Howard County

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Sydney L. Cousin, Superintendent  
Howard County Public School System

*Action:* Mr. Cohen moved approval of the Proclamation Honoring Occupational Therapists. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (6/0).

### **Audit Recommendation Status Report**

*Presenter:* Ms. Iris Ritter, Accounting Manager.

Ms. Ritter presented an update on the following items:

- Findings and recommendations resulting from the independent audit of financial statements for FY 2008.

- Management's response to the findings and recommendations and the status of management's corrective action plans.

*Discussion:*

Mrs. French and Mr. Dyer expressed concern regarding the password policy, which includes an 8-character minimal length password and a 90-day password expiration date.

### **Relocatable Classroom Assignment**

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management.

Mr. Roey explained that an adjustment was made to staff's recommendation for placement of relocatable classrooms since the March 12, 2009, Board meeting. During development of the schedule for Mt. Hebron HS next year, construction at the school led to a conclusion that two additional units would be necessary. Construction staff have verified the feasibility of locating these units safely on site.

Mr. Roey noted that the final recommendation represents the best balance of needs versus available resources.

The proposal moves nine units for capacity and program needs as follows: one each to Atholton, Laurel Woods, and Running Brook elementary schools, and two each for Veterans ES, Waterloo ES, and Hammond HS.

Additionally, seven units will be moved to Northfield ES and 14 units to Mt. Hebron HS to accommodate students during renovations at those schools. Plans are to remove one unit each from Elkridge ES, Swansfield ES, and Mount View MS; two each from Lisbon and West Friendship elementary schools; three each from Hollifield Station and St. John's Lane elementary schools; and five from Triadelphia Ridge ES.

*Discussion:*

Mr. Roey explained that Mr. Joel Gallihue, Manager, School Planning, took a considerable amount of time to visit and talk to each school principal individually to make sure they were comfortable with the reasoning behind the final relocatable classroom decisions.

Mr. Aquino asked Mr. Roey for an updated chart on "Proposed Changes – Relocatables/Modular Classrooms".

*Action:* Mrs. Giles moved acceptance of the recommendation for the assignment of relocatable classrooms. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (6/0).

### **Northfield ES Additions and Renovation - Approval of Construction Documents\***

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management, and Mr. Michael Lahowin, Principal, TCA Architects.

Mr. Roey and Mr. Lahowin explained the Construction Document (CD) brochure, which describes the new additions and renovations at Northfield ES. The project scope of work includes adding six classrooms (150 students) in grades 1-5, a cafeteria expansion, an additional art and music room, and a gym activity room along with additional support spaces such as storage areas, bathrooms, and teacher planning spaces. They explained that the addition of the new spaces would create a circular flow pattern that would improve student class changes and that this design intent is to achieve a LEED (Leadership in Energy and Environmental Design) Silver Certification. Northfield ES will be the first "Green" building and the first geothermal system for HCPSS.

#### *Discussion:*

Mr. Bruce Gist, Director of School Construction, and Mr. Lahowin explained the LEED Scorecard and possible credits that can be obtained for certification.

Board members expressed concern regarding the placement of a door in the principal's office leading to the exterior of the building.

Dr. Siddiqui thanked Mr. Gist and Mr. Lahowin for extending the bike path and adding the bike rack for students.

*Action:* Mrs. Giles moved acceptance of the construction documents. The motion was seconded by Mr. Dyer and approved by the members of the Board (6/0).

### **Policy - 7060 – Royalties**

*Presenter:* Mr. Mark Blom, General Counsel.

Policy 7060 was reviewed under the guidelines for policy development and adoption. A committee of stakeholders, chaired by Mr. Blom, was convened to make recommendations for revisions.

Mr. Blom stated that the policy has been updated to cover not just written materials and books, but also other types of materials. He clarified the issue regarding the amount that must be donated to an approved charity if an employee produces or authors a product that is purchased by the HCPSS.

Mr. Blom presented revisions to Policy 7060, with a proposed effective date of July 1, 2009.

*Discussion:*

Mrs. Giles asked if approval by the Ethics Commission would be available by the proposed effective date. Mr. Blom stated that the Ethics Commission has been very responsive and works with local Boards very cooperatively.

Mrs. French suggested that "content" be changed to "context" under the Definitions section of the policy.

A discussion took place regarding whether or not the Board has the authority to copyright intellectual property. Mr. Dyer stated his belief that if the Board approved the proposed policy as written, the Board would be acting illegally and operating beyond its authority.

Mr. Blom explained that the Maryland Public Information Act gives citizens a broad right of access to documents by a public school system, but it is not an absolute right. He stated that documents protected by another law, specifically documents protected by federal statute, may not be released. Dr. Siddiqui added that the BOE is a public domain and has the responsibility to protect information that is produced in the school system. Mrs. French pointed out that the Board always seeks legal counsel and should reserve the right to choose to copyright or to patent.

Mr. Aquino asked if there were other school systems with similar policies. Mr. Blom replied yes and stated that part of the committee's work was to review policies of other school systems in Maryland. He added that the committee found that an extremely uniform and

consistent approach across the country, as is reflected in the policy presented to the Board.

*Action:* Mr. Cohen moved acceptance of Policy 7060 – Royalties, as written. The motion was seconded by Mrs. French and approved by the members of the Board (5/1), with Mr. Dyer voting no.

### **Policy – 1050 – Tobacco Free Environment**

*Presenter:* Mr. Dave Bruzga, Administrative Director, Secondary Schools.

Mr. Bruzga reported on the recommended revisions:

- Remove “school bus stops” from the definition of “School Building”.
- In Item IV. C., “additional non-compliance” was substituted for “a third offense”.

*Discussion:*

Mrs. French asked if school bus stops are considered part of school property with regards to a student smoking. Mr. Bruzga explained that Policy 1050 – Tobacco Free Environment and Policy 9240 – Student Use and Possession of Tobacco prohibit everyone (parents as well as students) from using tobacco products at school bus stops during the time that these places are used for school purposes.

*Action:* Mrs. Giles moved acceptance of Policy 1050 – Tobacco Free Environment. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (6/0).

### **Policy – 9240 – Student Use and Possession of Tobacco**

*Presenter:* Mr. Dave Bruzga, Administrative Director, Secondary Schools.

Mr. Bruzga reported on recommended revisions based on input from the public, staff, and Board members.

- Remove the definition of Constructive Possession.
- Remove “school bus stops” from the definition of School Building.
- Add a definition for “tobacco”.



*Discussion:*

Discussion involved the legal implications of defining school bus stops as legal property of the school system. It was noted that school bus stops are addressed in the Standards portion of the policy.

Action: Dr. Siddiqui moved approval of Policy 9240. The motion was seconded by Mr. Cohen and approved by the members of the Board (6/0).

**Policy – 1060 – Bullying, Harassment, or Intimidation (New)**

*Presenter:* Ms. Pamela Blackwell, Director, Student Reassignment, and Ms. Arlene Harrison, Administrative Director, Elementary Schools.

Ms. Blackwell and Ms. Harrison presented the proposed new Policy 1060 - Bullying, Harassment, or Intimidation. This policy was developed in response to state law and sets specific expectations for the implementation of prevention and intervention strategies.

The Implementation Procedures specify how incidents of bullying, harassment, or intimidation are to be handled. A public hearing on the proposed policy will be held May 12, with action scheduled for June 11, 2009.

*Discussion:*

Discussion involved the appropriateness of including references to "gangs" in the policy. Staff was asked to consider including language to address this issue.

Regarding the definition of bullying included in the policy, it was noted that the definition used comes directly from the state model policy. Professional development with staff and administrators will address specific indicators of bullying behavior.

It was also noted that the reporting form developed by MSDE (Maryland State Department of Education) addresses behavior exhibited on the way to and from school and on school buses. Language could also be included in the policy regarding this issue. Once the reporting form is generated, it is the requirement of the school administrator to launch an investigation using the school investigation form. This information is captured into a database and is reported to the state annually.

It was suggested that the state be advised to add a category for electronic communication regarding cyber bullying on the reporting form.

A suggestion was also made to place the language included in the introductory paragraph of the Standards section as a numbered item in that portion of the policy.

Ms. Blackwell stated that the document outlining the state requirement regarding annual professional development would be provided to the Board.

### **Policy – 6010 – School Attendance Areas**

*Presenter:* Mr. Joel Gallihue, Manager, School Planning.

A minor change to Policy 6010 was presented for consideration as a result of the High School Capacity formula changes. The change is in the definition of Program Capacity, Item III.F. (c), where "90%" is changed to "80% or 85%." This change will provide consistency with the new High School Capacity Guidelines.

*Action:* Mr. Cohen moved that the Board accept the change to Policy 6010 – School Attendance Areas, as written. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (6/0).

**Recess:** The Chairman recessed the meeting at 6:38 p.m. and reconvened at 7:35 p.m.

### **Public Forum**

HCPSS teachers Douglass Lea, Rick Ewart and Katie Murphy requested that the Board fund the incentive stipend for all teachers who receive National Board Certification.

### **Public Hearing – Policy 6060 – Improvements to School Sites or Schools**

Mr. Chris Wertman, Chairman, Community Advisory Council (CAC)

- Commended Mr. Wayne Crosby, Policy Committee Chairman, and members of the committee for their work on this policy

- Provided CAC's recommendation that Item I.A.5 of the Implementation Procedures include the specific office and/or position of the individual authorized to approve exceptions to the policy.

### **Public Hearing – Policy 6070 – Closing of Schools**

#### Mr. Chris Wertman, Chairman, Community Advisory Council (CAC)

- Commended Mr. Joel Gallihue, Policy Committee Chairman, and members of the committee for their work on this policy.
- Expressed support for adoption of the policy.
- Indicated that the need for legal counsel review should have occurred during the policy development and review process.
- Stated that the policy committee should have been given the opportunity to review the final version of the policy prior to presentation for Board approval.

**Adjournment:** The Chairman adjourned the meeting at 7:50 p.m.

### **Information Item**

Food and Nutrition Service Financial Report

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

April 16, 2009

The Board of Education of Howard County met in closed session on April 16, 2009, at 1:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. Ellen Flynn Giles made a motion in public in the Board Room that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss the Superintendent's evaluation. The motion was seconded by Lawrence H. Cohen and approved 5-0. Persons present: Board members Frank J. Aquino, Chairman; Ellen Flynn Giles, Vice Chairman; Lawrence H. Cohen; Allen Dyer, Esq.; Sandra H. French; and Janet Siddiqui, M.D. Board member Patricia S. Gordon was absent and Sandra H. French arrived after the vote to close was taken.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

The Board members met and discussed the Mid-Year Progress Report provided by the Superintendent and reviewed comments drafted by Mr. Aquino on the Mid-Year Evaluation Form provided. Board members added comments that were noted by Mr. Aquino in order to ensure all issues were covered during the subsequent discussion with the Superintendent. Dr. Cousin then joined the discussion and provided his insight and answers to questions posed by the Board. Mr. Aquino is to prepare a final written evaluation for Board review and presentation to Dr. Cousin.

Adjourned: 2:15 p.m.

Submitted by: \_\_\_\_\_  
Frank J. Aquino, Chairman  
Board of Education

Approved – September 10, 2009

OAH-DYER-000268

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

April 30, 2009

The Board of Education of Howard County met in closed session on April 30, 2009, at 2:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss negotiation parameters. The motion was seconded by Patricia Gordon and approved 5-0. Persons present: Board members Frank J. Aquino, Chairman; Ellen Flynn Giles, Vice Chairman; Lawrence H. Cohen; Allen Dyer, Esq.; Sandra H. French (joined at 2:05 p.m.); Patricia S. Gordon; and Janet Siddiqui, M.D. (joined at 2:15 p.m.)

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Sydney L. Cousin, Superintendent; Sandra Erickson, Deputy Superintendent; Mamie Perkins, Chief of Staff; Theresa Alban, Chief Operating Officer; Raymond Brown, Chief Financial Officer; Linda Wise, Chief Academic Officer; Mark Blom, General Counsel; and Sue Mascaro, Director Staff Relations

**ITEMS CONSIDERED**

The agenda items included negotiation parameters for all bargaining units, HCEA, HCEA ESP, HCAA, AFSME and Memoranda of Understanding with Home and Hospital and Howard County Food Service Associations.

**ACTION**

Staff briefed the Board on the status of negotiations and the Board voted on negotiation parameters.

Adjourned: 3:05 p.m.

Submitted by: \_\_\_\_\_  
Frank J. Aquino, Chairman  
Board of Education

Approved - May 12, 2009  
OAH-DYER-000269

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

**April 30, 2009**

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, April 30, 2009, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French (left at 5:15 p.m.)  
Patricia S. Gordon  
Janet Siddiqui, M.D.  
Adejire Bademosi, Student Member (left at 4:30 p.m.)

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Florence Jackson, Recording Secretary

Chairman Frank Aquino called the meeting to order at 4:00 p.m., and Ms. Bademosi led the group in the Pledge of Allegiance.

## **Public Forum**

There was no one present to address the Board.

## **Approval of Agenda**

- The Consent Agendas were moved to follow the Program Agenda.
- Meeting minutes include Closed Meetings of February 12 and March 12, 2009 (Official and Confidential); Regular Board Meeting of March 26, 2009; and the Legislative Committee Meeting of March 30, 2009.

*Action:* Mrs. Giles moved acceptance of the agenda as amended. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (8/0).

## Superintendent's Report

In his report to the Board, Dr. Cousin congratulated the following employees:

- Tracy Ganey Spillman, G/T Resource Teacher at Lime Kiln Middle School, recipient of the Washington Post's Agnes Meyer Outstanding Teacher Award.
- Cynthia Hankin, Principal at Deep Run Elementary School, recipient of the Washington Post's Distinguished Educational Leadership Award.
- Gary Williams, Night Building Supervisor at Rockburn Elementary School, recipient of the HCPSS Excellence Award for Building Operations.
- Nancy Duffy, Principal's Secretary at River Hill High School, recipient of the HCPSS Office Professional Recognition Award.
- Kristie Dietrich, Elementary Inclusion Paraeducator at Cedar Lane School, recipient of the HCPSS Special Education Distinguished Assistant Award.
- Erik Burnett, BSAP Transition Assistant at Atholton High School, recipient of the HCPSSS Distinguished Assistant Award.
- Christina DeForge, recipient of the 2009 Presidential Award from the Maryland School Psychologists' Association.
- Robert DeAngelis, recipient of the 2009 Educator of the Year Award from the Maryland School Psychologists' Association.

Dr. Cousin also announced that the following schools earned Green School Certification from the Maryland Association for Environmental and Outdoor Education:

- Atholton Elementary
- Centennial Lane Elementary
- Dayton Oaks Elementary
- Deep Run Elementary
- Forest Ridge Elementary
- Glenwood Middle
- Hollifield Station Elementary
- Longfellow Elementary

Dr. Terry Alban, Chief Operating Officer, provided an update on the recent H1N1 influenza strain and assured the community that the school system's emergency team is working closely with the county health department in response to this situation.

## **Student Representative's Report**

No Student Representative was present to provide a report to the Board.

## **Board Members' Reports**

Mr. Dyer spoke about an environmental initiative that the school system is pursuing with the Howard County Conservancy. He also noted that the annual Sheep and Wool Festival will be held the first weekend in May at the Howard County Fairgrounds.

Ms. Bademosi reported on her attendance at the Maryland Association of Student Councils' recent convention, the Bentley Tomorrow25 Leadership Forum, and the Hispanic Mini Youth Symposium. She also announced that the Howard County Association of Student Councils (HCASC) will hold a meeting on May 13, 2009, and all students are welcome.

Dr. Siddiqui spoke about her attendance at the grand opening of the new skate park at Centennial Park and noted that the Howard County Department of Recreation and Parks plans to open additional skate parks in the future.

Mr. Cohen reminded the public of prom season and noted the importance of supporting schools in keeping students safe.

Mrs. Giles reported on the county's Discovery Fair for Early Childhood Education, which is jointly supported by various county agencies.

## **Bright Minds Foundation**

*Presenters:* Mrs. Mamie Perkins, Chief of Staff, and Mr. Douglas Hostetler, Chairman of the Bright Minds Foundation Board of Directors.

Mrs. Perkins noted that in 2006, the Board approved the formation of an educational foundation to support HCPSS. She introduced the Bright Minds Foundation Board—a group of community volunteers committed to the cause of preparing all students to thrive and succeed in an ever-changing, global world.

Mr. Hostetler reported on the status of the educational foundation and provided a brief overview of activities and plans to date. Murray



Hill MS Principal, Mr. Donyall Dickey, spoke about the positive impact that the Bright Minds Foundation has had on the school, the students, and the community.

### **NAACP – Recognition of School Improvement**

Dr. Rhonda Jones, Chairperson of the Howard County NAACP Education Committee, presented recognition awards to Howard County schools that improved academic performance, increased attendance, improved graduation rates, and lowered suspension rates of African American students.

### **Appointment - Community Advisory Council (CAC) Monthly Report**

Mr. Steven Estomin, Policy Committee Chairman, presented a report on recent activities of the CAC, including general policy concerns and steps that are being taken to ensure better communication and participation in the policy process. In addition, Mr. Estomin noted that the CAC is looking into HCPSS policies regarding drug violations and will be formulating a position and possible recommendation to the Board on this issue.

### **Superintendent's FY 2010 Operating & Capital Budget Priorities in Response to County Executive's Proposed Budget**

Dr. Cousin provided the Board with a status report on the FY 2010 Operating and Capital Budget Requests. He noted that the County Executive's budget reduces the Board's request by \$4.2 million. Even though the Executive has recommended increasing funding for the school system by \$2.8 million over FY 2009 (which meets the maintenance of effort requirement), it still falls short of the Board's request.

Revised state revenue projections indicate that the school system will receive \$3.1 million less than anticipated, and the system will also see a decrease in revenue based on the change in the funding formula for out-of-county placement of special education students. Overall, the Board is facing a reduction of \$7.7 million to the operating budget request.

In addition to \$3.0 million in operating funds designated for services to children with disabilities that has been freed by anticipated stimulus funds, the Superintendent recommended the following:

- Use \$3.3 million in FY 2009 year-end funds to pre-fund the Technology Internal Service Fund for FY 2010.
- Reduce Fixed Charges by \$500,000 based on updated calculations for retirement costs.
- Reduce accounting costs by \$49,000 due to a lower than anticipated bid for auditing services.
- Remove unfilled positions based on the latest enrollment projections for a savings of \$604,940; use pool positions if later adjustments are necessary.
- Cut \$180,060 from Transportation based on a decrease in fuel costs.

In his proposed capital budget for the county, the County Executive cut the Board's FY 2010 Capital Budget Request by \$26.2 million. The state recently increased funding to Howard County from \$14.3 to \$16.3 million by adding \$1 million each to the renovations projects for Mt. Hebron HS and Northfield ES.

Dr. Cousin recommended that the Board ask the County Council to restore at least \$10.7 million to the capital budget as follows:

- Not supplant the extra \$2.0 million, but put it into technology to fund the teacher laptop replacement cycle.
- Restore \$4.7 million for systemic projects.
- Transfer \$4.0 million from other projects into systemic projects.

A public hearing before the County Council will be held on Saturday, May 2, 2009, and a county budget work session is scheduled for May 8. The County Council will adopt their budget on May 20, and the Board of Education will hold a work session and public hearing on May 21. Final adoption of the Board's FY 2010 Operating and Capital Budgets is scheduled for June 1, 2009.

*Discussion:*

Dr. Cousin stated that staff is looking into the possibility of moving qualified maintenance requests into the capital budget. He assured the Board that no maintenance items related to health or safety issues would be deferred.

Mrs. Gordon spoke in support of Central Office positions that serve to strengthen and enhance teaching/learning positions and noted the importance of these positions to the curriculum.

It was noted that the deferral of projects for dance studios at Hammond and Centennial high schools will not affect delivery of the programs at this time.

Mr. Aquino encouraged the public to provide oral or written testimony to the County Council and the Board of Education regarding the FY 2010 budget.

### **Categorical Transfer/FY 2009 Operating Budget\***

Mr. Ray Brown, Chief Financial Officer, explained that categorical transfers are necessary to ensure that no individual category will be overspent at the fiscal year end. He presented a categorical transfer request for \$1.47 million to be transferred from the Operation of Plant (Fixed Charges) and Transportation categories to the Special Education category to address a projected deficit. The projected deficit is a result of fewer vacancies in Special Education and the use of more costly contracted services where vacancies did occur.

*Action:* Mrs. Giles moved acceptance of the categorical transfer. The motion was seconded by Mr. Dyer and approved by the members of the Board (6/0).

### **Bridge To Excellence - Social Studies**

*Presenters:* Mr. Mark Stout, Curriculum Coordinator, Secondary Social Studies, and Ms. Kim Loisel, Curriculum Coordinator, Elementary Social Studies.

Mr. Stout and Ms. Loisel presented a report on the elementary and secondary social studies programs and the goal to provide students with the content and skills to make informed and reasoned decisions for the public good. The selection of content for social studies curriculum is based on the content standards established by the Maryland State Department of Education (MSDE) in the Voluntary State Curriculum in the areas of:

- Political Science
- Peoples of the Nations and the World
- Geography
- Economics
- History
- Social Studies Skills and Processes

These topics are embedded within the various lessons and units provided for each grade level. A specific integration of language arts skills is also an important component of each of the lessons.

Brian Wallace, social studies teacher at the Homewood Center, reported on the TCI (Teachers Curriculum Institute) Approach, which emphasizes an interactive approach to teaching social studies. Secondary resource teacher Robert Coffman explained how social studies instruction supports content literacy and success in reading. Stacy Walker, teacher at Triadelphia Ridge ES, reported on how the Simulated Congressional Hearings (SCH) promote civic efficacy and create active, informed citizens of the future.

Student preparation and performance on the American Government High School Assessment (HSA) was addressed by resource teacher Arden Stara. Laura Migasiuk, Reservoir HS student, spoke about her participation in the History Day Program and how the program promotes problem solving and critical thinking. Wilde Lake MS teacher Laura Attridge reported on how the Teaching American History grant impacts students through content knowledge for cultural literacy.

*Discussion:*

Board members commented on the value of the Simulated Congressional Hearings that are held in the elementary schools.

It was noted that financial literacy teaching begins in elementary school and continues into high school. It is integrated through various subject areas, in many different capacities.

Ms. Attridge explained that last year, as part of the American History grant, projects were chosen that relate to either Howard County or Maryland history. This year, that research will be used to write document-based questions and historical investigations. Staff agreed to provide the wikispace web link for all projects and descriptions of programs to the Board.

Mr. Stout noted that teachers are encouraged to discuss current events on a weekly basis. Ms. Loisel provided examples of ways that current events are addressed at the elementary level.

Board members expressed appreciation to staff for their presentation and commended them on their work.

## Consent Agendas - Restricted\* and General

The consent agendas were combined due to the absence of the Student Member.

Bids and Contracts; Donations; Non-Tenured Teacher Renewal; Non-Renewal of Teacher's Contract; Summer School Principals; Closed Meeting Minutes (Official and Confidential) of February 12 and March 12, 2009; Regular Meeting Minutes of March 26, 2009; Legislative Committee Meeting Minutes of March 30, 2009; and Recommended Appointment to the Board of Directors of the HCPSS Educational Foundation.

The minutes of the Legislative Committee meeting of March 30, 2009, were pulled due to a lack of Board committee members available for approval.

*Action:* Mrs. Giles moved approval of the Restricted and General Consent Agendas, including the Closed Meeting minutes of February 12 and March 12, 2009. The motion was seconded by Mr. Cohen and approved by the members of the Board (6/0).

Bids and Contracts – Approved by the Board.

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
P-1	<b>INTEGRATED PEST MANAGEMENT SERVICES</b> Innovative Pest Management	\$82,752
P-2	<b>STORAGE BUILDING</b> Doubletree Structures	\$28,992
P-3	<b>TRACK RESURFACING</b> American Tennis Courts, Inc.	\$169,035
P-4	<b>ENGINEERING SERVICES - CLARKSVILLE MIDDLE SCHOOL MASONRY WALL REPAIRS</b> Simpson, Gumpertz and Heger	\$350,000
P-5	<b>ADDITIONS AND RENOVATIONS AT MT. HEBRON HIGH SCHOOL</b> Contract 10A – Partition Plus, Inc. Contract 10D – Steel Products, Inc. Contract 12A – Steel Products, Inc.	\$203,250 123,400 <u>347,437</u> \$674,087

Approved – May 21, 2009

OAH-DYER-000277

Donations – Approved by the Board.

Running Brook ES: Vivian Bailey in the amount of \$1,000, designated for the purchase of printer cartridges for the computer lab and a camcorder.

St. John's ES: Target, in the amount of \$527.36, designated for the purchase of a bookbinding machine.

Atholton HS: Boosters, in the amount of \$784, designated for the purchase of a cart that holds basketballs.

Charles C. Harrison, in the amount of \$500, designated for the purchase of helmets, shoulder pads, elbow pads, and gloves for the boys' lacrosse team.

Hammond HS: Savage Boys and Girls Club, in the amount of \$1,500, designated for the purchase of an irrigation system for the baseball field.

Boosters, in the amount of \$2,000, designated for the purchase of an irrigation system for the baseball field.

River Hill HS: Boosters, in the amount of \$1,200, designated for the purchase of wrestling uniforms.

Non-Tenured Teacher Renewal – Approved by the Board.Non-Renewal of Teacher's Contract – Approved by the Board.Summer School Principals – Approved by the Board.

Comprehensive K-8 Summer School: Gavin West, Principal  
Comprehensive High Summer School: Rick Robb, Principal

Closed Meeting Minutes of February 12 and March 12, 2009 (Official and Confidential) – Approved by the Board.Regular Meeting Minutes of March 26, 2009 – Approved by the Board.

Recommended Appointment to the Board of Directors of the HCPSS Educational Foundation – Approved by the Board.

Richard Talkin – Reappointed to the Board of Directors of the Bright Minds Foundation.

**Proclamation: Pupil Personnel Worker Week**

*BOARD OF EDUCATION OF HOWARD COUNTY*  
**PROCLAMATION**  
 HONORING  
 PUPIL PERSONNEL WORKERS

**WHEREAS** the Howard County Public School System recognizes each child is unique and valuable and must experience good mental, emotional and physical health to be successful in school; and

**WHEREAS** Pupil Personnel Workers work to foster awareness of the unique characteristics of every child and the importance of their education in the home, school and community; and

**WHEREAS** Pupil Personnel Workers help children recognize and solve problems that impede their ability to reach their full potential; and

**WHEREAS** in their role on Student Support Teams, Pupil Personnel Workers develop and participate in the planning of educational programs that promote academic success; and

**WHEREAS** Pupil Personnel Workers serve as child advocates by assisting parents in bridging the gap between home and school in issues dealing with a child's physical, psychological, social and intellectual growth, and

**WHEREAS** Pupil Personnel Workers serve as liaisons with community organizations and social services agencies to ensure that families and children are aware of and have access to appropriate services.

**THEREFORE BE IT PROCLAIMED** that the Board of Education of Howard County designates the week of May 18-22, 2009 as Pupil Personnel Worker Week in the Howard County Public School System; and

**BE IT FURTHER PROCLAIMED** that the Board intends that this proclamation serve to launch appropriate activities in recognition of the vital role that Pupil Personnel Workers play in the personal and academic development of students.

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Frank J. Aquino, Chairman  
 Board of Education of Howard County

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Sydney L. Cousin, Superintendent  
 Howard County Public School System

*Action:* Dr. Siddiqui moved approval of the proclamation. The motion was seconded by Mrs. Giles and approved by the members of the Board (6/0).

**Proclamation: Asian Pacific American Heritage Month**

*BOARD OF EDUCATION OF HOWARD COUNTY*  
**PROCLAMATION**  
DESIGNATING MAY 2009  
AS  
ASIAN/PACIFIC AMERICAN HERITAGE MONTH

**WHEREAS** Asian/Pacific American Heritage Month celebrates the cultural, intellectual, economic and social contributions of Americans of Asian/Pacific heritage; and

**WHEREAS** more than 14.9 million Americans are of Asian/Pacific Islander origin and Asian/Pacific Islanders number over 31,877 in Howard County alone; and

**WHEREAS** the school system has 7,632 students and 240 employees of Asian/Pacific American Islander origin; and

**WHEREAS** the vitality of the community can be seen in the three Chinese Language schools, over 14 Korean churches, one Buddhist temple, and a number of ethnic businesses contributing to the community; and

**WHEREAS** Asian/Pacific Americans bring to our society a rich heritage representing more than 47 ethnic groups of many languages, cultural and religious traditions; and

**WHEREAS** Asian/Pacific Americans reinforce the values and ideals that are essential to the continued well-being of our nation and our community as family members, citizens, and involved members of the community; and

**WHEREAS** Asian/Pacific Americans, one of the fastest growing segments of our population, support the standard of educational excellence for every child; and

**WHEREAS** the theme in 2009 is: *Leadership to Meet the Challenges of a Changing World;*

**THEREFORE BE IT PROCLAIMED** that the Board of Education declares May 2009 as Asian/Pacific American Heritage Month in the Howard County Public School System; and



**BE IT FURTHER PROCLAIMED** that the Howard County community joins the celebration by expanding their knowledge of the contributions Asian/Pacific Americans make to our culturally diverse community.

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Frank J. Aquino, Chairman  
Board of Education of Howard County

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Sydney L. Cousin, Superintendent  
Howard County Public School System

*Action:* Mrs. Giles moved approval of the proclamation. The motion was seconded by Mrs. Gordon and approved by the members of the Board (6/0).

**Proclamation: Audiologist/Speech-Language Pathologists**

*BOARD OF EDUCATION OF HOWARD COUNTY*  
**PROCLAMATION**  
HONORING  
AUDIOLOGISTS & SPEECH-LANGUAGE PATHOLOGISTS

**WHEREAS**, an estimated 42 million Americans, or 1 in 10 families, have some type of communication disorder, which has a \$30 billion impact on the U.S. economy due to lost work productivity, the provision of special education services, and medical treatment; and

**WHEREAS**, the Howard County Public School System is proud to have 123 audiologists and speech-language pathologists offering quality education services to its students; and

**WHEREAS**, the Howard County Public School System recognizes the expertise of audiologists and speech-language pathologists in developing the listening, speaking, literacy and language skills of our students; and

**WHEREAS**, the Howard County Public School System values the efforts of all audiologists and speech-language pathologists to help individuals with communication disorders reach their academic potential and lead independent, productive and fulfilling lives; and

**WHEREAS**, May is traditionally observed as Better Hearing and Speech Month;

**THEREFORE BE IT PROCLAIMED** that the Board of Education of Howard County designates the month of May 2009 as Better Hearing and Speech Month in the Howard County Public School System; and

**BE IT FURTHER PROCLAIMED** that this proclamation serves to recognize the contributions made by audiologists and speech-language pathologists in improving the quality of life for students with communication disorders.

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Frank J. Aquino, Chairman  
Board of Education of Howard County

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Sydney L. Cousin, Superintendent  
Howard County Public School System

*Action:* Mr. Cohen moved approval of the proclamation. The motion was seconded by Mrs. Gordon and approved by the members of the Board (6/0).

### **Proclamation: Honoring Principals**

*BOARD OF EDUCATION OF HOWARD COUNTY*  
**PROCLAMATION**  
HONORING THE SCHOOL PRINCIPALS  
OF THE  
HOWARD COUNTY PUBLIC SCHOOL SYSTEM

**WHEREAS**, it is the mission of the Howard County Public School System to ensure excellence in teaching and learning so that each student will participate responsibly in a diverse and changing world; and

**WHEREAS**, school principals serve as instructional leaders and, in that capacity, influence the academic achievement of all students; and

**WHEREAS**, school principals are responsible for providing safe, nurturing teaching and learning environments for students, staff and parents; and

**WHEREAS**, the professional responsibilities of school principals include building the leadership capacity of staff members and mentoring aspiring administrators; and

**WHEREAS**, school principals often need to juggle numerous responsibilities, work extended hours, and make difficult, unpopular decisions; and

**WHEREAS**, the success of a school depends on the principal's ability to work collaboratively with all stakeholder groups and establish positive relationships by building trust, practicing open communication, and demonstrating cultural proficiency; and

**WHEREAS**, school principals effectively promote the success of students and staff through efficient management of the school's organization, operations and resources; and

**WHEREAS**, the Board wishes to acknowledge the significant role that school principals have in creating and preserving high quality public schools that are a source of local pride and are recognized as being among the best in the nation;

**THEREFORE, BE IT PROCLAIMED** that the Board of Education designates May 1, 2009, as the first annual Principal Appreciation Day in the Howard County Public School System; and

**BE IT FURTHER PROCLAIMED** that the Board of Education extends sincere appreciation to school principals for their individual and collective commitment to the success of all students in the Howard County Public School System.

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Frank J. Aquino, Chairman  
Board of Education of Howard County

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Sydney L. Cousin, Superintendent  
Howard County Public School System

*Action:* Mrs. Gordon moved approval of the proclamation. The motion was seconded by Mrs. Giles and approved by the members of the Board (6/0).

### **BRIDGES To Success-21<sup>st</sup> Century Community Learning Centers Programs\***

*Presenters:* Ms. Diane Martin, Director of Student, Family, and Community Services; and Ms. Marty Cifrese, Bridges Program Manager.

HCPSS has received \$375,000 from MSDE for year one of the three-year grant BRIDGES To Success-21<sup>st</sup> Century Community Learning Centers Programs. Funding will support a variety of programs to assist students at Swansfield and Talbott Springs elementary schools and Oakland Mills and Harper's Choice middle schools with their academic performance.

Mrs. Giles extended congratulations to Ms. Cifrese; Ms. Caroline Walker, Coordinator of Academic Intervention and Title I Programs; and Ms. Martin for the work being done in connection with this grant.

*Action:* Dr. Siddiqui moved that the Board approve acceptance of the BRIDGES To Success-21<sup>st</sup> Century Community Learning Centers Programs grant. The motion was seconded by Mr. Cohen and approved by the members of the Board (6/0).

**Adjournment** – By Board consensus, the meeting was adjourned at 6:35 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

Minutes of the Board of Education Policy Committee- May 4, 2009

ML-2, 1:00 p.m.

Committee Members: Sandra H. French, Chairman; Ellen Flynn Giles; Patricia S. Gordon

Staff: Fran Albert, Policy Specialist; Sue Mascaro, Director of Staff Relations; (Item H) Jose Stevenson, Director of Student Assessment & Program Evaluation, and Julian Katz, Coordinator, Research & Program Evaluation

Board Staff: Kathy Hanks, Administrative Specialist

Item	Subject	Discussion	Action/Status	Follow-up
A.	1. Call to Order 2. Approval of Agenda	1. Meeting was called to order at 1:04 p.m. 2. Ms. Gordon moved approval of agenda; Ms. Giles seconded	1. By Consensus 2. Approved 3-0	
B.	Final Versions of Approved Policies	<p><b>1. Policy 7060 Royalties</b> Reviewed and affirmed as the version approved by the Board on 4/16/09. Increase in sales threshold from \$7,500 to \$25,000 (Pg 2 of 3) awaits approval of MD State Ethics Commission.</p> <p><b>2. Policy 1050 Tobacco-Free Environment</b> Reviewed and affirmed as the version approved by the Board on 4/16/09.</p> <p><b>3. Policy 9240 Student Use and Possession of Tobacco Products:</b> Reviewed and affirmed as the version approved by the Board on 4/16/09.</p> <p><b>4. Policy 7100 Family and Medical Leave (2/12/09)</b></p> <p><b>5. Policy 7130 Substitute Teachers</b> Reviewed and affirmed as the version approved by the Board on 3/12/09.</p> <p><b>6. Policy 7090 Transfer of Teachers</b> Reviewed and affirmed as the version approved by the Board on 3/12/09.</p>	<p>By Consensus Timeframe for feedback from MD SEC is unknown.</p> <p>By Consensus</p> <p>By Consensus</p> <p>By Consensus</p> <p>By Consensus</p> <p>By Consensus</p>	<p><b>Policy 7060</b> is ready to be added to the Board's policy website.</p> <p><b>Policy 1050</b> is ready to be added to the Board's policy website.</p> <p><b>Policy 9240</b> is ready to be added to the Board's policy website.</p> <p><b>Hold Policy 7100</b> for 6/15/09.</p> <p><b>Policy 7130</b> is ready to be added to the Board's policy website.</p> <p><b>Policy 7090</b> is ready to be added to the Board's policy website.</p>

Minutes of the Board of Education Policy Committee- May 4, 2009

ML-2, 1:00 p.m.

Committee Members: Sandra H. French, Chairman; Ellen Flynn Giles; Patricia S. Gordon

Staff: Fran Albert, Policy Specialist; Sue Mascaro, Director of Staff Relations; (Item H) Jose Stevenson, Director of Student Assessment & Program Evaluation, and Julian Katz, Coordinator, Research & Program Evaluation

Board Staff: Kathy Hanks, Administrative Specialist

Item	Subject	Discussion	Action/Status	Follow-up
C.	Status of Minority Report Procedures	Ms. Albert and Ms. Mascaro presented the Cabinet’s recommendation that specific <u>Minority Opinion Procedures</u> should be included in the Implementation Procedures (PR) of <b>Policy 2050, Advisory Committees to Staff and Schools</b> rather than be a stand-alone document. A draft revision of the current Implementation Procedures (PR) was provided for discussion. While Cabinet advised that the report should be written by the Chairman of the advisory committee, Board members disagreed.	By consensus, it was recommended that the sentence “and should characterize the diversity of opinion around key issues” should not be deleted, and that the Minority Opinion should be written by the individual(s) making the request rather than the advisory committee Chairman.	Add to June 15 agenda to finalize. Ms. Giles recommended that Ms. Albert review the Charter template to maintain consistency. PROCESS: Both the majority and minority opinion reports will be sent to the Superintendent for consideration in preparing a recommendation to the Board. The Superintendent’s recommendation should be communicated to the advisory committee members before the Board presentation.
D.	Definitions – Implications due to new “context” phrase	<p><b>1. Reflecting applicable definition changes in existing policies.</b> The Policy office will continue to verify that all definitions remain consistent. It is unnecessary to individually revise all previously approved policies to add the new “context” language. A one-page document issued at the end of year will cure any technical or process changes.</p> <p><b>2. More specific wording of definitions</b> Continue the current practice of beginning with a universal definition until it does not satisfy the intent of the policy.</p>	By Consensus	Ms. Albert will refer to Ellen Miller’s previous end-of-year memo for notification of standard changes. Ms. Albert will consult with Mark Blom.

Minutes of the Board of Education Policy Committee- May 4, 2009

ML-2, 1:00 p.m.

Committee Members: Sandra H. French, Chairman; Ellen Flynn Giles; Patricia S. Gordon

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Board Staff: Kathy Hanks, Administrative Specialist

Item	Subject	Discussion	Action/Status	Follow-up
E.	Policy Revision Cycle	<b>Policy feedback prior to Board meeting and Final Approval Process?</b> Re-schedule discussion after trying the dual timeline format.	By Consensus	Ms. Albert will present the proposed dual timeline process at the June meeting.
F.	Referencing State-Mandated sections in the policy	Reference to a state mandate should be included in the policy itself as a Standard rather than in a cover sheet or footnote. The mandate may be directly quoted or paraphrased with the introduction as a state mandate. Board members are reluctant to alter <b>Policy 2020, Policy Development and Adoption</b> for minor or technical concerns.	By Consensus	Future committees will be advised.
G	Tentative 2009-2011 Policy Revision Schedule.	Ms. Albert explained the policy schedule for the next two years. Ethics was added to 2009-10 SY. It was noted that <b>Policy 2010, Student Representation</b> needs to be in place by December 31, 2009.	By Consensus	The committee will do a final review of the schedule at the June 15, 2009.
H.	Policy 3030 Research Involving Employees and Students	<b>Implementation Procedures</b> Mr. Katz and Mr. Stevenson presented two proposed changes to the Implementation Procedures of this Policy to standardize the request process and to ensure sufficient time is allotted for Mr. Katz to review the researchers' requests. While the Board's approval of Implementation Procedures is not required, the Committee appreciated this courtesy of seeking feedback.	The Committee had no objections.	The proposed changes will be an Information Item on the June 11, 2009 Regular Board Meeting Agenda.
I	Possible Changes to Process and Format	<b>1. Final Action document for Board Meetings</b> Ms. Albert requested final action documents not include the original strikeout document, but reflect in grayscale changes incorporated following presentation of the Superintendent's recommendation.	Ms. Albert retracted the request due to strong disagreements.	The current inclusion of the original policy with initial strikeouts will continue to be included in the final policy packet.

Minutes of the Board of Education Policy Committee- May 4, 2009

ML-2, 1:00 p.m.

Committee Members: Sandra H. French, Chairman; Ellen Flynn Giles; Patricia S. Gordon

Staff: Fran Albert, Policy Specialist; Sue Mascaro, Director of Staff Relations; (Item H) Jose Stevenson, Director of Student Assessment & Program Evaluation, and Julian Katz, Coordinator, Research & Program Evaluation

Board Staff: Kathy Hanks, Administrative Specialist

Item	Subject	Discussion	Action/Status	Follow-up
		<p><b>2. Policy title and number page placement and font</b>                      Mr. Blom, General Counsel, is requesting that we reverse the placement of the policy title and number on each policy page for easier reference. He would also like the type size of "Implementation Procedures" to be larger than the policy number on the PR pages.</p>	<p>Disagreement on the value of the change.</p>	<p>Ms. Albert will bring a sample to the next meeting.</p>
J.	<p>General Discussion/ Other</p>	<p>Are Protocol revisions needed? Ms. Hanks will send the Policy Committee Protocol to committee members.</p>	<p>By Consensus</p>	<p>Policy Committee Protocol will be reviewed at the June 15 meeting.</p>
K.	<p>Adjournment</p>	<p>Meeting was adjourned at 3:40 p.m.</p>		<p>Next meeting June 15, 2009, 1:00 – 3:00 pm in Board Room A.</p>

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

May 12, 2009

The Board of Education of Howard County held a regularly scheduled meeting on Tuesday, May 12, 2009, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman (left at 6:25 p.m.)  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Frank Aquino called the meeting to order at 4:05 p.m., and two members of Boy Scout Troop 793, led the group in the Pledge of Allegiance.

## Public Forum

No one was present to address the Board.

## Approval of Agenda

The following changes were made to the agenda:

- Item 5.B. HCASC Report – Change from Action to Report.
- Add Item 5.D. Fiscal 2010 Operating Budget – Action.
- Add Item 5.E. Fiscal 2010 Capital Budget – Action.

Meeting minutes include Closed Meeting minutes (Official and Confidential) of April 30, 2009; Regular Meeting minutes of April 16, 2009; and BOE Legislative Committee minutes of March 30, 2009.



*Action:* Mrs. Giles moved approval of the agenda as amended. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0).

### **Superintendent's Report**

Dr. Cousin offered congratulations to the following individuals:

- Ms. Tara Brown, kindergarten teacher at Talbott Springs ES, Howard County's First Year Educator at the elementary level.
- Mr. Brian Sackett, English teacher at Atholton HS, Howard County's First Year Educator at the secondary level.
- Ms. Kimberly Feldman, 9th grade English teacher at Oakland Mills HS, 2009 Howard County Teacher of the Year.
- Ms. Terri O'Connell, teacher at Mayfield Woods MS, 2009 Maryland History Day Teacher of the Year.
- Lime Kiln MS Principal, Ms. Brenda Thomas, MSDE's Service-Learning Principal of the Year.
- Students Daniel Atlas, Glenelg HS, and Micah Miles, Atholton HS, recipients of MSDE Service Stars Awards.
- Centennial HS seniors Peter Kamel and Teresa Yeh, 2009 Presidential Scholars from Maryland, and their teachers Ms. Michelle Bagley and Mr. Jason Piluk, who have been selected to receive the Presidential Scholars Teacher Recognition Award.

### **Student Representative's Report**

No Student Representative was present to address the Board.

### **Board Members' Reports**

Mr. Cohen reported on his attendance at the SECAC (Special Education Community Advisory Committee) Teacher and Staff Recognition ceremony. He also spoke about a dance program he attended at Wilde Lake HS, as well as musical performances and a school play held at Glenelg HS. He urged the community to take advantage of the inexpensive and amazing student performances offered by the school system.

Mr. Dyer spoke about his attendance at a meeting of the Howard County Community Association where a special annual dues rate was set of \$1.00 for full-time students. He encouraged students who are interested in learning about county operations to take advantage of this opportunity to join the association.

Mrs. French reported on the Oakland Mills HS Alpha Achievers Awards ceremony, which recognizes African American students who have maintained a minimum GPA of 3.0. She expressed appreciation to the Alpha Phi Alpha fraternity for their work in mentoring these students.

Mrs. Giles commented on the remarkable exhibit of kindergarten artwork that is on display at the Faulkner Ridge Center and her participation in Project Discovery, the Parent Involvement Matters contest, sponsored by Comcast. In her role as a member of the Maryland Association of Boards of Education's (MABE) Resolution Committee, Mrs. Giles asked Board members to review and comment on MABE resolutions for next year.

Mrs. Gordon reminded everyone of the Simulated Congressional Hearings that begin on May 14 and run through June 11, 2009, at various elementary schools.

### **Consent Agendas – Restricted\* and General**

Due to the absence of the Student Member, the Board combined both the Restricted and General Consent Agendas for approval.

Staff Personnel; Bids and Contracts; Operating Budget Monthly Report; School Construction Monthly Report; Appointment of Local Representative PL81-874 (Impact Aid); Closed Meeting Minutes of April 30, 2009 (Official and Confidential); Regular Meeting Minutes of April 16, 2009; and BOE Legislative Committee Meeting Minutes of March 30, 2009.

*Action:* Mrs. Giles moved acceptance of the Consent Agendas (Restricted\* and General), with the exception of the Legislative Committee Meeting minutes. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

*Action:* Dr. Siddiqui moved approval of the Legislative Committee Meeting minutes of March 30, 2009. The motion was seconded by Mrs. French and approved by the committee members (2/1), with Mr. Aquino abstaining.

Staff Personnel – Approved by the Board.**Resignations-Violation of Contract**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Reason</b>	<b>Howard County</b>	<b>Years in Effective Date</b>
*Thompson, Michael	PVMS	Technology	Personal	7 Months	3/20/09

\* (Previously reported on 3/13/09 as a resignation.)

**Resignations**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Reason</b>	<b>Howard County</b>	<b>Years in Effective Date</b>
Ciborowski, Laura	TSES	Elem. Ed.	Spec. Ed.	1.0	06/19/09
Cochran, Julianne	OMHS	Math	Other Employment	1.0	06/19/09
Durlach, Kathryn	EES	Speech	Other Employment	3.0	06/19/09
Gracey, Andrea	GES	Spec. Ed.	Other Employment	7.0	06/19/09
Granado, Elaine	HoHS	English	Family Obligations	1.0	05/05/09
Hutto, Molly	HoHS	Forg. Lang.	Other Employment	3.0	06/19/09
Hymes, Ann	LFES	Elem. Ed.	Personal	1.0	06/19/09
Loretto, Shannon	GCES	Elem. Ed.	Relocation	2.0	06/19/09
Moore, Rachael	SJES	Elem. Ed.	Relocation	2.0	06/19/09
Otis, Kendra	DRES	Elem. Ed.	Relocation	4.0	06/19/09
Santoro, Jennifer	AHS	Math	Relocation	2.0	06/19/09
Smith, Amy	Fr. Leave	English	Relocation	12.0	06/30/09
Szmajda, Cassandra	WLHS	English	Personal	1.0	06/19/09

**Retirement**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Howard County</b>	<b>Years in Effective Date</b>
Blakeslee, Linda	CHS	Soc. Studies	28.0	07/01/09
Carter, Carol	DOES	Spec. Ed., Pre K	22.6	07/01/09
Clark, Lois	DRES	Rdg. Specialist	16.0	07/01/09
Cook, Donna	ARL	PPW	30.0	07/01/09
Doyle, Daniel	CHS	CWE	18.6	07/01/09
Feagin, Karen	CES	Elem. Ed.	22.9	07/01/09
Gardner, Richard	HOHS	Art	34.6	07/01/09
Girardi, Roberta	C.O.	Resource	30.0	07/01/09
Harrigan, Pamela	WaES	Counselor	29.2	07/01/09
Holland, Marilyn	GHS	Forg. Language	25.5	07/01/09
Laric, Roberta	FRES	Art	21.0	07/01/09
Lewis, Glenn	HCMS	Counselor	27.8	07/01/09
McIntosh, Peter	BMMS	Asst. Principal	41.0	07/01/09
Pryor, Alberta	NOES	Elem. Ed.	21.0	07/01/09
Radar, Ann	ReHS	Forg. Language	9.0	07/01/09
Schneider, Cathy	IES	Elem. Ed.	30.0	07/01/09
Smith, Bruce	CHS	Soc. Studies	35.0	07/01/09
Stark, Nancy	GES	Elem. Ed.	24.0	07/01/09
Thomas, Darlene	WaVE	Elem. Ed.	25.0	07/01/09

Bids and Contracts – Approved by the Board.

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
P-1	<b>HVAC RENOVATIONS AT GLENELG HIGH SCHOOL</b> The Whiting-Turner Contracting Company	\$4,066,300
P-2	<b>ROOF REPLACEMENT – MAYFIELD WOODS MIDDLE SCHOOL</b> Simpson of Maryland, Inc.	\$916,000
P-3	<b>ROOF REPLACEMENT – OAKLAND MILLS MIDDLE SCHOOL</b> Interstate Corporation	\$1,425,000
P-4	<b>40,000 GALLON UNDERGROUND STEEL WATER TANK – GLENELG HIGH SCHOOL</b> Utilities Unlimited, Inc.	\$135,150
P-5	<b>PAVING SERVICES</b> M. T. Laney Company, Inc. P. Flanigan & Sons, Inc. Ross Contracting, Inc. <b>TOTAL AWARD</b>	\$ 73,245 168,174 <u>178,675</u> <b>\$420,094</b>
P-6	<b>SOCCER REFEREE SERVICES</b> Metropolitan Washington Soccer Referees Association	\$45,000

<u>Action</u>	<u>Description</u>	<u>Vendor/Agency/Contract</u>	<u>Amount</u>
PR-1	Liebert UPS backup power system for the Central Office Data Center	PEPPM Technology Bidding and Purchasing Program – a Pennsylvania based technology buying consortium for educational and other governmental agencies. Magothy Technologies, LLC serves as local distributor Expires: December 31, 2009 Savings: \$5,000 plus a one year of service.	\$112,700

PR-2	Ironport Anti-spam and email content filtering software, license and support services	Maryland Education Enterprise Consortium (MEEC) contract no. USM2007-12 Daly Computer serves as local distributor Expires: 2012 Savings: \$19,383 by using a 0% leasing vehicle over 5 years.	\$279,851 for 5 years
PR-3	Jenn-Kans, Inc. for waste and recycling removal services	Howard County Government Contract to be amended to include waste and recycling services. Expires: 2013 with renewal options Savings: Approx. \$40,000 annually	\$370,000/year

Operating Budget Monthly Report – Accepted by the Board.

School Construction Monthly Report – Accepted by the Board.

Appointment of Local Representative PL81-874 (Impact Aid) – Approved by the Board.

Closed Meeting Minutes of April 30, 2009 (Official and Confidential) – Approved by the Board.

Regular Meeting Minutes of April 16, 2009 – Approved by the Board.

### **HCASC (Howard County Association of School Councils) Report**

*Presenters:* Mrs. Ronnie Bohn, Program Support Specialist; Ms. Julie Morse, Student, Special Elections Coordinator for the Howard County Association of Student Councils (HCASC); and Ms. Cindy Drummond, Assistant HCASC Advisor.

Ms. Morse provided an overview of the association's purpose, including programs and accomplishments of the current school year and preliminary plans for the upcoming school year. She reported that upon reflection of their mission and the services they offered, the

HCASC Executive Board identified challenges to be overcome and created a vision for future work. HCASC members worked this year to increase participation of students to make the group truly representative of Howard County's student populations and to make HCASC the "go to" group of student leaders for public and private organizations wishing to obtain the "student voice."

To accomplish this, HCASC will continue to:

- Recruit widespread representation in the county.
- Express student concerns and provide student representatives for school system and community committees and activities.
- Balance business with fun.
- Designate time during or outside meetings for team building and bonding activities.
- Create a powerful legacy for future HCASC leaders.

*Discussion:*

Mr. Cohen asked how HCASC is including the at-risk and disconnected students and getting them involved in the program. Ms. Drummond explained that discussion at the fall meeting involved what it means to be a representative and a student leader within a school. Through Student Government Association (SGA) forums, students have started to recognize how powerful they are as representative leaders, and they have become conscious of how they help take care of school business.

Ms. Drummond stated that students have the opportunity to register to vote during high school graduation rehearsals. She indicated that HCASC students could promote this before graduation rehearsals begin in order to raise awareness of this opportunity. Mrs. Giles noted that the League of Women Voters has been working with the school system to promote this opportunity on a regular basis. Mrs. French suggested that HCASC provide assistance by giving advance notification to seniors. Mr. Dyer suggested that HCASC purchase the public list of registered voters and distribute copies to all high schools.

Mrs. French asked that information regarding interaction between the Student Member of the Board and HCASC be reviewed and considered for inclusion when HCASC bylaws are undergoing revision this coming school year. Ms. Drummond indicated that various responsibilities of the Student Member will also be discussed during the review of Policy 2010 – Student Representation.

## **Adequate Public Facilities Ordinance (APFO) Chart**

*Presenter:* Mr. Joel Gallihue, Manager, School Planning.

Mr. Gallihue presented the 2009 Adequate Public Facilities Ordinance (APFO) chart, which is used as part of the residential growth management process of Howard County. The chart identifies individual elementary or middle schools that show a capacity use of less than 115 percent. Those regions are considered "open" for future residential development. Regions with schools showing greater than 115 percent capacity use are considered "closed" for future residential development.

For 2012/2013, six elementary schools are predicted to be at or above 115 percent capacity. Those schools include Bellows Spring, Clemens Crossing, Guilford, Laurel Woods, Phelps Luck, and Thunder Hill. No middle schools will be at or above 115 percent capacity until 2013/2014.

### *Discussion:*

Mrs. French asked about the possibility of deferring the addition project for Waverly ES, noting that the region does not appear to need more seats in the near future. Mr. Gallihue indicated that one conservative and strategic option with regards to Turf Valley development and growth would be the expansion of Waverly ES. He pointed out that this issue could be further addressed during the FY 2011 budget cycle.

*Action:* Mrs. Giles moved acceptance of the Adequate Public Facilities Ordinance (APFO) Chart. The motion was seconded by Mr. Cohen and approved by the Board (7/0).

## **Nominations for MABE Board of Directors/Officers**

As a member on the Maryland Association of Boards of Education (MABE) Nominating Committee, Mr. Cohen explained that nominations to the MABE Board of Directors are due May 29, 2009.

*Motion:* Mr. Cohen moved to nominate Mr. Frank Aquino to serve on the MABE Board of Directors from the HCPSS Board of Education. The motion was seconded by Mrs. French.

*Discussion:*

Although Mr. Dyer indicated his support for Mr. Aquino, he expressed his belief that MABE does not conform to the Open Meetings or Public Information Acts. He also expressed concern with the transparency of the MABE organization. Mrs. Gordon explained that Mr. Dyer's concerns have been previously expressed, and MABE's position is that the organization is not a government body, and therefore, is not bound by government regulations. She pointed out that MABE holds open meetings, and any member of any education board may attend meetings of the MABE Board of Directors.

*Action:* The motion was approved by a vote of 6/1, with Mr. Dyer abstaining.

Mrs. French pointed out that if Mr. Aquino is elected to the MABE Board of Directors, he will vote independently on education issues—not as a representative of the Howard County Board of Education.

**Fiscal 2010 Operating Budget\***

Dr. Cousin explained that the County Executive has recommended a reduction to the school system's FY 2010 Operating Budget Request of nearly \$7.3 million. The County Executive's request reduces the Board of Education's request by \$4.2 million, and state revenue has been reduced by \$3.0 million.

Projected state revenue will be reduced further as a result of restricted federal stimulus dollars. Staff anticipates placing approximately \$10 million in the Grant Contingency Fund to accommodate the federal restricted funds.

*Discussion:*

Mrs. French pointed out that the County Council has been very collaborative in most years by allowing the Board of Education to establish its own budget priorities in various categories as necessary.

*Action:* Dr. Siddiqui moved approval of the reduction in Category 01 – Administration in the amount of \$686,780 for a new FY 2010 total of \$10,410,000. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).



*Action:* Mrs. Giles moved approval of the reduction in Category 02 - Mid-Level Administration in the amount of \$1,978,930 for a new FY 2010 total of \$49,639,240. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0).

*Action:* Mr. Aquino moved approval of the reduction in Category 03 - Instructional Salaries in the amount of \$475,000 for a new total of \$280,150,440. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

*Action:* Mrs. French moved that totals for Category 04 - Instructional Supplies (\$13,551,890) and Category 05 - Instructional Other (\$2,495,820) remain the same. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0).

*Action:* Mrs. Gordon moved approval of the reduction in Category 06 - Special Education in the amount of \$2,871,090 for a new total of \$80,276,160. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

*Action:* Mr. Cohen moved approval of the reduction in Category 07 - Pupil Personnel in the amount of \$196,020 for a new total of \$2,638,660. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/0).

*Action:* Mr. Dyer moved approval of the reduction in Category 08 - Health in the amount of \$30,470 for a new total of \$5,950,430. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

*Action:* Dr. Siddiqui moved approval of the reduction in Category 09 - Transportation in the amount of \$325,100 for a new total of \$32,692,230. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).

*Action:* Mrs. Giles moved approval of the reduction in Category 10 - Operation of Plant in the amount of \$54,350 for a new total of \$44,981,460. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

*Action:* Mr. Aquino moved approval of the reduction in Category 11 - Maintenance in the amount of \$31,430 for a new total of \$22,038,300. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).

*Action:* Mrs. French moved approval of the reduction in Category 12 – Fixed Charges in the amount of \$629,940 for a new total of \$104,753,230. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/0).

*Action:* Mrs. Gordon moved approval of the reduction in Category 14 - Community Services of \$3,350 for a new total of \$6,201,990. The motion was seconded by Mr. Cohen and approved by a vote of 6/1, with Mr. Dyer voting no.

*Action:* Mr. Cohen moved that Category 15 – Capital Outlay remain the same for a total of \$914,260. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).

*Action:* Mr. Aquino moved that the FY 2010 Proposed Operating Budget be reduced by a grand total of \$7,282,460 for a new total of \$656,694,110. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

#### Health and Dental Self-Insurance Fund

Mrs. Woody Swinson, Budget Officer, explained that 5.9 positions were reduced due to enrollment, which also reduced amounts for benefits.

*Action:* Mrs. French moved approval of the reduction of \$93,600 in the Health and Dental Self-Insurance Fund for a new total of \$97,007,600. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0).

#### Grants Fund

Mrs. Swinson explained that contingent revenues are being added to this category in response to federal stimulus funds.

*Motion:* Dr. Siddiqui moved approval of the additional \$10,000,000 in the Grants Fund for a new total of \$40,100,000. The motion was seconded by Mrs. Gordon.

#### *Discussion:*

It was noted that additional reporting requirements will be involved with the federal stimulus funds. Staff assured the Board that all

reporting requirements would be met, and the Board would be kept apprised of activities related to the requirements.

*Action:* The motion was approved by the members of the Board (7/0).

### **FY 2010 Capital Budget\***

The Capital Budget proposal presented by the Superintendent at the April 30, 2009, Board meeting recommended that \$10.7 million of the \$26.2 million reduction be restored.

As a result of the recent budget work session with the County Council, the revised proposed funding sources are as follows:

- Request \$2.0 million of additional state funding be used to provide an additional \$2.0 million for technology.
- Request a transfer of \$5.0 million from existing projects. The recommended transfers are intended to restore \$4.0 million to the FY 2010 Systemic Renovation request and restore \$1.0 million to the Educational Specification Modernization request.
- Request an additional \$3.7 million be provided by the County Council for systemic projects.

*Action:* Dr. Siddiqui moved that the Board accept the following changes to the Capital Budget and approve the requested transfer of funds totaling \$5.0 million from existing projects as outlined in the overview; that the Board request additional state funding of \$2,012,000 to be used for technology; and that the Board request from the County Council additional funding in the amount of \$3.7 million to be provided for systemic projects. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

### **Policy 6060 – Improvements to School Sites or Schools**

*Presenter:* Mr. Wayne Crosby, Interim Director, School Facilities.

Proposed revisions are based on feedback from Board members, the Superintendent's Cabinet, and the community.

#### Revisions in Policy:

- Changes the title to "Community Improvements to School Sites or School Facilities."
- Changes "HCPSS" to "Board" where appropriate.

Revisions in Implementation Procedures

- Adds the Director of School Facilities to approve work done during school hours.
- Updates the title of the Office of Safety, Environment, and Risk Management.

*Discussion:*

Discussion involved various suggestions for additional language and changes to portions of the policy. The Board agreed to forward Policy 6060 - Improvements to School Sites or Schools to the Board Policy Committee for rewording of several sections prior to taking action on the policy.

**6070 – Closing of Schools**

*Presenter:* Mr. Joel Gallihue, Manager, School Planning.

Proposed revisions are based on feedback from Board members, the Superintendent's Cabinet, and the community.

Revisions in Policy:

- Updates language in the policy statement to include staffing ramifications of reductions in enrollment.
- Changes "HCPSS" to "Board" where appropriate.
- Moves Board decision from Implementation Procedures to Policy IV.C.6.
- Adds titles for Policy 3010 – Emergency Closure of Schools and Policy 6010 – School Attendance Areas.
- Adds a fourth compliance statement.

Revisions in Implementation Procedures

- Updates language by adding Superintendent/Designee.
- Replaces Board Decision considerations with statement of process.
- Clarifies language for public hearing phase.

*Discussion:*

Board members made several suggestions for changes to language and offered recommendations for placement of particular language in the policy.

*Action:* Dr. Siddiqui moved acceptance of the amended changes to Policy 6070 – Discontinuation of School Use. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

**Recess** – The meeting was recessed by the Chairman at 6:24 p.m. and reconvened at 7:35 p.m.

### **Public Forum**

There was no one present to address the Board.

### **Appointment – PTA Council of Howard County (PTACHC) Monthly Report**

Mr. John Hannay, PTA Council President, introduced students who received national recognition for their submissions to the PTA Reflections Competition.

### **Public Hearing –Policy 1060 Bullying/Intimidation/Harassment**

Mr. Chris Wertman, Chairman, Community Advisory Council (CAC)

- Presented suggestions for clarifying several sections of the policy and procedures.

Mr. Matt Lavine, Attorney

- Asked the Board to expand the policy to address bullying through existing and emerging technology.

**Adjournment** – The meeting was adjourned by Board consensus at 7:50 p.m.

### **Information Item**

Food and Nutrition Service financial Report

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

Legislative Committee Meeting  
 UL7  
 May 20, 2009 – 3:30 p.m.

Committee: Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French  
 Staff: Raymond H. Brown, CFO

Attendees: Janet Siddiqui, Chairman; Frank J. Aquino; and Sandra H. French  
 Staff: Kathy Hanks

Item	Subject	Discussion	Action/Status	Follow-up
I	Call to Order	3:35 p.m.	By consensus	
II	Approval of Agenda	As amended: ‘#3 Dates For Next Year’ was added	By consensus	
III	Review	<p>1. 2009 Legislative Summary</p> <p>The committee reviewed and discussed the summary. The committee would like Mr. Brown to present to the Board Bills that failed and will be brought up again next year and bills that will affect Board policy.</p> <p>2. Wrap-up and Plans for 2010</p> <p>There was discussion regarding the committee. It was decided that meetings need to take place in ML2 or in the Board room.</p> <p>The legislative breakfast was discussed.</p>	<p>1. Ms. Hanks will notify Mr. Brown of this request after committee meeting.</p> <p>2. Ms. Hanks will coordinate calendars and schedule for the week of September 14, 2009. Ms. Hanks will send a saved the date email to the invitees.</p>	

Approved – June 11, 2009

Legislative Committee Meeting  
 UL7  
 May 20, 2009 – 3:30 p.m.

Committee: Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French  
 Staff: Raymond H. Brown, CFO

Attendees: Janet Siddiqui, Chairman; Frank J. Aquino; and Sandra H. French  
 Staff: Kathy Hanks

Item	Subject	Discussion	Action/Status	Follow-up
IV	Scheduling	3. Dates for next year  The committee will meet on the following dates during the 2009-2010 school year. All meetings will take place at 3:30 p.m. in ML2.  August 26, 2009 November 11, 2009 January 20, 2010 February 3, 2010 February 17, 2010 March 3, 2010 March 17, 2010		
V	Adjournment	Meeting was adjourned at 4:25 p.m.		

Approved – June 11, 2009

OAH-DYER-000303

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

May 21, 2009

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, May 21, 2009, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Janet Siddiqui, M.D.  
Adejire Bademosi, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Frank Aquino called the meeting to order at 4:04 p.m., and Ms. Bademosi led the group in the Pledge of Allegiance.

## **Memorial Day Tribute (Community Advisory Council)**

Mr. Chris Wertman, Chairman, Community Advisory Council (CAC), presented a Memorial Day Tribute in honor of veterans and their families and friends.

## **Public Forum**

Ms. Sharon Maneki, Chairman of the Legislative and Advocacy Committee of the National Federation of the Blind, spoke about the importance of providing blind and visually impaired students with access to appropriate technology that will enable them to participate fully in their academic programs.

## **Approval of Agenda**

The following changes were made to the agenda:

- Item 8.B. IFAS Quarterly Status Report – Change from Report to Information Item.

Approved – June 11, 2009

OAH-DYER-000304



- Move Item 10. Appointment – Citizens Advisory Committee Monthly Report from the evening session to the end of the afternoon session.

General consent agenda includes Regular Meeting minutes of April 30, 2009.

*Action:* Mrs. Giles moved acceptance of the agenda as amended. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0).

### **15<sup>th</sup> Annual Sportsmanship Award**

*Presenter:* Mr. Mike Williams, Athletics Coordinator.

Mr. Williams explained that this award has been presented annually since the 1994/1995 school year to the school displaying outstanding sportsmanship. The sportsmanship cup honors the philosophy and mission of the school system's interscholastic athletic program.

Mr. Williams presented the 2009 HCPSS Sportsmanship Award to Glenelg HS, which was accepted by Athletics and Activities Manager John Davis. Honorable mention was also given to Atholton and Oakland Mills high schools as runners up.

### **Music Educator of the Year Award**

*Presenter:* Mr. Rob White, Instructional Facilitator for Music.

Mr. White introduced June Kerger of the Howard County Parents for School Music, who presented the group's Music Educator of the Year Award. This year's recipient is Shelley Williams, band director at Mount View MS.

### **Superintendent's Report**

Dr. Cousin reported on the annual In Honor of Excellence Ceremony held on May 19. He also congratulated the following individuals:

- Jamie Murphy, home-hospital teacher, for receiving the 2009 Shirley R. Mullinix Award for Home and Hospital Teacher of the Year
- Athletic and Activities Managers Mike Senisi of Atholton, John Davis of Glenelg, and Rick Lloyd of River Hill high schools for earning Athletic Administrator certification from the National Interscholastic Athletic Administrators Association

## **Student Representative's Report**

There was no Student Representative present to report to the Board.

## **Board Members' Reports**

Mr. Cohen reported on his attendance at a dance program at Hammond HS—another outstanding performance by HCPSS students. In addition, he attended a fine arts celebration at Wilde Lake HS and remarked on the quality of the programs in the county's schools.

Mrs. Giles spoke about the Elementary Festival Chorus, who performed an amazing concert, in addition to the HCPSS Employees' Chorus.

Dr. Siddiqui reported on her attendance at the Healthy Howard Second Annual Healthy Schools Innovation Awards Ceremony. Awards are given to schools that have an original schoolwide program that demonstrates a positive impact on school health in the categories of physical activity, nutrition, mental health, safety, and environmental health. Nine middle schools and 15 elementary schools received awards.

Ms. Bademosi spoke about the recent HCASC meeting where elections were held and students prepared for next year. She noted that HCASC looks forward to working with the Board and with Josh Manley, Student Member of the Board elect next year. In addition, Ms. Bademosi reported on her attendance at the Conexiones Convocation Ceremony and the expansion of the program in reaching more students in different categories of achievement.

Mrs. French stated that Conexiones received over 72 applications for various scholarships. The organization was able to provide monetary awards to half of the applicants, and no student had a GPA lower than 3.2. She also noted that she and Dr. Siddiqui were judges at recent Simulated Congressional Hearings at West Friendship ES.

## **Consent Agenda (Restricted\*)**

### Bids and Contracts and Donations

*Action:* Mrs. Giles moved acceptance of the Restricted Consent Agenda. The motion was seconded by Mr. Cohen and approved by the members of the Board (6/0).

Bids and Contracts – Approved by the Board.

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
P-1	<b>ROOF REPLACEMENT AT ATHOLTON HIGH SCHOOL, PHASE II</b> Simpson of Maryland, Inc.	\$919,000
P-2	<b>VIDEO SURVEILLANCE EQUIPMENT</b> SSI Surveillance System Integration	\$92,320

<u>Action</u>	<u>Description</u>	<u>Vendor/Agency/Contract</u>	<u>Amount</u>
PR-1	HVAC Indefinite Quantity Contract	Maryland Department of General Services Indefinite quantity contract for HVAC services and related work – Emjay Engineering and Construction, Inc. Expires: April 11, 2011 Savings: Timely repair of boilers and related pipe work at Talbot Springs ES and Dunloggin MS.	\$800,000 approx.
PR-2	Oracle Technical Support Services	GSA contract No. GS-35F-0009T Oracle Database Enterprise Edition To support the various software programs utilizing the Oracle database system Expires: March 30, 2010 Savings: \$1,801 over other distribution systems	\$43,212.37

Donations – Approved by the Board.

The following donations have been received:

Manor Woods ES: General Mills, Box Tops for Education, in the amount of \$1,236.80, designated for the purchase of a color printer for the media center.

PTA, in the amount of \$550, designated for a cultural arts program given by the Kinetics Dance Theatre.

- Atholton HS: PTSA, in the amount of \$2,000, (\$1,000) designated to assist with the end of the year expenses for senior activities and celebrations, and (\$1,000) designated for a cultural arts presentation by Karen Gaffney.
- Centennial HS: Boosters, in the amount of \$750, designated for the after prom party.
- Allegis Group Foundation, in the amount of \$2,500, designated for the after prom party.
- Glenelg HS: Anonymous Donor, in the amount of \$1,000, designated for the R. P. Connor Scholarship Fund.
- Boosters, in the amount of \$5,000, designated for the purchase of the following: tennis balls, baseballs, softballs, basketballs, lacrosse balls, scorebooks, fees for lacrosse tournaments, track and field meets and uniforms for the softball team.
- Howard HS: Music Boosters, in the amount of \$8,172.50, designated to assist with expenses for the spring trip.
- Long Reach HS: Boosters, in the amount of \$1,500, (\$500) designated for the purchase of Drama costumes and (\$1,000) designated for the purchase of equipment for the boys' lacrosse team.
- Marriotts Ridge HS: Eun's Inc., in the amount of \$1,000, designated for the purchase of pull up bars, peg boards and team head gear for the wrestling team.
- Gourmet Express Catering, a donation of food for the Administration and Team Leaders retreat, valued at \$555.
- Mt. Hebron HS: Backers, in the amount of \$1,250, designated for the purchase of (2) 10x15 tents for the athletic department.

Reservoir HS: Raytheon Solypsis, in the amount of \$12,000, designated to support the Project Community retreat.

River Hill HS: PTSA, in the amount of \$10,265.40, designated for the after prom party.

Boosters, in the amount of \$1,766.25, (\$566.25) designated for the purchase of varsity cheerleading uniforms, and (\$1,200) designated for the purchase of lacrosse gloves for the boys' lacrosse team.

### **Consent Agenda**

#### Minutes of Regular Meeting of April 30, 2009, and Final Legislative Report/2009 General Assembly.

The Final Legislative Report/2009 General Assembly was pulled for discussion.

#### Minutes of Regular Meeting of April 30, 2009

*Action:* Mrs. Giles moved acceptance of the minutes of the Regular Meeting of April 30, 2009. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0).

#### Final Legislative Report/2009 General Assembly – Accepted by the Board.

Mr. Brown presented information related to the summary of legislation that the governor has signed into law. He spoke about the following potential pieces of legislation that failed this year but will probably reappear in the next session:

- State Aid Funding Formulas
- Retirement Cost Shift
- Maintenance of Effort
- Collective Bargaining

Mr. Brown noted that he will be working with the Board's Legislative Committee to begin development of the legislative platform for the year 2010.

## **Bridge to Excellence: Environmental “Green” Initiatives**

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management.

Mr. Roey provided a comprehensive overview of the school system’s instructional and operational green initiatives. The school system promotes a Green School strategy that integrates efforts, including the incorporation of Leadership in Energy Efficiency in Design (LEED) standards into new construction and renovations to existing buildings where possible. A Resource Conservation Report has been developed to help communicate the wide range of academic and facility-based initiatives within the school system that support a more sustainable environment.

Mr. Roey noted that 18 Howard County schools have achieved Green School certification from the Maryland Association for Environmental and Outdoor Education, including eight this year. The Science and Gifted and Talented Curriculum offices are leading the way in helping school-based staff integrate sustainable practices into the classroom environment.

Some of the most visible systemwide efforts include comprehensive plans to reduce energy use through improved system design, ongoing maintenance, and user awareness.

Recycling policies encourage reuse of natural resources and are gaining momentum. In 2008, Waste Management recognized HCPSS as first among all school systems in the Baltimore area in recycling volume, with over 1,000 tons recycled. Earlier this month, Howard County amended their existing trash and recycling contracts to standardize school and community recycling programs and reduced costs by over \$60,000 in the first year.

Presentations were given by the Oakland Mills HS, Burleigh Manor MS, and Centennial Lane ES, which provided information on each school’s green initiatives.

Mr. Roey stated that he would continue to provide progress reports on green initiatives annually.

*Discussion:*

Appreciation was expressed by the Superintendent and Board members to the teachers, students, and other staff members for their efforts in helping the school system be environmentally responsible.

It was noted that collaboration with the County Council and County Executive has also produced great results with regards to green initiatives and environmental concerns.

It was suggested that HCPSS also look into exchanging best practices and ideas with other counties nationwide.

**Process Improvements for the Bridge to Excellence (BTE) Master Plan**

*Presenters:* Dr. Terry Alban, Chief Operating Officer, and Mrs. Sue Mascaro, Director, Staff Relations.

Dr. Alban and Mrs. Mascaro reported on process improvements for the development and execution of the school system's Bridge to Excellence Master Plan.

*Highlights of Revised Planning Efforts:*

- Inclusion of all HCPSS divisions/offices.
- Common, systemic high leverage strategies.
- Alignment with the Superintendent's goals.
- Identification of efficiencies and process improvements.
- Emphasis on reflection and continuous improvement (PDSA cycle).

*Future Direction/Next Steps:*

- Expand role of the Cross Functional Team.
- Refocus the District Planning Team.
- Involve the Board early in the process.
  - Seek input on items to include in the plan.
  - Continue monthly updates.
- Gather input from HCPSS Advisory Committees.

*Discussion:*

Board members expressed support for the proposed process improvements and the involvement of the Board in the early stages of the plan.

Dr. Alban noted that staff also plans to be more proactive in soliciting ideas from advisory committees as well.

**Proclamation: Recognition of Custodial, Maintenance, Grounds, and Warehouse Personnel**

*BOARD OF EDUCATION OF HOWARD COUNTY*  
**PROCLAMATION**  
IN APPRECIATION  
OF  
CUSTODIAL, GROUNDS, MAINTENANCE &  
WAREHOUSE PERSONNEL

**WHEREAS** the Custodial, Grounds, Maintenance and Warehouse personnel of the Howard County Public School System serve the staff, students and community with dedication and commitment; and

**WHEREAS** the Custodial, Grounds, Maintenance and Warehouse personnel play a vital role in maintaining our schools, offices and grounds in a highly efficient and safe manner; and

**WHEREAS** the Custodial, Grounds, Maintenance and Warehouse personnel consistently respond to the needs of the school system and individual schools by providing a safe and nurturing learning environment for our students; and

**WHEREAS** the Custodial, Grounds, Maintenance and Warehouse personnel are often the unsung heroes of the Howard County Public School System; and

**WHEREAS** the end of the 2008-2009 school year provides an opportunity to recognize the numerous contributions made by these dedicated employees;

**THEREFORE BE IT PROCLAIMED** that the Board of Education of Howard County supports efforts to express appreciation to the Custodial, Grounds, Maintenance and Warehouse personnel of the school system; and

**BE IT FURTHER PROCLAIMED** that this declaration be adopted by the Board of Education of Howard County in recognition of and appreciation for the dedication and high quality of service provided by our Custodial, Grounds, Maintenance and Warehouse personnel in their support of the Howard County Public School System.

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Frank J. Aquino, Chairman  
Board of Education of Howard County

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Sydney L. Cousin, Superintendent  
Howard County Public School System



*Action:* Mrs. Giles moved approval of the proclamation. The motion was seconded by Ms. Bademosi and approved by the members of the Board (7/0).

### **2009/2010 Recommended School Opening/Closing Times**

*Presenter:* Mr. David Drown, Director of Transportation.

Mr. Drown presented the final school opening and closing times for the 2009/2010 school year. The schedule includes only two changes to the current schedule. Veterans ES will change from a 9:10 a.m. - 3:40 p.m. schedule to a 9:25 a.m. - 3:55 p.m. schedule. Mr. Drown estimates that this change will save the school system approximately \$340,000 next year. The other change involves the nonpublic St. Augustine School, which receives student transportation through the public system. St. Augustine's schedule will change from 8:45 a.m. - 3:15 p.m. to 9:15 a.m. - 3:45 p.m.

The Pupil Transportation office staff will continue to monitor recommended opening and closing times during the first two weeks of the school year. Final adjustments of ten minutes or less may be necessary based on school bus arrival times during the first week.

#### *Discussion:*

Board members thanked Mr. Drown for keeping schools and the community informed of these changes. They also expressed appreciation for his explanation of the rationale behind the changes, noting that many concerned parents from Veterans ES had contacted the Board.

It was also noted that approximately 50 percent of HCPSS elementary schools have the same hours as the new schedule for Veterans ES.

### **Citizens Advisory Committee (CAC) Monthly Report**

Mr. Chris Wertman, CAC Chairman, provided the Board with a copy of the CAC's budget testimony that was presented to the County Council. He also provided a copy of CAC's bylaws, which were recently reviewed and updated. In addition, Mr. Wertman announced the new officers for next year's CAC.

**Recess** – The meeting was recessed by the Chairman at 6:25 p.m. and reconvened at 7:30 p.m.

## **Public Forum**

Teacher Pamela Benya, Lisbon ES, spoke about the importance of continuing to fund stipends and scholarships for National Board Certified teachers.

## **Public Hearing on FY 2010 Operating and Capital Budgets and FY 2011-2015 Capital Improvement Program**

No testimony was presented.

## **Public Work Session - FY 2010 Proposed Operating and Capital Budgets and FY 2010-2015 Capital Improvement Program**

The Board reviewed the final versions of the FY 2010 Capital and Operating budgets. Mr. Brown reviewed the changes to the Capital Budget.

In approving the county's capital budget, the County Council approved the Board's request to use an additional \$2 million in state funding for technology. The County Council also approved the transfer of \$1 million from systemic renovations to facilities modernization and \$4 million from full-day kindergarten and the Mt. Hebron HS project to systemic renovations. The County Council denied a request for restoration of \$3.7 million of the funds cut by the County Executive from the Board's capital request.

Budget Officer Woody Swinson reviewed adjustments made to the Board of Education's requested operating budget to address the \$7 million shortfall in revenue for next year. After adjustments, the Operating Budget for FY10 totals \$656,694,110.

The Board will take action on both budgets at 9:00am on Monday, June 1, 2009.

**Adjournment** – The meeting was adjourned by Board consensus at 7:56 p.m.

## **Information Item**

IFAS Quarterly Status Report

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

June 1, 2009

The Board of Education of Howard County held a special meeting to approve the adoption of the FY 2010 Operating and Capital Budgets, FY 2011-2015 Capital Improvement Program, and the FY 2010-2019 Long-Range Master Plan on Monday, June 1, 2009, at 9:00 a.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq. (arrived 9:15 a.m.)  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Kathleen (Woody) Swinson, Budget Officer  
Patti Caplan, Director, Public Relations  
Kathleen V. Hanks, Recording Secretary

Chairman Frank Aquino called the meeting to order at 9:00 a.m., and Mr. Cohen led the group in the Pledge of Allegiance.

## **Approval of Agenda**

*Action:* Ms. Giles moved approval of the agenda. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (6/0).

Dr. Cousin stated that there have been no changes since the most recent process. He suggested that the Board go through the budget page by page for approval.

## **FY 2009 Operating Budget**

### 01 Administration - \$10,410,000

*Action:* Dr. Siddiqui moved approval of the Administration category budget in the amount of \$10,410,000. The motion was seconded by Mrs. Giles and approved by the Board (6/0).

### 02 Mid-Level Administration - \$49,639,240

*Motion:* Mrs. Giles moved approval of the Mid-Level Administration category budget in the amount of \$49,639,240.

*Discussion:* Mrs. French wanted to clarify that the additional 0.2% that the Board authorized for salary increases was not included in the line items. Mr. Brown explained that it was not included in the budget categories, but is encompassed within the entire budget. Mid-year the Board will receive a budget amendment on this item.

*Action:* The motion was seconded by Mrs. Gordon and approved by the Board (6/0).

### 03 Instructional Salaries - \$280,150,440

*Action:* Mr. Aquino moved approval of the Instructional Salaries category budget in the amount of \$280,150,440. The motion was seconded by Mr. Cohen and approved by the Board (6/0).

### 04 Instructional Supplies - \$13,551,890

*Action:* Mrs. French moved approval of the Instructional Supplies category budget in the amount of \$13,551,890. The motion was seconded by Mrs. Giles and approved by the Board (6/0).

### 05 Instructional Other - \$2,495,820

*Action:* Mrs. Gordon moved approval of the Instructional Other category budget in the amount of \$2,495,820. The motion was seconded by Mr. Cohen and approved by the Board (6/0).

06 Special Education - \$80,276,160

*Action:* Mr. Cohen moved approval of the Special Education category budget in the amount of \$80,276,160. The motion was seconded by Mrs. French and approved by the Board (7/0).

07 Pupil Personnel - \$2,638,660

*Action:* Dr. Siddiqui moved approval of the Pupil Personnel category budget in the amount of \$2,638,660. The motion was seconded by Mrs. French and approved by the Board (7/0).

08 Health - \$5,950,430

*Action:* Mrs. Giles moved approval of the Health category budget in the amount of \$5,950,430. The motion was seconded by Dr. Siddiqui and approved by the Board (7/0).

09 Transportation - \$32,692,230

*Action:* Mr. Aquino moved approval of the Transportation category budget in the amount of \$32,692,230. The motion was seconded by Mrs. French and approved by the Board (7/0).

10 Operation of Plant - \$44,981,460

*Action:* Mrs. French moved approval of the Operation of Plant category budget in the amount of \$44,981,460. The motion was seconded by Dr. Siddiqui and approved by the Board (7/0).

11 Maintenance of Plant - \$22,038,300

*Action:* Mrs. Gordon moved approval of the Maintenance of Plant category budget in the amount of \$22,038,300. The motion was seconded by Mr. Cohen and approved by the Board (7/0).

12 Fixed Charges - \$104,753,230

*Action:* Mr. Cohen moved approval of the Fixed Charges category budget in the amount of \$104,753,230. The motion was seconded by Mrs. Giles and approved by the Board (7/0).

14 Community Services - \$6,201,990

*Motion:* Dr. Siddiqui moved approval of the Community Services category budget in the amount of \$6,201,990.

*Discussion:* Mr. Dyer did not support the appropriation of funding for bus transportation for the non-public schools, which is included in this category. He stated that he does not believe the Board is legally authorized to approve transportation for specific students.

*Action:* The motion was seconded by Mrs. Giles and approved by a vote of 6/1, with Mr. Dyer dissenting.

15 Capital Outlay - \$914,260

*Action:* Mrs. Giles moved approval of the Capital Outlay category budget in the amount of \$914,260. The motion was seconded by Dr. Siddiqui and approved by the Board (7/0).

Food and Nutrition Services Fund - \$11,692,320

*Action:* Mr. Aquino moved approval of the Food and Nutrition Services Fund category budget in the amount of \$11,692,320. The motion was seconded by Mrs. French and approved by the Board (7/0).

Worker's Compensation Self-Insurance Fund - \$2,284,130

*Action:* Mrs. French moved approval of the Worker's Compensation Self-Insurance Fund category budget in the amount of \$2,284,130. The motion was seconded by Mrs. Giles and approved by the Board (7/0).

Printing and Duplicating Fund - \$2,683,470

*Action:* Mrs. Gordon moved approval of the Printing and Duplicating Fund category budget in the amount of \$2,683,470. The motion was seconded by Mr. Cohen and approved by the Board (7/0).

Information Management Fund - \$5,113,080

*Action:* Mr. Cohen moved approval of the Information Management Fund category budget in the amount of \$5,113,080. The motion was seconded by Mrs. Gordon and approved by the Board (7/0).

Health and Dental Self-Insurance Fund - \$97,007,260

*Action:* Mr. Dyer moved approval of the Health and Dental Self-Insurance Fund category budget in the amount of \$97,007,260. The motion was seconded by Mrs. Giles and approved by the Board (7/0).

Grants Fund - \$40,100,000

*Action:* Dr. Siddiqui moved approval of the Grants Fund category budget in the amount of \$40,100,000. The motion was seconded by Mrs. Giles and approved by the Board (7/0).

Howard County Public Schools Operating Budget FY 2010 - \$656,694,110

*Motion:* Mrs. Giles moved approval of the Howard County Public Schools FY 2010 Operating Budget, in the amount of \$656,694,110 from the revenue sources of:

County Appropriation:	\$457,560,424
State – Unrestricted:	\$187,571,032
State – Restricted:	\$ 5,059,304
Federal Sources:	\$ 370,000
Other Sources:	<u>\$ 6,133,350</u>
Total Sources:	\$656,694,110

*Action:* The motion was seconded by Dr. Siddiqui and approved by a vote of 6/1, with Mr. Dyer dissenting.

Board of Education of Howard County FY 2010 Tuition Rates – Non-County Residents

*Motion:* Mr. Aquino moved approval of the FY 2010 Tuition Rates for Non-County Residents as:

In-State	Elementary/Secondary*	\$ 9,280
	Special Education	\$27,840
Out-of-State	Elementary/Secondary*	\$13,320
	Special Education	\$39,960

*\*includes full-day kindergarten*

*Action:* The motion was seconded by Mrs. Giles and approved by the Board (7/0).

### **FY 2010 Capital Budget**

FY 2010 Capital Budget Request - \$70,762,000

*Action:* Mrs. French moved approval of the adoption of the FY 2010 Capital Budget in the amount of \$70,762,000. The motion was seconded by Dr. Siddiqui and approved by the Board (7/0).

FY 2011-2015 Capital Improvement Program - \$546,860,000

*Action:* Mrs. Gordon moved approval of the FY 2011-2015 Capital Improvement Program request in the amount of \$546,860,000. The motion was seconded by Mr. Cohen and approved by the Board (7/0).

FY 2010-2019 Long-Range Master Plan - \$1,021,503,000

*Action:* Mr. Cohen moved approval of the FY 2010-2019 Long-Range Master Plan in the amount of \$1,021,503,000. The motion was seconded by Mrs. Giles and approved by the Board (7/0).

### **Closing**

Dr. Cousin discussed his concern about finding an adequate and sustainable way of funding capital projects. This goes beyond the financial crisis that is being faced right now, and there is still no answer to the situation. Diligent work is needed with elected officials and others to find a way to fund much-needed projects. This is particularly true with systemic renovation projects, which address the needs of older buildings and is one of the most critical things the school system will be facing in the future.

Mr. Dyer requested a progress report on LEED certification on the systemic renovation projects. Dr. Cousin stated that staff would report at a future time with an update.

Board members expressed appreciation to the County Executive, County Council, Superintendent, staff, and the bargaining units for the smooth budget process and for maintaining the classrooms during these difficult budget times.



Dr. Cousin also expressed appreciation to everyone involved in the process, especially to Ms. Swinson and her team. He stated that this budget is at least \$1,000,000 less than last year, and the system will have 400 more students this year than last. Some areas have been reduced to protect the classroom, but this can only be done once. He emphasized the need for everyone to continue to work together on budget issues in the future.

### **Adjournment**

*Action:* Meeting was adjourned at 9:47 a.m. by consensus.

### **Attachments**

- A. FY 2010 Operating Budget
- B. FY 2010 Capital Budget
- C. FY 2010-2015 Capital Improvement Program
- D. FY 2010-2019 Long-Range Master Plan
- E. FY 2010-2015 Long-Range Systemic Renovation Projects

**Minutes of the Board of Education Audit Committee**

June 8, 2009 – 3:30 p.m. – Room ML-2

*Committee:* Larry Cohen, Chair; Allen Dyer (ABSENT); Ellen Flynn Giles

*Staff:* John Connors, Internal Auditor; Raymond Brown, Chief Financial Officer; Beverly Davis, Director, Finance

*Observers:* Marie Davidson, Community Member

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
A.	Call to Order	Mr. Cohen called the meeting to order at 3:32 p.m.		
B.	Approval of Agenda	Mrs. Giles made a motion to approve the agenda. Mr. Cohen seconded.	By Consensus	
C.	Summary of FY 2009 Audit Activities (J. Connors)	<p><b>1. 4<sup>th</sup> Qtr - Completed audits:</b> PVMS; TRES &amp; MHMS (special review) Draft reports: PHES &amp; LWES Audits &amp; exit meetings completed: PMS &amp; VES</p> <p><b>2. 2008-2009 Activity Summary:</b></p> <ul style="list-style-type: none"> <li>a. Audits (16)</li> <li>b. RECC Accounting Guidelines developed with CFO and Administration</li> <li>c. Custodial Payroll OT procedure guidance provided</li> <li>d. Presentations to JHU Masters Certification A&amp;S Certification candidates</li> <li>e. Follow-up</li> <li>f. Provided collaboration and coordination with HCPSS components and with MSDE, IAC, OLA and E-rate audits.</li> <li>g. Two training sessions for Principals' secretaries &amp; bookkeepers</li> <li>h. Attended quarterly meetings with IA directors from HoCo, CA, Enterprise Foundation and semiannual meeting with other BOE IA staffs.</li> </ul>		
D.	Proposed FY 2010 Audit Plan (J. Connors)	<p>Fifteen (15) schools identified with priority assigned to:</p> <ul style="list-style-type: none"> <li>a. Turnover of admin – (2) BBES &amp; NES</li> <li>b. Significant Fund Balance changes or recommendation from internal staff and/or external auditor – (4) WavES, JHES, HaES &amp; Homewood.</li> </ul>	<p>Motion to recommend schedule to the Board: Mr. Cohen Second: Ms. Giles Approval: 2-0</p>	<p>Place on 6/25/2009 Board Agenda for Action.</p>

**Minutes of the Board of Education Audit Committee**

June 8, 2009 – 3:30 p.m. – Room ML-2

*Committee:* Larry Cohen, Chair; Allen Dyer (ABSENT); Ellen Flynn Giles

*Staff:* John Connors, Internal Auditor; Raymond Brown, Chief Financial Officer; Beverly Davis, Director, Finance

*Observers:* Marie Davidson, Community Member

Item	Subject	Discussion	Action/Status	Follow-up
E.	Status of External Audit Work: 1. Legislative Audit  2. E-Rate Audit  3. IAC Audit  4. Financial Audit FY 2009 (J. Connors; Ray Brown)	<p><b>1. Legislative Audit:</b>                      Discussion notes received and distributed to appropriate staff for review and response. Mr. Brown is handling Board Operations and Mr. Connors will prepare consolidated response. Exit meeting will follow to discuss prior to finalization and issuance of report.                      a. 16 best practices cited;                      b. 34 financial &amp; operating recommendations; and                      c. 11 technology-specific systemic recommendations</p> <p><b>2. E-Rate Audit:</b>                      Activity is winding down.</p> <p><b>3. IAC Audit:</b>                      Should be completed mid-June.</p> <p><b>4. FY 2009 External Audit:</b>                      (Clifton Gunderson) in preparation.</p> <p><b>5. New Enterprise Fund:</b>                      As 9 homeowners are now hooked up to GHS SBR septic system, new enterprise fund has been established, similar to that for James Rouse Theater.</p>		
F.	2009-2010 Quarterly Audit Committee Meeting Schedule			Mr. Connors, Ms. Davis and Mr. Brown will review audit reporting schedule and propose dates.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

June 11, 2009

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, June 11, 2009, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.  
Adejire Bademosi, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Frank Aquino called the meeting to order at 4:00 p.m., and Ms. Bademosi led the group in the Pledge of Allegiance.

## Public Forum

Ms. Carmen Young expressed concerns about the lack of summer academic interventions at Hollifield Station ES and the restrictions regarding those who are allowed to attend summer school.

Mayfield Woods MS students Evan Spotte-Smith and Ainsley Ashman presented information on their G/T research investigation, Elect Out, which involved the modernization of the nation's electrical power grids.

## Approval of Agenda

The following changes were made to the agenda:

- Move Item 8.A. to Item 2.A. – Proclamation: Student Member to the Board of Education – Action
- Delete Item 5.F. – Closed Meeting Minutes

Approved – June 25, 2009

OAH-DYER-000324

Regular Consent Agenda Meeting Minutes include:

- May 4, 2009 (BOE Policy Committee)
- May 12, 2009 (Regular Meeting)
- May 20, 2009 (BOE Legislative Committee)
- May 21, 2009 (Regular Meeting)
- June 1, 2009 (Approval of FY 2010 Budget)

*Action:* Mrs. Giles moved acceptance of the agenda as amended. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (8/0).

### **Recognition of Student Member of the Board of Education**

Board members recognized the contributions of Ms. Adejire Bademosi, Student Member, and presented her with the following proclamation:

#### **Proclamation: Student Member to the Board of Education**

*BOARD OF EDUCATION OF HOWARD COUNTY*

***PROCLAMATION***

HONORING

***ADEJIRE BADEMOSI***

2008-2009 STUDENT MEMBER TO THE BOARD OF EDUCATION

**WHEREAS** Adejire Bademosi has served in an outstanding manner as Student Member to the Board of Education for the 2008-2009 school year; and

**WHEREAS** Adejire demonstrated genuine interest in education issues and brought an informed student perspective to Board deliberations and discussions; and

**WHEREAS** Adejire distinguished herself as an able advocate for student participation by working tirelessly to increase the number of students serving on system-level advisory committees and by promoting leadership opportunities for middle and high school students; and

**WHEREAS** Adejire made significant contributions to Marriotts Ridge High School through her participation in the school's Debate Club, the African American Awareness Club, the Model United Nations Club and the Mentor Club; and as an officer of the Advocacy Club for Habitat for Humanity and the Multicultural Club; and

Approved - June 25, 2009

OAH-DYER-000325

**WHEREAS** Adejire has been actively involved in student government at the school, county and state levels, serving as a member of the Executive Boards of the Marriotts Ridge Student Government Association, the Howard County Association of Student Councils and the Maryland Association of Student Councils; and

**WHEREAS** Adejire is to be commended for her selection by Bentley University as one of 25 outstanding high school juniors from around the world to be named a 2009 Tomorrow25 winner and

**WHEREAS** Board meetings have been brightened by Adejire's vibrant smile and sparkling personality;

**THEREFORE BE IT PROCLAIMED** that the Board of Education of Howard County expresses appreciation to Adejire Bademosi for her commitment and responsible participation during her term as Student Member to the Board of Education; and

**BE IT FURTHER PROCLAIMED** that this document be adopted by the Board of Education of Howard County and entered into the official record, and that Adejire receive a copy in appreciation for her outstanding service on behalf of the students of the Howard County Public School System.

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Frank J. Aquino, Chairman  
Board of Education of Howard County

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Sydney L. Cousin, Superintendent  
Howard County Public School System

*Action:* Mrs. Giles moved acceptance of the proclamation. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

Ms. Bademosi expressed appreciation to her mother, the Board (including former Board member Diane Mikulis), and staff members of the HCPSS for the warmth that was shed upon her this past year. She stated that she looks forward to working with Josh Manley, the new Student Member for next year, and spoke about the worthwhile experience of being a member of the Board.

On behalf of the Board, Mr. Aquino thanked Ms. Bademosi for her service and noted that the new Student Member will be sworn in during the first Board meeting in July.

## **Appointment – Maryland Association of Boards of Education (MABE)**

Mr. Carl Smith, Executive Director of MABE, recognized the Howard County Board of Education for being the first school board in the state to attain Master Board status. He presented the Board and individual Board members with plaques acknowledging the accomplishment.

The MABE Master Board Program is designed to hone the skills of school boards in areas of team building, communication, problem solving, and decision-making. Board Master courses are based on the eight Action Areas in the Key Work of School Boards, as identified by the National School Board Association (NSBA). The Key Work of School Boards is a framework of eight interrelated action areas to focus and guide school boards in their work. The Key Work components are Vision, Standards, Assessment, Accountability, Alignment, Climate, Collaboration and Community Engagement, and Continuous Improvement.

The Howard County Board of Education earned Master Board status before former Board member Diane Mikulis left the Board in December 2008. As the first to complete the program, the Howard Board helped shape the process.

## **Superintendent's Report**

Dr. Cousin reported on the performance of Howard County's Class of 2009 on High School Assessments and the Retiree Reception held on June 10, 2009. He also congratulated the following individuals:

- Pupil Personnel Worker Peggy Schultz, who has been named the 2009 Pupil Personnel Worker of the Year by the Maryland Association of Pupil Personnel Workers.
- Diane Martin, Director of Student, Family and Community Services, who was honored by the Alpha Foundation of Howard County with the 2009 Silas E. Craft Parental Recognition Award.
- Gail Love, first year Spanish teacher at Patapsco MS and Mt. Hebron HS, for being named the winner of the 2009 Maryland Foreign Language Association's Celeste Carr Teacher Study Abroad Scholarship.
- Mary Zagaris, cafeteria manager at Cradlerock School, for receiving the first Carole MacPhee Community Service Award at the Community Homes After-School Enrichment Program Banquet.

- The Centennial HS "It's Academic" Team for winning this year's Baltimore/District of Columbia It's Academic Competition.

Dr. Cousin also introduced Michelle Mursch of the Coca-Cola Company, who presented the Coca Cola Scholars Award to Centennial HS student Henry Zheng and the Educator of Distinction Award to Centennial HS G/T teacher Michelle Bagley.

### **Student Representative's Report**

There was no Student Representative present to report to the Board.

### **Board Members' Reports**

Board members spoke about their experiences with the Simulated Congressional Hearings (SCH) that were recently held at various elementary schools. Mrs. Gordon noted that 34 out of 39 elementary schools held hearings, and Board members attended multiple sessions. It is hoped that the SCH program will be expanded to include all elementary schools next year.

Board members also commented on the recent high school graduations and the wonderful job everyone does to ensure successful events.

Dr. Siddiqui reported on her attendance at the volunteer appreciation breakfast held at Atholton HS, at which the culinary arts students provided refreshments. She also noted that she represented HCPSS at the recent Healthy Howard Day.

Ms. Bademosi reported on her work with various student government organizations, specifically the Maryland Association of Student Councils. Next year, she will be working with the Howard County Association of Student Councils (HCASC) in the capacity of president of the organization.

Mrs. Giles noted that culinary arts students also provided food for backstage celebrations at many high school graduations, and she noted the growth of that program. Mrs. Giles also saluted the students who participated in the "Our Voice" competition, which is an adjudicated art and writing competition at the middle school level.



Mrs. French noted that Dr. Nancy Grasmick, Maryland State Superintendent, purchased two works of art from the recent HCPSS senior art show that will be displayed at MSDE. Mrs. French also reported on her attendance at the Green School celebration held at Deep Run ES.

### **Consent Agenda (Restricted\*)**

Staff Personnel; Bids and Contracts; Donations; Operating Budget Monthly Report; and School Construction Monthly Report.

*Action:* Mrs. Giles moved acceptance of the Restricted Consent Agenda. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0\*)

Staff Personnel – Approved by the Board.

### **Resignations**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Reason</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
Bailey, Ryan	VES	Elem Ed.	Other Employment	2.0	06/19/09
Balachowski, Jennifer	AHS	Science	Relocation	2.0	06/19/09
Bowie, Valerie	PRES	SLP	Relocation	9.0	06/19/09
Brady, Rebecca	LRHS	English	Relocation	2.0	06/19/09
Carver, Vance	ReHS	WLA	Personal	8 months	05/29/09
Chung, Elizabeth	CHS	English	Family Obligations	1.0	06/19/09
Edun, Pamela	VES	Spec. Ed.	Relocation	3.0	06/19/09
Fox, Michelle	AHS	English	Continue Education	2.0	06/19/09
Friel, Lindsay	BSES	Spec. Ed.	Relocation	3.0	06/19/09
Hopkins, Lindsay	CCES	SLP	Relocation	1.0	06/19/09
Johnson, Kimberly	LWES	Rdg. Spec.	Pursue Other Career	17.0	06/19/09
Moreno, Melissa	HOHS	Math	Relocation	1.0	06/19/09
Murphy, E. Kelly	HC	Science	Relocation	2.0	06/19/09
Pincus, Shawna	FES	Art	Pursue Other Career	5.0	06/19/09
Schaeffer, Richard	CRS-U	Spec. Ed.	Personal	5.0	06/19/09
Strumm, Melissa	CLS	Spec. Ed.	Personal	1.0	06/19/09
Ware, Heather	PVMS	Math	Relocation	6.0	06/19/09
Welty, Kelsey	OMMS	Science	Personal	1.0	06/19/09

### **Leaves of Absence**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
Grice, Jacqueline	VES	Tech. Ed.	5.0	08/25/09
Jordan, January	HSES	Elem. Ed.	9.0	04/23/09
Levine, Rebecca	HAHS	Art	7.0	08/25/09

McDonald, Jennifer	DRES	Oc. Therapist	5.0	07/01/09
Messick, Cally	NOES	Music	7.0	08/25/09
Weedlun, Morag	HOHS	English	6.0	02/20/09
Wilkins, Artis	OMHS	Spec. Ed.	8.0	04/23/09

**Retirements**

<b><u>Name</u></b>	<b><u>School</u></b>	<b><u>Grade or Subject</u></b>	<b><u>Years in Howard County</u></b>	<b><u>Effective Date</u></b>
Ames, Emma	OMHS	Math	31.5	07/01/09
Bottamiller, Eileen	RES	Music	33.8	07/01/09
Cammarata, Kathryn	BMMS	Music	30.0	07/01/09
Fales, Carol	EES	Elem. Ed.	20.8	07/01/09
Fink, Barbara	JHES	Kindergarten	6.9	07/01/09
Green, Rona	AHS	Business Ed.	10.0	07/01/09
Greene, Joyce	CRS-U	English	22.0	07/01/09
Gross, Linda`	ReHS	English	30.0	07/01/09
Hooker, Patricia	MHHS	Media	31.9	07/01/09
Liang, Naomi	NOES	Music	19.7	07/01/09
<b>Maxwell-Jones, Geraldine</b>	WLHS	Facilitator	32.0	07/01/09
Morningstar, John	IES	Principal	34.0	07/01/09
Morrell, Monterey	BBES	Principal	31.4	07/01/09
Morris, Beatrice	HC	FCS	34.0	07/01/09
O'Brien, Patricia	STD SVCS	PPW	28.8	07/01/09
O'Connell, Margaret	MWMS	Soc. Studies	22.9	07/01/09
Pfister, Joyce	HAHS	English	36.8	07/01/09
Power, Anna	LKMS	ESOL	28.0	07/01/09
Russell, Marcia	EMMS	Math	24.0	07/01/09
Sullivan, Susan	MVMS	Rdg. Specialist	36.0	07/01/09
Thomas, Brenda	LKMS	Principal	23.0	07/01/09

**Bids and Contracts – Approved by the Board.**

<b><u>Action</u></b>	<b><u>Description</u></b>	<b><u>Vendor/Agency/Contract</u></b>	<b><u>Amount</u></b>
PR-1	Bad Check Collection Services	Salem City Schools, Salem Virginia Bad check collection services – Infinity Business Group (IBG) Expires: April 11, 2011 Savings/Revenues: Based on uncollected checks, the savings will be approximately \$20,000 \$0 annually.	

<b><u>Exhibit</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
P-1	<b>MEDIA CIRCULATION AND PUBLIC ACCESS CATALOG SYSTEMS</b>	\$40,186

The Library Corporation

P-2	<b>PURCHASE AND INSTALLATION OF BLEACHERS FOR HAMMOND AND WILDE LAKE HIGH SCHOOLS</b>	
	T. J. Distributors, Inc.	\$191,300
P-3	<b>NATURAL GAS AND ELECTRIC PURCHASING</b>	
	Constellation New Energy	\$3,000,000
	South River Consulting, LLC	7,000
	Pepco Energy Services	<u>17,000</u>
	<b>TOTAL AWARD</b>	<b>\$3,024,000</b>
P-4	<b>MASONRY WALL REPAIRS AT CLARKSVILLE MIDDLE SCHOOL</b>	
	American Restoration, LLC	\$4,103,800

Donations – Approved by the Board.

Manor Woods ES: PTA, in the amount of \$1,000, designated for the purchase of ink cartridges and poster maker paper.

Running Brook ES: Johns Hopkins Howard County General Hospital, in the amount of \$2,000, designated for the purchase of subscriptions to Time Magazine and National Geographic, and to assist with the cost of field trips.

St. John's ES: PTA, in the amount of \$1,799.18, designated for the purchase of carts and computer software.

Folly Quarter MS: Friends of Folly Quarter Musicians, in the amount of \$1,000, designated to have a music piece composed for students in the symphonic band.

Atholton HS: Boosters, in the amount of \$800, designated to subsidize the cost of the Cappies Gala tickets for students in the Drama Club.

L.G.B. Associates, Inc. (Balfour), in the amount of \$500, designated for the Principal's Scholarship Award.

Marriotts Ridge HS: Boosters, in the amount of \$4,455.53, (\$759.53) designated for the purchase of refreshments for Junior Interview Day, (\$1,800) designated for the purchase of lacrosse jerseys, and (\$1,896) designated to pay for FBLA and Tech Team competition fees.

The following companies donated food or gift cards valued at \$2,500 for the Howard County Wrestling Tournament: Shannon's Restaurant, Serafino's Restaurant, Lancaster Foods, LLC., Aida Bistro, Safeway, Weis in Waverly Woods, Great Harvest Bread Company, Giant in Chatham and Dorsey Search, Costco, Mars Foods, and KFC in Long Gate.

Neschen Americas, donated the printing of banners for the Howard County Wrestling Tournament valued at \$500.

Sandy Spring Mortgage, donated the printing of the Howard County Wrestling Tournament programs valued at \$800.

Oakland Mills HS: Supreme Cuts, LLC, in the amount of \$1,000, designated for the Supreme Cuts Community Scholarship Award.

River Hill HS: Neil L. Levy and Lauren J. Levy, in the amount of \$1,687.50, designated for the purchase of uniforms for the JV Boys' soccer team.

Operating Budget Monthly Report – Accepted by the Board.

School Construction Monthly Report – Accepted by the Board.

### **Consent Agenda**

Regular BOE Meeting Minutes of May 12 and May 21, 2009; Minutes of June 1, 2009, on the Adoption of the FY 2010 Operating and Capital Budgets, FY 2011-2015 Capital Improvement Program, and the FY 2010-2019 Long Range Master Plan; BOE Policy Committee Meeting Minutes of May 4, 2009; and the BOE Legislative Committee Meeting Minutes of May 20, 2009.

The minutes of the BOE Policy Committee Meeting and BOE Legislative Committee Meeting were pulled for voting purposes.

*Action:* Mrs. French moved approval of the Regular BOE Meeting Minutes of May 12 and May 21, 2009; and the Minutes of June 1, 2009, on the Adoption of the FY 2010 Operating and Capital Budgets, FY 2011-2015 Capital Improvement Program, and the FY 2010-2019 Long Range Master Plan. The motion was seconded by Mrs. Giles and approved by the members of the Board (8/0).

#### BOE Legislative Committee Meeting Minutes of May 20, 2009

*Action:* Dr. Siddiqui moved approval of the BOE Legislative Committee Meeting Minutes of May 20, 2009. The motion was seconded by Mrs. French and approved by committee members Mr. Aquino, Dr. Siddiqui, and Mrs. French (3/0).

#### BOE Policy Committee Meeting Minutes of May 4, 2009

*Action:* Mrs. Giles moved acceptance of the BOE Policy Committee Meeting Minutes. The motion carried by a vote of 3/0 by committee members Mrs. French, Mrs. Giles, and Mrs. Gordon.

### **Administrative Appointments and Promotions\***

*Presenter:* Mrs. Erickson, Deputy Superintendent.

Mrs. Erickson presented the following recommendations for administrative appointments and promotions at the elementary level, effective July 1, 2009:

- Molly Ketterer from Assistant Principal at Longfellow ES to Principal at Swansfield ES.
- David Adelman from Assistant Principal at Deep Run ES to Principal at Ilchester ES.
- Vicky Sarro from Assistant Principal at St. John's Lane ES to Principal at St. John's Lane ES.
- Carol Hahn from Assistant Principal at Manor Woods ES to Principal at West Friendship ES.
- Laurel Marsh from Math Support Teacher at Swansfield ES to Assistant Principal at Longfellow ES.
- Nancy Richardson from Leadership Intern at Bellows Spring ES to Assistant Principal at Manor Woods ES.

- Anthony Esposito from Grade Three Team Leader at Longfellow ES to Assistant Principal Elkridge ES.
- Julie Moraz from Grade Two Team Leader at Rockburn ES to Assistant Principal at Deep Run ES.

*Action:* Mrs. French moved approval of the recommendations. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0\*).

Mrs. Erickson presented the following recommendations for administrative appointments and promotions at the secondary level, effective July 1, 2009:

- Gina Stokes from Assistant Principal at Elkridge Landing MS to Principal at Elkridge Landing MS.
- Melissa Shindel from Assistant Principal at Patuxent Valley MS to Principal at Clarksville MS.
- Carol Ketterman from Special Education Teacher at Patapsco MS to Assistant Principal at Patapsco MS.
- Josh Wasilewski from Health Teacher at Mayfield Woods MS to Assistant Principal at Patuxent Valley MS.
- Lisa Smith from Leadership Intern at Dunloggin MS to Assistant Principal at Dunloggin MS.

*Action:* Mrs. Giles moved acceptance of the recommendations. The motion was seconded by Mr. Dyer and approved by the members of the Board (7/0\*).

### **Administrative Transfers**

*Presenter:* Mrs. Erickson, Deputy Superintendent.

Mrs. Erickson announced the following transfers of school-based administrators, effective July 1, 2009:

- Debbie Jagoda from Principal at St. John's Lane ES to Principal at Bushy Park ES
- Corita Oduyoye from Principal at West Friendship ES to Principal at Gorman Crossing ES
- Becky Straw from Principal at Bushy Park ES to Principal at Northfield ES
- Jonathan Davis from Principal at Swansfield ES to Principal at Bollman Bridge ES

- Cheryl Logan from Principal at Gorman Crossing ES to Assistant Principal at River Hill HS
- Connie Stahler from Assistant Principal at Waverly ES to Assistant Principal at Guilford ES
- Anne Swartz from Assistant Principal at Guilford ES to Assistant Principal at St. John's Lane ES
- Denise Lancaster from Assistant Principal at Waterloo ES to Assistant Principal at Waverly ES
- Tom Saunders from Principal at Elkridge Landing MS to Principal at Wilde Lake MS
- Scott Conroy from Principal at Wilde Lake MS to Principal at Lime Kiln MS
- Sue Brown from Principal at Mayfield Woods MS to Principal at Harpers Choice MS
- JoAnn Hutchens from Principal, Clarksville MS to Principal at Mayfield Woods MS
- Lori Willoughby from Assistant Principal Dunloggin MS to Assistant Principal at Burleigh Manor MS
- Julie Rout from Assistant Principal at Folly Quarter MS to Assistant Principal at Elkridge Landing MS
- Tammy Goldeisen from Assistant Principal at Ellicott Mills MS to Assistant Principal at Folly Quarter MS
- Nancy Eisenhuth from Assistant Principal at Patapsco MS to Assistant Principal at Ellicott Mills MS
- Bill Neugebauer from Assistant Principal at Oakland Mills HS to Assistant Principal at Mt. Hebron HS
- Dale Castro from Assistant Principal at Atholton HS to Assistant Principal at Oakland Mills HS
- Adrienne Nasir from Assistant Principal at River Hill HS to Assistant Principal at Atholton HS

### **2009/2010 School Lunch Prices\***

*Presenter:* Ms. Mary Klatko, Director, Food and Nutrition Services.

Based on the current and projected financial condition of the Food and Nutrition Service Program, it is recommended that lunch and breakfast prices for the school year 2009/2010 remain the same as the 2008/2009 school year.

	<u>2008/2009</u>	<u>2009/2010</u>
Elementary Lunch	\$2.50	\$2.50
Secondary Lunch	\$3.00	\$3.00
Signature Lunch (High)	\$3.75	\$3.75

Approved - June 25, 2009

OAH-DYER-000336



Coaches Corner Lunch (High)	\$3.75	\$3.75
Adult Regular Lunch	\$4.25	\$4.25
Adult Signature Lunch (High)	\$4.50	\$4.50
Adult Coaches Corner Lunch (High)	\$4.50	\$4.50
Student Breakfast (All Schools)	\$1.75	\$1.75
Adult Breakfast (All Schools)	\$2.50	\$2.50

*Discussion:*

Mrs. Klatko stated that the number of FARM (free and reduced meals) applications increased by approximately 1 percent this school year. Efforts are being made to allow online applications in the future.

Board members expressed appreciation to the Food and Nutrition Services staff, who ensure that students who participate in the program receive a hot, healthy lunch every day and breakfast for those who qualify.

*Action:* Mrs. Giles moved approval of the recommendation to keep the current school lunch prices for next year. The motion was seconded by Mrs. French and approved by the members of the Board (7/0\*).

**Hammond ES and Hammond MS Renovations – Presentation of Schematic Design\***

*Presenter:* Mr. Bruce Gist, Director, School Construction.

Mr. Gist introduced Mr. James Emr, Amolen Emr + Associates Architects, to present an overview of the additions/renovations to Hammond elementary and middle schools.

The project scope of work focuses on the elementary school, including the conversion of open-space teaching pods into individual classrooms and replacing as needed the mechanical, electrical, and information technology systems.

The elementary and middle schools' administrative office areas, health suites, and guidance areas will be reconfigured. The existing roof for the entire building will be replaced, and mechanical and electrical systems common to both portions of the building will be addressed.

Add alternates for the project include a four classroom elementary addition, additional parking, and a stage for the elementary

gymnasium. A limited amount of additional work on the middle school side will be considered as the budget allows.

*Discussion:*

Dr. Cousin noted that the proposed 100-seat addition as an add alternate allows the school system to make the addition an integral part of the project and is a cost-effective way of addressing capacity issues as well.

Mr. Dyer asked why LEED (Leadership in Energy and Environmental Design) certification was not being pursued for this project. Mr. Emr explained the requirements for obtaining LEED certification and noted that the renovation would be much more extensive and costly in order to qualify for LEED certification. He also spoke about other prerequisites that must be met when seeking LEED certification. It has been determined that attempting to achieve LEED certification would greatly increase the cost of this project.

Dr. Cousin pointed out that LEED certification is a very complicated process, and every renovation project in the county cannot meet the requirements. If additional funds are put into this renovation, then other projects will not be funded or will have to be deferred. He noted the importance of keeping projects on a reasonable schedule and meeting the programmatic needs of the school system while honoring the educational specifications. Dr. Cousin also stated that the school system will do everything to ensure that its buildings are as efficient and effective as possible.

Mr. Dyer asked about the possibility of building a new school, rather than performing a renovation. Staff noted that a new building would cost approximately two to three times the amount of this renovation. It was also noted that many of the school system's buildings are older than Hammond elementary and middle schools and are functioning very well. Mrs. French pointed out that a documented need for a new school must be provided in order to receive state funding. Mr. Aquino spoke about various facts that would have to be considered for replacing a school, including the displacement of students and the site of construction.

Dr. Cousin explained that the development process allows the Board additional occasions for input on the project.

Action: Mrs. Giles moved acceptance of the schematic design document for the Hammond ES and Hammond MS renovation and addition. The motion was seconded by Mr. Cohen and approved by a vote of 6/1\*, with Mr. Dyer voting no.

### **Quarterly Agenda – July – September 2009**

*Presenter:* Mrs. Kathy Hanks, Administrative Specialist.

Board members discussed various items related to the quarterly agenda and made suggestions for changes/additions. The Board is scheduled to take action on the final document on June 25, 2009.

### **Policy – 1060 Bullying, Harassment, or Intimidation**

*Presenter:* Ms. Pamela Blackwell, Director of Student Services.

This policy was developed in response to state law and sets specific expectations for the implementation of prevention and intervention strategies. The implementation procedures specify how incidents of bullying, harassment, or intimidation are to be handled.

*Discussion:*

Various changes were suggested to the policy and implementation procedures. A definition will be included for cyberbullying, and the name of the policy will be changed to Bullying, Cyberbullying, Harassment, or Intimidation.

Mrs. Blackwell indicated that continuous bullying is an important issue and can be addressed in the context of schoolwide prevention and intervention strategies that create a safe climate in which students can report incidents. She also stated that addressing bullying is needed in order to create respectful climates at all schools and will be a part of staff development and Goal 2 School Improvement Plans.

*Action:* Mrs. Gordon moved approval of Policy 1060 as amended. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

### **PTA Council of Howard County (PTACHC) Monthly Report**

Mr. John Hannay, PTACHC President, provided an end-of-year report on PTA activities. He expressed appreciation to the Board and

staff for the opportunity of a constructive partnership with the school system.

Mr. Hannay also spoke about plans for next year, including focusing on revitalizing working committees, expanding the use of designated representatives on committees, expanding capacity to reach and engage the diverse array of families served by the schools, and strengthening the partnership between PTAs and the school system at the local school level.

### **Community Advisory Council (CAC) End-of-Year Report**

Mr. Chris Wertman, CAC Chairman, presented the CAC Annual Report for the 2009/2009 school year. He stated that the year focused on sustaining and expanding the roles and responsibilities that the CAC had taken on during the previous year. CAC members have served on many policy review and advisory committees, worked with school system staff in reviewing the educational budget, joined with the PTACHC in informal discussions with the Board and staff regarding system initiatives and community concerns, and provided various presentations to the Board throughout the year.

On behalf of the CAC, Mr. Wertman expressed appreciation to the Board, administration, and staff of HCPSS for their demonstrated commitment to community participation and transparency in the operation of schools.

**Adjournment** – By Board consensus, the meeting was adjourned at 6:53 p.m.

### **Information Items**

- A. Food and Nutrition Service Financial Report
- B. Policy 3030 Research Involving Employees and Students

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

**Minutes of the Board of Education Policy Committee**

**June 15, 2009 - 1:00 p.m. - Board Room A**

**Committee:** Sandra H. French, Chairman; Ellen Flynn Giles; Patricia S. Gordon

**Staff:** Fran Albert, Policy Specialist; Arlene Conway, Administrative Secretary (Board Office)

Mark Blom, General Counsel; Leslie Bridgett, Assessment Resource Teacher;

Patti Caplan, Director, Public Relations; Wayne Crosby, Interim Director, School Facilities; and

Jose Stevenson, Director, Student Assessment & Program Evaluation

**Observers:** Chris Wertman, CAC Chairman; Steve Estomin, CAC Policy Coordinator

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
A.	Call to Order	Mrs. French called the meeting to order at 1:09 p.m.		
B.	Approval of the Agenda	Staff requested the addition of <b>Policy 5110 – Students with Do Not Resuscitate Orders</b> to Item I – General Discussion/Other  Mrs. Giles moved approval of the Agenda, as amended. Mrs. Gordon seconded.	By Consensus	
C.	Final Versions of Approved Policies (Mr. Crosby)	<b>1. 6060 Community Improvements to School Sites or School Facilities.</b> (Mr. Crosby) Committee reviewed the policy to ensure that changes proposed at the Board’s 5/12/09 regular meeting were incorporated. Section IV Standard D was separated into two Standards, and Standard K was added to provide for Board review/approval of large projects  <b>2. 6070 Discontinuation of School Use.</b> Reviewed and affirmed as the version approved by the Board on 5/12/09.	By Consensus          By Consensus	<b>1. Policy 6060</b> will be presented to the Board for Action at the 6/25/09 Board meeting.  <b>2. Policy 6070</b> and  <b>3. Policy 7100</b> are

**Minutes of Board of Education Policy Committee  
June 15, 2009**

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		<p><b>3. 7100 Family and Medical Leave.</b> Reviewed and affirmed as the version approved by the Board on 2/12/09.</p>	By Consensus	ready to for posting to the Board's policy website. They go into effect July 1, 2009.
D.	Status of Minority Report Procedures	<p><b>Discussion with Cabinet Representatives</b> (Mr. Blom &amp; Mrs. Caplan) Staff presented a revised language to address the accommodation of a minority opinion in advisory committee reports through the Implementation Procedures (PR) of <b>Policy 2050, Advisory Committees to Staff and Schools</b>. The committee agreed that these new procedures would represent a minority opinion fairly, and withdrew its preference that the minority opinion should be written by the individual rather than the advisory committee chairman. It was recommended that staff review <b>Policy 2060, Advisory Committees to the Board of Education</b>, to ensure alignment.</p>	By Consensus	<p>Implementation Procedures to <b>Policy 2050</b> will be presented to the Board.</p> <p>Ms. Albert will train committee chairs to ensure consistency in treatment.</p> <p>Mr. Blom will review <b>Policy 2060</b> and propose any necessary language.</p>
E.	Tentative 2009-2011 Policy Revision Schedule	<p><b>1. Policy Charters:</b> Recommendation that charters be moved earlier in Board calendar so that committee work can begin as soon as possible. Recommendation that charters be brought to the Board in summer months in the future.</p> <p><b>2. 9270 – Student Assault and/or Battery</b></p>		<p>1. Ms Albert will amend the 09-10 timeline and schedule charters between September and October.</p> <p>2. Ms. Albert will change</p>

**Minutes of Board of Education Policy Committee  
June 15, 2009**

Item	Subject	Discussion	Action/Status	Follow-up
		<p><b>on School Staff:</b> Very important policy needs significant time for committee work. Recommendation that charter be moved up, work begin earlier, and action taken before June 2010.</p> <p><b>3. Ethics Policy (New):</b> May need extra time to develop; must be approved by state ethics commission.</p> <p><b>4. 6020 – School Construction Program:</b> Recommendation that action occur sooner than proposed March 11, 2010.</p> <p><b>5. Records Retention Policy (New):</b> Recommendation to assign over 09/11 schedules as its complexity may require two years to complete. Need to acknowledge criteria and process, identify particular issues, and establish standards. The Charter will take time to develop.</p> <p><b>6. Two-year Policy Review Schedule:</b> Committee approved the proposed two-year Policy Review Schedule, as revised, for submission to the Board.</p>	<p style="text-align: center;">By Consensus</p>	<p><b>Policy 9270</b> Charter to 10/08/09, with action scheduled for 05/13/09.</p> <p>3. Ms. Albert will apprise the Board of any difficulties.</p> <p>4. Timeline changed; action set for 01/14/09.</p> <p>5. Ms. Albert will move policy to the 09/11 timeline. Mr. Blom will check status of State direction and MABE model policy.</p> <p>6. Ms. Albert will present the schedule to the Board for approval on 06/25/2009.</p>

**Minutes of Board of Education Policy Committee  
June 15, 2009**

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
F.	Policy Revision Cycle	<p><b>1. Review dual calendar timeline and six-year process:</b> Discussion addressed when the Six-year review process, as cited in Policy 2020 Policy Development and Adoption, should begin. Clarification is needed that it begins once the review and conversion to the new format of all existing policies has been completed.</p> <p><b>2. Set Committee Meeting Schedule:</b> Dates chosen are 10/12/09, 1/10/10, 3/8/10, 5/3/10, and 6/7/10. All will occur between 1:00 and 3:00 p.m.</p>	<p>By Consensus</p> <p>By Consensus</p>	<p>1. Ms. Albert will affirm this understanding at 06/25/09 BOE Meeting and request a waiver if necessary.</p> <p>2. Ms Conway will reserve meeting space and place meetings on the Board Calendar.</p>
G.	Possible Change to Process and Format	<p><b>Review sample of proposed change to Title and number, font and placement:</b> Discussion of this topic was deferred.</p>	By Consensus	Ms. Albert will reschedule.
H.	Policy Committee Protocols	<p><b>Review and evaluate:</b> Protocols remain relevant and appropriate. Agreement to revise the committee minutes template. Agendas and minutes should have draft watermark prior to public approval.</p>	By Consensus	Mrs. Giles will reformat and post a standard Minutes template in CLC BOE Documents/ Committee Folder.



**Minutes of Board of Education Policy Committee  
June 15, 2009**

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
I.	General Discussion/ Other	<p><b>1. 5110 Students with Do Not Resuscitate Orders.</b> Due to state requirements, this issue could be adequately addressed through rules and regulations rather than policy. Staff would feel more comfortable with a policy, and Board committee members agreed.</p> <p><b>2. Policy 8120 Testing: State and Local Responsibilities and Protocols (Ms. Bridgett and Mr. Stevenson)</b> Proposed changes to Implementation Procedures are needed to clarify the process for making additional test copies.</p> <p>The committee noted additional concerns regarding the need for more explicit shredding procedures and personal staff accountability. The committee believed an overall review of the Implementation Procedures was necessary.</p>	<p>By Consensus</p> <p>By Consensus</p>	<p>1. Ms. Albert will recommend revision to <b>Policy 5110.</b></p> <p>2. Staff will review the Implementation Procedures to ensure confidentiality, security and accountability responsibilities related to the disposal or shredding of test documents. An interim Circular can be used to transmit the copying directions.</p>
J.	Adjournment	Mrs. French adjourned the meeting at 3:33 p.m.	By Consensus	

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

June 25, 2009

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, June 25, 2009, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Anna Gable, Publication Specialist  
Barbara Bowers, Recording Secretary

Chairman Frank Aquino called the meeting to order at 4:05 p.m., and Dr. Siddiqui led the group in the Pledge of Allegiance.

## Public Forum

Mr. Dave Russell, parent of two Guilford ES students, voiced that he is happy with the education his children have received thus far.

## Approval of Agenda

The following changes were made to the agenda:

- Move Item 7.A. to Item 3.E. – Administrative Appointment – Action
- Delete Item 4.D. – Closed Meeting Minutes

*Action:* Mrs. Giles moved acceptance of the agenda as amended. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (6/0).

## **Superintendent's Report**

Dr. Cousin congratulated:

- Beverly Davis, Director of Finance, who has earned the designation as Registered School Business Official (ALBO).
- Communications Specialists Anna Gable and Joan Irving, for their work on four school system publications that received awards from the National School Public Relations Association.
- Thirty-three schools that will receive 2009 PBIS (Positive Behavior Interventions and Supports) Maryland Recognition Awards by the Maryland State Department of Education on July 14, 2009.

Dr. Cousin reported on various school and community events he attended over the past several weeks, including the Summer Institute, which is a two-day event that was attended by over 870 staff members.

## **Student Representative's Report**

There was no Student Representative present to report to the Board.

## **Board Members' Reports**

Mrs. Gordon reported that she, Mr. Aquino, and Mrs. Giles attended the Maryland Association of Boards of Education (MABE) Summer Leadership Conference that was held on June 18 and 19, 2009. Mrs. Giles and Mr. Aquino also commented on the conference.

Mrs. Giles congratulated the Partnership Office on the work they have done all year in regards to the many partnership signings. She also congratulated community partners on their commitment to the education of students in Howard County.

## **Signing of Contracts with Employee Bargaining Units\***

The following contracts were signed by Board Chairman Frank Aquino, Superintendent Sydney Cousin, and representatives of the respective bargaining groups:

- Master Agreement with Howard County Administrators Association
- Master Agreement with American Federation of State, County and Municipal Employees

- Memorandum of Understanding with Howard County Food Services Association
- Memorandum of Understanding with Howard County Home and Hospital Teachers Association

All the agreements will provide employees with the equivalent of a 1.2 percent cost-of-living increase.

*Action:* Mrs. Giles moved ratification of the new contracts and addendums for the following organizations between the Howard County School System and the Howard County Administrators Association; the American Federation of State, County and Municipal Employees; the Howard County Education Association (HCEA) and Howard County Education Association-Educational Support Personnel (HCEA-ESP) unit; the Howard County Food Services Association; and the Howard County Home and Hospital Teachers Association. The motion was seconded by Mrs. French and approved by the members of the Board (6/0).

### **Administrative Appointment\***

Mrs. Erickson recommended to the Board the appointment of Mr. Wayne Crosby as the Director of School Facilities. Mr. Crosby has been the Interim Director since November 2008.

*Action:* Mrs. Giles moved acceptance of the recommendation from the Assistant Superintendent for the appointment of Mr. Wayne Crosby as Director of School Facilities. The motion was seconded by Mrs. French and approved by the members of the Board (6/0).

### **Consent Agenda (Restricted\*) and Consent Agenda General**

Due to the absence of the Student Member, the Board combined both the Restricted and General Consent Agendas for approval.

Bids and Contracts; Donations; School Bus Contract Transfers; and Regular Meeting Minutes of June 11, 2009.

*Action:* Mrs. Giles moved acceptance of the Consent Agenda Restricted and Consent Agenda General. The motion was seconded by Dr. Siddiqui and approved by the Board (6/0).

Bids and Contracts – Approved by the Board.

<u>Action</u>	<u>Description</u>	<u>Vendor/Agency/Contract</u>	<u>Amount</u>
PR-1	Cisco System Data Equip. And Juniper Network Equip.	Montgomery County PS, MD Presidio Networked Solutions Expires: June 30, 2010 Savings: Time & admin. cost to bid.	\$180,000 est.
PR-2	Juniper Network Equipment	State of Maryland Master Hardware Contract Skyline Network Engineering, LLC Expires: 9/30/2012 Savings: Lowest pricing available based on State of MD pricing	\$202,800
PR-3	Sonicwall	GSA Schedule 70 Spectrum System–Sonicwall provides internet protection against Spam Expires: 9/30/2011 Savings: Local government access to GSA Sch. 70 provides competitive pricing plus saving of administrative costs.	\$109,910

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
P-1	<b>STUDENT TRANSPORTATION</b>	
	Adkins Enterprises, LTD	\$ 58,455
	Susan D. Miles	59,670
	Sharon A. Ward, Inc.	60,327
	MBG Enterprises, LTD	60,840
	Jubb's Bus Service, Inc	80,541
	Mullinix Bus Service, Inc	114,543
	Tip Top Transportation	<u>115,974</u>
		\$550,350

P-2	<b>AUDITORIUM SOUND SYSTEM IMPROVEMENTS AND STAGE RIGGING IMPROVEMENTS AT ATHOLTON HIGH SCHOOL AND AUDITORIUM SOUND SYSTEM IMPROVEMENTS AT OAKLAND MILLS HIGH SCHOOL</b>	
	Reject all bids	\$ 0
P-3	<b>E-MAIL SERVICES – OPEN TEXT CORPORATION</b>	
	Open Text Corporation	\$27,982.72
P-4	<b>SOFTBALL OFFICIATING SERVICES</b>	
	Golden Triangle Officials Association	\$26,000
P-5	<b>BASEBALL UMPIRE OFFICIATING SERVICES</b>	
	Mid-Atlantic Officials Association	\$33,320

Donations – Approved by the Board.

HCPSS Educational Foundation: Bright Minds Foundation, in the amount of \$11,397, to be used as grants in the following schools: (\$1,190) Howard High and Worthington Elementary, (\$850) Harpers Choice Middle, (\$1,095) Stevens Forest, (\$1,152) Homewood, (\$1,920) Talbott Springs Elementary, (\$2,000) Bellows Spring Elementary, (\$1,800) Lime Kiln Middle, and (\$1,000) Oakland Mills High.

Bollman Bridge ES: PTA, in the amount of \$966.66, designated to cover expenses for the Artist in Residency program.

Clemens Crossing ES: Wells Fargo Foundation, in the amount of \$950, designated for the purchase of math manipulatives.

Ilona Bass, in the amount of \$950, designated for the purchase of computer software and a digital camera.

General Mills, Box Tops for Education, in the amount of \$1,658.40, designated for the

purchase of a camera and a subscription to Time Magazine.

Fulton ES: Ahold Financial Services, in the amount of \$1,472.85, for the purchase of Wii controllers and racks that convert computers to interactive white boards in classrooms.

Jeffers Hill ES: Wizards Care – Gilbert Scores for Schools, in the amount of \$4,500, designated for computers, software, books, and a subscription to Time Magazine.

PTA, in the amount of \$1,700, designated for the purchase of folding chairs and rack.

Manor Woods ES: Chick-fil-A, in the amount of \$526.25, designated for the purchase of materials to be used for character education.

St. John's Lane ES: Giant Food, A+ Bonus Bucks, in the amount of \$1,741.66, designated for the purchase of LCD projectors.

Glenwood MS: Leroy and Michelle Hewitt, in the amount of \$654.95, designated for the purchase of a wall screen.

Hammond MS: SMART Technologies, a SMART board and interactive system valued at \$5,996.

Glenelg HS: FIRST (For Inspiration and Recognition of Science and Technology), in the amount of \$3,000, designated to pay for buses and lodging for students to attend a Robotics competition.

Hammond HS: Boosters, in the amount of \$900, designated for the purchase of microphones for the Drama Department.

Long Reach HS: Boosters, in the amount \$570, designated to pay the registration fee for the girls' soccer team to attend summer camp.

Marriotts Ridge HS: Karen Wilhide Kreh, floral arrangements, flowers, and boutonnieres for the Class of 2009 graduates, valued at \$855.

Boosters, in the amount \$29,705.87, designated for the following: (\$3,360) Teachers Web, (\$1,750) dinner and refreshments for staff during parent/teacher conferences and Staff Appreciation Week, (\$3,001.42) athletic awards and plaques, (\$5,147) tournament fees for various athletic teams, (\$1,000) purchase of a string bass, (\$1,689.45) registration fees for the Tech Club, (\$1,000) senior class awards, (\$3,758) uniforms for the boys' soccer team, (\$5,000) for track uniforms, (\$1,500) costumes for the madrigals, and (\$2,500) music and materials for the half-time field show production.

PTSA, in the amount of \$2,325.23, (\$1,750) for dinner and refreshments for staff during parent/teacher conferences and for Staff Appreciation Week, and (\$575.23) grants for the Music Department and English Department.

Oakland Mills HS: Brad Howell, in the amount of \$529, designated for the wrestling program.

Boosters, in the amount of \$680, designated to pay for the use of buses to transport students to the prom.

Mt. Hebron HS: Viking Backers, in the amount of \$8,000, designated for the following athletic department needs: repair/replace soccer and field hockey goals; repair/replace stadium flagpole; field hockey equipment; uniforms for the baseball team, cheerleaders, girls' soccer team, cross country team, indoor and outdoor track team, volleyball team and field hockey team; and (2) storage containers.



School Bus Contract Transfers – Approved by the Board.

<u>Contract #</u>	<u>Old Contractor</u>	<u>New Contractor</u>	Total # of contracts
			<u>Pending this assignmt.</u>
305	Faith Flester	Bowen's Bus Ser.	56
533	Faith Flester	Bowen's Bus Ser.	56
559	Faith Flester	Bowen's Bus Ser.	56
586	Faith Flester	Bowen's Bus Ser.	56
134	Faith Flester	Bowen's Bus Ser.	56

Regular Meeting Minutes of June 11, 2009 – Approved by the Board.**Bridge to Excellence: Career and Technology Education (CTE)**

*Presenters:* Dr. Richard Weisenhoff, Coordinator, Career and Technology Education; Ms. Natalie Belcher, Instructional Facilitator, Centralized Career Academies; Ms. Laurie Collins, Instructional Facilitator, Family and Consumer Sciences (FACS); Ms. Stephanie Discepolo, Resource Teacher, Career Research and Development (CRD); Ms. Sharon Kramer, Instructional Facilitator, Business and Computer Management Systems (BCMS); Mr. Dennis Soboleski, Instructional Facilitator, Technology Education; Ms. Ashley Johnson, Student, Hammond High School; Ms. Mary Metzler, Teacher; and Ms. Amber Richardson, Graduate-Visual Communication Program.

Dr. Weisenhoff and several CTE staff reported on their respective content areas that make up the CTE program. All CTE programs are high school programs, except for the Family and Consumer Sciences (FACS) and Technology Education, which serve middle school students as well.

Dr. Weisenhoff noted that the school system's programs have changed to keep up with the county's needs. The traditional vocational or trade programs are no longer sufficient to prepare students for today's trades, which require skills in math and technology. The Career Academies, which replaced the Technology Magnet program based at Long Reach and River Hill high schools, is held at each high school or the Applications and Research Lab (ARL), depending on equipment needs, and are available to all high school students.

Components of CTE

The Business and Computer Management Systems (BCMS) program consists of courses in computer applications, business and finance,

accounting, marketing, computer programming, computer repair, and networking. These courses provide students the opportunity to develop abilities necessary to perform in today's technology-based work environments, to seek advanced training, and to fulfill personal goals.

The Career Research and Development (CRD) courses help students with career exploration.

The Centralized Career Academies are offered at the ARL because they require expensive equipment or facilities that cannot be replicated at each high school or when enrollment projections are not sufficient to support a program at each high school. These include four Biotechnology and Health Services academies; two Architecture and Engineering academies; two Energy, Power, and Transportation academies; and two Multimedia Arts academies.

Family and Consumer Sciences (FACS) classes prepare students to be future parents, workers, community members, and leaders. There are also four high school Career Academies offered under FACS, including Child Development, Culinary Science, Hotel and Restaurant Management, and Teacher Academy.

Technology Education classes empower students to be "technologically literate," which is the ability to use, manage, understand, and assess technology.

The CTE Office plans to expand the opportunities for students to be involved in student organizations. CTE is increasing the availability for industry certifications and articulation agreements with post-secondary institutions and other opportunities for students to pursue and prepare for individual career interests. The office is also exploring the addition of academies in Agriculture and Interior and Fashion Design. CTE will continue to support all Science, Technology, Engineering, and Mathematics (STEM) initiatives, which are integral to the success of the Career Academies.

*Discussion:*

Mr. Dyer expressed concern about the feedback he has received that some students are being "left out" of the Career Academies program. Dr. Weisenhoff said that the program has gifted and high achievers as well as students who have not been successful in school. He explained that due to the changes with technology, students need to have a strong background in mathematics and in communication

skills. He added that the school system has to continue to ensure that students have the mathematical abilities and the communication abilities needed to be successful.

Mrs. Gordon inquired about the criteria of becoming a student intern sponsor and how/when a student intern is placed with a company. Dr. Weisenhoff explained that students submit an application and a resume. Based on their career interest, students may be placed as interns with companies.

Dr. Siddiqui asked at what grade level the students need to inquire about the different programs being offered and if middle school students are receiving program direction assistance. Dr. Weisenhoff explained that presentations are given in the middle schools to help students understand what programs are available. Students do not have to make a decision until the end of their sophomore year, which allows plenty of time for exploration of the programs.

Dr. Weisenhoff explained that identifying the needs of the workforce in the area/community is done through advisory boards and anyone who would like to offer input.

Dr. Weisenhoff reported that the ARL has about 600 students. The CTE program has 5,900 students, and approximately 3,000 certificates were given out to students who completed academies. He explained that some students might only take part in the program during their junior year as career exploration. Some do not complete the program, which is not a requirement. He added that students can receive college credits while still in high school while participating in the CTE program.

Mr. Dyer asked if HCPSS claims a copyright on its essential curriculum. Staff agreed to investigate this matter and provide an answer to the Board.

Mr. Aquino asked how Howard County compares with other jurisdictions in the state of Maryland regarding participation and success of the programs offered in public education. Dr. Weisenhoff explained that the percentage of students participating in the CTE programs is very similar to the percentages of other counties in Maryland. In Howard County, the programs are created to fit the community, which makes the programs look different than those in surrounding counties. He added that Howard County was one of the first counties to embrace the idea of career clusters and focusing on academic content matched with skills. The Maryland State

Department of Education (MSDE) is using Howard County as a model. Mr. Aquino added that the Maryland school system is number one in the country.

Dr. Weisenhoff stated that students are encouraged to take two years of world languages to ensure that they meet the minimum requirements to go on to college.

### **Approval of Audit Plan, FY 2010\***

*Presenter:* Mr. Ray Brown, Chief Financial Officer.

Mr. Brown presented the HCPSS Board of Education Audit Plan for FY 2010 and requested Board approval. He noted that Mr. John Connors, HCPSS Internal Auditor, anticipates completing 15 audits next school year.

Mrs. Giles commented on the remarkable job that has been accomplished by Mr. Connors in identifying and addressing areas of risk and participating in all audits.

*Action:* Dr. Siddiqui moved approval of the FY 2010 Audit Plan as recommended by the BOE Audit Committee. The motion was seconded by Mrs. French and approved by the members of the Board (6/0).

### **2009-2010 Policy Adoption Schedule**

*Presenter:* Ms. Fran Albert, Policy/Charter School Specialist.

#### *Highlights:*

- FY 2010 schedule will include committee review of 12 major areas of policy work, plus additional revisions as needed.
- FY 2011 schedule will:
  - Include committee review of remaining 11 policies as needed.
  - Complete initial policy review cycle.
  - Begin the required six-year cycle.
- New Policies to be Developed:
  - Technology Security
  - Ethics
  - Records Retention
- Policies to be Reviewed Out of Order:
  - 2010 – Student Representation.
  - 8080 – Acceptable Use of Computer Technology.

*Summary of FY 2009 Policy Review:*

- 21 Policies Reviewed.
- 17 Policies Reviewed by Committee:
  - 11 policies with major revisions.
  - 1 new policy with major revisions
  - 1 rescinded policy.
  - 1 policy with major revisions and held over.
  - 4 policies tabled or held over.
- 3 Procedures with Revisions:
  - 1 policy with 1 revision.
  - 1 policy with 2 revisions.
  - 1 policy with 3 revisions.

Ms. Albert noted that Policy 2020 – Policy Development and Adoption stated that the Board Policy Manual will be reviewed in its entirety on a six-year cycle, and a policy may be reviewed out of sequence with approval by the Board.

It was requested that a waiver be approved to enter the seventh year of the review cycle in FY 2011.

*Discussion:*

Board members commented on the work that has been done so far with transforming existing polices into the new format and felt that the request for the seventh year extension was reasonable.

*Action:* Mrs. Gordon moved approval of the request that a waiver be approved to enter the seventh year of the review cycle in FY 2011. The motion was seconded by Mrs. French and approved by the Board (6/0).

Mr. Dyer expressed concern about HCPSS not having a records retention policy. Mrs. Giles explained that HCPSS has state-level approval on a document schedule for destruction, which sets limits on how long items must be saved. She said it is not a Board-level policy, and that there is a policy and procedure in place that governs how records are retained. She added that some are statutory requirements that relate to different classifications of documents. Mr. Dyer said he felt there should be no further destruction of any records until the approved policy states when the records can be destroyed or by Board action.

*Action:* Mrs. Giles moved acceptance of the schedule as proposed for 2010-2011. The motion was seconded by Mrs. French and approved by the Board (6/0).

### **Quarterly Agenda, July – September 2009**

*Presenter:* Mrs. Kathleen Hanks, Administrative Specialist to the Board of Education.

Mrs. Hanks reported on changes that were made to the Quarterly Agenda.

Mrs. French suggested the possibility of changing the August 13, 2009, Board meeting date to a later date in August.

*Action:* Mrs. French moved approval of the Quarterly Agenda with the request that the Superintendent consider changing a meeting date from August 13, 2009, to August 20, 2009. The motion was seconded by Mrs. Giles and approved by the members of the Board (6/0).\*\*

\*\*Editor's Note: After discussion with staff, the August Board meeting remained as planned for August 13, 2009.

### **Policy 6060 – Improvements to School Sites or School Facilities**

*Presenters:* Mr. Wayne Crosby, Director, School Facilities.

Mr. Crosby reported that the final version of Policy 6060 reflects the Board's changes from the meeting of May 12, 2009, and the Board's Policy Committee changes from the meeting of June 15, 2009. Changes include the new title Community Improvements to School Sites or School Facilities.

#### *Discussion:*

Mrs. French reported that the Board's Policy Committee met on June 15, 2009, and approved the changes.

*Action:* Mrs. Giles moved approval of Policy 6060 – Improvements to School Sites or School Facilities, renamed Community Improvements to School Sites or School Facilities. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (6/0).

**Recess:** The meeting was recessed by the Chairman at 6:14 p.m. and reconvened at 7:30 p.m.

## **Public Forum**

There was no one present to address the Board.

## **Community Advisory Council (CAC) Monthly Report**

Mr. Chris Wertman, CAC Chairman, reported on recent activities of the CAC. He expressed concern about Policy 1060 – Bullying, Cyberbullying, Harassment, or Intimidation. The CAC feels that this policy does not adequately address “cyberbullying,” or “the behavior on school grounds and at school activities,” and he asked the Board, Superintendent, and staff to further discuss these topics and consider reassessing this policy during the next school year.

Mr. Wertman invited the Superintendent and the Board to attend the River Hill 4<sup>th</sup> of July Independence Day parade.

## **Presentation of Feasibility Study**

*Presenters:* Dr. Terry Alban, Chief Operating Officer, and Mr. Joel Gallihue, Manager of School Planning.

Dr. Cousin explained that each year the BOE reviews capital planning options and possible redistricting scenarios through the Feasibility Study. The Feasibility Study is used for two main purposes, but is a planning document only:

- To help in the construction of the Capital Budget and the Capital Improvement Program (CIP)
- For attendance area adjustments/redistricting plans

Mr. Gallihue presented the June 2009 Feasibility Study, which includes the annual student enrollment projections and provides a comprehensive look at suggested capital additions, renovations, and any attendance area adjustments that are anticipated within the CIP period.

The study includes a single scenario of multiyear redistricting that may take effect between 2010 and 2016. Mr. Gallihue stressed that the Feasibility Study is a planning document and the recommendations are not final. However, limited redistricting is proposed for school year 2010-2011. Mr. Gallihue has taken preliminary steps to assemble an Attendance Area Adjustment (AAA) Review Committee this summer that will provide input on redistricting recommendations made by staff.

### 2010 Phase Out of Open Enrollment Options

The redistricting recommended for the 2010-2011 school year is limited to two areas: the Greenbridge area and the Woodmark Triangle area. Redistricting in the Greenbridge area is designed to eliminate open enrollment options and make the best use of capacity. Currently, this area is assigned to River Hill HS, but students may open enroll to Glenelg HS. Staff has consistently recommended redistricting the Greenbridge Area from River Hill HS back to Glenelg HS after Glenelg's construction is completed. This redistricting takes best advantage of Glenelg's capacity and would allow future redistricting into River Hill HS to relieve crowding from Reservoir HS.

The Woodmark Triangle area is currently assigned to Marriotts Ridge HS, but students may open enroll to River Hill HS. These students rise from Folly Quarter MS and represent a very small feed to Marriotts Ridge HS. Staff believes it is better to keep this neighborhood assigned to Marriotts Ridge HS, again, to preserve capacity at River Hill HS to assist with other redistricting. The small feed is a concern and a consideration of the policy for attendance area review. That being said, Mount View MS is exceeding 110 percent capacity utilization in 2012. Staff recommends redistricting from Mount View MS to Folly Quarter MS to relieve Mount View MS and to make better use of capacity at Folly Quarter MS. Ultimately, a new middle school may be needed to relieve crowding that is expected from the Turf Valley development.

### 2011 Elementary School Redistricting

The redistricting of elementary schools in 2011 is recommended to manage interim capacity utilization issues primarily originating in the Route 1 Corridor, until new capacity can be budgeted and constructed. The study identifies the need for a new northeastern elementary school in 2013 (intersection of Route 1 and Route 175) and a new northeastern middle school in 2015, for which a site has not been identified. The interim time period is 2011-2013, assuming a new elementary school would be opened by 2013. Without some elementary redistricting in 2011, capacity utilization at schools such as Elkridge ES and Bellows Spring ES will significantly exceed 110 percent even after planned additions open. New capacity also comes available at Northfield ES in 2011, which can relieve growth at Phelps Luck ES and Thunder Hill ES and even allow for an adjustment to the Centennial Lane ES attending area.



Southeastern redistricting requires a cascade of movement to access capacity in the west at schools such as Dayton Oaks ES, Fulton ES, and Pointers Run ES. Construction of additions is anticipated at Hammond ES, Bollman Bridge ES, and even Gorman Crossing ES. With such capacity available in 2013 or later, the Fulton ES attending area may be contracted in time for additional students from the Maple Lawn development.

These conditions will be considered again in the June 2010 Feasibility Study before a formal recommendation is made. Dr. Cousin emphasized that only two preliminary recommendations have been made for 2011. Recommendations beyond that are just considerations and just the beginning of the process.

*Discussion:*

Mr. Dyer asked if any of the four elementary schools listed under consideration for CIP (Hammond, Thunder Hill, Bollman Bridge, and Gorman Crossing) will undergo LEED Certified renovations. Mr. Roey explained that a decision has not yet been made, but since Thunder Hill ES and Bollman Bridge ES will undergo complete renovations with additions, these two schools would be better suited for LEED Certification than Hammond ES. The extent of the renovation for Gorman Crossing ES has not yet been determined.

Mrs. French asked why, with the redistricting, the Free and Reduced Meals (FARM) data would increase at some affected schools but not all. Mr. Gallihue explained that some of the redistricting proposed in the Feasibility Study will result in taking away an area that has a lower percentage of FARMS and adding to an area that has a higher percentage of FARMS, which would cause the increase in some schools but not others.

Mrs. French asked if the existing school buildings and parking lots would be able to support the additions/renovations. Mr. Roey explained that from a physical and site capacity standpoint, the answer would be yes, but that question would have to be addressed at the planning time of each individual school's addition/renovation.

Dr. Siddiqui asked if there is still a need for a new northeastern elementary school with the 2011 possible redistricting plan and the additions/renovations planned at the surrounding elementary schools.

Mr. Gallihue explained that it would be hard to spread out the growth in enrollment to distant capacity without building a facility in that area.

Dr. Siddiqui asked about the status of the possible future middle school site. Mr. Gallihue explained that a site has been tested for a middle school building on Marriottsville Road, but there is a need to find a site for a middle school in the Route 1 area.

Mr. Aquino asked if at some point a proposal that covers multiple years will be brought to the Board. Mr. Gallihue explained that what he tried to emulate in the Feasibility Study was the transparency of having a long-range plan, with the understanding that due to critical times, changes can be made to any plan.

Mr. Aquino asked when the Attendance Area Adjustment Review Committee members will be chosen. Mr. Gallihue said the interviews have been completed, the Superintendent will appoint the committee members, and the committee will begin their task in a few weeks.

Mr. Dyer asked about the possibility of concentrating on maximizing the size of the feeds for the entire county, which would result in feeds of 40 percent to 45 percent for all schools. Mr. Gallihue explained that a plan that reinforces feeds dramatically was suggested last year, which resulted in a lot of parents writing e-mails to the Board and staff in opposition of the plan.

Board members commented on how transparent and easy to read the feasibility study was written and thanked Mr. Gallihue and his staff.

## **Adjournment**

By Board consensus, the meeting adjourned at 8:36 p.m.

## **Information Items**

- A. Community Use of Schools – Fees for 2009-2010
- B. Proposals for Additions and Amendments to MABE Resolutions

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

July 9, 2009

The Board of Education of Howard County met in closed session on July 9, 2009, at 2:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss the Superintendent's goals and review a personnel matter. The motion was seconded by Sandra French and approved 7/0. Persons present: Board members Frank J. Aquino, Chairman; Ellen Flynn Giles, Vice Chairman; Lawrence H. Cohen; Allen Dyer, Esq.; Sandra H. French; Patricia S. Gordon; and Janet Siddiqui, M.D.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Sydney L. Cousin, Superintendent; Sandra Erickson, Deputy Superintendent; Mamie Perkins, Chief of Staff. Mrs. Erickson and Mrs. Perkins joined the meeting at 3:05 p.m.

**ITEMS CONSIDERED:**

The agenda items include discussion of the Superintendent's Performance Goals and a report on a personnel matter concerning specific individuals.

**ACTION:**

The Board discussed various topics pertaining to the Superintendent's goals and then the Superintendent joined the discussion at 2:25pm. The Superintendent answered questions from Board members and discussion continued regarding the focus of the Superintendent's efforts for the next school year.

At 3:05 p.m. the Superintendent and staff briefed the Board in response to questions that had been asked by the Board Chairman regarding a personnel issue.

Adjourned: 3:25 p.m.

Submitted by: \_\_\_\_\_  
Frank J. Aquino, Chairman  
Board of Education

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

July 9, 2009

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, July 9, 2009, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.  
Josh T. Manley, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Frank Aquino called the meeting to order at 4:06 p.m.

## **Certification of Election of Student Member of the Board**

The Board certified the results of the 2009-2010 election for Student Member of the Board of Education.

*Action:* Mrs. Giles moved acceptance of the certification of the student member election for 2009-2010. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0).

## **Administration of Oath to New Student Member of the Board**

Ms. Margaret Rappaport, Clerk of the Circuit Court, administered the oath of office to Josh Manley, senior, Howard HS student.

Mr. Manley thanked everyone who supported him throughout his years in the school system and noted his goals during his tenure on the Board. He then led the group in the Pledge of Allegiance.

## Public Forum

Mr. David Barrett, representing the Howard County Chapter of Alpha Phi Alpha Fraternity and the Alpha Achievers Program, presented Student Board Member Josh Manley with an award for distinguished community service.

## Approval of Agenda

The following changes were made to the agenda:

- Delete Item 5.A. – Administrative Appointments and Promotions
- Item 1.B. – Public Forum – took place before approval of agenda
- Delete Item 5.D. – 2009 Maryland School Assessment Results – has not been released to the public yet by Maryland State Department Education
- Delete Item 7.A. – Information Item – Bridge to Excellence Update – will be presented to the Board as a report in September 2009

Regular Consent Agenda meeting minutes include:

- June 8, 2009 (BOE Audit Committee)
- June 15, 2009 (BOE Policy Committee)

*Action:* Mrs. Giles moved approval of the agenda as amended. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (8/0).

## Superintendent's Report

Mrs. Min Kim, Coordinator of Equity Assurance and International Student Services, introduced Mr. Sung-Hwa Jung from Seoul, Korea. Mr. Jung is coordinating a visit to Howard County with 24 Korean middle school students who will attend three weeks of summer school at Bonnie Branch Middle School.

Dr. Cousin congratulated the following students and staff:

Robert C. Byrd Honors Scholars:

- Anthony Basile, Wilde Lake High School
- Brendan Carter, Glenelg High School
- David Eastman, Howard High School
- Melanie Johnson, Atholton High School
- Yelena Leznik, Oakland Mills High School
- Kevin Schmid, Centennial High School

- Samuel Storey, River Hill High School
  - Stephen Tawa, Mt. Hebron High School
  - Rebecca Tun, Reservoir High School
  - Shirley Weng, Marriotts Ridge High School
- Television Production Assistant Mr. Terry McClung for winning a Telly Award for the video he produced, directed, and edited to introduce middle and high school students to the 2009 candidates for the Student Member of the Board of Education.
  - The team of Viveka Advani of Burleigh Manor Middle School and Nikita Datta of Lime Kiln Middle School for upsetting the reigning national champions from Lanier Middle School in Houston, Texas, to win the National Debate Championships in Public Forum Debate at the 2009 National Middle School Speech and Debate Championships.

### **Student Representative's Report**

There was no Student Representative present to report to the Board.

### **Board Members' Reports**

Mrs. Giles reported that she attended the curriculum workshops and expressed appreciation and congratulations to all the staff and teachers for their dedication to making the workshops a success.

Mrs. French reported that she, Mrs. Giles, and Mr. Cohen attended the Summer Institute and expressed how phenomenal the workshops were. She was very impressed about the number of people that attended with renewed energy and plans for the 2009-2010 school year. Mrs. Giles added that the HCPSS is modeled in workshops and was impressed with the enthusiasm of the teachers, administrators, and curriculum planners involved. Mr. Cohen added how impressed he was with the teamwork and the social atmosphere of the people sharing ideas and making connections with each other.

Mr. Dyer reported that he, Dr. Siddiqui, and Mrs. Giles participated in the River Hill Community Association's July 4<sup>th</sup> Independence Day parade.

Mrs. French reported that she participated in the Longfellow July 4<sup>th</sup> Independence Day parade.

Mrs. Gordon reported that Mr. Blair Ewing, a member of the Maryland State Board of Education recently passed away. Mr. Ewing served on the Montgomery County School Board for over 25 years.

### **Consent Agenda (Restricted\*)**

Staff Personnel; Bids and Contracts; Donations; Operating Budget Monthly Report; School Construction Reports; Memorandum of Understanding Between HCPSS and the Howard County Schools Educational Foundation; and Closed Meeting Minutes of March 19, 2009 (Official and Confidential).

*Motion:* Dr. Siddiqui move approval of the Restricted Consent Agenda.

Mr. Dyer asked that the closed meeting minutes of March 19, 2009, be pulled from the agenda for discussion.

*Action:* Dr. Siddiqui moved approval of the Restricted Consent Agenda, excluding the minutes of the Closed Meeting of March 19, 2009. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0\*).

*Discussion:*

Mr. Dyer expressed concern over the March 19, 2009, Closed Meeting Minutes. He said he would like to see the two sets of minutes combined to make one set of minutes that are accessible to the public. Mrs. French strongly disagreed. She suggested that this item be deferred until a later meeting. Mr. Aquino stated that the meeting was closed so that the Board could receive legal advice. He said deferring the approval of the minutes, taking action to redraft the minutes, determining the confidentiality of the minutes so the Board is satisfied, will be discussed at another time.

Staff Personnel – Approved by the Board.

#### **Resignations**

<b><u>Name</u></b>	<b><u>School</u></b>	<b><u>Grade or Subject</u></b>	<b><u>Reason</u></b>	<b><u>Years in Howard County</u></b>	<b><u>Effective Date</u></b>
Adauto, Laura	WLMS	Spec. Ed.	Relocation	5.0	06/19/09
Anderson, Asali	Fr. Leave	Soc. Studies	Leave Expired	4.0	06/30/09
Backes, Trisha	Fr. Leave	Elem. Ed.	Leave Expired	8.0	06/30/09
Barnes, Aimee	Fr. Leave	Elem. Ed.	Leave Expired	15.0	06/30/09
Bell, Brittney	MRHS	Con. Science	Personal	1.0	06/19/09
Brower, Amy	Fr. Leave	Science	Leave Expired	11.0	06/30/09
Bull, Jennifer	MHHS	Spec. Ed.	Relocation	1.0	06/19/09

Approved – August 13, 2009

OAH-DYER-000367

Burkowske, Amy	WES	Spec. Ed.	Other Employment	1.0	06/19/09
Castro, Aileen	Fr. Leave	Art	Leave Expired	14.0	06/30/09
Cohen, Rose	CRS-U	Indust. Art	Family Obligations	10.0	06/19/09
Davis, Caryn	Fr. Leave	Spec. Ed.	Leave Expired	10.0	06/30/09
Derosa, Anne	Fr. Leave	Foreign Lang.	Leave Expired	6.0	06/30/09
Dorsey, Marcia	Fr. Leave	Elem. Ed.	Leave Expired	10.0	06/30/09
Eustis, Amanda	OMMS	Health Ed.	Relocation	4.0	06/19/09
Franks, Nicole	DMS	Reading	Personal	1.0	06/19/09
Freedman, Mara	Fr. Leave	Spec. Ed.	Leave Expired	13.0	06/30/09
Gaines, Michelle	Fr. Leave	Science	Leave Expired	12.0	06/30/09
Gladden, Karen	Fr. Leave	Guidance	Leave Expired	17.0	06/30/09
Goad, Lovina	MHHS	English	Relocation	2.0	06/19/09
Growden, Travis	RHHS	Foreign Lang.	Other Employment	3.0	06/19/09
Habiger, Annmarie	Fr. Leave	Elem. Ed.	Leave Expired	14.0	06/30/09
Hankins, Anna	Fr. Leave	GT. Resource	Leave Expired	10.0	06/30/09
Helme, Brian	MHMS	Math	Relocation	4.0	06/19/09
Hopper, James	OBMS	Math	Personal	15.0	06/19/09
Humphreys, Jean	Fr. Leave	Reading	Leave Expired	13.0	06/30/09
Jean, Timothy	WLMS	Science	Personal	19.0	06/19/09
Kimmerle, Christine	BPES	Spec. Ed.	Other Employment	3.0	06/19/09
Kuske, Cynthia	Fr. Leave	English	Leave Expired	10.0	06/30/09
Last, Emily	Fr. Leave	Spec. Ed.	Leave Expired	13.0	06/30/09
Law, Andrew	PMS	English	Relocation	4.0	06/19/09
Lawser, Julie	Fr. Leave	Elem. Ed.	Leave Expired	10.0	06/30/09
Luckett, Amy	Fr. Leave	Elem. Ed.	Leave Expired	14.0	06/30/09
Meehan, Sonja	ARL	Health	Relocation	4.0	06/19/09
Norman, Keely	ReHS	English	Relocation	3.0	06/19/09
O'Connor, Ashley	TRES	Spec. Ed.	Personal	2.0	06/19/09
Rapaport, Debra	Fr. Leave	Spec. Ed.	Leave Expired	6.0	06/30/09
Riley, Winston	HMS	Science	Other Employment	12.0	06/19/09
Roper, Joyce	Fr. Leave	Elem. Ed.	Leave Expired	9.0	06/30/09
Soohy, Zachary	RES.	Media	Relocation	1.0	06/19/09
Trexler, Naomi	RHS	English	Personal	1.0	06/19/09
Trey, Bonnie	CLS	Spec. Ed.	Other Employment	8.0	06/19/09
VanWert, Jaclyn	ReHS	Con. Science	Other Employment	1.0	06/19/09
Walsh, Amy	TSES	Spec. Ed.	Relocation	2.0	06/19/09
Wunderlich, Erika	AHS	Science	Relocation	7.0	06/19/09
Zanti, Amy	Fr. Leave	Elem. Ed.	Leave Expired	9.0	06/19/09

**Contracts**

<b><u>Name</u></b>	<b><u>Grade or Effective School</u></b>	<b><u>Subject</u></b>	<b><u>Place of Last Teaching Assignment</u></b>	<b><u>Grade/ Step</u></b>	<b><u>Effective Date</u></b>
Baker, Nathan	AHS	SCI	San Marros, CA	C-09	08/25/09
Bennett, Diana	PRES	SLP	Charles County	C-13	08/25/09
Bennett, Rebecca	LRHS	SCI	Prince George's County	C-06	08/25/09
Bergersen, Amy	VES	SPE	--	A-01	08/25/09
Burns, James	PVMS	TE	HCPSS	C-18	08/25/09
Daro, Sandra	BSES	SPE	HCPSS – Para	B-10	08/25/09
Donatell, Gayle	PRES	ESOL	Pelzer, SC	C-15	08/25/09
Dupski, Jonathan	AHS	MAT	--	A-01	08/25/09
Eckley, Corinne	VES	OT	Private	A-11	07/01/09
Eiesland, Nicole	HoHS	WLA – SPA	Bohemia, NY	C-03	08/25/09



Frederico, Katrina	MVMS/MRHS	SLP	--	C-01	08/25/09
Hanson, Matthew	HoHS	ART	--	A-01	08/25/09
Hasson, Ameer	BSES	SLP	--	C-01	08/25/09
Henderson, Brian	RHHS	TE	Anne Arundel County	B-08	08/25/09
Hensley, Jeffrey	HoHS	ART	Arlington, VA	C-04	08/25/09
Jacobs, John	LRHS	SCI	--	A-01	08/25/09
Jones, Kathleen	ARL	SCI	HCPSS	C-18	08/25/09
Levine, Mindy	RHHS	ESOL	--	C-01	08/25/09
Little, Jessica	AHS	WLA – SPA	Baltimore County	A-04	08/25/09
Tzamouranis, Evangelina	BPES	SPE	Katy, TX	A-10	08/25/09
McGarrity, Corinne	RHHS	ESOL	--	C-01	08/25/09
Min, Seonyoung	NES/WOES	MUS	--	C-01	08/25/09
Petran, Michael	HaHS	TE	--	A-01	08/25/09
Redmiles, Michele	TRES	SPE	Anne Arundel County	C-10	08/25/09
Resciniti, Kelly	MWES/RES	ART	--	A-01	08/25/09
Rogers, Natalie	FOMS	TE	--	A-01	08/25/09
Sacker, MaryJane	CLS	SPE	HCPSS – Para	A-14	08/25/09
Shin, Elizabeth	HaHS/PVMS	MUS	--	A-01	08/25/09
Stewart, Casey	MWMS	SCI	--	C-01	08/25/09
Street, Jennifer	RHHS	WLA – SPA	HCPSS – Para	A-05	08/25/09
Strozyk, Ann	WLHS	SCI	HCPSS	C-11	08/25/09
Thompson, Lisa	PRES/RECCSPE		--	C-01	08/25/09
Wasilewski, Alisa	FES/CLS	ART	HCPSS	C-11	08/25/09
Woodbury, Leah	GHS	SCI	HCPSS	B-16	08/25/09
Wright, Rebecca	EES	SLP	--	C-01	08/25/09

**Leaves of Absence**

<b>Name</b>	<b>Grade or School</b>	<b>Subject</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
Black, Robin	WLHS	Math	4.0	08/25/09
Callaway, Diayle	CHS	Social Studies	5.0	08/25/09
Crivella, Susan	CRS-L	Science	4.0	08/25/09
Federowicz, Maggie	DRES	Spec. Ed.	5.0	08/25/09
Koller, Michelle	PRES	Recc Preschool	3.0	08/25/09
McHale, Megan	WES	Spec. Ed.	4.0	08/25/09
Miller, Marne	AHS	Foreign Lang.	4.0	08/25/09
Moulier, Neyda	RHHS	Guid. Couns.	2.0	07/01/09
Nester, Kristi	ReHS	Spch Path.	10.0	08/25/09
Parenti, Brandi	ReHS	Sped. Ed.	5.0	08/25/09
Petre, Kristen	GHS	English	3.0	08/25/09
Roman, Amanda	FES	Elem. Ed.	2.0	08/25/09
Rosenberg, Meg	LRHS	Science	3.0	08/25/09

<b>Retirements Name</b>	<b>Grade or School</b>	<b>Subject</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
Askin, Carol	ReHS	English	26.0	07/01/09
Bartle, Linda	ARL	Facilitator, PPW	19.0	07/01/09
Bourke, Deborah	TRES	Art	31.0	07/01/09
Chrest, Donna	WVES	P.E.	32.0	07/01/09
Fox, Marian	WES	Guidance Counselor	19.0	07/01/09
Gentile, Viviane	LKMS	Foreign Lang.	24.0	07/01/09

Hodges, Maureen	RHHS	Math	15.0	07/01/09
Nawrocki, Kathleen	HaHS	Social Studies	31.8	07/01/09
Nykyforchyn, Robert	HoHS	Foreign Lang.	35.0	07/01/09
Wallis, Stephen	HCMS	Principal	33.0	07/01/09
Weinstein, Mary	BMMS	English	23.0	07/01/09
Wragg, Kathleen	GES	Elem. Ed.	23.0	07/01/09

Bids and Contracts – Approved by the Board.

PR-1	Dependent Eligibility Verification	Montgomery County Public Schools, MD Secova – Expires: Dec. 9, 2009, renewable Savings: Time & administrative cost to bid. Services anticipate to produce a savings of \$4 million over 3 years.	\$56,000
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P-1 **ADDITIONS AND RENOVATIONS AT NORTHFIELD ELEMENTARY SCHOOL**

Contract 1A – William F. Klingensmith, Inc.	\$4,322,200
Contract 4A – KaRon Masonry, Inc.	913,000
Contract 7A – CitiRoof Corporation	708,300
Contract 15A – Mallick Plumbing & Heating	3,637,000
Contract 16A – The Crown Electric Company	
	<u>2,547,000</u>
<b>TOTAL</b>	<b>\$12,157,500</b>

P-2 **ATHLETIC TRAINER SERVICES**

Kernan Physical Therapy	\$ 80,800
Maryland Sportscare & Rehab	<u>161,600</u>
	<b>\$242,400</b>

Donations – Approved by the Board.

The following donations have been received:

Clarksville ES: Northrop Grumman, in the amount of \$750, designated for the purchase of motors and equipment for the fifth grade science unit on elevators.

PTA, in the amount of \$1,000, designated for a Reptile show for the Kindergarten classes, a Dinosaur Babies show for the first graders, and a bread-making activity for the second graders.

Clemens Crossing ES: Ahold Financial Services, in the amount of \$5,146.40, designated for the purchase of cameras and LCD projectors.

Northrop Grumman, in the amount of \$750, designated for the purchase of math manipulatives, and math software.

Northfield ES: Northrop Grumman, in the amount of \$750, designated for the purchase of science equipment to be used by the third grade team.

Manor Woods ES: Ahold Financial Services/Giant Food, in the amount of \$555.09, designated for the purchase of ink cartridges.

Triadelphia Ridge ES: Ahold Financial Services/Giant, in the amount of \$1,635.67 designated for the purchase of math and reading materials.

Glenwood MS: Ahold Financial Services/Giant, in the amount of \$931.59, designated for the purchase of a camera, power cords and an Epson Powerlite lamp.

Atholton HS: Anonymous donor, microphones valued at \$5,000, to be used by the Drama Department.

Ahold Financial Services/Giant Food, in the amount of \$7,388.20, designated for the purchase of classroom workbooks, LCD projectors, and computers.

PTSA, in the amount of \$500, designated for the purchase of college and career catalogs for the Guidance Department.

Glenelg HS: Glenwood Middle School, in the amount of \$2,500, designated for the Doug Parker Scholarship.

Boosters, in the amount of \$3,400, designated for salaries and materials for the after-school and Saturday SAT prep classes.

Long Reach HS: Boosters, in the amount of \$2,500, (\$500) designated for the purchase of marching band equipment, (\$500) for the purchase of uniforms for the boys' lacrosse team, (\$1,000) for the purchase of a drum major stand, and (\$500) for the purchase of uniforms for the golf team.

River Hill HS: Columbia Foundation, Inc., in the amount of \$1,500, designated for the purchase of additional computer stations for the Music Tech Lab.

Spherix, Inc., in the amount of \$2,500, designated for the purchase of glassware and file cabinets for the Science Department.

Wilde Lake HS: Northrop Grumman, in the amount of \$750, (\$500) designated for the MESA Club, and (\$250) designated for the Alpha Achievers Club.

Operating Budget Monthly Report – Accepted by the Board.

School Construction Reports – Accepted by the Board.

Memorandum of Understanding Between HCPSS and the Howard County Public Schools Educational Foundation (Bright Minds Foundation) – Approved by the Board.

### **Consent Agenda**

BOE Audit Committee Meeting Minutes of June 8, 2009, and BOE Policy Committee Meeting Minutes of June 15, 2009.

BOE Audit Committee Meeting Minutes of June 8, 2009

*Action:* Mr. Cohen moved approval of the BOE Audit Committee Meeting Minutes of June 8, 2009. The motion was seconded by Mrs. Giles and approved by the committee members Mr. Cohen and Mrs. Giles (2/0), with Mr. Dyer abstaining due to his absence from the meeting.

BOE Policy Committee Meeting Minutes of June 15, 2009

*Action:* Mrs. French moved approval of the BOE Policy Committee Meeting Minutes. The motion was seconded by Mrs. Giles and approved by the committee members Mrs. French, Mrs. Giles, and Mrs. Gordon (3/0).

**Update on Aspen (Student Information System)**

*Presenters:* Mr. Michael Borkoski, Chief Technology Officer and Ms. Bonnie Woods, Manager, Application Development.

Ms. Woods provided the Board with a status report on the implementation of Aspen, X2 Development Corporation's Web-based student information management system. X2 Aspen will replace the majority of the current HCPSS legacy data systems over the next few academic years. Accessible from any location by any modern computer platform, Aspen will provide consistent and accurate data collection and reporting processes to increase productivity, customer satisfaction, and ease of state-mandated reporting procedures.

In order to ensure successful implementation of the new system, Ms. Woods explained that the project has been divided into three phases. Phase I includes the consolidation of the HCPSS student record-keeping functionality, including the management and reporting of attendance, conduct, enrollment, student and master scheduling, and grading. Systems replaced in Phase I include Chancery SMS, MacSchool, and Grade Transporter.

During Phase I, teachers will also test the basic functionality of the Aspen Gradebook, including the recording of classroom and period attendance and posting of interim and final grades. In addition, the Parent Portal module will be tested by a select group of pilot end users. Finally, the Health Services Office will test the X2 Aspen Health module to determine its ability to satisfy the recordkeeping and reporting needs of the school system.

X2 Aspen will import and export data from the Internet Repository of Online Accountability Data Systems (INROADS) to support academic assessment and intervention initiatives. X2 Aspen and INROADS will serve as the central repositories for all HCPSS student information management systems after the completion of Phase III.

Phase II involves the migration of student data currently collected and stored in Open District Wizard (ODW), including the Graduation Requirements Checklist, Service Learning Requirements, Summer School enrollment and attendance, ESOL data collection, and Before-and After-School programs tracking. In Phase II, the full X2 Aspen Gradebook will be implemented, including the Parent Portal, which is a web-based public interface that allows parents to access their children's grades, classroom assignments, progress reports, and attendance history.

Full requirements analysis, testing, and stakeholder feedback are essential to planning and implementing a Parent Portal for HCPSS. The Parent Portal would replace TeacherEase and other similar applications currently used by teachers to communicate student grades and progress reports to parents.

Ms. Woods said that Phase III is reserved for implementing other X2 Aspen features and system enhancements as needed. At this point, the X2 Aspen implementation is proceeding according to plan and within budget.

*Discussion:*

Mr. Dyer asked about the status of the source code and if this was an open source project. Ms. Woods explained that this is proprietary software and that some of the tools used can modify the open source. She added that Wicomico County is currently an X2 Aspen user and has already been a help to HCPSS. In turn, HCPSS will be assisting Wicomico County as well as other counties.

Mrs. French inquired about who the project sponsors/executive stakeholders included. Ms. Woods said that anyone involved in the project is a stakeholder in some capacity. She added that stakeholder responsibilities include asking good questions and giving updates on the project. Dr. Alban suggested that all Aspen questions be directed to Ms. Woods.

Mrs. French inquired about the school volunteer selection process and the possibility of a problem. Ms. Woods explained the criteria used to determine which schools would make a good pilot for the project. She also explained how after the rollout of the first two schools, the team would assess what worked, what didn't work, and the possibility of readjusting the schedule. She added that the goal is to implement the X2 Aspen project successfully, and this is a matter of

helping schools transition to new software. There is a Plan B, if needed.

Mr. Borkoski reported on the process of upgrading the core network infrastructure and stated that the cabling and electrical work is currently being done. He added that time has been spent on traffic analysis to ensure that the proper engineering is being done.

Ms. Woods stated that although the pilot is the test period, testing before the pilots go live will take place.

Mr. Manley asked if the pilot project in the high schools will be approached differently than in the middle or elementary schools, due to the larger number of students/staff in high schools. Ms. Woods explained that a critical component of having the functional team is to cover as many of the complexities up front as possible, before the pilots start. Some of the high school complexities include the GPA calculations, the class ranking, and type of grade reporting that is not done in middle or elementary schools. Dr. Alban added that Mr. Ruehl, Principal of Mt. Hebron HS, has a reputation of being a master scheduler and has volunteered his school to be part of the pilot project.

Board members stated that they are impressed with the planning and the structure of the implementation of X2 Aspen project.

### **2009-2010 BOE Committee Assignments**

Mr. Dyer asked that the Board delay action on this item. Mrs. Giles explained that the BOE Committee Assignments are two-year assignments and that the past school year was the first year of the term. The 2009-2010 school year will be the second year of the term. She added that taking action on this item will make it public so people will understand which BOE members sit on each of the BOE committees. Mr. Aquino added that the members will continue to serve their second year on the same assigned committees.

*Action:* Mrs. Giles moved acceptance of the confirmation of the committee assignments for the 2009-2010 school year. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/1), with Mr. Dyer voting no.

## **2009-2010 BOE Cluster Assignments**

Mrs. Giles explained that the normal rotation cycle was used to setup the cluster assignments. She added that she did take into account if BOE members expressed particular preferences when setting up the assignments.

*Motion:* Mrs. Giles moved acceptance of the BOE Cluster Assignments for 2009-2010 for posting to the HCPSS website.

*Discussion:*

Mrs. French reported one correction on the cover sheet to read "Attached is a listing of six proposed pairings (totaling 12-14 schools each.)"

*Action:* Mrs. Giles moved acceptance of the BOE Cluster Assignments for the 2009-2010 school year. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

Mrs. French explained the importance of the BOE cluster assignments. Mrs. Giles added that the cluster assignments allow BOE members to receive a better appreciation for the demographics, character, and personality of each area in the county, as opposed to the area from which they originate.

Mr. Aquino reported that the BOE cluster assignments can be found on the HCPSS website. Mrs. Giles added that the cluster assignments can be used as a point of contact for community members with any particular items of interest.

Board members expressed that although they would miss their old assignments, they look forward to serving their new clusters.

## **Adjournment**

*Action:* Mr. Manley moved to adjourn the meeting at 5:18 p.m. The motion was seconded by Mrs. French and approved by the Board members (8/0).

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.



# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

**August 13, 2009**

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, August 13, 2009, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Patricia S. Gordon  
Janet Siddiqui, M.D.  
Josh T. Manley, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Frank Aquino called the meeting to order at 4:03 p.m., and Mr. Cohen led the group in the Pledge of Allegiance.

## **Public Forum**

There was no one present to address the Board.

## **Approval of Agenda**

The following changes were made to the agenda:

- Delete Item 3.F. – Minutes – Closed Meetings
- Move Item 8.B. – Community Advisory Council (CAC) Report to follow the Consent Agenda

*Action:* Mrs. Giles moved approval of the agenda as amended. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0).

## Superintendent's Report

Dr. Cousin reported that he and the Board members completed their annual tour of summer school construction projects. He also congratulated the following staff:

- Ron Miller, Manager of Safety, Environment, and Risk Management, who has been elected as Chairman of the MABE (Maryland Association of Boards of Education) Group Insurance Pool Trustees.
- The staff in the Finance Office for receiving the Certificate of Excellence in Financial Reporting and the Certificate of Excellence in Popular Annual Financial Reporting from the Government Finance Officers Association.
- The staff in Television Services for winning three 2009 Aegis Awards for original programs.

## Student Representative's Report

There was no Student Representative present to address the Board.

## Board Members' Reports

Board members reported on various school and community events they attended over the past several weeks, including summer school graduation and closing ceremonies for the BSAP (Black Student Achievement Program) summer program.

## Consent Agenda (Restricted\*)

Staff Personnel; Bids and Contracts; Donations; School Construction Report; and School Bus Contract Transfer

*Action:* Dr. Siddiqui moved acceptance of the Restricted Consent Agenda. The motion was seconded by Mr. Cohen and approved by a vote of 5/0/1\*, with Mr. Dyer abstaining.

Staff Personnel – Approved by the Board.

## Resignations

<u>Name</u>	<u>School</u>	<u>Grade or Subject</u>	<u>Reason</u>	<u>Years in Howard County</u>	<u>Effective Date</u>
Abrams-Williams, Rose	HAHS	Bus. Tech.	Relocation	6.0	06/19/09
Brayer, Natalie	HOHS	Spec. Ed.	Relocation	1.0	06/19/09
Burke, Joyce	LKMS	Spec. Ed.	Relocation	2.0	06/19/09
Burton, Laura	MRHS	Spec. Ed.	Personal	3.0	06/19/09
Calderwood, Meggen	WaES	Elem. Ed.	Relocation	10.0	06/19/09

Cometa, Michael	JHES	Spec. Ed.	Personal	4.0	06/19/09
Doyle, Justine	HCMS	Math	Relocation	7.0	06/19/09
Ernest, Janet	PVMS	Reading	Relocation	9.0	06/19/09
Hamilton, Latisha	MHMS	FACS	Personal	2.0	06/19/09
Hughes-Eason, Gazel	WaES	Spec. Ed.	Other Employment	9.0	06/19/09
Johnson, Kathryn	ELMS	Spec. Ed.	Personal	3.0	06/19/09
Johnston, Susan	EES	Kindergarten	Personal	15	06/19/09
Jones, Willie	WLMS	Math	Relocation	2.0	06/19/09
Keller, Jennifer	Fr. Lv.	Elem. Ed.	Leave Expired	17.0	06/30/09
Lloyd, Kathleen	ELMS	English	Relocation	4.0	06/19/09
McPherson, Mary	RBES	Spec Ed.	Personal	3.0	06/19/09
Mercial, Kristy	MWES	GT	Relocation	12.0	06/19/09
Morabito, Jennifer	WLMS	English	Home Responsibility	1.0	06/19/09
Morales, Linda	HaES	ESOL	Other Employment	6.0	06/19/09
Naseem, Hina	Fr. Lv.	Science	Leave Expired	10.0	06/30/09
Polise, Sue	RBES	Media Spec.	Personal	11.0	06/19/09
Porter, Colleen	HoHS	Math	Relocation	3.0	06/19/09
Redick, Jaime	OMHS	Science	Personal	2.0	06/19/09
Salas, Beverly	GHS	English	Other Employment	6.0	06/19/09
Shepard, Aubrey	Fr. Lv.	Elem. Ed.	Leave Expired	9.0	06/30/09
Stevens, Elliot	BWES	Elem. Ed.	Relocation	3.0	06/19/09
Vestal, Michelle	TRES	Art	Relocation	3.0	06/19/09
Waddington, Kare	Fr. Lv.	Phys. Ed.	Relocation	9.0	06/30/09
Wenker, Christine	RHHS	Math	Personal	4.0	06/19/09
White, Crystal	CRS	Spec. Ed.	Personal	9.0	06/19/09
Whittimore, Amanda	CLÉS	Elem. Ed.	Relocation	3.0	06/19/09
Yancone, Karen	Fr. Lv.	Elem. Ed.	Relocation	14.0	07/30/09
Yockman, Lorelie	Fr. Lv.	Elem. Ed.	Leave Expired	10.0	06/30/09

**Contracts**

<b><u>Name</u></b>	<b><u>School</u></b>	<b><u>Grade or Subject</u></b>	<b><u>Place of Last Teaching Assignment</u></b>	<b><u>Grade/Step</u></b>	<b><u>Effective Date</u></b>
Abbott, Melinda	CES/GES	GT	HCPSS	C-09	08/25/09
Adkins, Bonnie	RES	MED	Frederick County	B-05	08/25/09
Allen, Charlene	OMHS	MTH	HCPSS	C-18	08/25/09
Angeletti, Christine	HSES	SPE	--	A-01	08/25/09
Bernard, Angela	CRS	TE	Private Industry	C-11	08/25/09
Billey, Sonya	WaES	ELE	HCPSS	C-07	08/25/09
Blauvelt, Hannah	HoHS	ENG	--	A-01	08/25/09
Bohli, Melissa	WaES	ECE	Anne Arundel Co.	A-04	08/25/09
Borowski, Kelly	CHS	SST	HCPSS	C-16	08/25/09
Bowers, Jenifer	CMS	SPE	--	C-01	08/25/09
Bucci, Dominique	TRES	ART	Montgomery Co.	C-04	08/25/09
Burnett, Erik	AHS	ALT ED	HCPSS – ParaEd	A-04	08/25/09
Carr, Mariah	WTES/RES	RDG SPEC	Carroll County	E-09	08/25/09
Coke, Nicole	LRHS	ENG	Baltimore Co.	B-05	08/25/09
Crispell, Megan	FQMS/CRS	WLA (French)	--	C-01	08/25/09
Crowley, Amanda	CRS	SPE	Private Industry	C-02	08/25/09
Delaney, Colleen	LRHS	SPE	--	C-01	08/25/09

Duberry, Estella	FRES/FESESOL		HCPSS – ParaEd	A-04	08/25/09
Ebersole, Caroline	RHHS	MTH	Anne Arundel Co.	A-02	08/25/09
Eddy, Kimberly	HWS	SCI	--	C-01	08/25/09
Edmunds, Ashley	AES	SPE	Private School	C-13	08/25/09
Ferrell, Stephanie	CCES	SLP	Baltimore Co.	C-05	08/25/09
Gailey, Kelly	CES	ELE	Private School	C-04	08/25/09
Goodwin, Jennifer	MHHS	ENG	HCPSS – ParaEd	C-04	08/25/09
Gradishar, Maria Anna	SFES	SPE	Prince Georges Co.	E-10	08/25/09
Graves, Claire	RHS	WLA (FRE/GER)	Charles Co.	B-15	08/25/09
Halfmann, Victoria	HoHS	WLA (Spanish)	--	A-01	08/25/09
Han, Me	OMHS	SCI	--	C-01	08/25/09
Hanauer, Jessica	TRES	SPE	Baltimore Co.	C-08	08/25/09
Haugh, Stefanie	HCMS	WLA (Spanish)	Anderson, SC	A-04	08/25/09
Holly, Amy	HaHS	MTH	--	A-01	08/25/09
Hugus, Paul	RHHS	MTH	--	C-01	08/25/09
Hurlock, Deborah	EES	ECE	Baltimore Co.	D-14	08/25/09
Johns, Rachel	HoHS	MTH	--	C-01	08/25/09
Josephson, Sara	GES	SPE	--	C-01	08/25/09
Kolesar, Lindsay	WaES	SPE	Prince Georges Co.	C-09	08/25/09
Lewis, Laurie	RBES	MED	Frederick County	E-02	08/25/09
Mackey, Jesse	MHMS	SPE	--	A-01	08/25/09
Maglaras, Catherine	HWS	MUS	Baltimore County	C-18	08/25/09
Mongano, Amy	MHHS	SCI	HCPSS	B-08	08/25/09
Montello, Francesca	WaES	SPE	--	A-01	08/25/09
Moore, Shontice	OMHS	SCI	Baltimore County	A-11	08/25/09
Najar, Susan	VES	ESOL	HCPSS – ParaEd	C-05	08/25/09
Neubauer, Kristyn	WLHS	SPE	--	A-01	08/25/09
Newnan, Jessica	IES	SPE	--	A-01	08/25/09
Norris, Kristina	MRHS	SPE	Private School	C-06	08/25/09
Osborne, Scott	HaHS	ENG	--	C-01	08/25/09
Pendley, Daniel	MHHS	MUS	Private School	A-03	08/25/09
Ranker, Phillip	MWMS	HLT	--	C-01	08/25/09
Reed, Shannon	HHS	ENG	--	C-01	08/25/09
Rosenbaum, Jessica	CRSU	SCI	--	A-01	08/25/09
Ruby, Jennifer	RHHS	GUI	Prince Georges Co.	D-12	08/25/09
Schlafter, Courtney	HoHS	WLA (Spanish)	Baltimore Co.	C-05	08/25/09
Sookram, Elise	CHS	ESOL	Prince Georges Co.	C-09	08/25/09
Spinner, Robyn	VES	PE	Stamford, CT	C-05	08/25/09
Stafford, Suzanne	MHHS	SCI	--	A-01	08/25/09
Stanford, Angela	LRHS	SCI	--	C-01	08/25/09
Stair, Cheryl	LFES	OT	Private Industry	B-18	08/25/09
Casey, Stewart	MWMS	SCI	--	C-01	08/25/09
Taylor, Stefanie	BBMS	ENG	--	C-01	08/25/09
Tiffany, Steven	WLMS	PE	--	A-01	08/25/09
Tittsworth, Laura	OMMS	HLT	Baltimore City	C-09	08/25/09
Varsa, Nikolett	HCMS	MTH	--	A-01	08/25/09
Weaver, Iram	AHS	ESOL	HCPSS	B-13	08/25/09
Weil, Elissa	GHS	ENG	--	A-01	08/25/09

Williams, Susan	CRS	SPE	Prince Georges Co. C-18	08/25/09
Wingfield, Deon	HWS	PE	Private School B-06	08/25/09

**Leaves of Absence**

<b><u>Name</u></b>	<b><u>School</u></b>	<b><u>Grade or Subject</u></b>	<b><u>Years in Howard County</u></b>	<b><u>Effective Date</u></b>
Allen, Sarah	SWES	Elem. Ed.	5.0	08/25/09
Chrzanowski, Katharine	FRES	Elem. Ed.	7.0	08/25/09
Crochunis, Bonnie	CLES	Phys. Ed.	8.0	08/25/09
Geddie, Stephanie	TSES	Elem. Ed.	11.0	08/25/09
Hamdorf-Torrens, Jen	BBMS	Math	9.0	08/25/09
Humphries, Devon	LOES	Elem. Ed.	3.0	08/25/09
Kostos, Melissa	CRS-L	Elem. Ed.	4.0	08/25/09
Loucaides, Laura	BMMS	ESOL	4.0	08/25/09
Meyers, Kathryn	CES	Elem. Ed.	4.0	08/25/09
Oros, Barbara	SJES	Elem. Ed.	7.0	08/25/09
Stockdale, Rachel	MHMS	Phys. Ed.	3.0	08/25/09
Wagner, Jennifer	PLES	Phys. Ed.	4.0	08/25/09
Wells, Chesney	CRS	SLP	6.0	08/25/09
Wong, Emily	GES	Spec. Ed.	4.0	08/25/09

<b><u>Retirements Name</u></b>	<b><u>School</u></b>	<b><u>Grade or Subject</u></b>	<b><u>Years in Howard County</u></b>	<b><u>Effective Date</u></b>
Borys, Pamela	RES	Principal	23.8	07/01/09
Kolliegbo, Stephanie	WLMS	Reading	19.0	08/01/09
Nugent, Theresa	RHHS	Spec. Ed.	37.0	07/01/09

**Bids and Contracts** – Approved by the Board.**P-1 APPLIANCES AND KITCHEN EQUIPMENT**

Calico Industries	\$ 3,068.00
PCT International, Inc.	7,723.42
Stiller Appliance	9,250.00
General Electric Company	14,940.00
Thompson Gas & Electric	17,879.00
Smith Housewares	22,822.75
Sears Commercial	<u>35,098.00</u>

<b>TOTAL AWARD</b>	<b>\$110,781.17</b>
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**P-2 WORK UNIFORMS**

Chesapeake Uniform	\$32,984.00
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P-3	<b>FOOD SERVICE REFRIGERATION EQUIPMENT SERVICE AND REPAIR</b> Quick Servant Co., Inc.	\$158,988.00
P-4	<b>HEALTHCARE COST CONTAINMENT SERVICES AND EXPENSE MANAGEMENT SERVICES</b> ADP	\$8,440/month
P-5	<b>CONSULTING SERVICES FOR LEARNING MATERIALS</b> Kaplan TextConnections & SpellRead	\$85,000.00

Donations – Approved by the Board.

The following donations have been received:

Jeffers Hill ES:	General Mills – Box Tops for Education, in the amount of \$534.50, designated for a subscription to Time Magazine, and the purchase of an online Math program.
	Giant – The Stop and Shop Supermarket Co., in the amount of \$516.36, designated for the purchase of books, and a bread maker for a second grade activity.
Manor Woods ES:	PTA, in the amount of \$2,533.89, designated for a Cultural Arts Program by author Steven Kellogg.
St. John's ES:	Northrop Grumman, in the amount of \$750, designated for the purchase of digital cameras.
Thunder Hill ES:	PTA, in the amount of \$5,000, designated for the purchase of an 8' x 32' traverse climbing wall for the gymnasium.
Waterloo ES:	General Mills Corp., in the amount of \$617, designated for the purchase of calculators for students.
	Ahold Financial Services/Giant Food, in the amount of \$7,388.20, designated for the

purchase of classroom workbooks, LCD projectors, and computers.

Bonnie Branch MS: Giant Food/Ahold Financial, in the amount of \$2,120.80, designated for the purchase of white boards, and file cabinets.

Boosters, in the amount of \$3,400, designated for salaries and materials for the after-school and Saturday SAT prep classes.

Ellicott Mills MS: Ahold Financial Services, in the amount of \$1,184.94, designated to assist with the cost of the after-school activity bus.

Northrop Grumman, in the amount of \$750, designated for the purchase of science equipment.

PTA, in the amount of \$2,000, designated to assist with the cost of the after-school activity bus.

Folly Quarter MS: Giant, in the amount of \$2,252.27, designated for the purchase of data binders for students, and Positive Behavior Intervention and Support (PBIS) incentives.

Mayfield Woods MS: PTA, in the amount of \$1,907.30, with \$1,273.12 designated for the 8<sup>th</sup> grade dance, and \$634.18 designated for MayFest, (a Saturday in May when members of the community and students come together for music and fun).

Atholton HS: PTSA, in the amount of \$5,000, designated for the purchase of student backpacks, HSA materials, and to support activities for students who participate in the Hispanic Club.

Centennial HS: PTSA, in the amount of \$2,800, designated for the purchase of a projector for the school auditorium.

Boosters, in the amount of \$2,450, designated for the purchase of equipment for various athletic teams.

Howard HS: Giant/Ahold Financial Services, in the amount of \$3,182.01, designated for the purchase of PBIS awards and incentives, and to support the 9<sup>th</sup> grade team.

Long Reach HS: Giant/Ahold Financial Services, in the amount of \$1,612.97, designated to assist with payment for grade book wizard.

Northrop Grumman, in the amount of \$750, designated for the purchase of equipment for the Robotics Club.

Marriotts Ridge HS: Boosters, in the amount of \$6,561.05, designated for the purchase of guidance materials, freshman resource guides, and Teacher Web websites.

PTSA, in the amount of \$600, designated for the end of year staff luncheon.

Boosters, in the amount of \$600, designated for the end of year staff luncheon.

Oakland Mills HS: Ahold Financial Services, in the amount of \$724.14, designated for the purchase of computer cables, computer equipment, and software.

Northrop Grumman, in the amount of \$750, designated for the purchase of science equipment.

Reservoir HS: Northrop Grumman, in the amount of \$750, designated for the purchase of mathematics materials.

River Hill HS: Boosters, in the amount of \$2,000, designated for Music Tech Lab upgrades and expansion.



Wilde Lake HS: The Mockingbird Foundation, in the amount of \$1,000, designated for the music program.

School Construction Monthly Report – Accepted by the Board.

School Bus Contract Transfer – Accepted by the Board.

<u>Contractor</u>	<u>Number of Contracts with this Transfer</u>
Barry Amoss	3
K.A.M. Inc.	15

### **Consent Agenda**

Regular Meeting Minutes of June 25 and July 9, 2009.

*Action:* Mrs. Giles moved acceptance of the regular BOE Meeting Minutes of June 25 and July 9, 2009. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

### **Community Advisory Council (CAC) Monthly Report**

Mr. Chris Wertman, CAC Chairman reported on recent activities of the Council.

### **Administrative Appointments and Promotions\***

The following promotion was presented to the Board for approval:

<u>Name</u>	<u>From:</u>	<u>To:</u>
Mary Levinsohn-Klyap	School Psychologist	Coordinator of Assessment

*Action:* Mrs. Giles moved approval of the administrative promotion. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (6/0\*).

### **Spring Board Meeting with PTA Presidents and CAC Members**

*Presenter:* Mrs. Patti Caplan, Director, Public Relations.

Mrs. Caplan noted that the date for the spring 2010 meeting of the Board, PTA Presidents, and Community Advisory Council (CAC) was inadvertently omitted from the BOE's 2009-2010 Meeting Schedule.

It was recommended that the spring meeting be held on Tuesday, March 30, 2010, at 7:30 p.m.

Action: Mrs. Giles moved approval of the spring meeting date for the Board, PTA Presidents, and CAC. The motion was seconded by Mr. Manley and approved by the members of the Board (7/0).

### **Presentation of Elementary Facility Assessment Results**

*Presenter:* Mr. Ken Roey, Executive Director of Facilities Planning and Management.

Mr. Roey, along with representatives of Gilbert Architects, Inc., and Facility Engineering Associates, presented an overview of the recently completed facility assessment of elementary schools. The assessment reviewed both maintenance conditions and program issues.

The findings show that the maintenance program has been extremely effective and that all buildings can continue to serve their present function for an extended period of time. However, deferred maintenance for the 40 schools totals \$17.6 million.

Mr. Roey indicated that the data from the assessment would be integrated into a single prioritized database of all maintenance requirements of the system's 72 schools. The results will be used in the development of the FY 2011 capital budget. He estimates that between \$10 million and \$14 million in sustained annual funding will be required to address maintenance needs over the next 20 years.

The program assessment was conducted by Gilbert Architects, Inc., using the Council of Educational Facility Planners International (CEFPI) Guide for School Facility Appraisal and compared the 40 schools against a modified Elementary School Educational Specification. The maintenance assessment, conducted by Facility Engineering Associates, was based on the Association of Physical Plant Administrators (APPA) guidelines.

#### *Discussion:*

Board members discussed and emphasized the need to work with elected officials for a permanent source of funding for capital projects.

Mr. Roey noted that the facilities assessment provides a better look at specific projects systemwide and indicates where the highest needs

exist. He also stated that investing in the best technology is optimal, but compromises are often required due to funding limitations.

In response to Mr. Dyer, Mr. Roey stated that it is not always possible to attain LEED (Leadership in Energy and Environmental Design) certification on renovation/maintenance projects. He acknowledged that long-term benefits can be obtained by certifying to LEED standards but also pointed out that the same advantages can be achieved by installing particular systems (such as a geothermal system) regardless of LEED certification.

Mr. Jim Whitaker, President, Facility Engineering Associates, Inc., stated that the facilities assessment data is a combination of condition indices, space utilization indices, requirements, and overall renovations to be used in developing the right plan from a capital standpoint to address needs with repairs, replacements, renovations, and restorations. Mr. Roey will be reviewing the data in order to determine priorities and look at the best program in moving forward.

Dr. Cousin emphasized that facilities are in place to support the educational program. He noted the importance of ensuring that renovations, additions, and new facilities support the delivery of the educational program in a comfortable environment for students and staff.

Dr. Cousin also emphasized the need to work with local and state elected officials to obtain sustainable funding to support capital projects as well as routine maintenance items that are funded through the operating budget. He stated that the investment in the assessments have proven to be worthwhile and something that can be used to support the needs for both new school construction and maintenance.

## **2009 Maryland School Assessment (MSA) Results**

*Presenter:* Mr. Jose Stevenson, Director of Student Assessment and Program Evaluation.

Mr. Stevenson reported that HCPSS students continue to perform progressively higher on the MSAs, according to the latest results released by the Maryland State Department of Education (MSDE) in June. He noted that since the first administration of the MSA in 2003, HCPSS students have made sustained, steady gains in reading and mathematics in every grade and student group, and notably the Hispanic, African American, and special services student groups.

All grade levels are now performing at least at the 90 percent proficient or advanced level in reading and at 88 percent in mathematics. The system also continues to see more students performing at the advanced level.

The most recent gains build on successful practices that HCPSS has been implementing over the past several years, including a curriculum and assessments aligned to the standards, instructional techniques that address student learning styles, access to data to inform classroom instruction, and a district-wide commitment to improvement.

*Discussion:*

Board members and staff discussed various ways of reviewing and interpreting MSA data. Mrs. Erickson stated that the purpose of looking at overall scores countywide or by school is to determine the impact of programs, rather than individual students. For individual students, staff at both the team level and School Improvement Team (SIT) level look at growth from year to year.

Mrs. Erickson pointed out that grade-level tests are only equated to the curriculum of a particular year; therefore, it is inappropriate to look at scores from one grade to the next to assess improvement. The MSA scores are used to determine the impact of programs at specific grade levels and to make adjustments accordingly.

Dr. Alban spoke about INROADS (Internet Repository of Accountability Data Systems) and the benefits of the project in terms of looking for ways to improve instruction as well as individual student performance.

### **MABE Committee and Community Assignments**

Each year Board Members are assigned to serve on specific committees of the Maryland Association of Boards of Education (MABE), the Legal Services Association (LSA), and county government. In addition, a Board Member serves as liaison to the Community Advisory Council, the PTA Council of Howard County, and the District Planning Committee.

Following are the Board representatives to the named committees for the 2009-2010 school year:

- Budget and Planning (required representative from each local board) – Mrs. Giles
- Legislative (required representative from each local board) – Dr. Siddiqui
- Conference Planning – Mrs. Gordon
- Federal Relations Network (FRN) – Mr. Cohen
- Nominating (1-2 meetings, usually in June or July) – Mr. Cohen
- Resolutions (1-2 meetings, usually summer/early fall) – Mrs. Giles
- Charles W. Willis Memorial Award (1-2 meetings, usually in July) – Mrs. French

Legal Services Association – Mr. Aquino (Mr. Blom and Mrs. Giles – alternates)

County Executive's Spending Affordability Committee - Mr. Aquino

Recreation and Parks Board – Dr. Siddiqui

Community Advisory Council (CAC) – Mrs. French

PTA Council of Howard County (PTACHC) – Mrs. Gordon

District Planning Committee – Mr. Cohen, Mrs. French, Mr. Manley

Howard County Association of Student Councils (HCASC) – Mr. Manley

*Action:* Mr. Cohen moved approval of the MABE Committee and Community Assignments. The motion was seconded by Mrs. Giles and approved by a vote of 6/0/1, with Mr. Dyer abstaining.

**Recess:** The meeting was recessed by the Chairman at 5:34 p.m. and reconvened at 7:32 p.m.

### **Public Forum**

Ms. Terri Chiu, Burleigh Manor MS PTA President, testified on the growing safety concerns along Centennial Lane and asked the Board to advocate for safety measures.

### **PTA Council of Howard County (PTACHC) Monthly Report**

No one was present to address the Board.

## **Public Hearing - FY 2011 Capital Budget and FY 2012-2016 Capital Improvement Program**

### Ms. Debra Kafami, Wilde Lake MS PTSA President

- Thanked the Board for improvements to the school that were completed over the summer.
- Asked the Board to consider the school's remaining capital needs in the FY 2011 Capital Budget.

Mr. Aquino noted that the Board also received written testimony from the Atholton HS PTSA. He informed the public that comments may also be emailed to the Board with respect to upcoming capital budget programs.

## **Work Session - FY 2011 Capital Budget and FY 2012-2016 Capital Improvement Program (CIP)**

Mr. Ken Roey, Executive Director, Facilities Planning and Management, presented the timeline for the FY 2011 Capital Budget Approval Process. He noted that this will be another challenging year for funding.

In order to meet state deadlines, Board approval of the Superintendent's capital budget proposal is required by September 24 for submission to the state by October 6, 2009. Mr. Roey noted that the Board will have additional opportunities to modify the request throughout the budget process.

## **Adjournment**

By Board consensus, the meeting was adjourned at 7:50 p.m.

## **Information Items**

Food and Nutrition Service Financial Report

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

August 13, 2009

The Board of Education of Howard County met in closed session on August 13, 2009, at 2:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss the Superintendent's goals. The motion was seconded by Lawrence Cohen and approved 6/0. Persons present: Board members Frank J. Aquino, Chairman; Ellen Flynn Giles, Vice Chairman; Lawrence H. Cohen; Allen Dyer, Esq.; Patricia S. Gordon; and Janet Siddiqui, M.D.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Sydney L. Cousin, Superintendent

**ITEMS CONSIDERED:**

The agenda items include discussion of the Superintendent's Performance Goals.

**ACTION:**

The Board met privately to review the draft "Summary of Superintendent's Review" prepared by Mr. Aquino after the July 9, 2009 meeting. After discussion and making edits recommended by Board members, Dr. Cousin joined the Board to go over the document, address the subjects addressed in the document, and discuss the Superintendent's goals for the 2009-10 school year.

Adjourned: 2:45 p.m.

Submitted by: \_\_\_\_\_  
Frank J. Aquino, Chairman  
Board of Education

**MEETING OF THE BOARD OF EDUCATION OF HOWARD COUNTY  
AUDIT COMMITTEE**

Tuesday, August 18, 2009 – 1:00 AM

ML - 2

Committee

Larry Cohen, Chair; Allen Dyer; Ellen Flynn Giles

Staff

John Connors, Internal Auditor; Raymond Brown, Chief Financial Officer

Lee Ann Ahern, Clifton Gunderson, LLP

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
I	Call to Order	1:00	Mr. Cohen	
II	Approval of Agenda		Motion: Mr. Cohen 2 <sup>nd</sup> : Mrs. Giles Vote: 3-0	
III	UPDATE - Financial Statement Audit – Lee Ann Ahern, CPA: Sr Advisor, Clifton Gunderson LLP	1. Completed preliminary field work in April/May. Two more weeks of field work. Statements run by HCPSS for review by Clifton-Gunderson. Report and Management Letter due to state by 9/30/2009. First year of a three-yr contract with one 2-yr extension. 2. Proposal to amend current contract to provide for separate audit and reporting of new enterprise fund for Glenelg Wastewater Treatment Plant that provides service to HCPSS, NVR as developer and Musgrove Farm LLC as homeowners.	2. Consistent with the terms of the current contract with Clifton Gunderson, the Audit Committee had no objection to the proposed amendment to cover the GWTP Enterprise Fund audit and formal report.	1. Financial Statements and Management letter to Audit Committee in Nov – to full Board in Dec. 2. Staff will work with Purchasing to finalize the details of the contract amendment.



**MEETING OF THE BOARD OF EDUCATION OF HOWARD COUNTY  
AUDIT COMMITTEE**

Tuesday, August 18, 2009 – 1:00 AM

ML - 2

Committee

Larry Cohen, Chair; Allen Dyer; Ellen Flynn Giles

Staff

John Connors, Internal Auditor; Raymond Brown, Chief Financial Officer

Lee Ann Ahern, Clifton Gunderson, LLP

Item	Subject	Discussion	Action/Status	Follow-up
IV	STATUS REPORT - School Activity Funds Audits – J. Connors	1. PLES & LWES completed and issued; VES and PMS await exit interviews. 2. Entrance meeting at BBES (8-21), audit to follow in September. 3. Notification letters to SES and STJES. 4. All school accounting switched from BlueBear to Schoolcash software for FY 2009.		
V	DISCUSSION – Legislative Audit Report; School Board Operations and Oversight – Finding that includes a Recommendation to establish Confidential Hotline	1. Auditor requested clarification on some issues addressed involving various offices in the draft responses and HCPSS has requested that the auditors provide information on performance measure evaluation tools used by other LEAs. 2. Discussion on School Board Operations and Oversight Finding: “The Board should		1. Schedule: a. Draft report in 3-4 weeks to Superintendent and Chairman. b. 15-days to provide response, which will be included verbatim in the final report. c. Ten days following release of

**MEETING OF THE BOARD OF EDUCATION OF HOWARD COUNTY  
AUDIT COMMITTEE**

Tuesday, August 18, 2009 – 1:00 AM

ML - 2

Committee

Larry Cohen, Chair; Allen Dyer; Ellen Flynn Giles

Staff

John Connors, Internal Auditor; Raymond Brown, Chief Financial Officer

Lee Ann Ahern, Clifton Gunderson, LLP

Item	Subject	Discussion	Action/Status	Follow-up
		<p>consider establishing a confidential hotline.”</p> <p>a. Staff Concern: Effective investigation requires consistent reporting, review and processing. Simply collecting anonymous reports is not enough and follow-up may prove frustrating, labor intensive and costly and actually less effective in encouraging employees to take responsibility for reporting fraud than an ethics-based approach that supported by strong institutional mechanisms – internal audits, school security coordinators, general counsel.</p> <p>b. Recommendation: Make employees aware of their responsibility to report suspected fraud and provide clear process for dealing with</p>		<p>the issued report to the Joint Audit Committee, Superintendent and Chairman of the Board, the report will be posted on the web.</p> <p>2. Review final report upon release of the final recommendations.</p> <p>As first step, Superintendent proposes communication of standard process through publication of a system-wide Circular for 2009.</p> <p>Ethics Policy development should</p>

**MEETING OF THE BOARD OF EDUCATION OF HOWARD COUNTY  
AUDIT COMMITTEE**

Tuesday, August 18, 2009 – 1:00 AM

ML - 2

Committee

Larry Cohen, Chair; Allen Dyer; Ellen Flynn Giles

Staff

John Connors, Internal Auditor; Raymond Brown, Chief Financial Officer

Lee Ann Ahern, Clifton Gunderson, LLP

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		allegations of suspected fraud or financial abuse.		include consideration of annual ethics briefings/trainings as a component.
VI	Adjournment	1:50 p.m.	Motion: Mr. Cohen Second: Mr. Dyer Vote: 3-0	

**Minutes of the Board of Education Legislative Committee**

**August 26, 2009 – 3:30 p.m. - ML2**

**Committee:** Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

**Attendees:** Janet Siddiqui, Chairman; Frank J. Aquino, Sandra H. French, Raymond H. Brown

**Staff:** Kathy Hanks, Administrative Specialist (Board Office)

**Observers:**

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
I	Call to Order	3:40 p.m.	By Consensus	
II	Approval of Agenda		By Consensus	
III	Review	1. Chairman  2. Legislative breakfast planning  3. Nov. 5 Board meeting - Howard County Proposed Legislation/2010 Maryland General Assembly.	1. By consensus Dr. Siddiqui was selected Chairman of the committee.  2. Mrs. Hanks shared logistics as to what has been done to prepare for the breakfast. The agenda was discussed. The agenda will coincide with the Board's legislative platform.  3. The committee discussed local legislation and the price tag attached to it. Mr. Brown will bring a draft of the Board's platform to the next meeting.	
IV	Scheduling	Next meeting will be Wednesday, Nov. 11, 2009 at 3:30 p.m. in ML2.		
V	Adjournment	4:15 p.m.		

Approved September 10, 2009

OAH-DYER-000396

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

September 10, 2009

The Board of Education of Howard County met in closed session on September 10, 2009, at 2:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Sandra H. French that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss and seek legal counsel regarding personnel matters involving potential discipline. The motion was seconded by Ellen Flynn Giles and approved 5/0. Persons present: Board members Frank J. Aquino, Chairman; Ellen Flynn Giles, Vice Chairman; Lawrence H. Cohen; Allen Dyer, Esq.; Sandra H. French; Patricia S. Gordon; and Janet Siddiqui, M.D. (joined at 2:26 p.m.)

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Judith S. Bressler of Carney, Kelehan, Bresler, Bennett and Scher – Legal Counsel to the Board

**ITEMS CONSIDERED:**

The agenda items include meeting with legal counsel to seek legal advice regarding personnel discipline and appeals thereof from two terminated staff members.

**ACTION:**

Personnel: The Board was briefed and voted on options for handling issues pertaining to staff discipline and appeals thereof from two terminated staff members.

Upon proper motion and unanimous vote, the Board agreed upon a course of action in one matter and agreed to action by consensus in the other matter.

Adjourned: 3:17 p.m.

Submitted by: \_\_\_\_\_  
Frank J. Aquino, Chairman  
Board of Education

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

**September 10, 2009**

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, September 10, 2009, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.  
Josh T. Manley, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary  
Linda Morgan, Recording Secretary

Chairman Frank Aquino called the meeting to order at 4:06 p.m., and Andrew Rotolo, Howard HS SGA President, led the group in the Pledge of Allegiance.

**Public Forum** - There was no one present to address the Board.

## **Approval of Agenda**

An adjustment was made to the Administrative Agenda to include approval of an Administrative Appointment.

Restricted Consent Agenda Closed/Official Meeting Minutes include meetings of March 19, March 26, and April 16, 2009.

Consent Agenda Meeting Minutes include meetings of August 13, 2009 (Regular BOE Meeting), and August 26, 2009 (BOE Legislative Committee Meeting).

*Action:* Mrs. Giles moved approval of the agenda as amended. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

### **Superintendent's Report**

Dr. Cousin reported on the smooth opening of the school year, explained the school system's decision to allow principal discretion in the airing of President Obama's address to students, and announced that Board meetings will be broadcast live via the Intranet on the school system's website beginning with the October 8, 2009, Board meeting.

Dr. Cousin also extended congratulations to the following:

- Mr. Joe Thomas, Long Reach HS Athletics and Activities Manager, for earning designation as a Certified Athletic Administrator.
- Director of Finance, Mrs. Beverly Davis, for earning a fifth consecutive Certificate of Excellence in Financial Reporting Award from the Association of School Business Officials.
- Clarksville ES and Howard HS for receiving 2009 Character Education Awards from the Maryland Center for Character Education.

### **Student Representative's Report**

Andrew Rotolo, Howard HS SGA President, reported on past and present achievements at Howard HS, including the school's objective to be "Great, Green, and Gold."

### **Board Members' Reports**

Board members reported on their attendance at recent school and community events.

### **Consent Agenda (Restricted\*)**

Staff Personnel; Bids and Contracts; Donations; School Construction Report; and Closed Meeting Minutes

*Action:* Mrs. Giles moved acceptance of the Restricted Consent Agenda. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0\*).

Staff Personnel – Approved by the Board.*Resignations-Violation of Contract:*

Name	School	Grade or Subject	Reason	Years in Howard County	Effective Date
Harris, Meegan	HOHS	Spec. Ed.	Personal	1.0	06/19/09

*Resignations:*

Name	School	Grade or Subject	Reason	Years in Howard County	Effective Date
Castillo, Michelle	MRHS	Science	Other Employmt	2.0	06/19/09
Cook, Rodney	AHS	Math	Personal	3.0	06/19/09
French, Kodi	OMMS	Art	Relocation	2.0	06/19/09
Huwe, Barbara	WLHS	WLA	Relocation	3.0	06/19/09
Knight, Kenneth	WLHS	Tech Ed	Personal	3.0	06/19/09
Rosenblatt, Melissa	ARL	Psy	Relocation	5.0	06/30/09
Ruble, Benjamin	ELMS	Soc. St.	Relocation	10.0	06/19/09
Washington, Tonya	PLES	Elem. Ed.	Relocation	3.0	06.19/09
Wolfson, Fara	HWS	Spec. Ed.	Personal	7.0	06/19/09

Contracts

Name	School	Grade or Subject	Place of Last Teaching Assignment	Grade/Step	Effective Date
Anderson, Kazadra	WLHS	T. Parent	PG County	C-09	08/25/09
Baird, Michael	ELMS	ENG	-	C-01	08/25/09
Barr, Meghan	GES	SPE	-	C-01	08/25/09

Name	School	Grade or Subject	Place of Last Teaching Assignment	Grade/Step	Effective Date
Cancel-Batiz, Liana	BSES	ELE	Carroll Co.	A-03	08/25/09
DiMaggio, Andrew	JHES	ELE	-	A-01	08/25/09
Effren, Jessica	SES	SLP	MA	C-03	08/25/09
Feldman, Jennifer	BSES	ELE	-	C-01	08/25/09
Hall, Stephanie	RES	ECE	HCPSS	B-18	08/25/09
Joseph, Julia	OMHS	ENG	-	C-01	08/25/09
Kinsella, Saimantha	BBMS	MTH	-	A-01	08/25/09
Lidgard, Mikaela	CRS-U	SPE	MD PRV	C-09	08/25/09
McCord, Charodonnay	MWMS	FACS	-	A-01	08/25/09
Miller, Jennifer	CRS-U	SPE/ALS	-	A-01	08/25/09
Newman, Kristin	VES	ELE	-	C-01	08/25/09



Pashkevich, Robert	HAHS	SPE	Charles Co.	A-03	08/25/09
Rausch, Amanda	PL/LWESTE		Private School	C-06	08/25/09
Smith, Brittney	HOHS	ALS	-	A-01	08/25/09
Strunk, Jessica	WTES	ELE	-	A-01	08/25/09
Taylor, Sheila	MR/HAHSSLP		MD PRV	C-11	08/25/09
Vollmerhausen, Kasey	CLS	WLA (Span)-		A-01	08/25/09
Wandell, Tatiana	VES	SPE	MD PRV	C-09	08/25/09
Young, Meredith	LRHS	GUI	-	C-01	08/25/09
Zepp, Jody	HAHS	SST	Baltimore City	D-08	08/25/09

*Leaves of Absence:*

Name	School	Grade or Subject	Years in Howard County	Effective Date
Pearl, William	HOHS	Soc. St.	3.0	08/25/09
Roussillon, Jennifer	VES	Rdg. Spec.	11.0	08/25/09

*Retirements:*

Name	School	Grade or Subject	Years in Howard County	Effective Date
Atterbeary, Rosalynne	CMS	Math	29.0	09/01/09
Dolan, Karen	SJES	GT Resource	13.0	09/01/09
Lindh-Slack, Patricia	WLHS	Sp. Path.	15.0	10/01/09
Quinn, John	C.O.	Coord. Math/Science	31.0	09/01/09
Schlossberg, Robin	GES	Elem. Ed.	26.0	09/01/09
Tilley, Warren	PVMS	Spec. Ed.	15.3	09/01/09

Bids and Contracts – Approved by the Board.

PR-1	Cisco System Data Equipment and Juniper Network Equipment	Montgomery College, MD, Presidio Networked Solutions Solutions Expires: June 30, 2012 Savings: Time and administrative cost to bid.	<b>\$101,000 est.</b>
PR-2	Various On-line Digital Library Services Facts on File Gale/Cengage ProQuest	Montgomery County Public Schools Various Vendors Expires: May 11, 2010 Savings: Time and administrative cost to bid.	<b>\$250,000 est.</b>

Scholastic  
World Book  
Weekly Reader  
Brain Pop

P-1 **VOLUNTARY BENEFITS INSURANCE**

Aflac

P-2 **ADA ACCESSIBLE SEATING STAND WITH ADA RAMP –  
OAKLAND MILLS HIGH SCHOOL**

Grandstand Design Enterprises, Inc. - \$29,500.00

P3 **ARCHITECTURAL/ENGINEERING AND CONSTRUCTION  
MANAGER SERVICES**

Bovis Lend Lease, Inc.  
Dustin Construction, Inc.  
J. Vinton Schafer & Sons, Inc.  
Lewis Contractors, LLC  
Oak Contracting, LLC  
Riparius Construction, Inc.

P-4 **ARCHITECTURAL/ENGINEERING AND CONSTRUCTION  
MANAGER SERVICES**

George, Miles & Buhr, LLC  
RK & K  
Whitman, Requardt & Associates

P-5 **SECURITY SERVICES**

All County Investigation & Security, Inc. - \$50,000.00

P-6 **Legal Services**

Mr. Furman - \$40,000.00

P-7 **Stage Rigging Improvements at Atholton HS**

Bob Porter Company, Inc. - \$187,000.00

P-8 **Softball Umpire Services**

Golden Triangle Officials Association - \$30,000.00

Donations – Approved by the Board.

Longfellow ES: Giant, in the amount of \$878, designated for  
the purchase of Positive Behavioral

Intervention and Support (PBIS) awards and incentives.

Atholton HS: Harris Teeter, Inc., in the amount of \$1,000, designated to assist with the purchase of World Language supplemental workbooks.

Dept. of Special Ed Anonymous donor, in the amount of \$327,767.00, designated to enhance the Designing Quality Inclusive Education (DQIE) Project.

School Construction Report – Accepted by the Board.

Closed Meeting Minutes (Official and Confidential) of March 19, March 26, and April 16, 2009 – Approved by the Board.

### **Consent Agenda**

Study of the Implementation of the Safe and Drug-Free Schools and Communities Act Program State Grants, and Minutes of August 13, 2009 (Regular Meeting) and August 26, 2009 (BOE Legislative Committee Meeting)

*Action:* Mrs. Giles moved acceptance of the Study of the Implementation of the Safe and Drug-Free Schools and Communities Act Program State Grants. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

*Action:* Mr. Cohen moved acceptance of the Regular BOE Meeting Minutes of August 13, 2009. The motion was seconded by Mr. Manley and approved by the members of the Board (7/0/1), with Mrs. French abstaining.

*Action:* Dr. Siddiqui moved acceptance of the BOE Legislative Committee Meeting Minutes of August 26, 2009. The motion was seconded by Mrs. French and approved (3/0) by the committee members (Dr. Siddiqui, Mrs. French, and Mr. Aquino).

### **Administrative Appointment\***

Mrs. Erickson recommended approval of the appointment of Mr. Herb Savje as the Manager of Building Services.

*Action:* Mr. Dyer moved acceptance of the administrative appointment. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0\*).

**Proclamation:**

*BOARD OF EDUCATION OF HOWARD COUNTY*  
**PROCLAMATION**  
DESIGNATING  
SEPTEMBER 15 THROUGH OCTOBER 15, 2009  
AS  
NATIONAL HISPANIC HERITAGE MONTH

**WHEREAS** National Hispanic Heritage Month is a celebration of the people from twenty Spanish-speaking nations of Mexico, Spain, South and Central America, and the Caribbean; and

**WHEREAS** more than 44.3 million Americans are Hispanic, representing the nation's largest ethnic or race minority, Hispanics constituted 15 percent of the nation's total population; and

**WHEREAS** Hispanic Americans are at once, the oldest and newest immigrants to the United States, who trace their roots to the indigenous cultures of their homeland and the Spanish influence; and

**WHEREAS** Hispanic Americans have played an integral role in our nation's history and our country has benefited from their many contributions to the military, business, artistic, political, academic and scientific communities; and

**WHEREAS** all Americans can take pride in the appointment and confirmation of Sonia Sotomayor as the first Hispanic justice of the Supreme Court; and

**WHEREAS** all Americans, regardless of national origin, celebrate the vibrant Hispanic American spirit that influences our nation's art, music, food and faiths; and

**WHEREAS** the Howard County Public School System enjoys a beneficial relationship with Conexiones, a Hispanic community organization committed to making education more meaningful to our Hispanic community; and

**WHEREAS** National Hispanic Heritage Month provides an opportunity to express deep appreciation to the county's growing population of Hispanic Americans for their contributions to the Howard County Public School System; and

**WHEREAS** the theme for the National Hispanic Heritage Month for 2009 is "Embracing the Fierce Urgency of Now";

**THEREFORE BE IT PROCLAIMED** that the Board of Education declares September 15 through October 15, 2009 as National Hispanic Heritage Month in the Howard County Public School System; and

**BE IT FURTHER PROCLAIMED** that it is the intention of the Board that meaningful activities take place in all schools to acknowledge the achievements of Hispanic Americans and pay tribute to the diversity of the Howard County community.

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Frank J. Aquino, Chairman  
Board of Education of Howard County

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Sydney L. Cousin, Superintendent  
Howard County Public School System

*Action:* Mr. Manley moved acceptance of the proclamation. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

### **Ombudsman Report**

*Presenter:* Mrs. Rose Dennison, Ombudsman.

Mrs. Dennison presented data on the number and types of cases handled by her office in the past year. The number has increased from 69 during the 2007-2008 school year to 86 last year. She noted that this might be a result of increased outreach by her office.

Mrs. Dennison reported that parents and other caretakers contact the Ombudsman most frequently regarding student concerns. During the 2008-2009 school year, this group represented 87% (n=75), of all cases. The previous year, 96% (n=66) of all cases were presented by parents and other caretakers. The categories with the most frequently occurring cases for this group are curriculum and school-based personnel. The number of curriculum cases increased by nine in 2008-2009 over the previous year, while discipline and special education cases dropped by seven each.

The Ombudsman services include confidential discussion of concerns; identification and review of school system policies and procedures that might have a bearing on the matter; and assistance, as needed, through the steps of the problem resolution process. The level of the Ombudsman involvement is determined on a case-by-case basis. In all cases, feedback is solicited from the parties involved to ensure that the situation has stabilized or been resolved.

*Discussion:*

Mrs. Dennison explained that issues regarding a policy are brought to staff, and the staff (not the Ombudsman) will determine if a recommendation for a change in policy will be presented to the Board. She added that the policies and procedures are very clear, helpful, and thorough.

Dr. Siddiqui requested a further breakdown of the elementary, middle, and high school data by Report Category.

**Quarterly Agenda – October – December 2009**

*Presenter:* Mrs. Kathleen Hanks, Administrative Specialist to the Board of Education.

Mrs. Hanks reported on a change that was made to the Quarterly Agenda.

Mrs. French suggested that the name of the high school from which the "Student Representative's Report" represents be added to the agenda.

**Policy 2010 Student Representation - Charter**

*Presenter:* Ms. Ronnie Bohn, Project Support Specialist.

Ms. Bohn explained that this policy is being reviewed out of sequence due to an inconsistency and the need to meet Education Article 3-701 requirements. She noted the importance of adopting the revised policy prior to the Student Member of the Board (SMOB) election process, which begins in January.

The proposed amended policy will be presented to the Board on October 8, 2009.

*Discussion:*

Board members discussed several issues regarding the policy that need clarification or further review, including the Student Member's attendance at Closed Sessions, recordation of an opinion vote by the Student Member, increased participation in Board meetings by Student Representatives, issues related to the number of candidates seeking the SMOB position, and review of various types of voting systems/options.

**Policy 9080 Interscholastic Athletic Activities - Charter**

*Presenters:* Mr. Daniel Michaels, Administrative Director, Secondary Schools; and Mr. Michael Williams, Coordinator, Athletics.

Mr. Williams explained that the original policy was created in 1973 and the last revision occurred in 1990. Many of the titles are obsolete, and personnel positions have changed. Language will also be updated to ensure compliance with legal and regulatory mandates.

A report on the proposed amended policy will be presented to the Board on December 10, 2009.

*Discussion:*

It was noted that the Athletics Advisory Committee (comprised of high school principals, Athletics and Activities Managers, and some at-large members) and the Interscholastic Advisory Committee (consisting of Howard County citizens) both provide valuable input to the Athletics Office. Currently there are two students (male and female) serving on the Interscholastic Advisory Committee. Input from these committees is shared with the Superintendent and staff.

**Policy 8080 Acceptable Use of Computer Technology – Charter  
New Policy 3040 Technology Security – Charter**

*Presenters:* Mr. Michael Borkoski, Technology Officer, and Mr. Nick Vissari, Technology Security Analyst.

Mr. Borkoski stated that Policy 8080 is currently on a three-year review cycle. The Charter includes plans to update the current policy to include technology advancements since the last revision. The charter committee will also develop new Policy 3040 Technology Security.

Reports on both policies will be presented to the Board on December 10, 2009. A public hearing will be held on January 14, with Board approval scheduled for February 11, 2010.

*Discussion:*

Mr. Manley requested that the rationale for establishing restrictions on cell phone usage by students during the school day be included in the report to the Board.

Mrs. French commented on the issue of security related to student assessments. Staff explained that HCPSS currently follows state-mandated requirements and that the policy review committee will also look into this issue. In addition, other policies that deal with test security will be scrutinized.

Mr. Borkoski noted that providing education on policy requirements and procedures will be an important part of the process.

**Recess:** The meeting was recessed by the Chairman at 5:50 p.m. and reconvened at 7:32 p.m.

### **Public Forum**

Ms. Linda Lucht, Centennial HS PTSA President, testified on safety concerns related to Centennial Lane and the Centennial HS and Burleigh Manor MS parking lots.

### **PTA Council of Howard County (PTACHC) Monthly Report**

Mr. Hannay, PTACHC President, reported on recent activities of the Council, including implementing work on established priorities such as safety issues; providing designated representatives to various committees; and restarting the Board Watch Project, which has been dormant for several years.

### **Superintendent's Proposed FY 2011 Capital Budget and FY 2012-2016 Capital Improvement Program (CIP)**

*Highlights:*

- FY 2011 Capital Budget Request totals \$99,933,000.
- FY 2010-2016 Capital Improvement Program (CIP) Request totals \$379,236,000.



- FY 2011-2020 Long-Range Master Plan totals \$965,755,000.
- Proposal also includes:
  - Sequencing Batch Reactor (SBR) treatment facility for Triadelphia Ridge ES and Folly Quarter MS.
  - A 100-seat addition to Bellows Spring ES.
  - Dance studio additions to Centennial and Hammond high schools.
  - Renovation for Atholton HS.
  - A new 443-seat Northeastern Elementary School.
- The budget also includes line items for systemic renovations, roofing projects, playground equipment replacement, relocatable classrooms, site acquisition, technology, school parking lot expansions, and barrier free projects.

In order to apply for state funding for eligible projects, it is necessary for the Board to approve a priority listing for the FY 2011 CIP. This priority list is developed based on the criteria of the Public School Construction Program and does not necessarily reflect local priority for the funding of capital projects.

*Discussion:*

Mr. Manley asked if the proposed budget could be presented to the Howard County Association of School Councils (HCASC). Mr. Roey stated that staff would be willing to coordinate a presentation of the proposed budget to students.

In response to Mr. Dyer, Mr. Roey stated that guidance has been provided to both construction and facilities staff that LEED Silver Certification will be sought for any new HCPSS facility, in accordance with state regulations. For all renovations, staff is attempting to achieve at least a LEED minimum certification, within the allocated budget.

Board members and staff discussed issues related to the following:

- The need for a review of educational specifications.
- Possible mandatory prekindergarten.
- Implications of the Adequate Facilities Ordinance (APFO) Chart and funding deficits.
- Budget and redistricting effects due to the recent change in high school capacities
- The continued need for identifiable, sustainable funding for capital projects.

The Board will hold a public hearing and work session at 7:30 pm on September 24 before giving preliminary approval to the proposal. A project request list will then be submitted to the state for funding on October 6, 2009.

Mr. Aquinio reminded the public that they may call the Board's office to sign up for the public hearing, as well as send comments to [BOE@hcpss.org](mailto:BOE@hcpss.org) for the Board's review.

**Adjournment:**

By Board consensus, the meeting was adjourned at 8:25 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

**MINUTES OF THE MEETING OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY,  
HOWARD COUNTY DELEGATION,  
AND  
HOWARD COUNTY COUNCIL**

**September 15, 2009**

The Board of Education of Howard County hosted a breakfast meeting on Tuesday, September 15, 2009, at 8:30 a.m., with members of the Howard County Delegation, and the Howard County Council. The meeting was held in the Board Room of the Department of Education, 10910 Route 108, Ellicott City, MD, 21042.

Present:

Board of Education

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Janet Siddiqui, M.D.

Howard County Delegation

Senator Edward Kasemeyer  
Senator Allan Kittleman  
Delegate Gail Bates  
Delegate Guy Guzzone  
Delegate Shane Pendergrass  
Delegate Frank Turner  
Ms. Ann Goldsher (representing  
Delegate Bobo)

Howard County Public Schools

Sydney L. Cousin, Superintendent  
Sandra J. Erickson, Deputy Superintendent  
Mamie J. Perkins, Chief of Staff  
Terry Alban, Chief Operating Officer  
Raymond H. Brown, Chief Financial Officer  
Linda Wise, Chief Academic Officer  
Kathleen V. Hanks, Recording Secretary

Howard County Council

Mary Kay Sigaty, Chairperson  
Jennifer Terrasa, Vice Chairperson  
Calvin Ball  
Courtney Watson

Mr. Aquino welcomed everyone to the meeting and then introduced Dr. Siddiqui, Chairman of the Board of Education's Legislative Committee. Dr. Siddiqui discussed the purpose and objectives of the meeting and expressed the need for a cooperative effort as the county faces tremendous budget concerns. She also expressed the need to remember the purpose of the meeting is to advocate for the best interests of the children.

Dr. Cousin highlighted the accomplishments of the Howard County Public School System and the cost-saving measures that have been put into place.

Approved – September 24, 2009

OAH-DYER-000411

Mr. Brown highlighted the budget challenges. It was stated that the stimulus money really made a difference in the budget and that Howard County did not qualify for Title I monies. The biggest challenge Howard County faces is how to replace the stimulus money in 2012. The goal is not to affect the classrooms. Mr. Brown also pointed out the need to identify a sustained funding source for capital needs.

There was discussion on collective bargaining, state aid funding formulas, retirement cost shift, and maintenance of effort. On behalf of the Board, Mr. Brown re-affirmed the Board's approved legislative position on the legislative proposal that refers to state aid. In addition, Mr. Brown pointed out that the Board opposes any matter that would lessen the authority of an elected local board of education by diminishing its ability to respond to its constituency on issues currently under its authority.

The Maryland Preschool for All Business Plan was discussed. Mr. Aquino stated that the Board had not taken a formal position, but he supports preschool for all. He also stated that financially this is not the time to implement the program, as it would place an extraordinary burden on local governments and school systems.

The meeting was then opened for questions and additional discussion. Delegate Bates requested a breakdown of students who passed the High School Assessments (HSAs) by test and by project. Councilperson Ball requested numbers of Advanced Placement (AP) tests segregated by schools. There was discussion on the decrease in the number of students taking the SAT test. Mrs. Erickson explained that many students now take the ACT test instead. It was noted there is an increase of students attending Howard Community College and the SAT test is not required at that school. Delegates Bates and Pendergrass discussed statewide budget constraints and the sacrifices being made by state employees. It was suggested the school system consider measures that could be taken to reduce fiscal needs, which may include personnel furloughs, etc.

Dr. Siddiqui thanked everyone for coming, and the meeting was adjourned at 9:50 a.m.

**Minutes of the Board of Education Legislative Committee**

**September 15, 2009 – 10:00 a.m. - Board Room**

**Committee:** Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

**Attendees:** Janet Siddiqui, Chairman; Frank J. Aquino, Sandra H. French, Raymond H. Brown

**Staff:** Ronnie Bohn, Program Support Specialist; Kathy Hanks, Administrative Specialist (Board Office)

**Observers:**

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
I	Call to Order	10:10 a.m.	By Consensus	
II	Approval of Agenda	Approved	By Consensus	
III	Review	1. Legislative Proposal from Student Member	<p>The Committee considered the Student Member's proposal to provide a scholarship to the Student Member of the Board (SMOB) in honor of his/her service. The student member believes the scholarship would encourage more students to run for the SMOB.</p> <p>There was discussion about what motivated adults to run for the Board, with agreement that service to the public, not compensation, was the primary reason. Staff shared the difficulties of the current student election system. In Howard County the SMOB is elected by the student body in grades 6-11, while in some counties, the SMOB is appointed or elected by the local student government association.</p>	

Approved: 09/24/2009

OAH-DYER-000413

**Minutes of the Board of Education Legislative Committee**

**September 15, 2009 – 10:00 a.m. - Board Room**

**Committee:** Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

**Attendees:** Janet Siddiqui, Chairman; Frank J. Aquino, Sandra H. French, Raymond H. Brown

**Staff:** Ronnie Bohn, Program Support Specialist; Kathy Hanks, Administrative Specialist (Board Office)

**Observers:**

Item	Subject	Discussion	Action/Status	Follow-up
			<p>The Howard County statute states the student member of the Board may not receive compensation. Other counties list the scholarship under compensation. It was noted that the statute would need to be changed by legislation and it is due next week.</p> <p>The committee discussed at length the subject of compensation versus motivation of serving. Staff does not support this proposal.</p> <p>Dr. Siddiqui will establish a paper to circulate to other Board members for discussion at a Board meeting.</p>	
IV	Scheduling	Next meeting will be Wednesday, Nov. 11, 2009 at 3:30 p.m. in ML2.		
V	Adjournment	10:40 a.m.	By Consensus	

Approved: 09/24/2009

OAH-DYER-000414

**Minutes of the Board of Education Legislative Committee**

**September 23, 2009 – 2:00 p.m. - Board Planning Room**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

*Attendees:* Janet Siddiqui, Chairman; Sandra H. French, Raymond H. Brown

*Staff:* Julianne Dibble, Director Professional & Organizational Development; Daniel Furman, Staff Attorney; Kathy Hanks, Administrative Specialist (Board Office)

*Observers:* Faenita Dilworth, Community Advisory Council

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
I	Call to Order	2:10 p.m.	By Consensus	
II	Approval of Agenda		By Consensus	
III	Review	<p>1. COMAR 13A.07.01 Comprehensive Teacher Induction Program (Repeal and Replace)</p>	<p>When the State Board of Education passes regulation, it is as binding as legislation. Written public comment is due by November 11, 2009. Unfortunately, no public hearing is scheduled on this issue. This seems to be the most recent practice for the State Board of Education. Staff believes the issue of no public hearing should be raised with the State Board.</p> <p>It was noted by staff that the content of this regulation is not a negative concept, but it needs to be done over time and not dictated to the school system as a regulation. There was much discussion of the detriments of this potential regulation. The concerns are as follows:</p> <ul style="list-style-type: none"> <li>• Need for a public hearing</li> <li>• Budget cost – estimate well over \$2.6M</li> <li>• Ambiguity</li> <li>• State Board is exceeding authority</li> <li>• Define ‘hard to staff school’</li> <li>• Justify mandating for all schools</li> <li>• Goes against Board’s legislative platform of usurping local Board authority</li> <li>• Disruption of school day &amp; teaching of students.</li> </ul>	

Approved – October 22, 2009

**Minutes of the Board of Education Legislative Committee**

**September 23, 2009 – 2:00 p.m. - Board Planning Room**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

*Attendees:* Janet Siddiqui, Chairman; Sandra H. French, Raymond H. Brown

*Staff:* Julianne Dibble, Director Professional & Organizational Development; Daniel Furman, Staff Attorney; Kathy Hanks, Administrative Specialist (Board Office)

*Observers:* Faenita Dilworth, Community Advisory Council

Item	Subject	Discussion	Action/Status	Follow-up
			<p>Staff has contacted other counties to see how they will be responding. It was recommended the Board submit testimony to the State Board. It was suggested the testimony be brief and to the point, attach financial data of the cost, and attach statements of what we are currently doing for new hires and the mentoring program. There was also a suggestion of writing one letter to the State Board of Education from all the Maryland School Board Chairmen. Staff is against this regulation as currently drafted.</p> <p>Staff will provide talking points to the Board members by Tuesday, September 30<sup>th</sup> before the MABE conference. This will also be added to the October 8<sup>th</sup> Board meeting as an Action item.</p> <p>The committee recommends the Board oppose the proposed COMAR 13A.07.01 Comprehensive Teacher Induction Program as currently drafted.</p> <p>Meeting was adjourned by consensus.</p>	
IV	Scheduling	Next meeting will be Wednesday, Nov. 11, 2009 at 3:30 p.m. in ML2.		
V	Adjournment	3:16 p.m.		

Approved – October 22, 2009

OAH-DYER-000416



# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

September 24, 2009

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, September 24, 2009, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.  
Josh T. Manley, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary  
Linda Morgan, Recording Secretary

Vice Chairman Ellen Giles called the meeting to order at 4:05 p.m., and Brad Carpenter, Glenelg HS student, led the group in the Pledge of Allegiance.

**Public Forum** - There was no one present to address the Board.

## Approval of Agenda

The following changes were made to the agenda:

- Add Item 5.A. – Administrative Promotions
- Delete Item 3.D. – Closed Minutes

*Action:* Dr. Siddiqui moved approval of the agenda as amended. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

## Superintendent's Report

Dr. Cousin reported on recent educational activities across the county. He also noted that the school system has received the Choose

Approved – October 8, 2009

OAH-DYER-000417

Civility Award, and he congratulated Hammond MS for its selection as a National Blue Ribbon School.

Dr. Cousin introduced Chief Operating Officer Terry Alban, who provided an update on the system's preparedness related to the H1N1 influenza. Deputy Superintendent Sandra Erickson provided an overview of the Integrated Approach to Instruction and how it is being implemented in schools.

### **Student Representative's Report**

Mr. Brad Carpenter, Glenelg HS, reported on recent and upcoming activities at the school.

### **Board Members' Reports**

Board members reported on their attendance at the STEM (Science, Technology, Engineering, and Mathematics) symposium, Back-to-School Nights, and other school and community events.

### **Consent Agenda (Restricted\*)**

#### Bids and Contracts, Donations, and School Bus Contracts Termination

*Action:* Mrs. French moved acceptance of the Restricted Consent Agenda. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (6/0\*).

Bids and Contracts – Approved by the Board.

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
P-1	Cooling Tower Replacement and Installation – Long Reach HS M&E Sales, Inc.	\$184,713.00
P-2	Custodial Plastic Liners Calico Industries, Inc.	\$13,661.50
P-3	Software Licensing iParadigms, LLC	\$36,323.70
P-4	Volleyball Officiating Services Central MD Volleyball Officials	\$32,000.00

P-5            Field Hockey & Girl's Lacrosse  
                  Officiating Services  
                  Howard/Carroll Officials Assoc. Inc.    \$55,000.00

Donations – Approved by the Board.

The following donations have been received:

Bryant Woods ES:            Walmart, in the amount of \$1,000, designated for the purchase of toys for Pre-K students. These toys are to assist students with their fine motor skills.

Lime Kiln MS:                Road Runner Sports, in the amount of \$2,200, designated for the purchase of an electronic mobile track scoreboard.

Atholton HS:                 Boosters, in the amount of \$2,268, (\$661) designated for the purchase of mirrors for the weight room, and (\$1,607) designated for the purchase of jackets for the coaches.

Centennial HS:               High Flyers Basketball School, in the amount of \$750, designated to pay for tournament entry fees.

Pepsi Bottling Group, in the amount of \$500, designated for the purchase of basketball equipment.

Ahold Financial, in the amount of \$2,188.18, designated for the purchase of supplemental classroom materials.

Marriotts Ridge HS:        Verizon, in the amount of \$750, designated for the purchase of wrestling equipment.

MRHS Music Foundation, Inc., in the amount of \$750, designated for the purchase of dance costumes and programs.

PTSA, in the amount of \$1,000, designated to cover the expenses for the Underclass Evening of Excellence/Academic Recognition Program.

River Hill HS: Sikh Outreach Program, in the amount of \$1,000, designated for the purchase of backpacks and supplies for identified students.

Wilde Lake HS Wildecats Booster club, in the amount of \$750, (\$250) designated for the Honor Cats Program; (\$200) to assist with expenses for the administration's community meet and greet nights; and (\$300) designated for the purchase of chairs and tables for the teacher planning area.

### **School Bus Contracts Termination – Approved by the Board.**

Due to financial and performance concerns, the following school bus contracts are recommended for termination:

<u>Contractor</u>	<u>Contract Number</u>
Riggleman Bus Service	137
Riggleman Bus Service	341
Riggleman Bus Service	372
Riggleman Bus Service	373
Riggleman Bus Service	374
Riggleman Bus Service	411
Riggleman Bus Service	413
Riggleman Bus Service	414
RAM's Bus Service	838

These contracts have been reassigned for school year 2009/2010 and will be rebid and awarded to begin operation in the 2010/2011 school year.

### **Consent Agenda**

Minutes – Audit Committee Meeting of August 18, 2009; Regular BOE Meeting of September 10, 2009; BOE of Howard County, Howard County Delegation, and Howard County Council Meeting of September 15, 2009; and Legislative Committee Meeting of September 15, 2009.

*Action:* Mrs. French moved approval of the Regular BOE Meeting Minutes of September 10, 2009. The motion was seconded by Mr. Manley and approved by the members of the Board (7/0).

*Action:* Mrs. French moved approval of the BOE of Howard County, Howard County Delegation, and Howard County Council Meeting of September 15, 2009. The motion was seconded by Mr. Cohen and approved by the members of the Board (5/0/2), with Mrs. Gordon and Mr. Manley abstaining.

*Action:* Mr. Cohen moved acceptance of the Audit Committee Meeting Minutes of August 18, 2009. The motion was seconded by Mrs. French and approved by the members of the committee in attendance (2/0).

*Action:* Dr. Siddiqui moved approval of the Legislative Committee Meeting Minutes of September 15, 2009. The motion was seconded by Mrs. Giles and approved by the members of the committee in attendance (2/0).

### **Administrative Appointments/Promotions\***

<u>Name</u>	<u>From</u>	<u>To</u>
Jennifer M. Clements	Assistant Principal Mt. Hebron HS	Coordinator of Secondary Science

*Action:* Mrs. French moved approval of administrative promotion of Jennifer Clements to Coordinator of Secondary Science. The motion was seconded by Mrs. Gordon and approved by the members of the Board (6/0\*).

<u>Name</u>	<u>From</u>	<u>To</u>
Judith Hendricks	Teacher Atholton HS	Assistant Principal Mt. Hebron HS

*Action:* Dr. Siddiqui moved approval of recommended promotion of Judith Hendricks to Assistant Principal, Mt. Hebron HS. The motion was seconded by Mr. Cohen and approved by the members of the Board (6/0\*).

### **Bridge to Excellence (BTE) Comprehensive Master Plan 2009 – Annual Update**

*Presenter:* Dr. Theresa Alban, Chief Operating Officer.

The Maryland Bridge to Excellence in Public Schools Act requires that local school systems submit the annual update to comprehensive master plans to MSDE (Maryland State Department of Education) for

review by October 15, 2009, and in final form by November 23, 2009. Chief Operating Officer Theresa Alban presented a summary of the school system's 2009 Bridge to Excellence Master Plan Update and the process for preparing the document.

*Discussion:*

Board members commented on various aspects of the BTE Update, including:

- Cross-functional strategies, differentiated support, differentiated learning, and cultural proficiency.
- MSA (Maryland State Assessment) reading and math progress.
- The new CEAL (Countywide Elementary Alternative Learning) team process.
- Concerns regarding the rising minority dropout rate and plans for remediation/intervention.
- After-school, extended-year, evening, and Saturday programs to help students in need of additional instruction in a variety of academic areas.
- Title I and II grant programs and non-public school participation.

Per Board members' requests, the following items will be addressed:

- Inclusion of a narrative next year regarding the actual number of students that are included in MSA percentages.
- A listing of the three divisions related to cross-functional strategies/activities.
- Inclusion of an addendum explaining information related to the kindergarten readiness list and the meaning of acronyms contained in the update.

Dr. Alban stated that a third section will be added to the update to explain how funds received as part of the American Recovery and Reinvestment Act (stimulus funding) have been used. A final draft of the BTE Update will be provided to the Board in November.

Dr. Cousin pointed out that the BTE Master Plan is a working document that is aligned with the goals of the school system as well as with the budget.

Regarding the goal of increasing diversity and participation of all student groups in the fine arts, Mr. Tom Payne, Advanced Programs and Fine Arts Coordinator, spoke about work that is being coordinated with the Information Technology (IT) office in this area. Reports will

be developed to show student participation at all levels in each fine arts offering. Staff will have the ability to review fine arts data to determine trends or patterns that will be very encouraging in terms of how students participate, how they achieve on assessments, etc. Mrs. Erickson stated that staff is putting together a database in order to begin collecting and disaggregating data on student participation in the arts, as previously requested by the Board, which will allow schools to set measurable goals and ensure equity.

*Action:* Mr. Cohen moved approval of the draft Bridge to Excellence Comprehensive Master Plan for 2009. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/0).

### **Proclamation Designating October 2009 as Learning disAbility Month**

*BOARD OF EDUCATION OF HOWARD COUNTY*  
**PROCLAMATION**  
DESIGNATING  
OCTOBER 2009  
AS  
LEARNING disAbility MONTH

**WHEREAS** the mission of the Howard County Public School System ensures excellence in teaching and learning so that each student will participate responsibly in a diverse and changing world; and

**WHEREAS** the Howard County Public School System provides a PreK-12 Intervention Continuum of Services that includes Quality Classroom Instruction, Moderate Academic Intervention and Intensive Academic Intervention for all students; and

**WHEREAS** the Departments of Special Education, Student Services, Gifted and Talented, Curriculum, and Administration collaborate to ensure that all staff members and administrators are effective in providing differentiated instruction for all students; and

**WHEREAS** the school system has developed multidimensional programming for students who have both needs and gifts or talents; and

**WHEREAS** through participation in school problem solving teams, student services staff work with teachers, families and the community

to ensure the academic, social, emotional, and healthy development of all students; and

**WHEREAS** the Department of Special Education provides professional development and funds to all schools using inclusive education strategies at the elementary, middle and high school levels to increase participation of students with disabilities in the general education classroom; and

**WHEREAS** teachers understand that all children can learn and ensure that every child is engaged in learning through their unique abilities and interests; and

**WHEREAS** collaboration between the Howard County Public School System and local parent, support, advocacy, and community groups is supported through parent academies, workshops, conferences, and speaker series for the community and school system staff;

**THEREFORE BE IT PROCLAIMED** that the Board of Education of Howard County designates October as Learning disAbility Month in the Howard County Public School System as a way to recognize the essential role of school administrators, teachers, student services personnel, support staff, students, parents and community members in supporting students with disabilities; and,

**BE IT FURTHER PROCLAIMED** that the Board of Education extends its gratitude and appreciation to all who contribute to the intellectual, social and emotional growth of all students.

---

Frank J. Aquino, Chairman  
BOE of Howard County

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Sydney L. Cousin, Superintendent  
HCPSS

*Action:* Dr. Siddiqui moved acceptance of the proclamation. The motion was seconded by Mr. Manley and approved by the members of the Board (6/0). Mrs. French was not present at the time of the vote.

### **Wellness Policy 9090 Update**

*Presenters:* Ms. Mary Klatko, Director of Food Services; Ms. Linda Rangos, Coordinator of Health and Physical Education; and Ms. Jackie French, Instructional Facilitator, Physical Education.



Staff members presented information on the implementation of the three components of the HCPSS Wellness Policy: the Food and Nutrition Program, nutrition education, and physical education and activity.

The goal is for the School Meal Programs to be consistent with state and USDA requirements and Healthier US Schools Criteria. There are five guidelines under the Food and Nutrition Program:

- A. Inform appropriate constituencies about the key elements of the Wellness Policy.
- B. Plan and prepare menus to comply with established nutrition standards.
- C. Provide Food Service personnel with regular professional development on school meal programs, nutrition/health education, and wellness.
- D. Promote participation in and application for locally or nationally recognized awards programs.
- E. Vending and a la carte nutrition standards within the school meals program will meet locally and nationally recognized standards.

Nutrition education involves curriculum and instruction and professional development. Physical education and activity programs include field days at all elementary schools, revised curriculum, and updated strength and conditioning equipment. Flip Camera Video technology is also available to aid students in developing proper exercise form.

*Discussion:*

Staff invited Board members to attend activities that promote wellness and agreed to provide an activity schedule.

It was noted that participation in physical education electives at the high school level remains steady with about 45 percent of students taking one or more classes. Dance classes are considered Fine Arts, and participation is not included in the physical education statistics.

At the elementary school level, additional physical activities are being incorporated during the school day and may include walk-to-school programs, walking at recess, etc.

Staff and Board members agreed with the importance of performing above minimum federal and state standards and requirements.

Information about the revised pilot program taking place at Centennial Lane ES will be shared with the Board in November.

### **Hammond ES/MS Renovations - Presentation of Design Development\***

*Presenters:* Mr. Bruce Gist, Director of School Construction and Mr. James Emr, Principal of Smolen, Emr & Associates Architects.

Staff recommended Board approval of the Design Development plans for the Hammond ES/MS project. The project scope's primary focus is on the elementary school. A secondary project focus will be a limited renovation of the middle school, which will comply with the IAC (Interagency Committee on School Construction) requirements for funding consideration.

*Discussion:*

Board members discussed details of the project, including building security, placement and access to teaching spaces, and placement of hand washing areas. Issues and/or suggestions related to classroom lighting requirements can be addressed during review of the construction documents.

*Action:* Mrs. French moved approval of the Design Development Concept Brochure for Hammond ES/MS. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (6/0\*).

### **2010/2011 School Calendar/Preliminary Input**

*Presenter:* Ms. Patti Caplan, Director of Public Relations.

Ms. Caplan presented the Charter for the 2010/2011 Academic Calendar Committee and discussed items for consideration by the committee.

Board members discussed various issues associated with the calendar and provided suggestions for the committee to consider.

It was determined that discussion related to extending the school year take place outside of the committee, as many issues are involved with the concept that are not within the scope of the Calendar Committee.

## **Operating Budget Review Committee Recommendations for FY 2011 \***

*Presenter:* Mr. Raymond Brown, Chief Financial Officer.

Mr. Brown presented the Charter for the Board's FY 2011 Operating Budget Review Committee (OBRC).

*Discussion:*

Mr. Dyer asked that the Board receive information regarding suggestions by the committee that were not accepted by staff. Mr. Brown agreed to the request.

Mr. Manley asked that a presentation on the budget be given at an HCASC (Howard County Association of Student Councils) meeting, and Mr. Brown agreed to the request.

The Board asked that the Charter be revised to include language explaining that the membership of the OBRC does not include a representative named by the Student Member.

*Action:* Mrs. French moved approval of the HCPSS Charter for the Operating Budget Review Committee. The motion was seconded by Mrs. Gordon and approved by the members of the Board (6/0\*).

## **Comprehensive Maintenance Program 2010**

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management.

The Comprehensive Maintenance Program (CMP) is published annually by the Howard County Department of School Facilities. HCPSS maintenance objectives and methods are reflected with illustrations of some of the basic services, issues, and schedules necessary to keep facilities in as near original condition as possible to sustain a safe, attractive, and optimal learning environment for HCPSS.

*Discussion:*

It was noted that the use of rubber gymnasium floors is being phased out in favor of wood floors because of the longevity and usefulness of wood flooring (with the exception of the Cedar Lane

School due to the nature of the population). Rubber flooring is also more difficult to repair if damaged.

Mr. Roey stated that both Custodial and Building Services have done a great job of converting to environmentally friendly products. Better designs are also being used in renovations.

Dr. Cousin expressed appreciation to Mr. Roey and noted that the HCPSS CMP has become a model for many other school systems in the state and the country.

*Action:* Dr. Siddiqui moved approval of the 2010 Comprehensive Maintenance Program for submission to the IAC. The motion was seconded by Mr. Manley and approved by the members of the Board (7/0).

### **Quarterly Agenda – October – December 2009**

*Presenter:* Mrs. Kathleen Hanks, Administrative Specialist to the Board of Education.

Mrs. Hanks reviewed the proposed Quarterly Agenda, including changes that occurred since the previous report to the Board.

*Action:* Mrs. French moved approval of the Quarterly Agenda as amended. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/0).

By consensus, the Board agreed to defer the remaining Administrative Agenda items to the evening session.

**Recess:** The meeting was recessed at 7:03 p.m. and reconvened at 7:53 p.m.

Mrs. Giles recognized Mr. Evan Winter, Boy Scout Troop 944, who was in attendance as part of his Communications Badge requirement.

### **Public Forum**

Mr. Farhan Bader, Burleigh Manor MS student, spoke about safety concerns of students who attend Burleigh Manor and Centennial HS. Mr. Bader requested consideration of redesigning the combined parking lots between the two schools, which would require all traffic to

exit Burleigh Manor MS at a new location pending construction of a new traffic light on Centennial Lane.

### **Appointment - Community Advisory Council (CAC)**

Mr. Chris Wertman, CAC Chairman, reported on activities and concerns of the council, including topics planned for future meetings. He also provided a meeting schedule for the year and encouraged each Board member to attend as a guest.

### **Public Hearing – Superintendent’s Proposed FY 2011 Capital Budget and FY 2012 – 2016 Capital Improvement Program (CIP)**

Ms. Susan Lustbader and Ms. Caryn Lasser, Atholton HS PTSA

- Requested that the Atholton HS major renovation schedule, which includes Phase 3 of the roof replacement, be retained in the final version of the FY 2011 Capital Budget.

Mr. Chris Wertman, Community Advisory Council (CAC) Chairman

- Expressed concerns over the time frame provided to review the capital budget in order to allow for more comprehensive testimony by the community and other organizations.
- Suggested that budget request items submitted to the County Executive and County Council be prioritized into levels.
- Suggested that a detailed discussion of the Gilbert Study be included within the Capital Budget to demonstrate the depth and breadth of analysis that has been conducted on HCPSS facilities.

### **Public Work Session - Superintendent’s Proposed FY 2011 Capital Budget and FY 2012 – 2016 Capital Improvement Program (CIP)\***

*Presenter:* Mr. Ken Roey, Executive Director for Facilities Planning and Management.

Mr. Roey reported that the \$99,933,000 budget includes a Sequencing Batch Reactor (SBR) treatment facility for Triadelphia Ridge ES and Folly Quarter MS, a 100-seat addition to Bellows Spring ES, dance studio additions to Centennial and Hammond high schools, the Atholton HS renovation, and a new 443-seat northeastern elementary school. The budget also includes line items for systemic renovations, roofing projects, playground equipment replacement,

relocatable classrooms, site acquisition, technology, school parking lot expansions, and barrier-free projects.

Board approval of the proposed budget and state priority listing was requested for submission to the state on October 6, 2009.

*Discussion:*

Board members discussed the importance of developing a budget request that reflects the true needs of the system. Dr. Cousin noted that the capital budget has never been fully funded, but it should still be a responsible budget that reflects the school system's needs. Dr. Cousin also pointed out that it will be necessary to defer projects if adequate funding is not received. Mr. Roey stated that total deferred maintenance was currently over \$54 million throughout the system.

Dr. Cousin explained that the priority listing is required by the state by October 6, 2009, and is not part of the local request. Additional opportunities will exist for community and Board input during the process before formal submission to the county in February.

Board members discussed the planned addition for Bellows Spring ES, the size of the new northeastern elementary school, and whether or not two new elementary schools would be a better option in that area. Dr. Siddiqui noted that Bellows Spring is projected to have an enrollment of 1,000 students in 2015, which supports the need for both the addition and a new elementary school. Mrs. Gordon agreed and expressed concern about an increase in student population that may occur in Howard County due to BRAC (Base Realignment and Closure) in the future.

Board members also discussed issues and concerns regarding the ideal size of an elementary school. Mrs. French and Mr. Dyer expressed concerns about building large elementary schools. Mr. Roey noted that if the new northeastern elementary school is not built large enough, it will be necessary to either bring in a large amount of portable classrooms or do significant redistricting.

Mr. Dyer also asked if there was an option for building two new elementary schools and eliminating the addition at Bellows Spring ES. Mr. Roey stated that finding a site and obtaining funding are obstacles that would make the option fairly risky in the short term. In response to Mrs. Giles, he also stated that there have been some issues in

terms of long-term maintenance with integrating modular structures into permanent buildings, but that is an available option.

Dr. Cousin stated that staff is currently reviewing the educational specifications for elementary schools and will present a report to the Board in the near future.

Mr. Roey stated that staff has requested that the architect perform an energy star analysis of Bellows Spring ES to determine ways to improve energy ratings. The new northeastern elementary school will be built for LEED (Leadership in Energy and Environmental Design) certification.

Mr. Roey also explained that the SBR (sequencing batch reactor) is not the number one budget priority and no money will be lost by delaying selection of the firm to perform the work.

Mrs. French indicated the need for additional parking at Bellows Spring ES, and Mr. Roey stated that part of the tasking to the architects in the RFP (Request for Proposals) included addressing the need for increased parking at the school.

Mrs. French also asked that the justification for the dance studio projects be revised to emphasize that these projects have already been subject to previous deferrals. Mr. Roey agreed to the request.

*Motion:* Mr. Dyer moved to remove the Bellows Spring ES project from the proposed budget. The motion failed for lack of a second.

*Action:* Dr. Siddiqui moved acceptance of the Superintendent's Proposed FY 2011 Capital Budget in the amount of \$99,933,000. The motion was seconded by Mr. Cohen and approved by the members of the Board (5/1\*), with Mr. Dyer voting no.

*Action:* Mr. Cohen moved acceptance of the Superintendent's recommendation for the FY 2012 – 2016 Capital Improvement Program (CIP) in the amount of \$379,000,236. The motion was seconded by Mrs. Gordon and approved by the members of the Board (5/1\*), with Mr. Dyer voting no.

*Action:* Mrs. French moved adoption of the FY 2011 – 2020 Long-Range Master Plan in the amount of \$965,755,000. The motion was seconded by Mrs. Gordon and approved by the members of the Board (6/0\*).

*Action:* Mrs. French moved adoption of the priority list for FY 2011. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (5/1\*), with Mr. Dyer voting no.

## **Administrative Agenda (continued from afternoon session)**

### **Legislative Agenda**

Dr. Siddiqui stated that the Student Member asked the BOE Legislative Committee to submit a proposal to state legislation to develop a scholarship as compensation for the Student Member of the Board (SMOB).

Mr. Manley provided a presentation on the scholarship proposal, which addressed the following topics:

- What does the SMOB scholarship do?
- How the scholarship will affect the applicant pool.
- How the scholarship will affect quality of applicants.
- Scholarship funding.
- Differences in SMOB positions.
- Merits that must be met for scholarship.

Mr. Manley emphasized that the standards for this scholarship would be the most rigorous in the state of Maryland. Information regarding administrative implementations and the legislation passed in Montgomery County in 2002 was also provided to the Board.

#### *Discussion:*

Board members discussed several issues and concerns related to the proposal, including:

- Current Howard County statute, which precludes compensation for the Student Member.
- Students possibly being enticed by financial rewards rather than having a passion to serve effectively.
- Current fiscal constraints.

Mr. Manley stated that the rationale for the scholarship also included the fact that partial-voting student members in Montgomery and Prince George's counties do equivalent work and receive scholarships, while the Howard County Student Member does not. Mr. Manley pointed out that student members have done good works on a



voluntary basis, like other Board members, regardless of whether or not a scholarship or any other form of compensation was given.

Mr. Dyer expressed his opinion that the Student Member position on the Board without any associated salary or scholarship lessens the position.

*Motion:* Mr. Dyer moved in favor of changing the current law and asking the local delegation to support a scholarship similar to what is being provided in other counties.

Mrs. French, Mrs. Giles, Mrs. Gordon, Mr. Cohen, and Dr. Siddiqui expressed admiration for Mr. Manley and his ambition to help future Student Members of the Board but did not support proposed legislation at this time. It was also indicated that serving as an elected Board member, whether by an adult or student, is a great honor and privilege that also opens other doors in the field of education.

*Action:* Mr. Manley seconded the motion by Mr. Dyer. The motion failed by a vote of 2/5, with Mr. Cohen, Mrs. French, Mrs. Giles, Mrs. Gordon, and Dr. Siddiqui voting no.

### **Development of FY 2011 Budget Line Items for the Board of Education Office**

*Presenter:* Mrs. Kathleen Hanks, Administrative Specialist to the Board of Education.

Mrs. Hanks presented the proposed budget for preliminary discussion by the Board. The Board's budget will be given to the Superintendent to consider in his total proposal to the Board as part of the budget process.

Board members acknowledged the current difficult financial situation and agreed that reductions are necessary. Various options to reduce the Board's budget were discussed, and staff was asked to prepare an additional proposal to bring back to the Board.

### **MABE (Maryland Association of Boards of Education) Resolutions**

The resolutions were provided to the Board for review prior to the upcoming MABE annual meeting. Mrs. Giles noted that each Board

member casts an individual vote on the resolutions and is free to voice their own opinion on any issue.

It was noted that the Howard County BOE proposed the legislation on Charter Schools that was adopted in 1998. The legislation has been amended over the years to keep it current, but the crux of the issue is that the local board of education retained its authority for chartering, monitoring, and oversight of Charter Schools.

**Adjournment** – By consensus, the meeting was adjourned at 9:45 p.m.

**Information Items**

- A. SAT Results for the Class of 2009
- B. IFAS Status Report

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

**Quarterly Meeting of the  
Howard County Board of Education and  
Howard County Council**

Howard County Department of Education  
Board Room A & B  
10910 Route 108  
Ellicott City, MD 21042

October 7, 2009  
8:15 a.m.

Attendees were as follows:

Board Members: Frank J. Aquino, Chairman; Lawrence H. Cohen;  
Allen Dyer; Sandra H. French; Patricia S. Gordon;  
and Josh T. Manley

County Council: Mary Kay Sigaty, Chairperson; Jennifer Terrasa, Vice Chairperson;  
Calvin Ball; Courtney Watson; and  
Stephen LeGendre, Council Administrator

Council Staff: Haskell Arnold, Jeff Meyers

School Staff: Sydney L. Cousin, Superintendent; Mamie Perkins, Chief of Staff;  
Raymond Brown, Chief Financial Officer; Terry Alban,  
Chief Operating Officer; Linda Wise, Chief Academic Officer;  
Ken Roey, Executive Director, Facilities Planning and  
Management; Pamela Blackwell, Director, Student Services; and  
Clarissa Evans, Executive Director, Secondary Curricular Programs

Board Staff: Kathy Hanks, Administrative Specialist

Mr. Aquino called the meeting to order at 8:20 a.m.

### **1. Dropout rates by student group & dropout prevention:**

Staff shared that the dropout data for all school systems in Maryland is compiled and posted on the Maryland Report Card website – [www.mdreportcard.org](http://www.mdreportcard.org). The Maryland State Department of Education (MSDE) standard for dropouts is 3% or less of all students dropping out of school. The Howard County standard is 1.25%. It was noted that students who drop out and re-enter school during the same year are not considered dropouts. Students who obtain GEDs are still considered dropouts. For the 2008-2009 school year, Howard County had 239 unduplicated students in grades 9-12 drop out. Three student groups (FARMS, Hispanic, and Limited English Proficiency (LEP) did not meet the MSDE standard of 3%. When using the Howard County rate of 1.25%, six student groups did not meet the standard (FARMS, males, African American, Special Education, Hispanic, and LEP.) Staff has developed a number of prevention, intervention, and recovery efforts and has established a committee to address this issue. Staff is also back mapping and beginning intervention in elementary school. Each month the Superintendent is reviewing the progress.

### **2. Efforts regarding financial literacy**

County Council asked if anything has changed in the past two years. Staff stated that in 10<sup>th</sup> grade social studies financial literacy has become a required topic. Consumer Math and Financial Management using Software Application have integrated financial literacy into the curriculum. It also part of social studies and math in elementary school. Teachers have attended the MSDE professional development, and staff believes the Howard County Public School System is ahead of the game on this topic. There was in-depth discussion on how financial literacy could possibly assist at-risk students.

### **3. Integrated Approach to student achievement**

Staff described the 'Integrated Approach.' The hallmark is finding out what students do not know and teach it to them. 'Integrated Approach' has been around for decades and has been successful in several other schools. Schools were selected by student achievement results. Staff is in the process of re-evaluating how to customize the program. There have been concerns on workload of teachers and from parents that curriculum content would be lost. Therefore, staff is going school by school and making modifications. Principals are communicating the process of 'Integrated Approach' with their community. County Council stated they are receiving numerous phone calls and asked who in the school system parents can be referred. Ms. Wise stated phone calls should come to her. There was in-depth discussion on how the 'Integrated Approach' affects instruction and communications to the community. County Council asked when we would see the results of the program. Staff stated results would be seen this summer and through the MSA Tests.

**4. New sources of funding for public school construction/renovations**

Staff stated there is a validated requirement. If the requirement is changed, HCPSS will have to lower its standards. Funding for the Capital Budget has been a constant over the years. If dedicated funding is not established, the standards of the school system will be lowered. This would affect the quality of our buildings; and it will affect class size. There was in-depth discussion regarding possible options and data to be considered.

**5. Proposed meeting dates:**

The Board of Education and County Council 2010 quarterly meeting schedule is as follows:

Tuesday, January 5, 2010	County Council will host
Thursday, April 1, 2010	HCPSS will host
Wednesday, June 16, 2010	County Council will host
Wednesday, October 6, 2010	HCPSS will host

Meeting was adjourned at 9:20 a.m.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

October 8, 2009

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, October 8, 2009, at 3:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Josh T. Manley, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Linda Morgan, Recording Secretary

Chairman Frank Aquino called the meeting to order at 3:05 p.m., and Mrs. Giles led the group in the Pledge of Allegiance.

## Public Forum

There was no one present to address the Board.

## Approval of Agenda

The following changes were made to the agenda:

- Item 3.C. – Donations – Moved from Restricted Consent Agenda to Item 4.C. Regular Consent Agenda.
- Delete Item 3.F. – Closed Minutes.
- Delete Item 5.B. – Legislative Agenda.

Consent Agenda Meeting Minutes include the meeting of September 24, 2009 (Regular BOE Meeting).

*Action:* Mr. Manley moved approval of the agenda as amended. The motion was seconded by Mrs. Giles and approved by the members of the Board (6/0).

Mr. Aquino recognized State Delegate Elizabeth Bobo and thanked her for coming to the meeting.

### **Superintendent's Report**

Dr. Cousin reported on the kickoff of Maryland Parent Involvement Month at Talbott Springs ES on October 5, 2009. He announced that the school system received the Choose Civility Award for Howard County, and he thanked Mr. Aquino for his role in bringing civility to the forefront in the county before the Civility in Howard County Program began in 2004. He also announced that the school system has been awarded the Healthy Workplaces Accreditation for 2009 at the Silver Level by the Howard County Health Department. This was the first year of the Healthy Workplaces Program, which makes HCPSS now eligible for the Gold Level next year.

Dr. Cousin congratulated Jeremy Snyder, Glenelg HS Instructional Team Leader, who has received the Annual Disability Award in the educator category from the Howard County Commission on Disability Issues.

### **Student Representative's Report**

There was no Student Representative present to report to the Board.

### **Board Members' Reports**

Board members reported on their attendance at the MABE (Maryland Association of Boards of Education) Conference in Ocean City and other school and community events.

### **Consent Agenda (Restricted\*)**

Staff Personnel; Bids and Contracts; School Construction Report; and Composition of Negotiating Teams.

Mr. Dyer asked that the Composition of Negotiating Teams be pulled for discussion.

*Action:* Mrs. French moved approval of Staff Personnel, Bids and Contracts, and School Construction Reports. The motion was seconded by Mr. Cohen, and approved by the members of the Board (5/0\*).

### Composition of Negotiating Teams

Mrs. Susan Mascaro, Director, Staff Relations, explained the composition of the HCEA (Howard County Education Association) and HCEA/ESP (Educational Support Personnel) negotiating teams and the time frame for FY 2011.

Mr. Dyer said he would like to see approval of the negotiating teams delayed until the Board has the chance to discuss parameters of the teams.

Board members discussed the proposed teams and felt that the teams included staff from the main areas and will have the best input or perspective of all the aspects that have to be considered. The Board sets the parameters, and it is the duty of the negotiating teams to proceed with the specific parameters set.

*Action:* Mr. Cohen moved acceptance of the Composition of Negotiating Teams. The motion was seconded by Mrs. French and approved by the members of the Board (4/1\*), with Mr. Dyer voting no.

Staff Personnel – Approved by the Board.

### Resignations

<u>Name</u>	<u>School</u>	<u>Grade or Subject</u>	<u>Reason</u>	<u>Years in Howard County</u>	<u>Effective Date</u>
LaRosa, Brent	MHHS	S. Studies	Other Employmt.	9.2	10/28/09
Lippenholz, Connie	VES	Media	Relocation	7.1	09/18/09
Soboleski, Dennis	ARL	Inst. Facil.	Relocation	8.0	08/28/09

### Contracts

<u>Name</u>	<u>Grade or Effective School</u>	<u>Subject</u>	<u>Place of Last Teaching Assignment</u>	<u>Grade/ Step</u>	<u>Effective Date</u>
Andres, Kristy	AES	ELE	--	A-01	09/08/09
Baker, Heather	MHMS	PE	--	A-01	08/25/09
Balascak, Lisa	RHS	WLA (Spanish)	--	A-01	08/25/09
Batman, Alison	TSES	ELE	HCPSS--Paraeducator	C-10	08/25/09
Bell, Anthony	MHHS	SPE	HCPSS--Paraeducator	A-11	08/25/09
Berzon, Alisa	WoES/HSESSLP		Private	C-08	08/25/09
Besse, Ruth	RHS	WLA (Latin)	--	A-01	08/25/09
Bleivik, Christina	OMHS	PE/HEA	--	C-01	08/25/09
Boice, James	ELMS	SPE	--	C-01	08/31/09
Boone, Amy	IES/DRESART		--	C-01	08/25/09

Approved – October 22, 2009

OAH-DYER-000440



Brooks, Shawanda	HWS	FACS	Baltimore Co.	C-04	08/25/09
Brosius, Stephanie	SES	ECE	--	A-01	08/25/09
Bruce, Rebecca	LFES	ELE	--	C-01	08/27/09
Burns, Jason	HoHS	SST	--	C-01	08/25/09
Busso, Jennifer	CHS	SPE	--	A-01	08/25/09
Cooper, Deidre	CMS	MAT	--	A-01	08/28/09
DeMoss, Lori	MVMS	RDG SP	HCPSS	C-18	08/25/09
Dubbs, Elizabeth	WLHS	MAT	Chesapeake, VA	C-08	08/25/09
Eiesland, Nicole	HoHS	WLA (Spanish)	Bohemia, NY	C-05	08/25/09
Fleming, Sharon	WoES	ELE	HCPSS--Paraeducator	C-11	08/25/09
Fletcher, Michael	PLES	ELE	Wicomico County	A-04	08/25/09
Gautier, Lauren	BWES	ELE	Metairie, LA	C-05	08/25/09
Greenlee, Hallie	GES	ELE	--	E-01	08/25/09
Gresick, Grace	WLHS	TE	Private Industry	A-07	08/25/09
Hamilton, Jennifer	RHS	ENG/SST	Baltimore City	A-03	08/25/09
Harback, Erin	RES	ELE	--	A-01	08/25/09
Hardy, Leslie	IES	ECE	--	C-01	08/25/09
Henderson, Patricia	CRSU	MUS	Frederick County	C-15	08/25/09
Hlavka, Timothy	EES/TRESELE		--	A-01	08/25/09
Hoffmaster, Laura	GHS	ENG	--	A-01	08/25/09
Howera, Raissa	OMMS	ART	--	C-01	08/25/09
Hunt, Sarah	RHHS	MAT	--	C-01	08/25/09
Hunsberger, Audra	ELMS	SCI	Detroit, MI	C-04	08/25/09
Jahangir, Samina	DRES	ECE	HCPSS--Paraeducator	C-04	09/09/09
Jankoski, Jody	NES	MED	HCPSS	C-02	08/25/09
Jiminez, Irma	WLHS	WLA (Spanish)	HCPSS -- Liaison	C-18	08/31/09
Jones, Justin	PVMS	ENG	Private School	C-04	08/25/09
Kaplan, Michael	HoHS	SPE	HCPSS--Paraeducator	A-02	08/25/09
Keane, Susan	CRS/FQMSESOL		Kampala, Ugnada	C-04	08/25/09
Kern, Jacqueline	MRHS	RDG	Seminole, FL	C-14	08/25/09
King, David	RHS	BCMS/TE	--	C-01	08/25/09
Kruzic, Ariana	PVMS	SPE	--	A-01	08/31/09
Lasher, Mary	DMS	WLA (Spanish)	Montgomery Co.	C-11	08/25/09
Leahy, Caitlin	CHS	FACS	HCPSS--Paraeducator	A-03	08/25/09
Lee, Connie	FRES	ELE	--	A-01	08/25/09
Macheski, Daniel	PLES	ELE	Baltimore County	A-02	08/25/09
Mattei, Shaina	RHHS	SST	--	C-01	08/28/09
McGoun, Joshua	HHS	HEA	--	A-01	08/25/09
Meyers, Gretchen	MHHS	SPE	Ithaca, NY	C-18	08/25/09
Miller, Alice	VES	ELE	--	A-01	08/25/09
Miller, Katherine	CDC	OT	Prince George's Co.	C-05	09/28/09
Mills, Zaccary	OMMS	SCI	--	C-01	08/25/09
Moore, Victoria	SJES	SPE	--	A-01	08/25/09
Moscovic, Linda	EES	ELE	Stockton, CA	B-18	08/25/09
Mowery, Jamie	NES	ELE	HCPSS--Paraeducator	A-03	08/25/09

Mrozek, Rachel	SJES	ELE	--	A-01	08/25/09
Murdock, Timothy	ELMS	SST	--	A-01	08/25/09
Nawrot, Pamela	HES/GES	ESOL	--	C-01	08/25/09
Neuman, Charla	MWES	SPE	Lake Mary, FL	C-08	08/28/09
Povall, Jillian	EES	ELE	--	C-01	08/25/09
Quick, Sarah	DMS	SCI	Parma City, OH	C-10	08/25/09
Reynolds, Julia	AHS	MAT	HCPSS--Paraeducator	A-02	08/28/09
Richards, Renee	WLMS	SPE	--	A-01	08/25/09
Rodis, Donald	MRHS	TE/SCI	Private Industry	C-13	08/31/09
Rothermal, Mariela	CHS	WLA (Spanish)	--	A-01	08/25/09
Schanken, Laurie	LFES	SPE	--	A-01	08/25/09
Schleupner, Samantha	HaHS	ENG	--	A-01	08/25/09
Schruefer, Virginia	HHS	SPE	Private School	C-10	09/02/09
Sleichter, David	HoHS	SST	HCPSS--Paraeducator	A-08	08/25/09
Stamper, Valerie	MHMS	MAT	Baltimore City	C-08	08/28/09
Stiller, Karen	WLMS	MAT	HCPSS	A-07	08/25/09
Strimel, Greg	RHS	TE	Military	A-03	08/25/09
Strozyk, Ann	WLHS	SCI	HCPSS	C-11	08/25/09
Swearman, Jean	CLS	SPE	HCPSS	C-15	08/25/09
Terrano, Francesca	CLES	PE	--	A-01	08/25/09
Tewell, Nancy	DRES	ELE	--	A-01	08/25/09
Tourtlotte, Eric	OMHS	WLA (Spanish)	--	A-01	08/25/09
Troeschel, Marissa	HoHS	THE/ENG	--	C-01	08/25/09
Trueblood, Kristy	WVES/BBES	MUS	--	A-01	08/25/09
Vandenberge, Rebecca	WoE	ELE	HCPSS	B-06	08/25/09
Varga, Allison	SJES	ELE	--	A-01	08/25/09
Whitaker, Troi	GES	ELE	Prince George's Co.	B-06	08/25/09
Wood, Kristen	OMHS	SPE	Private School	C-06	08/25/09
Yoo, Albert	LFES	ELE	--	C-01	08/25/09

<u>Retirement Name</u>	<u>School</u>	<u>Grade or Subject</u>	<u>Years in Howard County</u>	<u>Effective Date</u>
Eliasson, Nadia	MHHS	Forg. Language	17.7	07/01/09
Wagner, Eric	MVMS	Phys. Ed.	4.9	07/01/09

Bids and Contracts – Approved by the Board.

<u>Action</u>	<u>Description</u>	<u>Vendor/Agency/Contract</u>	<u>Amount</u>
PR-1	New Holland C175 Track Skid Loader for Grounds Depart	Baltimore Co. Public School Contract Expires: 12-31-09 Savings: Time and Administrative cost to bid.	\$37,712.88

PR-2	New Holland Tractor, Model T5050 for Grounds Dept.	State of Maryland Contract Expires: 8-20-2011 Savings: Time and Administrative cost to build.	\$36,618.22
PR-3	Three high volume copiers for the Print Shop	State of Maryland Contract Expires: 10-12-2011 Savings: \$10,859 for three machines in addition to the Administrative cost to bid.	\$66,924.00
P-1	<b>REQUEST FOR PROPOSALS FOR SUPPLEMENTAL PHYSICAL, OCCUPATIONAL, AND SPEECH-LANGUAGE THERAPY SERVICES</b>		
	SLP School Staffing		\$25,000.00
P-2	<b>CONSULTANT SERVICES</b>		
	CampbellJones & Associates		\$100,000.00
P-3	<b>TECHNOLOGY EDUCATION SUPPLIES AND EQUIPMENT</b>		
	Bio-Rad Laboratories, Inc.		950.00
	Benz Microscope Optics Center, Inc.		950.00
	CTL Communications Televideo, LTD		950.00
	Interactive Communications Research, Inc.		950.00
	Pasco Scientific		1,900.00
	Sargent Welch		1,900.00
	Snap on Industrial		1,900.00
	Satco Supply		2,850.00
	MBC Precision Imaging		3,800.00
	Amtek Company, Inc.		4,750.00
	Discovery Education		7,600.00
	Industrial Arts Supply Co.		19,000.00
	Kelvin		23,750.00
	Midwest Technology		<u>23,750.00</u>
	<b>TOTAL AWARD AMOUNT (estimated)</b>		<b>\$95,000.00</b>
P-4	<b>ARCHITECT SELECTION – BELLOWS SPRING ES RENOVATION AND ADDITION</b>		
	Colimore Thoemke Architects		\$317,033.00
P-5	<b>CONSTRUCTION MANAGER – BELLOWS SPRING ES RENOVATION AND ADDITION</b>		
	Oak Contracting, LLC		\$470,000.00

School Construction Report – Accepted by the Board.

### **Consent Agenda**

Arts Education in Public Elementary & Secondary Schools; Regular Meeting Minutes of September 24, 2009; and Donations.

*Action:* Mrs. Giles moved acceptance of the Arts Education in Public Elementary and Secondary Schools and Donations. The motion was seconded by Mr. Manley and approved by the members of the Board (6/0).

A revision to the Regular Meeting Minutes of September 24, 2009, was made to clarify language under the BTE (Bridge to Excellence) Report.

*Action:* Mrs. French moved approval of the Regular Meeting Minutes of September 24, 2009, as amended. The motion was seconded by Mrs. Giles and approved by the members of the Board (5/0/1), Mr. Aquino abstaining.

### **Elementary Educational Specifications - Charter**

*Presenter:* Ms. Marion Miller, Administrative Director, and Ms. Marie DeAngelis, Director, Elementary Curricular Programs

Ms. Miller reported that a new elementary school is slated to open in 2013 and that the task of the committee is to review and update the current educational specifications to ensure that the specifications meet the current needs of the school system. The charter outlines the purpose, objectives, and the membership of the committee that is charged with revising and updating the *General Elementary Specifications for New Schools* documents dated November 1994 and August 2003.

A report will be presented to the Board on December 10, 2009.

*Discussion:*

Board members discussed the possibility of removing the words "scheduled to be opened in 2013" from the charter. Dr. Cousin said that what is important is meeting the educational needs through the program and that the date really does not make a difference. He added that the task of the committee is to come up with a population

number. The educational specifications will support that number by ensuring delivery of the educational program.

Mr. Manley asked if elementary students will have the opportunity to voice their perspectives. Ms. Miller said the committee is looking forward to speaking with the children and indicated that the children will have strong opinions about the comfort of their school. She added that while speaking to Assistant Principals about the educational specifications, safety issues were a high priority.

### **Policy 5110 Students with Do Not Resuscitate (DNR) Orders - Charter**

*Presenter:* Ms. Donna Heller, Coordinator, Health Services

Ms. Heller reported that this policy was adopted in 1996, in reaction to the adoption of the Health Care Decisions Act that recognized that DNR orders have a place in other settings besides hospitals. The committee will review all parts of the policy to update legal references as needed to ensure compliance with legal and regulatory mandates and clarify the scope of the school system's policy in light of the Maryland State School Health Services Guidelines. Currently, no students in HCPSS have DNR orders.

The revised policy will be presented to the Board on March 11, 2010.

*Discussion:*

Mrs. French asked if there is still a need for this policy due to the state regulations that the school system must follow. Ms. Heller said that at the next committee meeting, they will look at the policy in relation to the legal opinion and state guidelines to see whether it is necessary to continue the policy or to just make it a procedure for the health services department.

### **Policy 7040 Abuse of Alcohol and Other Non-controlled Substances by Employees - Charter and Policy 7050 Prohibition of Illegal Drugs and Drug Paraphernalia for Employees - Charter**

*Presenter:* Mrs. Susan Mascaro, Director, Staff Relations

Mrs. Mascaro reported that Policy 7040 was developed in September 1990, and Policy 7050 was last revised in June 1977. One

committee will be reviewing both policies. Special attention will be paid to policy alignment and clarity due to the overlap that currently exists between the two policies.

The revised policies will be presented to the Board on January 14, 2010.

*Discussion:*

Mr. Manley expressed how pleased he was in regards to the strong language that currently exists in the policies and said he hopes the strong language will remain.

**Policy 9270 Student Assault and/or Battery on School Staff - Charter**

*Presenter:* Mr. David Bruzga, Administrative Director for Secondary Schools

Mr. Bruzga reported that the policy was last revised in 1998. In view of Goal 2, a new objective has been added, ensuring that the policy promotes a safe and secure environment for all school-based staff members. He noted that committee representation includes the Technology Security Analyst (due to the fact that internet-type threats to staff members have become more prevalent) and Special Education Office staff (due to the significant number of cases that involve students with special needs).

A report on the proposed amended policy will be brought to the Board on March 11, 2009.

Mr. Dyer asked that the committee consider including language in the policy indicating particular safety measures and/or technology in place at schools that ensure a safe environment.

Board members discussed the possibility of having language added to the policy that protects staff members from property damage and/or personal injury caused by students. Mr. Bruzga said he would consult with general counsel to see what would be appropriate to include in the policy.

Board members expressed concern about gang-related issues and asked if the committee could discuss this issue and possibly seek prevention strategies.

## **Policy 2010 - Student Representation**

*Presenter:* Mrs. Ronnie Bohn, Project Support Specialist

### Highlights

#### ***Policy***

- Adds language to the policy statement that shows that the Howard County Public School System recognizes the value of the student voice in Board of Education decision-making.
- Specifies that Student Member candidates, Student Representatives, as well as voting students must be enrolled in the Howard County Public School System.
- Eliminates the definition of Student Member-Elect from the policy section.
- Clarifies the standard that covers Student Member's receipt of information.
- Adds a standard that clarifies the role of the Student Member.
- Adds a standard for conduct for the Student Member.
- Eliminates restrictions placed on participation by the Student Member except those required by Maryland statute.

#### ***Implementation Procedures***

- Adds definitions for the Howard County Association of Student Councils (HCASC) Elected Officers, HCASC First Vice President, HCASC Second Vice President, Parent, and Student Member-Elect.
- Eliminates academic eligibility requirements as a Student Member qualification.
- Changes the number of qualified candidates in the Student Member election from three to two.
- Clarifies replacement procedures for the position of HCASC President on the candidate review panel in the event the president qualifies for the position of Student Member.
- Adds the scoring rubric used to evaluate candidates for the Student Member.
- Clarifies the procedures in the event that one or both candidates become unable to complete the election process.
- Clarifies procedures for excusing absences from school when the Student Member attends Board events during a school day. Specifies that the Student Member prepares for Board meetings.

A public hearing for Policy 2010 is scheduled for November 5, 2009. Due to some of the changes affecting the election process that will begin in January 2010, Mrs. Bohn suggested that action be taken on December 10, 2009. The revised policy would be effective immediately.

*Discussion:*

Regarding academic eligibility requirements, Mrs. Bohn explained that she spoke to legal counsel, and according to the Maryland Annotated Code Article 3-701, the academic eligibility requirement cannot be imposed on students who aspire to be a Student Member of the Board (SMOB).

The following concerns were expressed by Mr. Manley:

- The wording in the policy statement.
- "Partial voting rights" not being a part of the job description of the SMOB.
- The rights of the SMOB.
- The SMOB election procedures.
- The scoring rubric.

Board members suggested that the actual language of the Maryland Annotated Code Article 3-701 be inserted in the policy. The language should help resolve concerns regarding the voting rights as well as other responsibilities of the SMOB.

Mr. Blom explained the legalities regarding the SMOB and made suggestions as to how some of Mr. Manley's concerns could be handled.

Board members and staff discussed how the rubric will be used to assist in future SMOB elections.

Mrs. French expressed the following concerns:

- The need to comply with the legal definition of a "regularly" enrolled student.
- The scoring rubric.
- The conflict in the policy as to who is responsible for establishing the rotation for Student Representatives at Board meetings.

Mr. Dyer stated that the role of the Board, according to the Maryland Annotated Code 3-701, is to approve the nominating and election procedure. He suggested that the policy be titled "Policy 2010 Student Member Nominating and Election Procedure." He also



suggested that an alternative policy be presented at public hearing, derived directly from the law, that is very limited and is about the nominating process and the election. Mr. Aquino indicated that the Board may need more advice on this issue.

Mrs. Giles suggested a grammatical correction for clarity of understanding the role of the Student Member versus the role of the Student Representative.

Mr. Aquino commented on the circumstances of when the Student Member is permitted to miss school sessions for Board activities. He said a distinction should be made between essential Board functions, i.e., Board meetings where the Student Member is going to vote on agenda items, as opposed to other functions that Board members attend.

### **PTA Council of Howard County (PTACHC) Monthly Report**

Mr. Hannay, PTACHC President, reported on recent activities of the Council.

**Adjournment** – By consensus, the meeting was adjourned at 5:18 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

Minutes of the Board of Education Policy Committee- October 12, 2009

ML-2, 1:00 – 3:00 p.m.

Committee Members: Sandra H. French, Chairman; Ellen Flynn Giles; Patricia S. Gordon

Staff: Fran Albert, Policy Specialist; Dr. Theresa Alban, Chief Operating Officer; Mark Blom, General Counsel; Bruce Gist, Director, School Construction; Roseanne C. Wilson, Principal on Special Assignment-Positive Behavioral Supports

Board Staff: Kathy Hanks, Administrative Specialist

Item	Subject	Discussion	Action/Status	Follow-up
A.	1. Call to Order 2. Approval of Agenda	1. Meeting was called to order at 1:00 p.m. 2. Modifications will be made based upon staff availability	Consensus Consensus	Planned start and end times of meetings should be in header.
B.	Policy 2070 Ethics	<b>Committee Membership (Mark Blom)</b> Mr. Blom requested consideration of a Policy 2020 waiver to allow the Ethics Panel members to constitute the committee to create the new Ethics policy due to the complex State Ethics Commission requirements and the Ethics Panel's high level of expertise and knowledge.	Consensus	Board policy will be followed. For the effectiveness of the committee, it was suggested that the Ethics Panel could focus on the regulations, while the other committee members could focus on the broader policy.
C.	Policy 1060 Bullying, Cyberbullying, Intimidation, or Harassment	<b>Name &amp; Number required by MSDE (Roseanne Wilson)</b> After submission of the policy to the State Board for approval, HCPSS received notice from MSDE to add the specific name and contact information for the MSDE employee who is familiar with HCPSS reporting and investigating procedures. The change is required by July 1, 2010.	By Consensus. Changes to the Implementation Procedures are submitted as an Information item and do not require Board approval.	Staff will amend the Implementation Procedures to add contact information for the HCPSS Director of Student Services, the MSDE Director of Student Services, and MSDE School Safety Specialist. Staff will need to review the IP annually to verify the contact information.
D.	Policy 6020 School Planning /School Construction Programs	<b>Updates (Dr. Terry Alban, Bruce Gist)</b> Staff met with representatives of the Health Department, Community Advisory Council (CAC), and PTA Council and believes the current revised policy draft adequately addresses their concerns. Dr. Alban and Mr. Gist explained in detail the changes. They agreed to several Board member suggestions, which will be incorporated with Cabinet's changes made earlier that day. There was further discussion about the	Consensus.	1. Mr. Gist will include construction changes in his monthly School Construction Board Report. 2. Where possible, references to the safety of people will be lifted up. 3. The Interagency Committee on School Construction Committee (IAC) communications will be

Item	Subject	Discussion	Action/Status	Follow-up
		<p>possibility of including a LEED standard or some other rating system in the policy. Mr. Gist stated that the rating systems are constantly changing</p>		<p>submitted to the Board as an Information item.                      4. Staff will update references to LEED or its equivalent by referring to the IAC High Performance Building Procedures                      5. “Sustainable design” will be added to the Definitions section.</p>
E.	<p>Policy 8120 Testing: State and Local Responsibilities and Protocols</p>	<p><b>Updates (Fran Albert)</b>                      The testing office has accomplished half of what was discussed at the last committee meeting by issuing Circular #37 <i>Policy 8120 PR Implementation Procedures Protocol Updates</i> which delineates the process for obtaining additional copies of quarterly assessments.                      Regarding the secure disposal of tests, which is the other concern, tests are to be shredded at the school or sent to the warehouse for shredding. The Director of Testing, Jose Stepheson, sent an email to the new warehouse chief regarding the shredding of the tests, but has not received a response to date.</p>	<p>By Consensus, the Committee members affirmed the necessity for local school accountability in the secure handling and appropriate disposal of quarterly assessments.</p>	<p><b>1.</b> Ms. Albert will follow up with the Director regarding updates on the policy and Circular results.  <b>2.</b> A checklist of procedures with sign-offs could be created stating who is responsible at the school level for ensuring that the documents are shredded in a timely and appropriate manner.  <b>3.</b> After further review of the implementation procedures, there is language that needs to be addressed. This will be on the agenda at the next meeting.</p>
F.	<p>Possible Changes to Process and Format</p>	<p><b>Policies sent earlier than in the past.</b>                      Ms. Albert has revised the timeline for staff preparation of policies to provide the Board more time to reflect on the revisions. Board members will receive policy board reports two weeks before the Board meeting. Ms. Albert shared the new timeline.</p>	<p>Consensus                      Mrs. Giles departed at 3:15 p.m.</p>	<p><b>1.</b> Ms. Albert will submit a memo to the Board explaining the revised timeline and process.  <b>2.</b> If a policy is not ready on the revised date, Ms. Albert will send an email stating such.</p>

Item	Subject	Discussion	Action/Status	Follow-up
G.	General Discussion/ Other	More efficiency in use of time sought by pre-distribution of materials.	Consensus	As a standard operating practice, Ms. Albert will provide all documents under consideration to the policy committee members the Friday before each BOE Policy Committee meeting.
H.	Adjournment	Meeting was adjourned at 3:45 p.m.	Consensus	Next meeting will be January 11, 2010 at 1:00 p.m. in ML2. The agenda will include an update on the secure test disposal issue and an accuracy review of any policies that are approved by the Board in the interim.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

**October 22, 2009**

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, October 22, 2009, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq. (afternoon session only)  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D. (left at 6:05 p.m.)  
Josh T. Manley, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Linda Morgan, Recording Secretary

Chairman Frank Aquino called the meeting to order at 4:04 p.m., and Dr. Siddiqui led the group in the Pledge of Allegiance.

## **Public Forum**

Mr. Sherman Howell, representing the African American Coalition of Howard County, spoke in support of the Superintendent's response to concerns raised by the singing of a song about President Obama.

Ms. Barbara Drenner, parent, testified on the value of non-public placements for some students needing special education services.

## **Approval of Agenda**

Approval of meeting minutes includes:

- Closed Meeting Minutes of April 10 and May 27, 2008 (Official and Confidential).
- Legislative Committee Meeting of September 23, 2009.
- BOE/County Council Quarterly Meeting of October 7, 2009.
- Regular Meeting Minutes of October 8, 2009.

Approved-November 19, 2009

OAH-DYER-000453

- Policy Committee Meeting of October 12, 2009.

*Motion:* Mr. Dyer moved to add to the agenda a discussion of the response to the Legislative Audit Report. The motion failed for lack of a second.

*Action:* Dr. Siddiqui moved approval of the agenda as presented. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/1), with Mr. Dyer voting no.

### **Superintendent's Report**

Dr. Cousin reported on a recent visit by elected officials to Bryant Woods and Running Brook elementary schools, his attendance at the Annual Superintendent's Day in Annapolis, and his visit to River Hill HS where he taught two leadership classes. He also noted the outstanding performance of Howard County students on Advanced Placement tests and provided an update on the in-school H1N1 Influenza vaccination plan.

### **Student Representative's Report**

There was no Student Representative present to report to the Board.

### **Board Members' Reports**

Board members reported on their attendance at the HCASC (Howard County Association of Student Councils) luncheon and the MSA (Maryland School Assessment) multi-day achievement celebrations.

### **Consent Agenda (Restricted\*)**

Closed Meeting Minutes of April 10 and May 27, 2008.

*Action:* Mrs. Giles moved acceptance of the Restricted Consent Agenda. The motion was seconded by Mr. Cohen and approved by the members of the Board (6/0/1\*), with Mr. Dyer abstaining.

## **Consent Agenda**

Donations and Meeting Minutes - Legislative Committee Meeting of September 23, 2009; Quarterly Meeting of the Howard County BOE/Howard County Council of October 7, 2009; Regular BOE Meeting of October 8, 2009; and Policy Committee Meeting of October 12, 2009.

### Donations

*Action:* Mrs. Giles moved acceptance of the Donations Report. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

### Meeting Minutes

*Action:* Mr. Manley moved acceptance of the Regular Meeting minutes of October 8, 2009. The motion was seconded by Mrs. Giles and approved by the members of the Board (6/0/2), with Mrs. Gordon and Dr. Siddiqui abstaining.

*Action:* Mrs. French moved acceptance of the BOE/County Council Quarterly Meeting minutes of October 7, 2009. The motion was seconded by Mr. Manley and approved by the members of the Board (6/0/2), with Mrs. Giles and Dr. Siddiqui abstaining.

*Action:* Dr. Siddiqui moved acceptance of the Legislative Committee Meeting minutes of September 23, 2009. The motion was seconded by Mrs. French and approved by the committee members (2/0/1), with Mr. Aquino abstaining.

*Action:* Mrs. Giles moved acceptance of the Policy Committee Meeting minutes of October 12, 2009. The motion was seconded by Mrs. Gordon and approved (3/0) by the committee members (Mrs. French, Mrs. Giles, and Mrs. Gordon).

## **County Economic Outlook**

*Presenter:* Mr. Ray Wacks, Howard County Budget Administrator

Mr. Wacks reported on the status of the current budget and revenue projections for FY 2011. He noted that the state has passed along shortfalls to counties amounting to a \$7 million reduction in state aid to Howard County in FY 2010.

For FY 2011, the state is looking at a \$2 billion shortfall, and the Governor has indicated that state funding for education will be affected. In Howard County, property reassessments are taking place in parts of Ellicott City and, as a result, the county may realize as much as a 20 percent reduction in the assessable base in coming years. Mr. Wacks ended his remarks on a positive note, reporting that county transfer tax revenues are right on target.

*Discussion:*

Dr. Cousin reported that the state now has to turn to other sources including the funding for schools, which represents about 40 percent of the overall state budget. The HCPSS operating budget for the current fiscal year is \$400,000 below the amount for the previous year, with a growing student population. HCPSS is operating below where it was a year ago with steadily increasing costs.

Mr. Wacks explained what the "Rainy Day Fund" is and how it can be accessed. He added that to date, the fund has never been used and contains approximately \$48,000,000.

**Bridge to Excellence (BTE) Report: High School Assessment 2009 Results**

*Presenters:* Mr. Jose Stevenson, Director of Student Assessment and Program Evaluation, and Ms. Marcia Leonard, Principal, Atholton HS

Mr. Stevenson reported on the performance of Howard County's Class of 2009 on the Maryland High School Assessments (HSAs), noting that 99.8 percent of the Class of 2009 met the HSA requirement for graduation. He also reported that 97 percent of Howard County's Class of 2010 has already passed the tests.

Ms. Leonard shared some of the strategies used by staff at Atholton HS to ensure that students pass the assessments as early in their high school careers as possible.

*Discussion:*

Mr. Manley asked what type of outreach is being given to students who pass their HSAs in the 9<sup>th</sup> and 10<sup>th</sup> grade. Ms. Leonard explained how the "Step-It-Up" program at Atholton HS encourages students to challenge themselves at the next level the following school year.



Board members and staff discussed the HSA test performance numbers of first-time test takers and the pass rate; the English exam, which is the most challenging exam and what modifications in the program are being done to improve the exam results; and the impressive algebra exam results.

Ms. Leonard explained how the "support elective courses" that are offered at Atholton HS assist most students in passing the HSA exams by the end of the 10<sup>th</sup> grade.

### **Proclamation - American Indian Heritage Month**

American Indian Heritage Month will be celebrated during the month of November 2009.

*Action:* Mr. Dyer moved acceptance of the proclamation. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

### **Proclamation – Recognizing Educational Paraprofessional Day**

Educational Paraprofessional Day will be celebrated on November 18, 2009.

*Action:* Mr. Cohen moved acceptance of the proclamation. The motion was seconded by Mrs. Giles and approved by the members of the Board (8/0).

### **Proclamation – Honoring School Psychologists**

School Psychologists will be honored during the week of November 9 – 13, 2009.

*Action:* Mrs. Gordon moved acceptance of the proclamation. The motion was seconded by Mrs. Giles and approved by the members of the Board (8/0).

## **Legislative Agenda – Proposed Maryland State Department of Education (MSDE) Regulation**

*Presenter:* Mr. Mark Blom, General Counsel

Mr. Blom reported that MSDE staff is recommending approval of a regulation mandating that local school systems implement a comprehensive new teacher training program. The proposed regulation mandates the hiring of mentors, dictates training, and requires release time for new teachers. New teachers under the regulation include all newly hired teachers, whether experienced or not.

Staff conservatively estimates that implementation of this regulation will cost the school system approximately \$3 million. HCPSS already has effective support programs in place for new teachers. In light of the school system's current program of teacher training, the significant cost of MSDE's proposal and ambiguous language in the proposed regulation will probably lead to unforeseen administrative burdens or extra financial costs. Staff recommends that the Board oppose this proposed regulation.

The State Board will accept written public comments through November 11, 2009. Unfortunately, the State Board has deviated from its past practice and has not scheduled a public hearing on this proposal.

### *Discussion:*

Board members and staff discussed how MABE (Maryland Association of Boards of Education) strongly opposes any unfunded mandate, especially one that is unfunded and as large as this mandate. HCPSS already has programs and supports in place that have been successful and already incurs costs in providing those services. The BOE Legislative Committee recommends to oppose this proposition.

Mr. Dyer suggested that a public hearing on this mandate take place. Dr. Cousin said that the state is not providing an opportunity for a public hearing, but HCPSS will be asking for a public hearing in its testimony to the state.

Mr. Manley asked if the economy were in a different financial situation, would HCPSS consider the mandate. Dr. Cousin said that

HCPSS currently does an excellent job of mentoring new teachers and that although there is always room for improvement, this \$3 million unfunded mandate should not be imposed on the school system.

*Action:* Dr. Siddiqui moved that the Board oppose the MSDE proposed regulation on the comprehensive teacher induction program and approve the draft testimony to be submitted to the State Board. The motion was seconded by Mr. Cohen and approved by the members of the Board (6/2), with Mr. Dyer and Mr. Manley voting no.

## **Curriculum & Assessment Development**

*Presenters:* Linda Wise, Chief Academic Officer; Dr. Clarissa Evans, Executive Director, Secondary Curricular Programs; Ms. Marie DeAngeles, Director, Elementary Curricular Programs; and Mark Coats, Instructional Facilitator

Staff explained that each fall the Board is provided with a summary of the annual curriculum and assessment development activities for approval.

Dr. Evans reported that one focus this past year was on developing electronic curriculum guides that reduce the school system's reliance on paper documents.

Ms. DeAngelis reported on the availability of the HCPSS intranet to all school system employees.

Mr. Coats presented information about online curricular materials that can be used for all grade levels.

### *Discussion:*

It was determined that scholarship information could be specifically linked in addition to other items of interest according to grade specifics. Also, while the HCPSS intranet is an internal tool, the school system readily imports and exports knowledge with other education organizations at both the state and national levels.

*Action:* Mr. Manley moved approval of the HCPSS PreK-12 Essential Curriculum and Curriculum-Based Assessments in accordance with Policy 8000 Curriculum (Appendices B & C). The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).

## Approval of Catalog of High School Courses

*Presenter:* Dr. Clarissa Evans, Executive Director, Secondary Curricular Programs

Dr. Evans presented the list of replacement courses, additions, and deletions to the Catalog of Approved High School Courses for Board approval. She noted the following:

- Since the English HSA is given in the 10<sup>th</sup> grade, English 10 Seminar will replace the Academic Literacy Course.
- Historically, music students have not had an opportunity to earn weighted credit for any of the music courses. The G/T office and staff have now worked out a way so that music students will have that opportunity.
- The World Language Program has been updated to include languages that have not historically been taught in HCPSS.

*Discussion:*

Mr. Cohen expressed concern about the deletion of English 11 and English 12 review-level courses. Dr. Evans said that support and interventions will be provided so that all students will be able to succeed in the on-grade-level courses in 11<sup>th</sup> and 12<sup>th</sup> grade.

Mr. Manley expressed concern about the additional responsibility that will be put on music teachers. Mr. Rob White, Instructional Facilitator for Music, said that although teachers will incur additional responsibility, they have embraced this change, knowing that students will now be getting credit for their work.

Mr. Dyer inquired about the dropping of the French V G/T Literature course. Dr. Evans explained that the College Board has dropped the French V G/T Literature exam; therefore, HCPSS will be dropping the course. A French V AP Language course will still be offered.

Mr. Dyer inquired about the Chinese AP course and coordination between the county's two Chinese schools and HCPSS. Staff explained that HCPSS has partnerships with at least one of the Chinese language schools and relationships with both. Support is also provided to HCPSS in terms of materials, resources, curriculum development, and various activities that take place in the school system's Chinese language course.

*Action:* Mrs. Giles moved acceptance of the suggested deletions, additions, and modifications to courses as presented by the Curriculum Department. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/0).

**Recess:** The meeting was recessed at 6:45 p.m. and reconvened at 7:45 p.m.

### **Public Forum**

Ms. Karen Winterling and Mr. Tim Feaga expressed concerns regarding the singing of a song about President Obama at Longfellow ES.

Mr. Joel Rosenberg addressed the Board with concerns about keeping schools open on Columbus Day while closing schools for the Maryland State Teachers Association (MSTA) convention, which occurred during the same week.

Mr. Wardell Lindsay and Mr. Larry Walker spoke in support of the Superintendent's decision to allow principals to decide when or if to show the President's speech to students.

### **Appointment - Community Advisory Council (CAC)**

Mr. Chris Wertman, CAC Chairman, asked the Board to consider adopting a system for capturing and documenting information currently categorized as "guidelines."

### **Attendance Area Adjustment (AAA) Recommendations for the 2010/2011 School Year**

*Presenter:* Mr. Joel Gallihue, Manager of School Planning

Mr. Gallihue reported that AAA recommendations for the 2010/2011 school year involve limited redistricting at the high school level. Recommendations include redistricting the Greenbridge area from River Hill HS to Glenelg HS and the Woodmark Triangle area from Marriotts Ridge HS to River Hill HS.

Mr. Gallihue also recommended a phase-in of the proposed changes in order to allow current high school students from both areas to complete high school in their current schools.

Mr. Gallihue recognized members of the AAA committee and thanked them for their service. He noted that the committee met from July through September and considered specific adjustments for the 2010/2011 school year, as well as long-range plans. Board members also expressed appreciation to the members of the committee for their work.

#### Woodmark Triangle Area Plan

- Recommendation is to redistrict this area from Marriotts Ridge HS to River Hill HS.
  - Will not affect free and reduced meals (FARM) data.
  - Will not impact Maryland School Assessment (MSA) test scores.
  - Provides improvement in capacity utilization at Glenelg HS.
  - Slightly reduces capacity at Marriotts Ridge HS.
  - Improves physical proximity and does not create islands or noncontiguous areas.
  - Slightly improves transportation costs over the long run.
  - Eliminates the 3.2- percent feed from Folly Quarter MS to Marriotts Ridge HS.
  - Moves the least number of students.
  - Does not preclude addressing capacity issues at Mt. View MS and Manor Woods ES in the future.

#### Greenbridge Area Plan

- Recommendation is to end the open-enrollment option for this community. Students would be redistricted to Glenelg HS from River Hill HS.
  - Recommendation takes into consideration several factors associated with the county's general plan regarding the downtown Columbia area and other planned development.
  - Places River Hill HS in a better position to accept students from other schools that are overcapacity or may require redistricting in the future.
  - Results in a slight improvement in transportation costs.

#### Consideration for Trailing Siblings

Mr. Gallihue explained that the AAA committee discussed issues related to phasing in redistricting and providing accommodations for trailing siblings. He indicated that this would involve a larger pool of affected students and would be difficult to manage. HCPSS transportation staff emphatically recommends against the trailing siblings exception due to the increase in operating costs, but the issue is open for discussion and further exploration if desired.

### Long-Range Plans

In reviewing long-range plans, the AAA committee also considered comments and concerns from community members, including the consideration of timing elementary and middle school redistricting so that students would not be affected more than once. Mr. Gallihue stated that this may impact the sequencing of the long-range plan, and staff will make adjustments as necessary. He emphasized that the long-range plan is a tool that can be revised if needed.

Mr. Gallihue indicated his willingness to work with anyone who may have alternative suggestions to the recommendations. He requested that scenarios be presented to him in advance of the Board's first work session, if possible, to allow sufficient time for review.

### BOE Attendance Area Adjustment Schedule:

- Thursday, November 5, 2009 (7:30 p.m.) – Public Work Session I
- Tuesday, November 10, 2009 (**7:00 p.m.**) – Public Hearing
- Thursday, November 12, 2009 (7:30 p.m.) – Public Work Session II
- (tentative) Tuesday, November 17, 2009 (7:30 p.m.) – Public Work Session III
- Thursday, November 19, 2009 (7:30 p.m.) – Approval of Attendance Area Adjustments

### *Discussion:*

Mr. Cohen clarified his position on trailing siblings and expressed support for allowing younger siblings to attend the same school only if both students are in the same high school at the time redistricting takes effect. Mr. Cohen also indicated that transportation for trailing siblings should not be provided by the school system due to associated costs.

Mr. Manley commented on the importance of having student representation on the AAA committee. It was noted that no student served on the AAA committee, although the opportunity was available.

Mr. Manley expressed support for the option of allowing an open-enrollment period for any trailing sibling currently attending middle school during the course of a phase-out, which would allow families a longer period in which to choose a school.

Dr. Cousin encouraged the public to provide testimony on the recommendations and to take advantage of Mr. Gallihue's offer to use the resources of the school system to help develop alternative suggestions and/or recommendations.

### **Adjournment**

By Board consensus, the meeting was adjourned at 8:35 p.m.

### **Information Item**

Participation & Performance in Advanced Placement Courses and Exams for 2009

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.



OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

November 5, 2009

The Board of Education of Howard County met in closed session on November 5, 2009, at 2:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss site acquisition and personnel matters. The motion was seconded by Lawrence H. Cohen and approved 5/0. Persons present: Board members Frank J. Aquino, Chairman; Ellen Flynn Giles, Vice Chairman; Lawrence H. Cohen; Allen Dyer, Esq.; Sandra H. French (joined at 2:08 p.m.); Patricia S. Gordon; and Janet Siddiqui, M.D. (joined at 2:35 p.m.)

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Sydney L. Cousin, Superintendent; Sandra Erickson, Deputy Superintendent; Mamie Perkins, Chief of Staff; Theresa Alban, Chief Operating Officer; Raymond Brown, Chief Financial Officer; Linda Wise, Chief Academic Officer; Ken Roey, Executive Director, Facilities Planning and Management; and Joel Gallihue, Manager, School Planning

**ITEMS CONSIDERED:**

The agenda items include discussion of an update on potential school sites and personnel issues concerning specific staff members.

**ACTION:**

**School Sites:** The Board was briefed and discussed various potential school sites and gave approval to continue the investigation of their suitability as part of the process for potentially approving certain sites for school construction.

**Personnel:** Staff reported to the Board that certain positions that had been unfilled would be combined. Staff also advised which staff members would be receiving new and added responsibilities in an effort to plan for future budget constraints.

Adjourned: 3:17 p.m.

Submitted by: \_\_\_\_\_  
Frank J. Aquino, Chairman  
Board of Education

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

**November 5, 2009**

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, November 5, 2009, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.  
Josh T. Manley, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Frank Aquino called the meeting to order at 4:03 p.m., and Mrs. Giles led the group in the Pledge of Allegiance.

## **Public Forum**

Mr. Marcelino Bedolla asked that the Board pay particular attention to the importance of community when making redistricting decisions.

## **Approval of Agenda**

The following changes were made to the agenda:

- Delete: Item 3.E. – Minutes of Closed Meetings
- Delete: Item 4.B. – Minutes of Regular Meetings
- Move: Item 13.D. to 5.A. Administrative Agenda – Policy 1030 Child Abuse and Neglect - Annual Report

Mr. Dyer asked that the Board discuss and vote on whether or not to work with the Maryland Highway Safety Foundation and the University of Maryland Shock Trauma Center, based on a meeting that he and Mr. Aquino attended. Dr. Cousin said that a report would be brought to the Board regarding the school system's involvement in a Approved – December 10, 2009

program with the Maryland Highway Safety Foundation and the University of Maryland Shock Trauma Outreach Team.

Mr. Dyer asked that the Board discuss a Legislative Audit recommendation that relates to the operation of the Board. Mr. Brown explained that the report is scheduled to be presented to the Board's Audit Committee on November 10, 2009. The Audit Committee will then determine the date when the full report will be presented to the Board.

*Action:* Mrs. Giles moved approval of the agenda as amended. The motion was seconded by Mr. Manley and approved by the members of the Board (8/0).

### **Superintendent's Report**

Dr. Cousin reported on a meeting of the Bright Minds Foundation and noted that employees may contribute to Bright Minds through the United Way Campaign. He also congratulated the following individuals and schools:

- Louis West, art teacher at Clarksville MS, for being named Middle School Art Teacher of the Year by the Maryland Art Education Association (MAEA).
- Jennifer Schoemaker, Forest Ridge ES; Jinny Bae, Lime Kiln MS; and Jennifer Sherman, Mt. Hebron HS, who were named New Art Teachers of the Year by MAEA.
- Susan Van Eseltine, Clarksville ES; Sheryl Jankiewicz, Burleigh Manor MS; and Heather Leatherman, Oakland Mills HS, who were named Career Art Teachers of the Year by MAEA.
- Marty Cifrese, Bridges Program Manager, and Kris Woodson, Guilford ES, who were honored by the Maryland State Department of Education for their contributions to Maryland's Extended Learning Programs.
- Reservoir HS for receiving a Promising Practices Award from the Character Education Partnerships for the school's Project CommUNITY.

### **Student Representative's Report**

There was no Student Representative present to report to the Board.

## **Board Members' Reports**

Board members reported on their attendance at the Bright Minds Foundation kick-off event, the A+ Partnership celebration, Choose Civility program, and other recent activities and events.

Mrs. Giles congratulated Pupil Personnel Workers (PPWs) for their recent coat drive, which provided a record number of warm winter coats to Howard County students this year.

Mr. Manley was congratulated on his appointment as Student Member on the Maryland Youth Advisory Council and as one of six students chosen to attend the Maryland General Assembly Student Page Program held in Annapolis.

## **Consent Agenda (Restricted\*)**

### Staff Personnel, Bids and Contracts, Operating Budget Monthly Report, and School Construction Report

*Action:* Mrs. Giles moved acceptance of the Restricted Consent Agenda. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0\*).

Staff Personnel – Approved by the Board.

Bids and Contracts – Approved by the Board.

Operating Budget Monthly Report – Accepted by the Board.

School Construction Report – Accepted by the Board.

## **Consent Agenda**

### Donations

*Action:* Mr. Manley moved approval of the Consent Agenda. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

## **Policy 1030 Child Abuse and Neglect - Annual Report**

*Presenter:* Mrs. Pam Blackwell, Director, Student Services

Mrs. Blackwell presented the Annual Report for Policy 1030 Child Abuse and Neglect. The report included the following information:

- Number of child abuse and neglect reports.
- Number of investigations by Department of Social Services (DSS).
- Professional development for staff, students, and families.
- Supports and services provided.

Professional Development (PD) Educational Outreach includes:

- Training for bus drivers and assistants.
- New teacher orientation.
- Annual review of reporting requirements.
- School-based liaison training.
- Internet safety educational outreach.
- PD for Health Education teachers and implementation of curriculum.

Mrs. Blackwell recognized Mr. Ronald Denton, Commander of the DSS Family Crimes and Sexual Assault Division. Mr. Denton assists with presenting professional development at the new teacher orientation and to staff throughout the school year.

*Discussion:*

Board members discussed the number of reported cases. Mrs. Blackwell explained that the statistics in her report reflect only the number of reports called in by school system employees and do not represent the total number reported to the Howard County DSS. She added that a report can be made on more than one occasion on the same child, and once a report is called in to DSS, the report no longer belongs to the school system.

Mr. Manley asked how students could receive more information about child abuse and neglect awareness. Mrs. Erickson explained that communication begins with students as early as pre-kindergarten classes. She stressed that the training is mandatory and that it is a part of the required curriculum that students receive. She added that due to the very specific training that certified teachers in HCPSS receive on this subject, only health teachers teach this topic to students.

Mrs. Blackwell said she would provide the Board with a graph showing the trend of child abuse and neglect over the past few years.

**Proclamation: In Honor of Veterans**

Veterans Day is November 11, 2009. Mr. Cohen read the proclamation.

*Action:* Mr. Cohen moved acceptance of the proclamation. The motion was seconded by Mrs. Gordon and approved by the members of the Board (8/0).

**Proposed School Calendar**

*Presenter:* Mrs. Patti Caplan, Director, Public Relations

Mrs. Caplan, Chairman of the Calendar Committee, presented the proposed academic calendar for the 2010/2011 school year. She shared results of surveys conducted to receive feedback from parents and staff members regarding the start date and the use of the Professional Work Day in May.

Mrs. Caplan reported that the proposed start date for staff will be August 24, 2010, and August 30, 2010, for students. The schedule for next year includes school closings for a primary election day in September and a general election day in November. The proposal recommends that winter break occur from December 24, 2010, through January 2, 2011, and spring break from April 18, 2011, through April 25, 2011. At this time, no change is recommended for the placement and use of the Professional Work Day for Articulation scheduled in May. The tentative last day of school will be Thursday, June 16, 2011.

The Board will hold a public hearing on the proposed calendar on Thursday, December 10, 2009, and is scheduled to take action on Thursday, January 14, 2010.

*Discussion:*

Mrs. Caplan was asked to explain to the public why the school system closes for Jewish holidays but not all religious holidays. She explained that the rationale is not based on recognizing a particular religion but is based on the fact that operationally, the school system is not able to function with the large number of student and staff absenteeism. Howard County has a large Jewish population, so closing schools is more about operations and the ability to function as an organization versus recognizing one religion over another.

Board members discussed the Professional Work Day for Articulation scheduled in May 2011. Mrs. Caplan will provide more information to the Board on instructional and administrative uses for the May 2011 Articulation Day.

Mrs. Caplan noted that the public can go to the HCPSS website home page, under "FAQ: Calendar," to find frequently asked questions regarding the calendar.

Mrs. Caplan discussed the calendar month by month with Board members. The Board will receive public comment on the proposed calendar at a 7:30 p.m. hearing on December 10, 2009. Persons interested in presenting testimony may sign up on or after November 19, 2009, by calling 410-313-7194. Comments may also be emailed to the Board members (boe@hcpss.org). The proposed 2010/2011 school calendar can be viewed on the school system's website at [www.hcpss.org](http://www.hcpss.org), under "Important Dates," "Proposed Calendar 2010-11(pdf)."

### **Policy 2070 Ethics Charter (New)**

*Presenter:* Mr. Mark Blom, General Counsel

Mr. Blom presented the Charter for the development of new Policy 2070 Ethics. Items brought to the Board's attention include:

#### Objectives:

- Bullet #1 - Recommend whether to include the existing ethics regulations as a policy or to develop a separate policy covering the ethics topics generally.
- Bullet #7 - Review and recommend revisions, as needed, to all existing forms and procedures related to the ethics regulations and policy.

#### Participants and Meetings:

Mr. Blom proposed to include as members of the committee the current members of the Board's Ethics Panel. This panel consists of five Howard County citizens who are appointed by the Board.

#### *Discussion:*

Mr. Dyer suggested that each Board member have the opportunity to appoint a community member to serve on the policy review committee. It was noted that in accordance with Policy 2020 Policy

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Development and Adoption, Board members do not appoint members to policy review committees. Mr. Blom also explained that the Board's Ethics Panel has five current members who were chosen according to Policy 2050 Advisory Committees to Staff and Schools.

Mrs. French asked that the review committee also consider the following items related to the Ethics Panel:

- Appointment process for the panel members.
- Communication and the relationship between the panel and the Board.
- A general principle regarding restrictions on positions of authority with other organizations.

Board members discussed the idea of posting the ethics opinions to the school system's website. Mr. Dyer requested that the review committee consider including a provision in the policy that would address posting ethics opinions to the HCPSS website.

### **Policy 6020 School Construction Program**

*Presenters:* Dr. Terry Alban, Chief Operating Officer, and Mr. Bruce Gist, Director, School Construction

Dr. Alban and Mr. Gist introduced the second iteration of revisions to Policy 6020 School Construction Program.

Dr. Alban noted the valuable contribution of the Howard County Health Department. Representatives met regularly with staff members to discuss ways to address the feedback from public testimony. Ms. Elizabeth Kromm, Director of Healthy Community Development for the Howard County Health Department, reported that after a thorough review of the policy and the supporting documents, it became clear that the standards and guidelines that would allow a person to understand the process were not located in one place but throughout different documents. The Health Department representatives concluded that it was really an issue of a communication problem rather than a problem with the construction process. Given their experience in communication, they suggested the development of a guidance document, which would be a compilation of all necessary information that would help with understanding the process and procedures of the policy.



**Highlights:*****Policy***

- Restructures the policy statement.
- Adds a purpose statement.
- Adds definitions that align with Policy 6030 Procurement of Architectural/Engineering and Construction Management Services.
- Aligns the roles of the Office of Planning; the Office of School Construction; and the Office of Safety, Environment, and Risk Management.
- Moves language from policy to implementation procedures.
- Clarifies the sequential plan of action by delineating ten categories.
- Adds legal references, other related policies and documents, and associated topics.

***Implementation Procedures***

- Aligns the ten categories of the sequential plan with that of policy.
- Clarifies the role of the project architect.
- Specifies separate roles for the office of School Planning and the office of School Construction.
- Clarifies language for placement of temporary and portable facilities.
- Adds a representative from the Office of Safety, Environment, and Risk Management to the walk-through team.

***Discussion:***

Mr. Gist reported that HCPSS will implement the sustainable design indoor air quality program as recommended for Leadership in Energy and Environmental Design (LEED) green-type projects in all construction/renovation projects.

Mr. Manley suggested that the Safety Guidelines for Renovation and Construction Projects be sent home with students at the beginning of the school year.

Dr. Siddiqui asked how concerns and accommodations for students and staff are addressed. Mr. Gist said that the Safety, Environment, and Risk Management staff will review concerns on demand and periodically as required. Dr. Alban added that regarding accommodations, the Risk Management staff will develop a plan, and

compliance must be followed. Compliance is enforced during normal circumstances as well, not just during construction.

Board members expressed concern regarding the removal of the reference to the "Capital Ten-Year Long-Range Plan" from the policy. Mr. Gist said he would look into the issue and respond to the Board's questions.

Mr. Gist said that walk-through results will be included in the monthly school construction reports.

Mrs. French asked about the process of parent notification if something goes wrong during a construction/renovation project in a school. Dr. Cousin explained that incidents should be reported directly to the principal, and it is the principal's responsibility to make sure that the incident is properly addressed.

**Recess** – The meeting was recessed at 6:35 p.m. and reconvened at 7:34 p.m.

### **PTA Council of Howard County (PTACHC) Monthly Report**

Mr. Hannay, PTACHC President, reported on recent activities of the council, including recruiting and deploying parent volunteers in the school vaccine effort; annual coat drive; and events of the Curriculum Committee, Safety Committee, and the Health and Wellness Committee.

### **Public Hearing – Policy 2010 Student Representation**

#### Caryn D. Lasser, Parent of Former Student Member and Student Member Candidate

- Expressed concern regarding the scoring rubric.
- Asked questions about the conduct of a Student Member.
- Asked for Student Member qualification clarification.
- Asked if definitions for SGA Advisor and Student Council Advisors should be added to the policy.
- Asked about deleted language regarding voting rights of the Student Member.

#### Steven Estomin, Policy Coordinator for the Community Advisory Council (CAC) of Howard County

- CAC supports adoption of the revised policy.
- Suggested that the policy address procedures that would be implemented in the event that the Student Member is unable to

complete his/her term and the second-place candidate does not assume the responsibilities for the remainder of the term.

### **Attendance Area Adjustments (AAA) - Work Session I**

*Presenters:* Mr. Joel Gallihue, Manager, School Planning, and Mrs. Jennifer Bubenko, Planning Specialist

Mr. Gallihue explained that the Feasibility Study includes a comprehensive strategy for redistricting over multiple years. For consideration this year is a plan to address two areas where there are open enrollment exceptions (Greenbridge and Woodmark Triangle). Options include:

#### Greenbridge Area:

- The recommendation being brought to the Board is to redistrict the Greenbridge area students from River Hill HS to Glenelg HS, phase out the current assignment, and remove the open enrollment exception.
  - The River Hill HS attendance area currently includes the Greenbridge area, with an open-enrollment exception to Glenelg HS.
  - Greenbridge Polygons include 205, 206, 207, 208, 1205, 1206, 1207, 1208, and 2205 – a total number of 179 students.
  - Approximately 70 of those students have already chosen open enrollment at Glenelg HS.

#### Woodmark Triangle Area:

- The recommendation being brought to the Board is to phase out the Woodmark Triangle Exception.
  - Students in the Woodmark Triangle make up a small feed from Folly Quarter MS to Marriotts Ridge HS, with an open enrollment exception to River Hill HS.
  - One option (Woodmark 8) is to redistrict these students from Marriotts Ridge HS to River Hill HS, phase out the current assignment, and close the open enrollment exception.
    - Current recommendation to the Board solves the problem at the high school level by completely removing the small feed.
    - Recommended plan moves the least number of students.
  - Another option (as listed in the June 2009 Feasibility Study) is to use middle school redistricting to resolve the problem.
    - Moves 42 students from Mount View MS to Folly Quarter MS.
    - Improves the feed from Folly Quarter MS to Marriotts Ridge HS.

- Creates a small feed from West Friendship ES to Folly Quarter MS.
- No negative future capacity problems would be created for River Hill HS.
- Improves capacity utilization between Mount View MS and Folly Quarter MS.

Mr. Gallihue gave an overview of the staff recommendations to the Board. He stated that the Board must decide how to approach the recommendations, whether from a high school or middle school level. For historical background, it was noted that families/students enrolled in a high school have had the option of staying in that school through graduation.

*Discussion:*

The Board discussed various aspects of the proposed redistricting of the Greenbridge area from River Hill HS to Glenelg HS and the Woodmark Triangle neighborhood from Marriotts Ridge HS to River Hill HS. Discussion centered on busing costs associated with a phase-out of redistricting and the number of students affected by the recommendations. Different scenarios and effects of the redistricting were discussed. The Board had requested an analysis of the real effect of the phase-out in the last meeting. In response, staff circulated a capacity utilization chart that accounted for the out-of-district choices currently being made in both open enrollment exceptions.

Greenbridge Area:

School capacity utilization levels and transportation effects of redistricting the Greenbridge area from River Hill HS to Glenelg HS include:

- River Hill HS: Capacity utilization decreases gradually in 2010, 2011, and 2012, with the phase-out completed by 2013.
- Glenelg HS: Growth increases gradually in 2010, 2011, 2012, until 2013, when redistricting is complete with the Greenbridge area students all attending Glenelg HS.
- Double busing during the phase-out:
  - 2 bus routes needed to cover the area for River Hill HS.
  - 2 bus routes needed to cover the area for Glenelg HS.
  - Bus cost: \$120,000 per year X 3 years = \$360,000 total bus cost.
    - Staff recommends providing a transportation phase-out for rising 10<sup>th</sup> - 12<sup>th</sup> grade students.

- Staff's recommendation is to not include trailing siblings.

Board members expressed concern with increased transportation costs at this time but acknowledged the need for effective use of school capacity at Glenelg HS.

#### Woodmark Triangle Area:

Board members discussed different scenarios and the effects of redistricting the Woodmark Triangle area.

- Double busing is currently taking place for River Hill HS and Marriotts Ridge HS.
- The additional double busing cost associated with staff's recommendation is approximately \$20,000 per year.

Mr. Aquino asked for an explanation and history of the middle school redistricting that would keep students at Marriotts Ridge HS. Mr. Gallihue reviewed several scenarios that were developed to address this issue and noted the pros and cons of each. He explained that the lessons learned in the AAA Committee meetings were that unless a substantial area is redistricted from Mount View MS to Folly Quarter MS, a 15 percent feed from Folly Quarter MS to Marriotts Ridge HS cannot be accomplished. Redistricting a larger area runs the risk of creating a small feed from either West Friendship ES or Manor Woods ES to Folly Quarter MS. This may be beneficial for Manor Woods ES given its high capacity utilization. To eliminate the small Woodmark feed and end the exception, the choice is either high school redistricting or a combination of middle and elementary school redistricting.

Board members expressed concern with the effects of current redistricting suggestions in relation to capacity utilization levels in future long-range high school capacity needs and issues. Dr. Cousin assured Board members that capacity utilization levels at schools will not reach a catastrophic level. Mrs. Erickson pointed out that staffing needs are anticipated and provided commensurate with enrollment. She added that the students of HCPSS receive an excellent education, and the school system will continue to provide the same quality of education in the future.

Board members discussed the impact of small feeds at various levels. They questioned staff about a redistricting at the middle school level from Mount View MS to Folly Quarter MS and the impact on West Friendship ES. Staff responded that the most likely scenarios would create a feed of approximately 7 percent from West Friendship ES to

Folly Quarter MS. Board members then discussed the feed from the perspective of the elementary school, observing that it would be nearly a quarter of the West Friendship population rising to Folly Quarter MS.

Board members briefly discussed the possibility of allowing trailing siblings to attend the same high school as their older siblings, including equity issues that would relate to certain transportation provisions.

A public hearing is scheduled for Tuesday, November 10, 2009, at 7:00 p.m. A second work session will be held on Thursday, November 12, 2009, at 7:30 p.m.

**Adjournment** – By Board consensus, the meeting was adjourned at 9:08 p.m.

### **Information Items**

- A. Food and Nutrition Service Financial Report
- B. Instructional Technology Task Force
- C. Policy 1060 Bullying, Cyberbullying, Harassment, or Intimidation - Implementation Procedures
- D. Policy 1030 Child Abuse and Neglect-Annual Report

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

**AUDIT COMMITTEE 2<sup>nd</sup> QUARTERLY MEETING**

Tuesday November 10, 2009 - 9:00 a.m., Board Room B

**Committee:** Larry Cohen, Allen Dyer, Ellen Flynn Giles

**Staff:** John Connors, Internal Auditor; Raymond Brown, Chief Financial Officer; Beverly Davis, Director of Finance; Kathy Hanks, Administrative Specialist (Board Office)

**Guests:** Matthew E. Birkelien, Partner, Clifton Gunderson LLC

**Observers:** Tom Comeau, PTACH & BMMS PTA; Chris Wertman, CAC

	<u>Subject</u>	<u>Discussion</u>	<u>Action/Status</u>	<u>Follow-up</u>
	Call to Order	9:05 a.m.	Mr. Cohen	
I	Approval of Agenda		Motion: Larry Cohen Second: Ellen Flynn Giles Vote: 3/0	
II	FY 2009 Financial Statement Audit – Audit Report, Draft Management Letter/Response and SAS 61 Discussion (Beverly Davis and Matthew Birkelien)	<p>1. Mr. Birkelien of Clifton Gunderson reviewed the audit of the financial statements of the Howard County Public School System (HCPSS) for the year ended June 30, 2009. It was noted that the standard of review for this annual audit is not 100%. Mr. Birkelien noted that HCPSS was very cooperative, forthcoming, and transparent during the audit process.</p> <p>2. There was in-depth discussion regarding the report. The FY 2009 Audit Report will be presented to the Board at the BOE meeting on Thursday, December 10, 2009.</p>	2. Mr. Brown will share Mr. Dyer's concerns about the proposed requirement for password complexity at all levels of organizational access with IT.	
III	Status of Audits (John Connors) Second Quarter Results Audits planned for Third Quarter	<p>1. PMS and VES completed and issued; audit work at BBES, SES, &amp; SJES is complete. Exit interviews are scheduled and reports need to be drafted.</p> <p>2. Best practice identified in SES Audit for "Payroll Attendance Reporting." It will be piloted in CFO Office.</p> <p>3. Entrance meeting with BPES will be held 11/20. Audit will commence after draft reports for BBES, SES, and SJES are completed.</p> <p>4. GCES, WFES, &amp; DOES will be scheduled this quarter.</p> <p>5. Schools have transitioned well to new school accounting program.</p> <p>6. Finance and Purchasing are working on an electronic payment mechanism for parents and community to access for ETF payments.</p>		
IV	Internal Audit Charter - updated	Staff presented updated language for the Internal Audit Charter. The Committee agreed with Mr. Dyer's suggestion that this item be tabled so the Board could review the Charter for any other changes.	This item will be reviewed by the Audit Committee at the next meeting.	

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	<u>Subject</u>	<u>Discussion</u>	<u>Action/Status</u>	<u>Follow-up</u>
V	Office of Legislative Audit (OLA) Report – Recommendation Tracking and discussion	<p><b>1.</b> The OLA final report issued 10/28/09 is on their website. After discussion with the HCPSS staff, the legislative auditors dropped four recommendations.</p> <p><b>2.</b> No rebuttals were given to staffs’ responses, nor were there any recommendations in Human Resources or Payroll. This is an outstanding accomplishment.</p> <p><b>3.</b> With the exception of the recommendations in Chapter 10 of the report, matrix for tracking the status of responses to all remaining recommendations has been prepared and will be regularly monitored until all issues have been addressed.</p> <p>Chapter 10 of the report discussed School Board Operations and Oversight and recommend that the Board should consider expanding the scope of the internal auditor’s work to include significant financial areas other than school-based activities. The Board should also consider establishing a confidential hotline, with formal follow-up procedures, and an employee whistleblower protection policy. Finally, the Board should receive and review critical key financial and operational performance measure data on a periodic basis. The salient points of the discussion follow:</p> <p><b>a.</b> Expand Internal Auditor’s scope of work: the current Charter provides for audit of system processes and school accounts. There was much discussion about identifying several key areas for review in the next plan, such as transportation and/or procurement. Mr. Connors agreed to draft a modified approach that gives consideration to all aspects of system operations while continuing the cycle of school funds audits.</p> <p><b>b.</b> Improve Board governance and oversight: Consider <b>(i)</b> implementation of whistle-blower protections and a fraud hotline, and <b>(ii)</b> receive regular reports of financial performance evaluation measures. <b>(i)</b> The Superintendent issued a Circular on 9/4/09 to all employees notifying them of their responsibility to report allegations of fraud. There was in-depth</p>	<p><b>3a.</b> The Committee recommended that Mr. Connors and Mr. Brown develop an audit approach to address the concerns reported by OLA. This approach will be discussed at the next Audit Committee meeting. If acceptable, an audit plan for FY 2011 will be prepared and presented for approval to the Committee and full Board prior to the end of the fiscal year. The revised audit approach and resultant audit plan will consider risks identified by external audit entities.</p> <p><b>3b (i)</b> The Audit Committee will recommend that the Board instruct the Ethics Policy Committee to fully evaluate the Office of Legislative Audit Report recommendation (#20) to consider implementing a confidential hotline and establishing whistle-blower protections. The recommendation will be brought forward for discussion at the December 10<sup>th</sup> Board meeting in conjunction with the scheduled staff report on the legislative audit.</p> <p>Motion: Mr. Cohen                      Second: Ms. Giles Motion                      Vote: 2/1 (Mr. Dyer opposed)</p>	



	<u>Subject</u>	<u>Discussion</u>	<u>Action/Status</u>	<u>Follow-up</u>
		discussion on how to address "confidential hotline and whistle-blowing protections." <b>(ii)</b> Staff requested and received from OLA information about other LEA performance measurement reporting processes and provided it to the Committee members. Staff will conduct additional research, and prepare a report to the Board in May 2010 that will include stakeholder review. Mr. Dyer suggested that the Audit Committee recommend to the Board that HCPSS conform to the MD Funding and Transparency Act, but the Committee saw no connection between the provisions of the act and the performance evaluation measure recommendation.		
VI	Adjournment	11:35 a.m.	Motion: Mr. Cohen Second: Mrs. Giles Vote: 2/1 (Mr. Dyer opposed)	
VII.	Scheduling	Next meeting: March 17, 2009 at 10:00 a.m.		

**Minutes of the Board of Education Legislative Committee**

**November 11, 2009 – 3:30 p.m. - ML2**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino, Sandra H. French, Raymond H. Brown

**Staff:** Kathy Hanks, Administrative Specialist (Board Office)

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
I	Call to Order	3:35 p.m.	By Consensus	
II	Approval of Agenda		By Consensus	
III	<p><b>1.</b> Ho. Co. 12-10 Howard County Public Schools – Funding Accountability and Transparency Act</p> <p><b>2.</b> Draft – MOE Waiver Provision by MAACO</p> <p><b>3.</b> November 17 – Ways and Means – Fairness of Negotiations Act</p> <p><b>4.</b> Legislative Platform</p>	<p><b>1.</b> Mr. Brown received notification that Delegate Miller will be introducing legislation requiring Howard County Public Schools (HCPSS) to develop and operate a website that includes certain information about certain payments; specifying certain parameters and terms relating to the development and operation of a searchable website by the Howard County Board of Education. It is assumed the wording will be similar to Montgomery County Public School’s legislation. There was in-depth discussion. Due to the economy, the Committee recommends requesting the website operational date be changed to January 1, 2013.</p> <p>The Committee recommends the Board support this legislation with amendments.</p> <p><b>2.</b> The Maintenance of Effort Reform Proposal was discussed. This was for the Committee’s information.</p> <p><b>3.</b> Mr. Brown will be attending a hearing on November 17, 2009 at 11:00 a.m. to observe.</p> <p><b>4.</b> Mr. Brown reviewed the Legislative Platform and suggested changes. There was in-depth discussion.</p>	<p><b>1a.</b> The Committee requested Mr. Brown to have IT review and report the one-time cost and the on-going cost of this legislation and report back to the Committee.</p> <p><b>1b.</b> Mr. Brown will prepare and present the Legislative Committee recommendation to the Board at the Board of Education meeting on Thursday, November 19, 2009 for their approval.</p> <p><b>1c.</b> A hearing is scheduled on Tuesday, November 24, 2009 at 7:30 p.m. Dr. Siddiqui will attend and present testimony.</p> <p><b>4a.</b> Mr. Brown will make the changes and circulate it to the committee.</p> <p><b>4b.</b> The Legislative Platform will be brought before the Board for approval on December 17, 2009. Ms. Hanks will place this item on the agenda.</p>	
IV	Scheduling	Next meeting will be Wed., 1/20/2010 at 3:30 p.m. in ML2.		
V	Adjournment	4:28 p.m.	By Consensus	

Approved – November 19, 2009

OAH-DYER-000482

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

November 12, 2009

The Board of Education of Howard County held Public Work Session II regarding Proposed Attendance Area Adjustments on Thursday, November 12, 2009, at 7:30 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.  
Josh T. Manley, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Kathleen Hanks, Recording Secretary

Mr. Aquino called the meeting to order at 7:30 p.m., and Brian Qualls, member of Boy Scout Troop 737, led the group in the Pledge of Allegiance.

## **Public Work Session II – Proposed Attendance Area Adjustments (AAA)**

### Woodmark Triangle Area – Staff Recommendation

- Moves an estimated 39 students from Marriotts Ridge HS to River Hill HS.
- Moves the fewest number of students and only affects the Woodmark Triangle area.
- Eliminates the small feed from Folly Quarter MS to Marriotts Ridge HS, resulting in no Folly Quarter MS students attending Marriotts Ridge HS.
- Plan does not help capacity utilization issues at Folly Quarter MS or Mount View MS.
- Plan slightly lowers capacity utilization at Marriotts Ridge HS.

Approved – December 10, 2009

OAH-DYER-000483

Mr. Gallihue presented an additional plan that was submitted by a Woodmark community resident. He noted that the AAA Committee did not consider this particular plan, but similar plans were not pursued because they created a small feed from West Friendship ES. Manor Woods ES is headed towards excess capacity utilization, which makes it more beneficial to consider both elementary and middle school redistricting in that area.

Mr. Dyer acknowledged the creativity of the plan but expressed concern with considering an unpublished plan this late in the AAA process without holding an additional public hearing.

Mrs. Gordon pointed out that there may be unknown ramifications with the additional plan and also indicated that sufficient time is not available for full consideration of the plan.

Mrs. French noted that the Woodmark community has expressed a desire for stability, and the current staff recommendation would only allow a maximum stability of four years. She indicated the need to either delay redistricting for one year in order to re-identify issues that need solving or to accept the staff recommendation to send the Woodmark Triangle area to River Hill HS.

Mr. Aquino opposed delaying a decision but expressed concern that the recommended plan potentially closes off further utilization of Marriotts Ridge HS. Mrs. Gordon noted the importance of keeping Marriotts Ridge in a position to accept future growth, and Mr. Aquino pointed out that growth traditionally does not occur where capacity exists. Mr. Aquino also noted that difficult decisions will be faced by the Board regarding the east and southeast areas of the county at the high school level. He acknowledged the difficulty in establishing boundary lines as students are moved from east to west.

Mrs. Giles expressed concern that the recommended plan results in a temporary fix and closes off options that could be reviewed as part of a comprehensive plan. She expressed concern with the possibility of having to move neighborhoods again in three or four years. Mrs. Giles also acknowledged the difficulties associated with adopting any plan that has not been thoroughly explored.

Board members emphasized the fact that redistricting is inevitable, and compromises are sometimes necessary in order to move as few students as infrequently as possible.

Dr. Siddiqui asked about issues associated with trailing siblings and transportation. Mr. Gallihue stated that no additional buses would be required for the Woodmark area, but there would be some costs associated with extra fuel and distance traveled. Trailing siblings is a larger issue, and additional costs would depend on how the Board decides to address that issue. Mr. Gallihue pointed out that staff recommends against a trailing siblings option.

Board members discussed issues and various scenarios related to allowing trailing siblings to follow an older student to the same high school, including the length of time that transportation would be provided. It was noted that redistricting plans for 2010/2011 are the result of ending exceptions and correcting feeds that were created in previous years due to particular situations and are not a result of overcrowding.

Discussion also involved future redistricting due to capacity utilization and families being faced with similar issues, without the opportunity of a trailing siblings option. Concerns regarding equity were also expressed.

By consensus, the Board agreed to not delay any decision on 2010/2011 redistricting plans for another year and to accept staff recommendations with possible modifications, including issues related to trailing siblings.

### Trailing Siblings

Mrs. Giles indicated the need for a Board decision on trailing siblings and stated that the economic impact may not be as large as envisioned. She expressed the desire to define a trailing sibling as one who is in school with the child who is being redistricted at that time. She also stated her preference to establish this as a standard rather than an exception that cannot be applied consistently in the future.

Dr. Cousin noted that attendance areas and sibling issues for Woodmark and Greenbridge must be resolved for the long term. The school system has attempted to limit redistricting and has done a reasonable job over the last several years. He expressed concern with precedent-setting issues and noted that other communities may ask for these same considerations/exceptions in the future.

Mrs. Erickson pointed out that allowing a trailing siblings option as a norm and utilizing this opportunity to set a precedent may impact the

Board's ability to follow its own policy regarding feed percentages. A practice of allowing siblings to follow may result in not accomplishing redistricting goals for several years.

Mr. Cohen stated that families should be given the opportunity to keep siblings together at the same high school. He pointed out the challenges placed on families when children attend separate high schools and emphasized the need for choice. Mrs. French noted that in the past, older siblings have been allowed to attend the same school as the younger redistricted student.

#### Greenbridge Exception – Staff Recommendation

- Plan redistricts the entire Greenbridge area from River Hill HS to Glenelg HS.
- Eliminates an open-enrollment option at River Hill HS.
- Best population to place at Glenelg HS, which is situated in a difficult area for redistricting students.
- Places River Hill HS in a better position to accept additional students for future redistricting needs.

Transportation for the recommended plan of reassigning students in this area from River Hill HS to Glenelg HS (effective 2010) would require four additional bus contracts for the phase-out (eliminated by 2014). The phase-out allows students to stay in their current schools through graduation. Approximately 100 students would be moved from River Hill HS to Glenelg HS from this area in the recommended plan.

Mrs. French pointed out that this area was moved to River Hill HS from Glenelg HS due to septic issues. Staff also suggested that this area be sent back to Glenelg HS once renovations were completed and septic issues resolved. Mrs. French indicated that an important strength in this plan is that it eliminates the need for students to travel on Route 32 to River Hill HS.

Mrs. Giles stated that the Greenbridge area is the logical place to provide capacity at Glenelg HS. She noted that the 12-year exception resulted from various delays to the renovation at Glenelg HS that were beyond the Board's control. Mrs. Giles also pointed out that the recommendation is consistent with long-term planning for the use of capacity in the west.

### Definition of Trailing Siblings

Discussion involved providing staff with a definition of trailing siblings so that accurate student data could be determined regarding attendance numbers and transportation costs.

Mr. Cohen stated that his perspective on trailing siblings would be to allow families of redistricted children who choose to remain and finish their high school years to send younger children to the same school as the older child if the older child is enrolled when redistricting takes place. Transportation would end when the older child has graduated, which would limit the option to three years. If a family has a child graduating in 2010, any younger child not currently in high school would be required to attend the high school in the new district for that neighborhood.

Mrs. Erickson pointed out that Mr. Cohen's option could involve many younger siblings who overlap at some point. Mr. Gallihue noted the difficulties associated with tracking these students and stated that the option could also be subject to various interpretations.

Mr. Dyer expressed his viewpoint on trailing siblings as being related more to busing than to siblings. Students would be allowed to open enroll at a high school as long as busing was provided for the neighborhood. In the case of the phase-out for redistricting, transportation would be limited to three years, but students would be allowed to stay at the school until graduation. Mr. Dyer added his concerns about safety and stated his desire to require that parents sign an acknowledgement of their awareness of safety hazards when providing transportation for their students.

Mrs. French indicated the need for data on the number of students in each grade who would qualify for a trailing sibling option, as well as the need to hear from the Transportation Office regarding busing issues and related costs.

Staff also raised concerns about going beyond the trailing siblings issue to extending school choice in a neighborhood. Dr. Cousin noted that if systemwide high school redistricting were being considered, these issues could grow into an unmanageable situation.

It was noted that the following options for trailing siblings were previously developed through the AAA Committee process:

1. Allow a one-year open-enrollment period for any trailing sibling currently attending middle school. Families would have one year to choose a school.
2. Allow an open-enrollment period for any trailing sibling currently attending middle school during the course of the phase-out. Families would have a longer period to choose a school.
3. Treat the redistricting just as redistricting is done in other non-exception areas. Do not allow any exception for the trailing siblings.

Mr. Aquino stated that for discussion purposes, the trailing sibling issue should be limited to the Woodmark and Greenbridge areas at this time and not viewed as a systemwide change. He asked that Board members provide questions to Mr. Gallihue prior to the next work session scheduled for Tuesday, November 17, 2009, at 7:30 p.m.

**Adjournment** – By consensus, the meeting was adjourned at 8:55 p.m.



# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

November 17, 2009

The Board of Education of Howard County held Public Work Session III regarding Attendance Area Adjustments for 2010/2011 on Tuesday, October 17, 2009, at 7:30 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Linda Morgan, Recording Secretary

Chairman Frank Aquino called the meeting to order at 7:33 p.m., and Dr. Siddiqui led the group in the Pledge of Allegiance.

## **Public Work Session III – Proposed Attendance Area Adjustments (AAA)**

*Presenter:* Mr. Joel Gallihue, Manager of School Planning, and Mr. David Drown, Director of Transportation

### Trailing Siblings

Mr. Gallihue reported that between the Greenbridge area and Woodmark area there would be approximately 39 students that would be considered trailing siblings who would require bus service. The Woodmark area involves the continuation of a current route, and the Greenbridge area requires new buses.

Discussion took place regarding the definition of trailing siblings and that any two siblings would have to be in the same high school at the same time for at least one year. This prevents parents from having to

split their children between two different high schools. This would also mean that the trailing sibling's open enrollment would have a three-year phase-out period.

Mr. Dyer explained his perspective on the trailing siblings issue as dealing with the availability of bus service to the Greenbridge and Woodmark neighborhoods, and not only with siblings who want to attend the same school.

Mr. Drown indicated that bus routes are likely to change from year to year but that two additional buses would have to be added for the entire three-year phase-out period at an additional cost.

Mrs. French stated that under open enrollment to River Hill HS, without a trailing sibling reason, parents/guardians would be informed that bus service is available until June of 2013. After that time, parents/guardians are responsible for transporting their student(s) to and from River Hill HS. Open enrollment would also end with the 2012/2013 school year.

Board members discussed issues and various scenarios related to open enrollment and bus service availability until the 2012/2013 school year.

Mr. Dyer stated that, if practical, students should be allowed to graduate from the high school they entered in 9<sup>th</sup> grade. Mr. Dyer reiterated the negative impact of transportation issues that parents/guardians, and the family as a whole, will face if two students in the same family attend two different high schools.

Mrs. French spoke of concerns of setting a precedent with a trailing sibling exception, and Mr. Drown stated that managing the exception might prove to be a difficult task.

Dr. Cousin suggested that Board members exercise caution in making decisions regarding trailing siblings and asked that consideration be given to how the exception could be eliminated in the future. He also noted the importance of not establishing a precedent and providing a sunset provision to any exception.

In response to Dr. Siddiqui's question regarding increased costs, Mr. Drown stated that additional transportation costs would be approximately \$120,000 per year of phasing for two additional buses.

Mrs. Giles pointed out that a precise number of students are involved in this trailing sibling exception, and the planning impact on the schools involved will be clearly identified. For that reason, this should not serve as a precedent-setting situation.

Discussion took place surrounding available funds, extra expenses being incurred, and the need to end unique exceptions.

Mr. Dyer noted that the Board has an obligation to remind parents that school bus transportation is the safest mode to get students to and from school, and if parents choose to drive their students to school on a daily basis, there are extra risks involved.

Clarification was made regarding the trailing sibling option referred to as the "Cohen Plan" and defined as siblings being allowed to attend the same high school provided that their attendance at the given high school overlaps in some way, shape, or form with an older sibling attending that same high school. This refers to both the Woodmark and Greenbridge communities and would not go beyond June 2013.

Mrs. Giles suggested that students submit a signed letter of intent in terms of what school they will attend and acceptance of transportation responsibility after 2013. This will enable a system to be in place to count student numbers for planning purposes.

Mrs. French brought up athletic eligibility, and Board members discussed and confirmed that for the trailing siblings involved, this exception will be treated as an out-of-district placement that is subject to all pertaining qualifications.

## **Adjournment**

By Board consensus, the meeting was adjourned at 8:40 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

November 19, 2009

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, November 19, 2009, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D. (arrived at 7:30 p.m.)  
Josh T. Manley, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Frank Aquino called the meeting to order at 4:18 p.m., and Hamza Siddiqui, SGA (Student Government Association) Vice President of Wilde Lake HS, led the group in the Pledge of Allegiance.

## Public Forum

There was no one present to address the Board.

## Approval of Agenda

The following change was made to the agenda:

- Delete Item 3.B. – Minutes – Closed Meetings.

Approval of meeting minutes includes:

- Regular Meeting Minutes of October 22, 2009.
- Audit Committee Meeting Minutes of November 10, 2009.
- Attendance Area Adjustment Public Hearing of November 10, 2009.
- Legislative Committee Meeting Minutes of November 11, 2009.

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*Action:* Mrs. Giles moved approval of the agenda as amended. The motion was seconded by Mr. Manley and approved by the members of the Board (7/0).

### **Superintendent's Report**

Dr. Cousin reported on cost savings and efficiencies realized through joint initiatives with the county including the Other Post Employment Benefits Trust, the Baltimore Regional Cooperative Purchasing Energy Consortium, a cooperative recycling contract, and a shared grass-cutting arrangement.

Dr. Cousin congratulated:

- River Hill HS senior Matt Beck, who is being honored with one of three 2009 Community Quarterback Awards from the Baltimore Ravens All Community Team Foundation and the National Football League for having raised over \$36,000 for cancer research.
- HCPSS students who participated in the Capitol Debate Fall Classic.

### **Student Representative's Report**

Hamza Siddiqui, Wilde Lake HS SGA Vice President, gave a PowerPoint presentation showcasing the accomplishments of Wilde Lake HS.

Highlights:

- Facts and statistics
- Accomplishments and achievements
- SGA accomplishments
- Student activities and affairs
- Clubs and organizations

### **Board Members' Reports**

Board members reported on their attendance at school and community events. Ms. Marcia Leonard, Principal, Atholton HS, was recognized for winning the Howard County Principal of the Year Award, presented at the Howard Magazine's Best of Howard County 2009 celebration.

Mr. Aquino expressed appreciation to the Board members, Superintendent, and staff for their continuous dedication, patience, support, and assistance in helping the Board achieve the best for

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students, parents, teachers, and staff of the HCPSS during his two-year term as Chairman of Board of Education (BOE).

All Board members and Dr. Cousin expressed appreciation and gratitude to Mr. Aquino for his invaluable service, dedication, leadership, and for always putting students first.

### **Consent Agenda (Restricted\*)**

#### Bids and Contracts

*Action:* Mrs. French moved approval of the Bids and Contracts. The motion was seconded by Mrs. Gordon and approved by the members of the Board (6/0\*).

### **Consent Agenda**

Donations; Regular Meeting Minutes of October 22, 2009; Audit Committee Meeting Minutes of November 10, 2009; Attendance Area Adjustment Public Hearing of November 10, 2009; and Legislative Committee Meeting Minutes of November 11, 2009.

*Action:* Mr. Manley moved approval of the Donations Report; the Regular Meeting Minutes of October 22, 2009; and the Attendance Area Adjustment Public Hearing of November 10, 2009. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

*Action:* Mr. Aquino moved acceptance of the Legislative Committee Meeting Minutes of November 11, 2009. The motion was seconded by Mrs. French and approved by a vote of 2/0.

*Action:* Mr. Cohen moved approval of the Audit Committee Meeting Minutes of November 10, 2009. Mrs. Giles seconded the motion with an amendment to clarify that the Legislative Audit recommendation will be brought forward for discussion at the December 10, 2009, BOE meeting in conjunction with the scheduled staff report on the Legislative Audit. The amended motion was seconded by Mr. Dyer and approved by the committee members (3/0).

## **Bridge to Excellence (BTE) Master Plan Update – American Recovery and Reinvestment Act (ARRA) Part III Supplement**

*Presenter:* Dr. Terry Alban, Chief Operating Officer

The Maryland State Department of Education (MSDE) asked that local school systems summarize the planned use of the American Recovery and Reinvestment Act (AARA) funds as a Part III Supplement to the Bridge to Excellence Master Plan 2009. MSDE requested that the funds be broken down in both FY 2010 and FY 2011, instead of all funding being reported in the FY 2010 budget. A response is due to MSDE by November 23, 2009.

Dr. Alban also updated the Board on the BTE Master Plan Part I and Part II. Documents have been updated based on responses to the state.

*Action:* Mr. Dyer moved approval of the Bridge to Excellence Master Plan Part III Supplement as amended. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

### **Bridge to Excellence Report: Goal 2 Progress Report**

*Presenters:* Mrs. Pamela Blackwell, Director, Student Services; and Ms. Nancy Thompson, Principal, Talbott Springs ES.

Mrs. Blackwell reported that the data presented in the 2008-2009 Bridge to Excellence Goal 2 Progress Report indicates that the approaches are working. Overall student attendance at the elementary, middle, and high school levels continues to be at or near the excellent standard. All HCPSS schools are meeting the local and state standard for safe student behavior.

Mrs. Blackwell also noted that while the suspension rates increase as students move from elementary to middle and high school, the overall out-of-school and in-school suspension rates remain small. Over time, the number and percent of out-of-school suspensions have decreased for middle school students, most notably for African American students and students who receive FARM (free and reduced meals) services.

Student and parent survey respondents continue to indicate that the overall climate in HCPSS schools is safe, welcoming, and nurturing.

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The majority of respondents were very positive about their school environment.

Ms. Thompson reported on how Talbott Springs ES has used the Positive Behavioral Intervention and Supports (PBIS) approach to improve student behavior and academic achievement.

Mrs. Blackwell pointed out that while the system-level results represent very encouraging news, some areas merit attention. The suspension rates for African American students and for students receiving FARM or special education services are relatively higher than the suspension rate for other student groups. Parent survey data show a school's Physical Environment as an area of concern, especially at the high school level.

Mrs. Blackwell indicated that schools would continue to receive support from central services to help them maintain a positive school climate. The Plan, Do, Study, Act (PDSA) process will continue to serve as the basis to guide improvement efforts for schools and the system as the Goal 2 data are analyzed and discussed.

*Discussion:*

Ms. Thompson explained the procedures of in-school suspensions at Talbott Springs ES. Dr. Cummings commented that similar in-school suspension procedures are used throughout the school system. He said the logic behind in-school suspensions is to keep the student abreast of all of their assignments and to offer counseling and conflict resolution as a prevention of misbehavior reoccurrences.

Board members discussed the survey results pertaining to the physical environment of buildings. Dr. Alban explained that survey results regarding "building temperature" seemed to be the reason for the lower scores. Dr. Cousin said the state of Maryland does a sampling survey of schools each year, and Howard County schools always receive a very good or excellent rating.

Mr. Manley commented that he would like to see surveys that include a response from students remain on-line.

Mr. Manley asked if the economic crisis may have an impact on the survey results of FARM students. Mrs. Blackwell said that although the economic crisis may have an impact, students misbehave for various reasons.



Ms. Thompson noted that Talbott Springs ES has an alternative education program and expressed how valuable the program has been.

Mr. Dyer stated that he would like to see more student suspensions handled as in-school suspensions rather than out-of-school suspensions.

Mr. Cohen commented on the need to keep students in school but acknowledged that there are times when, unfortunately, out-of-school suspension is appropriate for not only the consequence but for the safety of other students as well.

Mr. Dyer stated that policies may need to be reexamined in order to keep more students in school and indicated the need for additional discussion about in-school suspensions and what can be done to make that option more available.

Mr. Dyer also expressed concerns regarding students and motor vehicle safety. It was noted that every high school has driver safety programs that students and parents must attend in order for a student to receive a parking permit.

Mrs. Giles applauded the extension of Evening School, which ensures that students stay current with their schoolwork. She noted that the report addresses a very small number of students, and the school system looks not only at data, but also establishes relationships with individual students and helps students take risks to succeed.

### **Categorical Transfer - FY 2010 Operating Budget \***

*Presenters:* Mr. Raymond Brown, Chief Financial Officer, and Ms. Kathleen Swinson, Budget Director

Ms. Swinson presented for Board approval a categorical transfer in the amount of \$5,058,723. This transfer moves funding for summer school wages, National Board Certification stipends, tuition reimbursements, and social security to the Restricted American Recovery and Reinvestment Act (ARRA) State Fiscal Stabilization grant. A portion of the Major State Aid Programs for FY 2010 was allocated with State Fiscal Stabilization Funds under ARRA.

Mr. Brown noted that the county's legal office will make a determination next week on whether County Council action is also required on this transfer. He explained that this request does not

transfer funds between categories or increase the budget, but the funds were approved in the unrestricted part of the budget and must be moved to the restricted grants section.

*Action:* Mrs. Giles moved acceptance of the categorical transfer of FY 2010 Operating Budget items as delineated by Ms. Swinson and Mr. Brown. The motion was seconded by Mrs. French and approved by the members of the Board (6/0\*).

### **Hammond ES/MS Presentation of Construction Document (CD)\***

*Presenters:* Mr. Bruce Gist, Director of School Construction, and Mr. Jim Emr, Project Architect, Smolen – Emr + Associates Architects

#### Project Update

- Project involves a complete renovation of and additions to the elementary school as well as a limited renovation of the middle school.
- Design Team meetings were held with the design team, HCPSS staff, and the commissioning agent.
- Department of School Facilities staff will review the project and identify known maintenance concerns.

#### Project Bid and Award

- Bidders will provide separate prices for the elementary and middle school work.
- MSDE recommended and supported the bidding format.
- MSDE supported efforts to incorporate “green building concepts” into the design.
- A total of 13 alternates have been constructed to allow flexibility in contract awards if funding is an issue.
- Construction bid date is scheduled for February 2, 2010.
- Contract bid approval by the Board is targeted for February 25, 2010.

#### *Discussion:*

Mr. Manley commented on the informative report and positive aspects of the project.

Mr. Gist assured the Board that the school system carefully screens manufacturers to obtain the best products for construction and renovations.

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*Action:* Mrs. Giles moved acceptance of the construction documents for the Hammond ES/MS Project. The motion was seconded by Mrs. French and approved by the members of the Board (6/0\*).

### **Legislative Report/Legislative Local Bill**

*Presenter:* Mr. Raymond Brown, Chief Financial Officer

Mr. Brown explained that Delegate Miller will request that the Maryland State Delegation consider adopting a bill entitled "Howard County Public Schools Funding Accountability and Transparency Act."

The proposed legislation requires that a website be developed by the Board to provide information on payments of \$25,000 or more in aggregate to a single payee, excluding payments to employees and retirees as compensation. The proposed bill will also require that the website include a search function that allows the public to submit queries based on name and zip code of the payee.

The Board's Legislative Committee agreed to recommend that the Board support the proposed legislation with an amendment that the site be operational by January 1, 2013, for payments made in FY 2010. Subsequent to the Legislative Committee meeting, school system staff determined that the required cost to implement this requirement as proposed in the legislation is less than \$2,000. Therefore, it is recommended that the proposed legislation be approved by the Board without an amendment.

#### *Discussion:*

Mrs. French explained that the fiscal note on Montgomery County's legislation was \$100,000, which is why the amendment was originally proposed. Since HCPSS is able to adhere to the original legislation at a reasonable cost, the amendment has been withdrawn.

Board members commented on the positive aspects of this legislation and noted that the public will have easier access to the information as a result.

Board testimony will be presented to the Delegation on November 24, 2009.

*Action:* Mr. Manley recommended support of the proposed legislation without the amendment. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

**Recess:** The meeting was recessed at 6:24 p.m. and reconvened at 7:32 p.m.

### **Public Forum**

There was no one present to address the Board.

### **Appointment – Community Advisory Council (CAC)**

Mr. Chris Wertman, CAC Chairman, reported on recent activities of the CAC and noted the following:

- HCPSS staff provided a presentation to CAC on academic policies.
- CAC members are involved in various on-going policy committees.
- Support is being provided to the IT Task Force to assist HCPSS staff in evaluating current technology and developing proposals for new uses to support the learning environment.

### **Approval of Attendance Area Adjustment Plans\***

#### **High School Redistricting Decisions for School Year 2010/2011**

*Motion No. 1:*

Polygons 180, 1180, 181, and 1181

*Action:* Dr. Siddiqui moved that Marriotts Ridge HS send to River Hill HS and River Hill HS receive those students in Grades 9-12 and future students who reside at properties with access to Folly Quarter Road from Shepherd Lane to Heritage Hill Lane and all streets that egress to Folly Quarter Road; Jumpers Hill, Mt. Albert Road, and all streets that egress to Jumpers Hill and Mt. Albert Road; both sides of Carroll Mill Road from Triadelphia Road to Folly Quarter Road and all streets with egress to Carroll Mill Road; the north side of Homewood Road from Shepherd Lane to the western boundary of the Farside subdivision, both sides of Folly Quarter Road from Homewood Road to Carroll Mill Road. The motion was seconded by Mrs. French and approved by the members of the Board (7/0\*).

*Motion No. 2:*

Polygons 205, 206, 207, 208, 1205, 1206, 1207, 1208, and 2205

Approved – December 10, 2009

Action: Mrs. Giles moved that River Hill HS send to Glenelg HS and Glenelg HS receive those students in Grades 9-12 and future students who reside on both sides of Triadelphia Road from Maryland State Route 32 to Triadelphia Mill Road and all streets with egress to Triadelphia Road; both sides of Triadelphia Mill Road from Triadelphia Road to Greenbridge Road and all streets with egress to Triadelphia Mill Road; the west side of Greenbridge Road south of Triadelphia Mill Road; both sides of Greenbridge Road south of Triadelphia Mill Road, both sides of Greenbridge Road from Triadelphia Mill Road to Howard Road for any properties with sole access or on streets with egress to Greenbridge Road; both sides of Ten Oaks Road from Howard Road to Triadelphia Road for any properties with sole access or on streets that egress to Ten Oaks Road; both sides of Howard Road from Ten Oaks Road to Triadelphia Road for any properties with sole access or on streets with egress to Howard Road; both sides of Linthicum Road from Howard Road to Triadelphia Road for any properties with sole access or on streets with egress to Linthicum Road; both sides of Sharp Road from Linthicum Road to Triadelphia Road for any properties with sole access or on streets with egress to Sharp Road. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/0\*).

### **Phase Out/Trailing Sibling Decisions:**

This redistricting is associated with the closure of open enrollment exceptions. One was created to address a renovation at Glenelg HS that extended for a prolonged period of time. This renovation is now complete. The other was created to address a small feed at Marriotts Ridge HS from Folly Quarter MS that was expected to be eliminated shortly with the construction of a new western middle school. Updated enrollment projections indicate the school is not needed in the near future. For these reasons, particular phasing measures are considered for the elimination of these exceptions. The inclusion of "Trailing Siblings" is unique and does not set a precedent for future redistricting.

#### *Motion No. 3:*

*Action:* Mr. Aquino moved that students currently enrolled at River Hill HS or Marriotts Ridge HS and residing in neighborhoods that are subject to redistricting effective School Year 2010/2011 may remain enrolled at their current school with bus transportation until the end of

School Year 2012/2013. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0\*).

*Motion No. 4:*

Greenbridge - Polygons 205, 206, 207, 208, 1205, 1206, 1207, 1208, 2205:

*Action:* Mrs. French moved that students who currently reside in an area designated for open enrollment to Glenelg HS on the map entitled "High School Attendance Areas 2009-2010," published December 8, 2008, be granted the option of attending River Hill HS AND be considered "Trailing Siblings," provided they are:

1. In grades 6, 7, or 8 at Folly Quarter MS for the 2009/2010 school year and;
2. Have an older sibling who is enrolled at River Hill HS for the 2009/2010 school year and;
3. They will attend a minimum of one school year concurrently with their older sibling at River Hill HS.

The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0\*).

*Motion No. 5:*

Woodmark Triangle: Polygons 180, 1180, 181, and 1181

*Action:* Mrs. Gordon moved that students who currently reside in an area designated for open enrollment to River Hill HS on the map entitled "High School Attendance Areas 2009-2010," published December 8, 2008, be granted the option of attending Marriotts Ridge HS AND be considered "Trailing Siblings," provided they are:

1. In grades 6, 7, or 8 at Folly Quarter MS for the 2009/2010 school year and;
2. Have an older sibling who is enrolled at Marriotts Ridge HS for the 2009/2010 school year and;
3. They will attend a minimum of one school year concurrently with their older sibling at Marriotts Ridge HS.

The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0\*).

Approved – December 10, 2009

*Motion No. 6:*

*Action:* Mr. Cohen moved that Trailing Siblings choosing to attend River Hill HS or Marriotts Ridge HS be given the same access to bus transportation their older siblings have, as long as no additional cost to HCPSS is incurred. This transportation will cease on the last day of the school year in June of 2013. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0\*).

*Motion No. 7:*

*Action:* Mr. Dyer moved that Trailing Siblings choosing to attend River Hill HS or Marriotts Ridge HS be eligible for participation in extracurricular activities and interscholastic athletic activities. The motion was seconded by Mrs. French and approved by the members of the Board (7/0\*).

*Motion No. 8:*

*Motion:* Dr. Siddiqui moved that Trailing Siblings choosing to attend River Hill HS or Marriotts Ridge HS be subject to the general conditions governing student reassignment (Standard J) in Policy 9000 Enrollment, Residency, Student Assignment and Admission to Pre-K and Kindergarten. The motion was seconded by Mrs. Giles.

Mrs. French further explained the motion by stating that Standard J means that if a student misbehaves or has poor attendance, they can be returned to the original school of their district.

*Action:* The motion was approved by the members of the Board (7/0\*).

Comments from Board Members

Board members expressed appreciation to Mr. Gallihue, staff, and the AAA Committee for their hard work. Appreciation was also extended to the communities for their input and civility during the process.

Dr. Siddiqui asked that consideration also be given in future redistricting scenarios to allow families to stay together in a school. Mrs. Gordon emphasized that the trailing siblings procedure for the 2010/2011 Attendance Area Adjustments only applies to this particular

redistricting and does not set a precedent for Board action in the future.

Mr. Manley expressed appreciation to the students who testified during the public hearing and noted the importance and value of their input.

**Adjournment:** By Board consensus, the meeting was adjourned at 7:53 p.m.

### **Information Items**

- A. Educational Foundation Annual Audit Report
- B. Success of the Athletic Trainer and Teams

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.



OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

November 19, 2009

The Board of Education of Howard County met in closed session on November 19, 2009, at 2:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss the initial negotiation parameters. The motion was seconded by Patricia S. Gordon and approved 5/1 with Mr. Dyer opposing. Persons present: Board members Frank J. Aquino, Chairman; Ellen Flynn Giles, Vice Chairman; Lawrence H. Cohen; Allen Dyer, Esq.; Sandra H. French; and Patricia S. Gordon.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Sydney L. Cousin, Superintendent; Sandra Erickson, Deputy Superintendent; Mamie Perkins, Chief of Staff; Raymond Brown, Chief Financial Officer; Linda Wise, Chief Academic Officer; Mark Blom, General Counsel; Sue Mascaro, Director Staff Relations; and Mike Johnson, Director of Business Systems

Dr. Cousin and staff provided the Board with information related to upcoming negotiations with the HCEA teachers and HCEA ESP units. After discussion, the Board agreed to certain parameters and plans for future action.

Adjourned: 3:15 p.m.

Submitted by: \_\_\_\_\_  
Frank J. Aquino, Chairman  
Board of Education

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

December 7, 2009

The Board of Education of Howard County met in closed session on December 7, 2009, at 12:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Sandra H. French that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss negotiations. The motion was seconded by Lawrence H. Cohen and approved 6-0. Persons present: Board members Frank J. Aquino, Esq., Chairman; Ellen Flynn Giles, Vice Chairman; Lawrence H. Cohen; Allen Dyer, Esq.; Sandra H. French; and Janet Siddiqui, M.D.

Motion to close by: Sandra H. French      Seconded by: Lawrence H. Cohen      Vote: 6-0

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Sydney L. Cousin, Superintendent; Sandra Erickson, Deputy Superintendent; Mamie Perkins, Chief of Staff; Theresa Alban, Chief Operating Officer; Raymond Brown, Chief Financial Officer; Linda Wise, Chief Academic Officer; Mark Blom, General Counsel, and Sue Mascaro, Director Staff Relations

The Board reviewed the current financial picture with the Superintendent and set basic priorities for negotiations.

Adjourned: 1:30 p.m.

Submitted by: \_\_\_\_\_  
Frank J. Aquino, Chairman  
Board of Education

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

**December 10, 2009**

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, December 10, 2009, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank J. Aquino, Esq., Chairman  
Ellen Flynn Giles, Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Janet Siddiqui, M.D.  
Josh T. Manley, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Frank Aquino called the meeting to order at 4:00 p.m., and Alexis Adams, Oakland Mills HS Student Representative, led the group in the Pledge of Allegiance.

## **Election of Board Chairman and Vice Chairman**

Dr. Cousin opened nominations for the office of Chairman. Mrs. French nominated Mrs. Giles for Chairman. There being no other nominations, a single ballot was cast by the Superintendent for the group, and Mrs. Giles was declared duly elected as Chairman of the Board of Education.

Dr. Cousin opened nominations for the office of Vice Chairman. Mr. Cohen nominated Dr. Siddiqui for Vice Chairman, and Mr. Dyer nominated Mr. Manley for Vice Chairman. Nominations were closed, and a secret ballot was cast by each of the Board Members. Dr. Siddiqui was declared duly elected as Vice Chairman of the Board of Education.

## **Public Forum**

There was no one present to address the Board.

## **Approval of Agenda**

*Action:* Dr Siddiqui moved approval of the agenda. The motion was seconded by Mrs. Gordon and approved by the members of the Board (8/0).

## **Superintendent's Report**

Dr. Cousin reported on the status of the in-school H1N1 vaccination clinics and staff furloughs. He also congratulated the following staff and schools:

- Rockburn ES Assistant Principal, Patricia Shifflett, who has been named Maryland Elementary Assistant Principal of the Year by the Maryland Association of Elementary School Administrators.
- Ben Wade, school counselor at Deep Run ES, who has been named Elementary School Counselor of the Year by the Maryland School Counselor Association.
- Bob Talbert, physical education teacher at West Friendship ES, who was selected as Howard County's recipient of the Simon McNeely Award by the Maryland Association of Health, Physical Education, Recreation, and Dance.
- Anna Spring and Justin O'Brien, physical education teachers at Manor Woods ES, whose program has served as a State Demonstration School for three years, which has earned the school Honor Roll status from MSDE and the Maryland Association of Health, Physical Education, Recreation, and Dance.

Mr. Ray Brown, Chief Financial Officer, reported on the formation of a new advisory committee to the Food and Nutrition Services Program. The group will include representation from the Howard County Health Department.

## **Student Representative's Report – Oakland Mills HS**

Alexis Adams, Oakland Mills HS Student Representative, introduced members of the Student Government Association (SGA) Executive Board. Students reported on the symbolization of the school's colors and the meaning of pride, respect, responsibility, integrity, and empowerment to OMHS students.

## **Board Members' Reports**

Board members reported on various school news items, school accomplishments, and their attendance at school-sponsored events.

## **Consent Agenda (Restricted\*)**

Staff Personnel, Bids and Contracts, Operating Budget Monthly Report, and School Construction Reports

*Action:* Mr. Aquino moved approval of the Restricted Consent Agenda. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0\*).

## **Consent Agenda**

Donations and Meeting Minutes – Regular BOE Meeting Minutes of November 5, 2009; Attendance Area Adjustment Work Session II of November 12, 2009; Attendance Area Adjustment Work Session III of November 17, 2009; and Regular BOE Meeting of November 19, 2009.

The minutes of November 17, 2009, were pulled for voting purposes.

*Action:* Mr. Cohen moved approval of the Consent Agenda as amended. The motion was seconded by Mr. Aquino and approved by the members of the Board (8/0).

Minutes of November 17, 2009, Attendance Area Adjustment Work Session III

*Action:* Mrs. French moved approval of the minutes of November 17, 2009. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0/1), with Mr. Manley abstaining.

## **Proclamation: The Alpha Phi Fraternity, Inc., Kappa Phi Lambda Chapter**

This proclamation will be presented to the membership of the Alpha Phi Alpha Fraternity, Inc., on the occasion of the 35<sup>th</sup> Annual Dr. Martin Luther King, Jr., Memorial Breakfast on January 10, 2010.

*Action:* Mr. Manley moved approval of the proclamation. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

### **FY 2009 Audit Report\***

*Presenter:* Mrs. Beverly Davis, Director of Finance

Clifton Gunderson, LLP, performed the external audit of the financial statements of the Board of Education of Howard County as of and for the year ending June 30, 2009 (FY 2009). The Board received an unqualified opinion from Clifton Gunderson, LLP.

As part of the audit, Clifton Gunderson, LLP, issued an Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*. Clifton Gunderson identified one significant deficiency in an internal control over financial reporting.

In addition, Clifton Gunderson, LLP, issued a separate management letter to the Board dated September 30, 2009, providing comments and recommendations for improvement. Staff has included responses to the management letter comments and recommendations and to the significant deficiency in an internal control over financial reporting separately.

Staff recommended that the Board accept the FY 2009 Audit and Management Letter. A status report on the finding and management letter comments will be provided to the Board in April of 2010.

*Action:* Mr. Aquino moved acceptance of the FY 2009 Audit and Management Letter. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0\*).

### **Office of Legislative Audits (OLA) – Financial Management Practices Performance Audit Report**

*Presenters:* Mr. Ray Brown, Chief Financial Officer, and Mr. John Connors, Internal Auditor

Representatives of the state Office of Legislative Audits conducted the audit between August 2008 and April 2009. Similar audits will be conducted in each of the state's 24 school systems over a six-year

period. The audit is designed to evaluate the effectiveness and efficiency of the school system's financial management practices by reviewing 11 functional areas.

*Highlights:*

- There were no weaknesses cited in the areas of Human Resources and Payroll.
- The audit identified 25 Best Practices in six different functional areas.
- The auditors made 21 recommendations to enhance controls and processes.

*School Board Operations and Oversight:*

Recommendation 20 consisted of the following three items:

1. The Board should consider expanding the scope of the Internal Auditor's work to include significant financial areas other than school-based activities.
  - Internal Auditor and Chief Financial Officer will suggest revamped approach at the March 17, 2010, Audit Committee Meeting.
2. The Board should also consider establishing a confidential hotline, with formal follow-up procedures, and an employee whistleblower protection policy.
  - The Superintendent issued Circular No. 42 to all employees.
    - Requires employees to report fraud.
    - Establishes protection from reprisal.
3. The Board should receive and review critical key financial and operational performance measure data on a periodic basis.
  - Staff will complete study by May 2010 and make recommendations to the Board.

The Board's Audit Committee will be kept apprised of progress at quarterly meetings. All actions should be completed by the end of this fiscal year.

*Discussion:*

Board members expressed appreciation and congratulations to staff for their hard work and accomplishments.

Discussion involved Recommendation 20 and how the Board should address the OLA suggestions.

Although Board members agreed with the concept of expanding the scope of the Internal Auditor's work, questions concerning the availability of financial resources to support expansion were raised.

Mr. Brown stated that a recommendation will be brought to the Board's Audit Committee and subsequently to the Board that will reflect a revised Audit Plan for 2011. This plan will take into account the audit recommendations.

Mr. Dyer indicated a need for the Board to take movement towards accomplishing the three subsections in the recommendation and asked that the Board consider expanding resources for the Internal Auditor for next year. Other Board members expressed concerns about budget constraints.

Mr. Dyer also asked that the Board take action to establish a whistleblower protection policy and confidential hotline.

Several Board members spoke about the need to address some of the recommendations through existing Board policies and to address those requiring additional funding during the Board's budget process. It was pointed out that Circular No. 42 was developed to address issues related to fraud and reporting.

*Motion:* Mr. Dyer moved that the Board change the policy review calendar to give priority to the legislative audit recommendation. The motion was seconded by Mr. Manley.

*Discussion:*

Staff pointed out that the Superintendent will provide testimony to the State Legislative Committee regarding the recommendations and the school system's responses. It was also noted that a response to the recommendations is not a requirement, but any action that is being considered or that has taken place will be shared at the time testimony is presented.

A suggestion was made that the review committee for the new Ethics Policy discuss the audit and consider the most appropriate way to address the recommendations.



Concern was expressed that the motion was too broad, and Mrs. Giles asked that the motion be restated.

*Motion:* Mr. Dyer moved that the Board give priority treatment to those policies that are supposed to deal with the Board's response to Recommendation 20.

Mr. Dyer also suggested that a policy directly associated with the whistleblower provision recommendation be developed if it is determined that the recommendations cannot be addressed either through existing policy or through the Ethics Policy.

Mrs. Erickson pointed out that the Board gives direction to all policy committees when the charters come for approval and stated that it is within the Board's purview to ask the established committee to look at the recommendations during their deliberations. By consensus, the Board can take action to provide direction to the policy committee.

Mr. Dyer emphasized the need for a more rapid response and to give policy priority to responding to the suggestions in Recommendation 20.

*Action:* Mr. Dyer's motion was defeated by a vote of 2/6, with Mr. Aquino, Mr. Cohen, Mrs. French, Mrs. Giles, Mrs. Gordon, and Dr. Siddiqui voting no.

*Action:* Mrs. French moved that the Board affirm Circular No. 42, dated September 4, 2009, and charge all future Board committees to look at all recommendations from the OLA to see whether or not they can or should be incorporated into policy. The motion was seconded by Mr. Aquino and approved by the members of the Board (8/0).

Mr. Brown stated that the best practices identified in the audit have been summarized and will be provided to the Board and posted on BoardDocs.

Mrs. French commended Mr. Mike Johnson, Business Systems Director; Mrs. Mamie Perkins, Chief of Staff; and Mr. Kirk Thompson, Human Resources Director, for audit results in the areas of Human Resources and Payroll where 25 best practices were identified and no areas were cited for improvement.

Mrs. French also expressed appreciation to the Transportation Office for keeping bus ride times a priority rather than only considering

efficiency in cost per pupil. Ride times for general education students are kept at 45 minutes or less if possible, and ride times for special education students are capped at one hour.

In response to Mrs. French, Mr. Brown stated that the new Nutrition Advisory Council will perform a comprehensive study of the free and reduced meals (FARM) breakfast program and expanding opportunities to additional schools in FY 2011.

Mr. Dyer asked that the Board vote on the recommendation to expand support for the Internal Auditor in the school system's budget.

*Motion:* Mr. Dyer moved that the Board request that consideration be given to expanding the resources of the Internal Auditor in order to comply with Recommendation 20. Mr. Aquino seconded the motion.

*Discussion:*

Several Board members indicated that increasing support for the Internal Auditor should be addressed during the FY 2011 budget process. Concerns were expressed about setting a precedent for this or other program and/or personnel discussions at any point outside the budget process.

Mr. Dyer noted that the budget process has already begun and stated his desire that Recommendation 20 be addressed as part of the Superintendent's process for developing the budget.

*Action:* The motion was defeated by a vote of 1/6\*, with Mr. Aquino, Mr. Cohen, Mrs. French, Mrs. Giles, Mrs. Gordon, and Dr. Siddiqui voting no.

## **Elementary Educational Specifications**

*Presenters:* Mrs. Marie DeAngelis, Director of Elementary Curricular Programs, and Mrs. Marion Miller, Administrative Director for Elementary Schools

Staff presented recommendations of the committee that was convened by the Superintendent to review and revise the educational specifications for construction of new elementary schools. The committee was asked to determine the optimal size of an elementary school and to incorporate specifications for a Pre-K program and a Regional Early Childhood Center (RECC).

The committee recommended a capacity of 600 students as the optimal size for an elementary school based on staffing considerations and program provisions. Based on the staffing formula, the number of classrooms at each grade level would be as follows:

Kindergarten	5 Classrooms of 22 students	110 students
Grades 1 & 2	10 Classrooms of 19 students	190 students
Grades 3-5	12 Classrooms of 25 students	<u>300 students</u>
	TOTAL CAPACITY:	600 students

Additional Classrooms:

Pre-K	2 Classrooms of 20 in AM & 20 in PM	80 students
RECC	2 MINC Classrooms/12-15 in each	24-30 students

After considering details from the 2003 General Educational Specifications for HCPSS, the committee recommends continuing to include mini-auditoriums and self-contained classrooms, rather than pod configurations. The committee also recommends that the school system continue to consider the feasibility of multi-story structures.

Proposed Timeline:

Public Hearing: January 28, 2010

Board Action: February, 25, 2010

Effective Date: July 1, 2010

*Discussion:*

Board members discussed the size of the new prototype elementary school recommendation compared to current Howard County elementary schools. Dr. Cousin explained that some elementary schools were built at a time when the budget for school construction was being reduced by 10 percent, which resulted in the size of the buildings being reduced by 10 percent. Mrs. Gordon stated that student capacity in an elementary school should allow for a nurturing environment, which would also allow staff to know each student personally.

Staff discussed replacing extended learning areas with a mini-auditorium in the new prototype elementary school. A mini-auditorium would allow for large group-type activities.

Board members and staff discussed various issues related to elementary school size and the positives and negatives associated with different capacities.

The Board requested additional information on the following:

- A separation of square footage amounts for classrooms and lavatories.
- Details regarding uses for the mini-auditorium and possible recommendations for the location of this rooms within the building.
- Additional uses of gymnasiums other than physical education classes.
- Details regarding size and provisions for an alternative education classroom.
- Building configurations for various site sizes.
- How to address extended learning rooms in terms of school capacity.

By consensus, the Board agreed to schedule a public work session to discuss the proposed educational specifications in greater detail after receiving public input on the recommendations.

### **Policy 2010 Student Representation**

*Presenters:* Ms. Ronnie Bohn, Project Support Specialist, and Mrs. Fran Albert, Policy Specialist

*Highlights of Previous Revisions:*

#### Policy Revisions

- Clarifies the Policy Statement to show that the Board of Education supports the Student Member and the Student Representatives in their roles of sharing the student voice.
- Reinstates the term “regularly” to describe the enrollment status of the Student Member.
- Aligns Policy 2010 with the Annotated Code of Maryland, Education Article §3-701.
- Clarifies the standard that covers the Student Member receipt of information.
- Adds a standard to clarify the Student Member’s responsibility, in consultation with his/her parents, in deciding absences from school for Board events.
- Clarifies the Board’s obligations when the Student Member travels to conferences.

- Adds a standard that addresses how the position is filled if the Student Member is unable to complete the term and the person receiving the second number of votes is also unable to fill the position.
- Implementation Procedure Revisions
- Distinguishes between being eligible to run for Student Member and being a qualified candidate for the position.
- Clarifies that sophomores and juniors can apply to become a candidate for the position of Student Member to serve in their junior or senior year.
- Changes language in the scoring rubric from "Participation in SGA and/or HCASC" to "Understanding the function of SGA and/or HCASC."
- Clarifies that Student Representatives must be regularly enrolled in HCPSS schools.
- Clarifies that the Student Member establishes the schedule for student representatives to report to the Board.

*Presentation of Additional Proposed Revisions:*

Ms. Bohn explained that additional feedback from the Board has also been incorporated into the policy documents for Board approval.

Mr. Dyer and Mrs. French suggested that the Board be given time to review and discuss the new recommendations and postpone action until the next Board meeting. Ms. Bohn emphasized the need to have the revised policy in place for the next election process, which begins January 15, 2010.

By consensus, the Board members agreed to newly proposed revisions to the Policy Statement, Purpose, and Definitions.

Under Standards, additional language was proposed to address nomination and election processes that would be put into place in the event that only one candidate applies for the position of Student Member. The proposed language would eliminate the need for an election if only one candidate ran for the Student Member position.

Board members discussed numerous issues related to the proposed language and expressed varying points of view on the subject. Lost instructional time and costs of running an election were noted, but Mr. Dyer, Mrs. French, and Mr. Manley indicated the need for an election in any event. Mr. Manley noted the importance of giving

students the opportunity to participate in a democratic process. He expressed concerns with students not having a voice in choosing the student who will represent their views.

Ms. Bohn pointed out that language in the Implementation Procedures states that the nomination process would still be implemented before one candidate was automatically appointed as the Student Member. It was also noted that the election process would have to be repeated in the event that no candidate met the qualifications for the position.

The following language was suggested as an alternative to the proposal: "The Student Member will be elected by a majority of votes cast by student voters countywide."

After discussing particular language regarding the Student Member's attendance at closed meetings, Board members agreed to include verbatim language from the statute for clarification purposes. In addition, it was noted that language pertaining to confidentiality of information may also need to be addressed in Policy 2000 School Board Governance so that it is clear that the restrictions apply to all Board members, not just the Student Member.

Ms. Bohn pointed out that much of the language placed in this policy is included so that both parents and students clearly understand the responsibilities of the Student Member before making a commitment to the position.

*Motion:* Mr. Aquino moved acceptance of Policy 2010, with the changes as discussed. The motion was seconded by Mr. Cohen.

*Discussion:*

Mr. Dyer continued to express concern regarding particular language related to the Student Member election process. He stated his opposition to the policy as proposed and indicated his preference that the vote be tabled until a better alternative could be developed.

Mrs. French stated that she was uncomfortable with expediting the proposed revisions and asked that the policy either be brought back to the Board in final form for affirmation at the next Board meeting or that the policy with newly incorporated revisions be reviewed and approved by the Board's Policy Committee.

Mrs. Giles noted that the major changes made were to incorporate language from statute and indicated her willingness to approve the policy with the provision that the Board's Policy Committee ensure that the changes discussed have been incorporated before the policy goes into effect.

Mr. Manley expressed appreciation to the policy review committee for the work that has been put into the revisions but stated that he could not vote on this policy as it stands. He noted that he continues to have concerns that have been expressed to both the Board and to many students. He has received feedback from students that show they are uncomfortable with certain provisions, and for that reason he could not support the policy as currently written.

*Action:* The motion to accept Policy 2010 was approved by a vote of 5/2/1, with Mr. Dyer and Mr. Manley voting no and Mrs. French abstaining.

Mrs. Giles emphasized that the final version of the policy will be reviewed by the Board's Policy Committee prior to publication. Board members expressed appreciation to the policy review committee for their work.

## **Policy 9080 Interscholastic Athletic Activities**

### *Highlights of Initial Proposal:*

#### Policy

- Updates language in the Policy Statement to emphasize an education-based interscholastic athletic program.
- Adds a Purpose statement.
- Replaces regulations with revised standards.
- Adds a definition for Allied Sports.
- Lists the goals for students participating in the interscholastic athletic program as Standard A.
- Moves the authorization statement from Implementation Procedures to Standard G.
- Adds a Compliance Statement.
- Updates references in the Policy.

#### Implementation Procedures

- Updates the list of topics included in the annual Interscholastic Athletic Handbook.

- Describes the Interscholastic Athletics Advisory Committee (IACC).
- Lists the Board-approved athletic teams.
- Lists the sports which are not sponsored by HCPSS.
- Updates the list of topics included in the annual Interscholastic Athletic Handbook.
- Lists the sports which are not sponsored by HCPSS.

Proposed Timeline:

- Public Hearing – January 14, 2010
- Action – February 11, 2010
- Effective Date – July 1, 2010

**Recess:** - The meeting was recessed by the Chairman at 7:32 p.m. and reconvened at 8:04 p.m.

**Public Forum**

There was no one present to address the Board.

**PTA Council of Howard County (PTACHC) Monthly Report**

Mr. John Hannay, PTACHC President, reported on recent activities of the council.

**Public Hearing – Policy 6020 School Construction Program**

Mr. John Hannay, PTA Council of Howard County (PTACHC)

- Thanked the Superintendent and staff for their willingness to include some of the recommendations from the PTA.
- Suggested how the council's remaining recommendations might be incorporated.
- Stated that PTACHC is willing to work with Department of Education staff and community stakeholders to articulate the recommendations.

Mr. Chris Wertman, Chairman, Community Advisory Council (CAC)

- Commended the Board on improvements to the policy.
- Supported the PTA's recommendations for additional improvements.
- Expressed concern that specific procedures were left out of the policy, without the legal authority of the Board.



Ms. Veronika Carella, PTACHC Representative on Policy 6020 Review Committee

- Expressed concern that committee members did not receive reference and resource materials until after the committee had completed its work.
- Asked the Board to consider adding measurable safety standards to the policy.
- Stated that the newly proposed version of the policy does not address critical items that were previously testified to by the PTACHC, that it does not include the COMAR reference to Compulsory Attendance, and it does not allow for timely stakeholder walkthroughs with reports going back to the Board.
- Indicated the need for a list of best construction/design practices for any HCPSS construction or renovation project.

**Public Hearing – 2010/2011 Proposed School Calendar**

Mr. Sean McGowan, Parent

- Expressed concern with the value of the school year stretching into June and favored options that result in ending the school year earlier.
- Stated that the topic of personal travel does not belong in the calendar discussion.
- Asked the Board to consider a previous statement that was made indicating that the quality of academic instruction is greater before June 1 as compared to after June 1.

Ms. Leslie Kornreich, Parent

- Commented on the disruption created by half days and Professional Development days.
- Asked the Board to consider shortening Spring Break.

Mr. Chris Wertman, Chairman of the CAC to the (HCPSS)

- Commented on the half days and resulting childcare problems.
- Expressed concern with how far the school year stretches into June.
- Asked to have snow days built into the calendar.

**Policy 8080 Acceptable Use of Computer Technology**

*Presenters:* Mr. Michael Borkoski, Technology Officer, and Mr. Nick Vissari, Technology Security Analyst

*Highlights of Initial Proposal:*Policy

- Updates language in the Policy Statement, adding the need for protection from unauthorized access, modification, destruction, or distribution.
- Adds safety and proper use of technology to the Purpose statement.
- Adds definitions for account credentials, computer system, network infrastructure, online resources, technology, and the Technology Security Analyst.
- Adds language in the standards regarding personal use of HCPSS technology, users' responsibilities, and approval processes.
- Re-orders the Compliance statement section, adding the Technology Security Analyst, supervisors, and the Director of Human Resources.
- Updates references in the policy.
- Replaces "Computer Technology" with "Technology" in the policy title and throughout the Policy and the Implementation Procedures.

Implementation Procedures

- Clarifies the processes for dissemination of information regarding the provisions of this policy.
- Updates language that specifies responsibilities for all users, for employees, and for students.
- Removes section for "Individual Technology Accounts" and incorporates the information throughout the Implementation Procedures.
- Updates the section regarding violations of policy to include roles for administrators, supervisors and for the Technology Security Analyst.

Proposed Timeline:

- Public Hearing – January 14, 2010
- Action – February 11, 2010
- Effective Date – July 1, 2010

Mr. Borkoski noted that the July effective date will allow time for educating staff and students on the new provisions of the policy.

*Discussion:*

Mr. Vissari explained that this policy only addresses HCPSS cell phones as part of technology. Cell phone use by students must be addressed in a separate policy.

Approved – January 14, 2010

OAH-DYER-000522

Mr. Manley stated that the restrictions on HCPSS technology are very broad and prevent access to many websites that have an educational purpose. He asked that the policy review committee look at the pros and cons of expanding access to various websites.

Mr. Vissari stated that some sites are blocked due to compliance with the Children's Internet Protection Act (CIPA), and others are not accessible due to a technical inability to provide the service to the schools. Staff is considering major improvements to the HCPSS network that will provide resources requested by teachers in a timely manner for inclusion in their lesson plans. The importance of protecting students was emphasized.

Mr. Borkoski explained that the school system is currently in a cooperative effort with the county to build a Howard County telecommunications network to increase speed capacity to schools. This will provide not only online streaming but also distance learning opportunities within both the county and the state.

Mrs. French noted the importance of including students in the Policy Statement and in the definition of User. In addition, she suggested that a standard be added indicating that all users are expected to use HCPSS technology in an ethical and civil manner.

Mrs. French requested a copy of the user guidelines as referenced in the policy.

Mrs. French also expressed concern regarding language relating to independent online searches being allowed for all students with parental permission. She emphasized the need to protect young children and asked that access with parental permission only be granted for students in high school. All younger students would not be allowed to search the internet independently, as originally stated in the policy. Mrs. French also suggested that language that addresses violations of the policy be placed more prominently in the document.

### **Policy 3040 Technology Security (new)**

#### *Highlights of Initial Proposal:*

#### Policy

- States the Board of Education commitment to providing a clear and consistent technology security plan throughout HCPSS.

- States that HCPSS will ensure compliance with all local and regulatory mandates.
- Establishes standards that clearly delineate technology requirements.
- Establishes that all staff will comply with the expectations for a secure technology environment.
- Sets a standard for access control.
- Clarifies physical security for all data centers, main distribution frames, and intermediate distribution frames.
- Adds compliance statements for the Superintendent, school principals, the Technology Security Analyst, and supervisors.
- Adds references – legal and local.

#### Implementation Procedures

- Specifies guidelines for annual announcements and dissemination of information regarding technology security procedures.
- Clarifies regulations regarding electronic communications.
- Includes guidelines for online testing.
- Clarifies security vulnerability assessments.
- Separates employee user guidelines from student user guidelines.
- Discusses reporting procedures in the case of a suspected violation of this policy.

#### *Discussion:*

It was noted that policies impacting students are generally implemented at the start of the school year due to ensure that students and staff start out with the same expectations.

Mr. Borkoski pointed out that this policy addresses many of the recommendations noted in the Legislative Audit as well as the audit conducted by Clifton Gunderson, including:

- Asset management.
- Security practices and disaster recovery.
- Safe-guarding application and data systems by restricting access.
- Ensuring that all systems are maintained and running up-to-date software.
- Restricting physical access controls in the schools as well as in the data center.

Mrs. French asked that consideration be given to including a standard in the policy stating the expectation that all users of HCPSS technology will respect and observe technology security requirements. She also indicated a need for discussion regarding the establishment of

guidelines for the acceptable use of technology and where the responsibility lies for the development and/or approval of those guidelines.

### **Quarterly Agenda, January-March 2010**

*Presenter:* Mrs. Kathleen Hanks, Administrative Specialist to the Board

Mrs. Hanks presented the proposed Quarterly Agenda for January - March 2010 for the Board's review. Action is scheduled for December 17, 2009.

**Adjournment** - By Board consensus, the meeting was adjourned at 8:04 p.m.

### **Information Items**

- A. Policy 2050 Implementation Procedures, Advisory Committees to Staff and Schools
- B. Policy 8030 Implementation Procedures, Graduation Requirements

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

December 17, 2009

The Board of Education of Howard County met in closed session on December 17, 2009, at 3:15 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Allen Dyer, Esq., that the Board invite the Student Member to attend the scheduled closed meeting. An invitation by a majority of the elected Board is required for Student Member attendance at a closed session addressing issues on which the Student Member is prohibited from voting under Maryland statute. Lacking a second, the motion failed. A second motion was then made in public in the Board Room by Frank J. Aquino, Esq., that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss legal advice regarding a number of personnel matters involving an employee discipline appeal and pending litigation and a collective bargaining issue. The motion was seconded by Sandra H. French and approved 6-0-1, with Mr. Dyer abstaining. Persons present: Board members Ellen Flynn Giles, Chairman; Janet Siddiqui, M.D., Vice Chairman; Frank J. Aquino, Esq.; Lawrence H. Cohen; Allen Dyer, Esq.; Sandra H. French; Patricia S. Gordon, and Josh T. Manley, Student Member - present for the motions, but ineligible to vote on the motions or to attend the closed session, under the terms of Maryland statute.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Ms. Judy Bresler of Carney, Kelehan, Bresler, Bennett & Scherr LLP, as the Board's counsel.

The Board received advice from counsel on two pending personnel matters.

1. In the matter regarding pending litigation and a collective bargaining issue, the Board agreed to the Plaintiff's request to a joint filing for dismissal of their pending Circuit Court request for judicial review , and further agreed to waive the time limit for hearing this issue as an administrative appeal under 4-205.
2. In the matter regarding the determination of appeal proceedings for a specific employee disciplinary appeal, the Board determined that they would conduct a paper appeal in the matter.

Adjourned: 4:05 p.m.

Submitted by: \_\_\_\_\_  
Ellen Flynn Giles, Chairman  
Howard County Board of Education

Approved – March 11, 2010

OAH-DYER-000526

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

December 17, 2009

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, December 17, 2009, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Josh T. Manley, Student Member (left at 5:05 p.m.)

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Linda Morgan, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 4:07 p.m., and John Timmons, Hammond HS Student Government Association (SGA) President, led the group in the Pledge of Allegiance.

## Public Forum

Mr. Larry Walker, Howard County community member, spoke on the importance of including adequate space for school facilities regarding the redevelopment plans for downtown Columbia.

Ms. Ursula Kondo, Howard County community member, pointed out that in the past, when a new community was developed, problems arose when decisive plans for new schools were not made at the onset of development. She urged the Board members to request a school site well in advance.

Mr. Allen Kline, of the Coalition for Columbia's Downtown, expressed his concern with the volume of residential units in the new development and cited a provision in state law that requires developers to provide school sites.

## **Approval of Agenda**

The following changes were made to the agenda:

- Move Item 6.I. Downtown Columbia Plan to Item 6.A. (change from Report to Discussion/Action)
- Delete Item 3.B. Closed Meeting Minutes
- Delete Item 4.B. Regular Meeting Minutes

*Action:* Dr. Siddiqui moved approval of the agenda as amended. The motion was seconded by Mr. Aquino and approved by the members of the Board (8/0).

## **Superintendent's Report**

Dr. Cousin reported that Ellicott Mills MS was selected as a 2009 Maryland Blue Ribbon School. He announced that over \$9,600 has been raised for the Bright Minds Foundation through staff contributions to the United Way Campaign. He also congratulated River Hill HS coach Earl Lauer for being named the Washington Post's Girls Cross Country Coach of the Year.

## **Student Representative's Report (Hammond HS)**

John Timmons, Hammond HS SGA President, reported on past and present achievements at Hammond HS, including the school spirit club called the Golden Bear Project (GBP). He also spoke about how appreciative the students are for the renovations that have taken place at Hammond HS.

## **Board Members' Reports**

Mr. Manley reported that the Maryland Youth Advisory Committee (MYAC) met and chose two legislative proposal issues for the 2010 General Assembly session:

- The MYAC will work with Comptroller Peter Franchot to pass a bill that will make financial literacy courses a statewide graduation requirement.
- The MYAC will work with local county delegations and local boards of education to add student members on boards of educations and/or expand voting rights for student members with partial voting rights.



Mr. Manley also mentioned that the Harford County Board of Education voted unanimously to support legislation that would change the Annotated Code of Maryland Education Article to give partial voting rights to their Student Representative of the Board of Education. Harford County also implemented Mr. Manley's recommendation to the current Student Representative that all partial voting student members be directly elected by 6-11 graders (only the third county to do so after Montgomery and Howard).

Mr. Manley congratulated Josh Michael (Centennial HS graduate and former state Student Member 2005-2006) and Mr. Roger Plunkett (former HCASC advisor with first Student Member, Andrew Gavelek, 2007-2008) for using their experiences in getting voting rights in Howard County to expand voting rights into other counties.

Mr. Aquino reported that he and Dr. Cousin attended and spoke at the Leadership Howard County's Premier Class of 2010 program.

### **Consent Agenda (Restricted\*)**

#### Bids and Contracts

*Action:* Mr. Cohen moved acceptance of the Restricted Consent Agenda. The motion was seconded by Mrs. Gordon and approved by the members of the Board (6/0\*). (Mrs. French was not present for the vote.)

### **Consent Agenda**

#### Donations

*Action:* Mr. Manley moved approval of the Consent Agenda. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0). (Mrs. French was not present for the vote.)

### **Bridge to Excellence: Goal 1 Progress Report**

*Presenters:* Mr. Jose Stevenson, Director, Student Assessment and Program Evaluation; and Mr. Scott Ruehl, Principal, Mt. Hebron HS

Mr. Stevenson highlighted the student achievement trend data in the annual Bridge to Excellence Goal 1 Report. Specifically, he reported that from 2003 to 2009, the percentage of students in Grades 3 to 8 scoring proficient or advanced in reading increased from

81 percent to 92 percent – an 11-percentage point increase. Student groups showed even more impressive percentage point gains in reading in that same time span:

- African American students increased by 21.
- Hispanic students increased by 24.
- English Language Learners (ELL) increased by 34.
- Students receiving free and reduced meals (FARM) services increased by 24.
- Special Education students increased by 22.

From 2003 to 2009, the percentage of students in Grades 3 to 8 scoring proficient or advanced in mathematics increased from 75 percent to 88 percent – a 13-percentage point increase. Student groups showed even more remarkable percentage point gains in mathematics from 2003 to 2009:

- African American students increased by 24.
- Hispanic students increased by 21.
- English Language Learners increased by 14.
- Students receiving FARM services increased by 25.
- Special Education students increased by 22.

Mr. Stevenson also noted that every middle school had more than 94 percent of the students taking algebra in middle school pass the High School Assessment (HSA) on the first attempt; 15 of the schools had 100 percent passing. The Class of 2009 had 99.8 percent of students meeting the HSA graduation requirement. No student failed to graduate because of the HSA requirement. The Class of 2010 already has a 97 percent pass rate on the HSA graduation requirement.

Mr. Stevenson introduced Mr. Scott Ruehl, Principal of Mt. Hebron HS, who shared strategies his staff uses to increase the number of students taking Advanced Placement (AP) classes and ultimately scoring higher on AP exams.

*Discussion:*

Mr. Manley asked if any crucial or necessary strategies versus strategies particularly important to a certain school were discovered during the research for this report. Mr. Stevenson said that research shows that when it comes to improving enrollment of students in Gifted and Talented (GT) programs or any programs in general, the role of parents is fundamental. The participation of parents in their student's education is critical.

Mr. Manley inquired about SAT participation and what other, if any, standards have been proven to provide results to test readiness for college. Ms. Erickson pointed out that standards are set by the District Planning Team, and the possibility of adding the SAT and/or ACT to the standard will be reviewed. Further discussion revolved around the State's minimum requirement of meeting the standard and the self-imposed higher standards of HCPSS.

Board members and staff discussed student participation in GT programs. It was noted that strategies for increasing participation in the GT program include strong community and parent involvement.

### **Downtown Columbia Plan – Input to County Council**

*Presenters:* Mr. Joel Gallihue, Manager of School Planning; and Ms. Marsha McLaughlin, Director, Howard County Department of Planning and Zoning (DPZ)

The Howard County Council is considering a plan that would bring 5,500 new residential units, 1.25 million sq. ft. of retail space, and 5 million sq. ft. of office space to Downtown Columbia. If approved, two pieces of legislation will amend the county's general plan and zoning regulations to provide for the development project.

Mr. Gallihue stated that the goal is to identify a process that balances the developer's need for a structured, consistent set of procedures with the school system's need to ensure the availability of new school sites, if warranted.

Mr. Gallihue noted that HCPSS staff has been coordinating with the Department of Planning and Zoning (DPZ) and General Growth Properties (GGP) for some time to consider all options. A key area of collaboration was the provision of pupil generation yields so DPZ could model fiscal impact. Staff also has worked with DPZ and GGP on a preliminary evaluation of sites and options.

#### *Discussion:*

Ms. McLaughlin explained that the Community Enhancements Programs and Public Amenities (CEPPA) chart references the roster of required amenities, infrastructure, and studies that must be provided at various stages in the phasing of this development. CEPPA requirements become one of the decision criteria that will be used

when the final development plan for a particular neighborhood comes forward. DPZ will check to see whether the milestones contained in the list of obligations in the general plan have been met. These requirements will also be checked a second time at the site plan stage and on a regular basis throughout the process to ensure that plans include school system accommodations when particular thresholds have been met.

Mr. Dyer asked about the timing related to school sites and if there are any reasons why those sites should not be set aside and transferred to the school system at this time

Ms. McLaughlin stated that in looking at comparable developments in Montgomery County and Northern Virginia, the pupil yields are fairly low and pupil yields in the existing apartments in downtown Columbia are also very low. Even if the analysis dictates that over time, changing economic conditions yield more families living in the downtown area, the question is whether it will truly be necessary for another school site in addition to the three existing sites already provided by HRD (Howard Research and Development) to the school system.

Mr. Dyer expressed concern with the scarcity of undeveloped property currently available in downtown Columbia and indicated that if sites are set aside and not needed, they can be declared surplus and returned to the county. He questioned why the sites shouldn't be ready now to anticipate future needs.

Ms. McLaughlin stated that HRD is not comfortable with committing to a fourth school site at this time. She stated that the school system has the right to reserve a site, and one option would be to put a reservation on a site when GGP provides the first development plan. With the current economy, it is difficult to predict when development of the area will get to the 500-unit threshold, where enough information about pupil yields is available. Ms. McLaughlin emphasized that the Board could put a reservation on a school site location at the very beginning of the process if desired.

Ms. McLaughlin explained that the proposed development may be a 30-year plan, and it is unknown how long it will take for the 5,500 residential units to come on line. There is a phasing schedule that includes minimum amounts of residential and non-residential development in each of the three phases. As currently proposed by GGP, most if not all residential units could be developed in the first two

phases, which may occur as early as 20 years. Because of the uncertain economy, structuring the requirements for committing to community enhancements and facilities is intended to tie the requirements to the actual number of units developed. That is the basis for completing the study as soon as 500 units are developed, which will provide enough pupil yield information to determine if a new school will be needed or not. Once the pupil yield information is available, the school system can make a decision about whether a new school is needed or students can be accommodated by redistricting or construction of an addition to an existing school. Ms. McLaughlin also noted that as existing neighborhoods turn over, more students may be showing up in the western part of Columbia regardless of downtown development.

Mr. Aquino expressed his opinion that the residential units planned for the downtown area would probably sell at a quick pace ~~and~~ due to the situation of people needing housing and wanting to live in a desirable area, and that could mean that more children would come out of the development than anticipated. He indicated the need to be cautious and reserve a school site as early as possible in the process, with the understanding that the property would only be utilized if needed.

Mr. Aquino noted that prospective buyers with children or those planning on children in the future are more likely to buy property that is near a school. He indicated the need for people to know whether a school will be built near this development or not and the school system should keep the options open to ensure that a site is available when or if needed.

Dr. Cousin agreed with Mr. Aquino and pointed out the fact that there are going to be some students generated from the development, but how many and when is the question. He emphasized the need to develop a process that will allow for a flexible solution. The solution may be a new school on a site different than the three currently available, or it may be to provide additions or modifications to existing schools, or a combination of things, including redistricting. He noted the importance of having all options and flexibility as early in the process as possible. Dr. Cousin also pointed out that although it is still unknown when the site development plan will be submitted, the housing units will generate students at some point.

Mrs. French agreed that a process is needed but also indicated that the Board needs to say that at least one additional school site is

needed. She stated that based on projection models, 5,500 residential units could yield 495 elementary students. She noted that it is quite possible that over 20 years, 500 students could easily be absorbed, but the need for at least one additional school site must be communicated to the County Council as well as to the developer for planning purposes.

Mr. Cohen stated his preference of designating a school site now but asked about the disadvantages of doing so. Mr. Gallihue stated that the designation of a site that is subsequently not needed affects future development. He also pointed out that the school system currently has other sites that have been available and unused for 25 years. He indicated that developing a process that is connected to when units come on line allows the school system to reserve a site when needed within the proper timeframe. Mr. Cohen expressed concern that the process might result in not having a site reserved when the need arises and felt that it would be better to have a site and not need it than the reverse situation.

Mr. Gallihue stated that in the worst-case scenario, the yield of 45-50 students at the elementary level (with the development of 500 units) would not warrant a new school, and those students could be accommodated by other means such as relocatable classrooms and/or redistricting. That phase in the development would be a good point to start capital planning for a new school and work on acquiring a site if needed. Mr. Gallihue also pointed out that by including decisions points in the CEPPA chart, there will be additional opportunities for the Board to ask that a school site be reserved throughout various phases of development.

Mrs. Giles pointed out that the proposed process would allow for the identification of a school site if the pupil yields indicate a need before development could proceed.

Dr. Siddiqui spoke about the need to consider the vision for the proposed community and the possible need to combine county resources in terms of libraries, schools, recreational facilities, etc. She also agreed that a school site may be needed in the downtown area and pointed out that busing students to other schools may not be attractive to some buyers.

Dr. Cousin stated that a minimum of three years is needed for the planning and construction process for an elementary school, and identification of a site should come prior to that cycle.

Mrs. Giles stated that not all residents want to live near a school and noted the importance of knowing the vision for marketing and the physical placement of different phases of this development. She pointed out that without knowing those variables, it is difficult to determine where the student yields will come from, where the school should be situated, and/or where additional students will be drawn from to populate a new elementary school.

It was noted that the specific site location is not being requested by the county at this time, but at some point that identification will be necessary. The type of site needed will require further study, which fits with the Columbia Schools Analysis.

Board members agreed that it would be prudent to expect a minimum of one school site for the development. Mr. Gallihue stated that in the past, site reservation versus HCPSS ownership has been used. A concept map in the plan could indicate a potential site, which could be a precursor to HCPSS ownership.

Dr. Cousin asked Mr. Gallihue to speak about middle and high school needs. Mr. Gallihue stated that the projections indicate the need for redistricting at Wilde Lake MS, regardless of downtown development. The need for an additional middle school in that area is not indicated even with the proposed development, but it may be necessary to construct an addition at the middle school. At the high school level, Wilde Lake HS is more capable of absorbing the impact of the downtown development. In later years, redistricting Wilde Lake HS may be necessary, but current information does not lead to the projection of needing new high school capacity.

Mr. Gallihue pointed out that Running Brook ES (RBES) is most directly connected with the proposed development and includes the entire Town Center proposal. RBES will probably require redistricting or some other accommodation even without the new development, which warrants the need for the proposed staged process that allows for the measurement of the actual development impact early in the process for inclusion in capital planning decisions, site acquisition, etc. Mr. Gallihue also noted that some current elementary school models (two-story buildings) also have the flexibility of being utilized as middle schools as neighborhoods age.

Board members discussed specific language to be included as part of the developmental process checkpoints as part of the general plan

and zoning regulations. Mr. Dyer expressed his desire to request that a site be donated by GGP to the school system prior to the issuance of any building permits.

Dr. Cousin stated that this issue can be addressed by including language stating that each stage of the process requires Board approval. He emphasized that up until recently, the school system has not been included as part of the land development process. He also pointed out that the school system wants to make sure that the requirements are enforceable, that development will not proceed without meeting school site requirements if determined as necessary, and to ensure that the Board is involved in the process.

By consensus, the Board authorized the Chairman to prepare a letter to the County Council citing the developmental process checkpoints in the Comprehensive Plan Amendment and Zoning language that had been prepared by staff, including modifications to reflect an explicit requirement for Board approval at each stage, and representation of the Board's position that at least one school site reservation would be required to provide for anticipated growth from new development in Downtown Columbia.

The Board agreed to submit the following language for the Community Enhancements Programs and Public Amenities (CEPPA) chart:

- Prior to issuance of the first building permit, the Howard County Public School System (HCPSS) and the Department of Planning and Zoning (DPZ) will conduct and publish a Columbia Schools Analysis, subject to Board approval, which will study all available options for school system needs and which will characterize the best options for a range of possible pupil yields.
- When 10 percent of condominium, rental or other residential units are built and occupied, HCPSS will consider updated student enrollments and, subject to Board approval, select the most appropriate pupil yield ratio and associated option outlined in the Columbia Schools Analysis for implementation.
- Prior to the construction of 25 percent of condominium, rental, and other residential units, General Growth Properties (GGP) or its successors shall provide for the option selected by HCPSS, as needed, be it a new school site or other provision first identified in the Columbia Schools Analysis, as identified when 10 percent of the condominium, rental, and other residential units were built and occupied.



Board members expressed appreciation to Mr. Gallihue for his involvement in the process and ensuring protection of the Board's interests.

### **Proclamation: Designating January 2010 as Maryland Reading Month**

*Action:* Mrs. Gordon moved approval of the proclamation recognizing January as Maryland Reading Month. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

### **FY 2010 Capital Budget Transfer\***

*Presenter:* Mr. Ken Roey, Director, Facilities Planning and Management

Mr. Roey requested a Capital Budget transfer of \$1,000,000 in county bond funding from the Elkridge ES addition project to the systemic renovation line. The objective of this transfer is to provide funding necessary to complete the emergent masonry repairs at Clarksville MS. Upon approval from the Board, a letter will be drafted to the County Council enabling the County Council to process the request through the legislative process.

*Discussion:*

Mrs. French asked how this will impact the Elkridge ES project. Mr. Roey explained that proposals for completing the Elkridge ES project are within the remaining funding after the transfer.

*Action:* Dr. Siddiqui moved approval of the request to transfer funds from the donor project (E1008) of \$1,000,000 to the recipient project (E0980). The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

### **Bellows Spring Schematic Design Brochure\***

*Presenters:* Mr. Bruce Gist, Director, School Construction, and Mr. Jayson Thoemke, Vice President, Colimore Thoemke Architects

Mr. Gist and Mr. Thoemke presented the schematic design plans for the additions and renovations for Bellows Spring ES. The project scope of work includes adding four classrooms (100 students), a music room, and an art room. Additional support spaces such as storage

areas, a COMAR/MSDE (Maryland State Department of Education)-approved health suite, a reconfigured administrative suite, and an increased mechanical and electrical infrastructure. The existing building's automatic temperature control system will be replaced.

Bellows Spring ES originally opened in 2003. In 2009, three kindergarten classrooms were added – two by renovation, and one by addition.

Project alternates include the cafetorium expansion, a physical education activity room, and additional parking spaces.

*Discussion:*

Mr. Dyer asked if the art teachers would be able to control the lighting in the art room. Mr. Thoemke explained that the current art rooms have track lighting in the ceilings. The new art room will have the same, which will allow the art teacher to control the lighting.

Mrs. French asked if there would be an extension of the foyer. Mr. Thoemke explained that due to cost considerations, the foyer will not be extended.

Mrs. French asked if the leopard mural in the school would be preserved. Mr. Gist said he was aware of the preservation of stained-glass art work but was unaware of the mural. He stated that he would contact the school regarding this issue.

*Action:* Mr. Aquino moved approval of the Schematic Design for Bellows Spring ES. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

## **Maintenance Agreement for Private Storm Water Management**

*Presenter:* Mr. Bruce Gist, Director, School Construction

Mr. Gist explained that part of the construction of the Cedar Lane School at Fulton Campus, Bushy Park ES, and Veterans ES required the construction of a Storm Water Management (SWM) pond at each location. The pond is designed to control the run-off of storm water on school property. In consideration of Howard County Inspections and Permits granting the project building permit, the school system agrees to maintain the pond and to allow Howard County Department of Public Works (DPW) access to perform inspections. Approval of the

maintenance agreements indicates the Board's agreement to these conditions.

**Cedar Lane School:**

*Action:* Dr. Siddiqui moved approval of the Cedar Lane School Maintenance Agreement for Private Storm Water Management facilities. The motion was seconded by Mr. Aquino and approved by members of the Board (7/0).

**Bushy Park ES:**

*Action:* Mr. Cohen moved approval of the Bushy Park ES Maintenance Agreement for Private Storm Water Management facilities. The motion was seconded by Mrs. French and approved by members of the Board (7/0).

**Veterans ES:**

*Action:* Dr. Siddiqui moved approval of the Veterans ES Maintenance Agreement for Private Storm Water Management facilities. The motion was seconded by Mr. Aquino and approved by members of the Board (7/0).

**2010 Legislative Platform**

*Presenter:* Mr. Raymond Brown, Chief Financial Officer

Mr. Brown reported that the 2010 platform is essentially unchanged (except for minor formatting changes) from the current approved platform of 2009.

*Action:* Mr. Cohen moved approval of the 2010 Legislative Platform. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

**Quarterly Agenda, January-March 2010**

*Presenter:* Mrs. Kathleen Hanks, Administrative Specialist to the Board of Education.

Mrs. Hanks reviewed the proposed Quarterly Agenda, including changes that occurred since the previous report to the Board.

*Action:* Mrs. Gordon moved approval of the Quarterly Agenda as amended. The motion was seconded by Mr. Dyer and approved by the members of the Board (7/0).

**Appointment – Community Advisory Council (CAC) Monthly Report**

Mr. Chris Wertman, CAC Chairman, reported on recent activities of the council and involvement of CAC members on HCPSS committees.

**Adjournment** – By Board consensus, the meeting was adjourned at 6:48 p.m.

**Information Items**

- A. Food and Nutrition Service Financial Report
- B. Proposed Instructional Materials and Review Schedule
- C. Class Size Report
- D. IFAS Update
- E. Annual Grants Report

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

January 7, 2010

The Board of Education of Howard County held a meeting on the Presentation of the Superintendent's Proposed FY 2011 Operating Budget Request on Thursday, January 7, 2010, at 7:30 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Josh T. Manley, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Kathleen V. Hanks, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 7:30 p.m., and Aidan Van Gieson of Boy Scout Troup 1820 led the group in the Pledge of Allegiance.

## **Presentation of the Superintendent's Proposed FY 2011 Operating Budget Request**

*Presenter:* Dr. Sydney Cousin

Superintendent Sydney Cousin unveiled a \$664.8 million operating budget proposal for FY 2011, which he characterized as "efficient and strategic." Dr. Cousin asked for \$8.1 million over the current year's funding, which is an increase of slightly over 1 percent. According to the Superintendent, this small increase is the result of strategic decision making and the repurposing of existing funds to areas of critical need for next year. An approach, Dr. Cousin stated, that also prepares the organization for an uncertain future.

This budget maintains class size, instructional programs, staffing formulas, and adds 8.5 positions for enrollment growth while reducing Central Office staffing by 9.0 positions for a net of zero positions. The budget includes no salary increases for staff as negotiations are currently underway with the system's bargaining units.

Major cost increases totaling \$13 million are associated with technology and health insurance costs. To offset these increases, program managers were asked to "PARE" their program budgets through Program Efficiency, Abandonment, Redirection, and Examination as part of the budget development process. As a result, the system was able to offset a portion of these increases by cutting \$5.1 million in other areas of the budget.

In noting cuts to the Administration Category, the Superintendent pointed out that the percentage of the budget spent on Administration is among the lowest in state. Administration represents 2 percent of the school system's FY 2010 budget. Only Somerset County at 1.5 percent and Worcester County at 1.8 percent are lower. For FY 2011, only 1.6 percent of the budget is designated for Administration.

The largest savings were realized in Operations and Maintenance of Plant. Based on the identification and implementation of efficiencies in Custodial Services, Dr. Cousin stated that custodial overtime was cut by \$121,800. Overall utilities costs have been reduced by \$1.5 million through participation in the Baltimore Regional Cooperative Purchasing Committee Consortium and systemwide energy conservation initiatives. A cooperative recycling contract with the county and a new trash collection contract will save \$70,000.

Funding for maintenance has been reduced by \$1.3 million by cutting 4 maintenance positions, deferring the purchase of replacement vehicles for a second year, reducing overtime, and deferring numerous maintenance projects. Dr. Cousin assured the Board and the community that reductions in this category target cosmetic projects and not those that impact safety.

During the presentation, the Superintendent noted that just two years ago the Howard County Public School System was recognized by Forbes Magazine as one of the top 10 school districts in the nation when it comes to providing the best public education for the dollars invested. In 2008, the Howard County Chamber of Commerce recognized the school system as its Large Business of the Year. He

said these accolades are testimony to the school system's commitment to responsible stewardship of public funds and the public trust.

Dr. Cousin pointed out that for a public school system, stewardship extends well beyond fiduciary responsibilities. "We have been entrusted with our community's most precious commodity -- the future of its children."

Dr. Cousin stated that the school system anticipates the county will continue to fund nearly 70 percent of the budget, with the state funding 29 percent, and less than 1 percent will be funded from other sources. It should be noted that state funding includes American Recovery and Reinvestment Act Funds that are pass-through grant funds. These are restricted funds and are moved to the grant fund as soon as final amounts are received. It is anticipated that the school system will receive over \$3.0 million for special education services in FY 2011. The state budget situation is tentative at best. As in FY 2010, funds from the county and the state are expected to decrease. State issues include pension costs, reduction in non-public placement funding, and the geographic cost of education index.

Schedule for 2010 work sessions and budget request adoption:

**7:00 p.m. Work Session I - Thursday, February 4, 2010**

- Revenues
- Operation of Plant
- Maintenance
- Community Services
- Transportation
- Administration
  - plus: Student Accounting
- Capital Outlay
- Fixed Charges
- Restricted Funds

**1:00 p.m. Work Session II - Tuesday, February 9, 2010**

- Instruction
  - plus: Health Services/Athletics, Special Ed./Psych. Services
- Mid-Level Administration

**7:00 p.m. Work Session III - Tuesday, February 16, 2010**

- Pupil Personnel
  - except Student Accounting
- Health Services
  - except Health Services/Athletics
- Special Education
  - except Psychological Services

**1:00 p.m. Work Session IV - Thursday, February 18, 2010**

- Unresolved issues and tentative budget decisions

**9:00 a.m., Tuesday, February 23**

- Adoption of FY 2011 Operating & Capital Budgets & FY 11-15 Capital Improvement Program

**Adjournment:** The Chairman adjourned the meeting at 8:10 p.m.



# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

**January 14, 2010**

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, January 14, 2010, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Josh T. Manley, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 4:00 p.m., and Michael Sikorski, Centennial HS student, led the group in the Pledge of Allegiance.

## **Public Forum**

There was no one present to address the Board.

## **Approval of Agenda**

*Motion:* Mr. Dyer moved to add an administrative item to the agenda relating to the delivery of a dissenting opinion to a previously filed majority appeal decision. The motion failed for lack of a second.

Approval of meeting minutes includes:

- Closed Meeting Minutes of November 5, 2009 (Official and Confidential).
- Regular Meeting Minutes of December 10 and 17, 2009.
- BOE/County Council Quarterly Meeting of January 5, 2010.
- Superintendent's Proposed FY 2011 Operating Budget Presentation of January 7, 2010.

Approved – January 28, 2010

OAH-DYER-000545

*Action:* Mr. Aquino moved approval of the agenda. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/1), with Mr. Dyer voting no.

### **Superintendent's Report**

Dr. Cousin commented on the earthquake in Haiti, noting that HCPSS has many students of Haitian descent who need support as they deal with the event on a personal level.

Dr. Cousin reported on the status of FY 2011 budget communications and the kickoff event for the Career Academies information and demonstration sessions that are being held at various branches of the Howard County Library throughout January and February.

Dr. Cousin congratulated the following students on their accomplishments:

- Bria Moss-Wilkerson of Oakland Mills HS, Julia Celtnieks of Oakland Mills HS, and Amy Greaney of Wilde Lake HS for winning the county-level Poetry Out Loud competition.
- Atholton HS junior Caroline White, for being selected for the National Symphony Orchestra's Young Associate's Program.
- Abby Slavinsky, Megan Giroux, and Caitlin Rose from Hammond HS, and Leiland Charles, Jamie Devine, Sivan Roth, and Brianna Sungenis from Oakland Mills HS for being named to the All-State Dance Troupe.

### **Student Representative's Report (Centennial HS)**

Jennifer Lucht, Student Government Association (SGA) President, Centennial HS, reported on past and future social activities and community service activities coordinated by the Centennial HS SGA. Highlights:

- Back to School Dance
- Homecoming Dance and Spirit Days
- Annual Blood Drive
- Dear Soldier Campaign
- "Hats On Against Cancer" event
- Sponsorship of a Howard County family for the holidays
- Penny Wars to benefit the Domestic Violence Center
- Elections for Student Member of the Board and SGA positions for 2010-2011

## Board Members' Reports

Board members reported on their attendance at a special meeting of the Howard County School Health Council on child abuse prevention and intervention. At this event, Board members learned that Maryland is the only state in the Union that does not have a criminal neglect statute. While in attendance at the League of Women Voters Legislative Luncheon, Mrs. Giles asked the members of the local delegation to address the criminal neglect statute issue. It was noted by the delegation that the Governor is looking at strengthening some of the sexual abuse statutes in Maryland during the session.

## Consent Agenda (Restricted\*)

Staff Personnel; Bids and Contracts; Operating Budget Monthly Report; School Construction Reports; and Closed Meeting Minutes of November 5, 2009.

*Action:* Mrs. Gordon moved acceptance of the Restricted Consent Agenda. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0\*).

## Consent Agenda

Donations; Regular Meeting Minutes of December 10 and 17, 2009; Minutes of the BOE/County Council Quarterly Meeting of January 5, 2010; and Minutes of the Superintendent's Proposed FY 2011 Operating Budget Presentation of January 7, 2010.

*Action:* Mr. Cohen moved approval of the Consent Agenda. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (6/0/2), with Mr. Aquino and Mr. Manley abstaining.

## Policy 6020 School Construction Program

*Presenter:* Dr. Theresa Alban, Chief Operating Officer; Mr. Bruce Gist, Director, School Construction; and Mrs. Fran Albert, Policy Specialist.

### Revisions

- Based on feedback from Board members, the Howard County Health Department, and the Public Hearing.
- Policy originally presented to Board in January 2009.
- Additional information gathered over the past year

### Policy Revisions

- All changes highlighted in the policy.
- Incorporates specific changes suggested by the Health Department, Community Advisory Council (CAC), and PTA Council of Howard County.
- References the new Safety Guidelines which outline steps for Pre-Construction, During Construction, and After Construction.
- Adds definitions of Facility Planning; Office of Safety, Environment and Risk Management; and the State of Maryland Public School Construction Program (PSCP).
- Adds ADA, OSHA, MOSHA, and COMAR 15.05.02 to the legal references.

### Implementation Procedures Revisions

- Replaces "architect" with "planning team providing input to the architect" for design studies.
- Adds language to specify that response letters from the IAC approving agencies will be submitted to the Board.
- Adds the responsibilities of the Office of Safety, Environment, and Risk Management.
- Adds a walk-through to the post-acceptance evaluation.
- Adds a staff member from the Office of Safety, Environment, and Risk Management to the planning and walk-through teams.

The committee's recommendation was submitted to the Superintendent's Cabinet on October 12, 2009. A report was presented to the Board on November 5, 2009. A public hearing was held on December 10, 2009.

### *Discussion:*

Staff and Board members discussed revisions, modernizations, and clarifications that have been made to Policy 6020. Board members requested additional changes and clarifications to language in the policy. It was also requested that language be included in the policy stating that a report will be provided to the Board after each walk-through is completed.

*Action:* Mr. Aquino moved approval of Policy 6020 School Construction Program with the modifications discussed and agreed upon. The motion was seconded by Mr. Manley and approved by the members of the Board (8/0).

**Policy 7040 Abuse of Alcohol and Other Noncontrolled Substances by Employees and  
Policy 7050 Prohibition of Illegal Drugs and Drug Paraphernalia by Employees**

*Presenter:* Mrs. Sue Mascaro, Director, Staff Relations

*Highlights:*

Policy Revision Committee

- One committee reviewed both policies.
- Included broad representation from various stakeholder groups.
- Worked as sub and full committees.
- Full consensus reached on the revisions to both policies.

Key Objectives

- Align the policies for consistency and compliance with Policy 2020 Policy Development and Adoption.
- Provide clear, concise language that clarifies expectations for employees.
- Ensure that all individuals are held accountable to the same standards.
- Revise the investigation procedures to support a fair and equitable process.

Policy Revision Highlights for Policies 7040 and 7050

- Changed policy titles to accurately reflect the policy purpose and contents.
- Modified policy statements, moving select portions to Standards.
- Added purpose statements.
- Added definitions, including Constructive Possession, Intent to Distribute, and Service Providers.
- Added compliance procedures.
- Added appropriate legal and other references.

Specific Highlights for Policy 7040

- Renamed "Alcohol and Other Noncontrolled Substance Abuse by Employees."
- Clarified expectations with specific Standards, including those previously identified as "administrative actions."

Specific Highlights for Policy 7050

- Renamed "Drug Use by Employees: Illegal Drugs, Drug Paraphernalia, and Controlled Substances."

- Added a definition for Abuse.
- Added new Standards to clarify prohibitions, reporting requirements, and actions taken upon policy violation.

Implementation Procedures: Revision Highlights for 7040 and 7050

- Added definition sections to include Currently Engaged, Employee Assistance Program, Reasonable Suspicion, and Rehabilitation.
- Delineates processes used for investigation of alleged violations.
- Adds (7040) and clarifies (7050) actions taken at the conclusion of an investigation.
- Adds (7040) and clarifies (7050) procedures for drug and alcohol testing.
- Adds (7050) and clarifies (7040) information on employee referral and treatment programs.
- Adds (7040) and repositions (7050) a section regarding non-discrimination against prior users.

Proposed Timeline for Policies 7040 and 7050

Public Hearing: February 11, 2010

Action: March 11, 2010

Effective Date: July 1, 2010

*Discussion:*

Board members made the following suggestions/recommendations for revisions to the policy:

- Include several examples of noncontrolled substances.
- Add language to clarify what an employee or service provider is allowed to provide to a student.
- Include language in Standard F to clarify actions that constitute grounds for disciplinary action.
- Move the last Standard up to the beginning of the section to emphasize its importance and add "up to and including termination" so that the standard reads, "Compliance with this policy is a condition of employment, and violations of this policy will constitute grounds for disciplinary action, up to and including termination."
- Reword the definition of noncontrolled substances to change "over-the-counter drugs" to "drugs/medications."
- Reword the definition of noncontrolled substances for clarification.
- Address "possession" in the policy standards to clarify violations when employees are engaged in HCPSS duties.

- Include language in the definition of Noncontrolled Substances referring to compliance in accordance with particular policies, health guidelines, existing regulations, etc.
- Reword language in the policy to state “alcohol and abuse of other noncontrolled substances” in order to clarify that abuse applies to noncontrolled substances and that alcohol is covered in general, whether it is use, abuse, possession, etc.
- Include additional information regarding conditions that constitute constructive possession.

Mrs. Mascaro stated that circulars are distributed throughout the school system whenever policy changes occur, and employees must review and sign off on a copy of Policies 7040 and 7050 when they are hired. Board members indicated a need to make employees aware of these prohibitions on a yearly basis, as is the case with child abuse information.

Mr. Dyer asked that the policy review committee look at the possibility of including language in the policy stating that transportation of alcohol in an employee’s vehicle pursuant to Maryland state law is acceptable behavior. He expressed concern with placing stricter provisions on employees than what is legislated by the General Assembly.

Board members expressed appreciation to Mrs. Mascaro and the committee members for their work on revising these policies.

### **Proclamation: Employee Appreciation Week**

The Board of Education of Howard County designates the week of February 8- 12, 2010, as Employee Appreciation Week.

*Action:* Mrs. French moved approval of the proclamation. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (8/0).

### **Proclamation: African American History Month**

The Board of Education of Howard County designates the month of February 2010 as African American History Month in the Howard County Public School System.

*Action:* Mr. Manley moved approval of the proclamation. The motion was seconded by Mr. Aquino and approved by the members of the Board (8/0).

This proclamation was presented to the Alpha Phi Alpha Fraternity at the annual Martin Luther King, Jr., Breakfast fundraising event. Mr. Manley was recognized as a participant in the Alpha Achievers Program.

### **Proclamation: National School Counseling Week**

The Board of Education of Howard County designates February 8–12, 2010, as National School Counseling Week in the Howard County Public School System.

*Action:* Mrs. Gordon moved approval of the proclamation. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

### **Proposed School Calendar 2010-2011**

*Presenter:* Mrs. Patti Caplan, Director, Public Relations

Mrs. Caplan presented the proposed academic calendar for the 2010-2011 school year.

The approved calendar sets August 24, 2010, as the first teacher day, and August 30, 2010, as the first student day. Schools and offices will be closed on September 14, 2010, for the primary election and November 2, 2010, for the general election. Winter break begins on December 24, 2010, and runs through January 2, 2011. Spring break begins on April 18, 2011, and extends through April 25, 2011.

The last day is set for June 16, 2011, with June 17-22, 2011, designated as inclement weather make-up days, if needed. The approved academic calendar is available on the school system's website at [www.hcpss.org](http://www.hcpss.org).

*Discussion:*

Board members acknowledged the difficulties associated with developing the school calendar each year. Efforts are made to accommodate community input in addition to complying with state mandates and testing requirements. It was noted that state law



requires that students receive 180 days of instruction, and teachers are contracted to work within a time frame of 192 days.

Confidence was expressed in HCPSS teachers as professionals who perform their duties to the fullest, including half days and days prior to scheduled breaks and the end of the school year.

Mrs. French expressed a desire to establish an end date for the school year and develop the calendar accordingly. She stated that more instructional days should occur prior to administration of High School Assessments (HSAs) and Maryland School Assessments (MSAs). Mrs. French also indicated a preference for ending the school year prior to the third week of June.

Issues associated with the school construction schedule that occurs over the summer were also noted. As Labor Day gradually moves back to an earlier date in September, the end date for the school year will occur earlier in June.

Board members discussed the placement of Professional Development days in the school calendar. The importance of holding the first Professional Development day early in the school year is due to the need to inform teachers of curriculum changes and to provide information to teachers to aid in preparing lessons. Mrs. Gordon strongly advocated for Professional Development days and noted that many people in the community question their value. She assured the public that Professional Development is invaluable in ensuring that teachers are well educated as to new trends and instructional methods.

Mr. Manley also spoke about issues related to start and end dates for the school year and noted that there are consequences with every scenario. He expressed his opinion that students, parents, and teachers are mature enough to deal with calendar-related issues as they arise and indicated his approval of the calendar as presented.

Mr. Dyer requested that an alternative calendar be presented for comparison prior to the Board taking action on the final school schedule. Mrs. Caplan stated that the calendar review committee developed an alternative calendar, but when reviewing both proposals, it was determined that the proposed calendar resulted in the best plan.

Mr. Dyer asked that the Board's vote be delayed until the next meeting to allow time for review of the alternative calendar in order to choose the best option.

Mr. Aquino expressed confidence in the work of the calendar review committee in looking at all requirements and developing the best possible option. He agreed with Mrs. French's suggestion of establishing an end date for the school year and having the calendar committee work within that time frame in the future.

*Action:* Mr. Aquino moved acceptance of the school calendar for 2010-2011 as presented. The motion was seconded by Mr. Cohen and approved by a vote of 6/2, with Mr. Dyer and Mrs. French voting no.

### **Downtown Columbia Plan – Input to County Council**

*Presenter:* Mr. Joel Gallihue, Manager, School Planning

Mr. Gallihue presented amendment language prepared by the County Council based on a letter that was sent on behalf of the Board regarding school site reservation criteria for development in downtown Columbia. Board members will be kept informed as this amendment moves through the legislative process.

The Howard County Council requested that the Board adjust and finalize the recommendation for the amendment.

*Discussion:*

Mr. Cohen asked if the Columbia Schools Analysis could be prepared in the next 12 months. Mr. Gallihue stated that the analysis will occur 12 months prior to the issuance of the first building permit. The exact date is unknown at this time, but building permits may be requested in the next two or three years. Mr. Gallihue assured the Board that he would keep them informed throughout the process.

Mr. Dyer noted that previous consensus of the Board was to include language in the amendment stating that at least one school site be reserved to provide for anticipated growth from new development. He expressed concern that this language is not included in the proposed amendment.

Mr. Dyer also expressed concern regarding language in the amendment stating that "an adequate school site or equivalent

location" would be provided by General Growth Properties (GGP) if deemed necessary. In addition, concern was expressed that particular language in the general plan is not also contained in the zoning regulations. Mr. Dyer stated that the current language may not protect the reservation of a school site and asked that the Board receive legal advice to ensure that the amendment correctly reflects the consensus of the Board.

Mr. Aquino referred to a sentence in the amendment that specifically states that the site is subject to Board approval. He indicated that the County Council has been incredibly deferential regarding this issue and has given the Board a substantial amount of authority to control the situation, which has not occurred in prior plans.

Mrs. Giles stated that the language in the CEPPA (Community Enhancements, Programs and Public Amenities) chart was developed through the County Council's law office, which is responsible for advising the council on how language presented by the Board could go into the legislation. She also agreed with Mr. Aquino's comment and noted that with this amendment, the Board will control the process, the interpretation of the evaluation mechanism, the designation of the site, etc., which is unprecedented.

Mrs. French pointed out that language in the CEPPA chart specifically states that if the Board determines that a school site is necessary and one has not been reserved by GGP prior to approval of the site development plan for the 1,375<sup>th</sup> residential unit, the law mandates that development cannot continue.

In order to be consistent with the general plan, Mrs. French requested that the word "adequate" also be included in language in the CEPPA chart referring to a site that would be reserved or provided to the school system. She pointed out that the location of an adequate school site would be contingent upon the site development plan. Dr. Cousin supported Mrs. French's suggestion regarding consistency in the language.

Dr. Cousin emphasized that the Board already has the authority to reserve a school site anywhere in the county, but that reservation contains a sunset provision indicating that the site must be identified and purchased within a three-year period. The Board also has a policy that describes the parameters of an adequate school site. Final authority rests with the Board, and even though developers may offer

sites that are inadequate, the Board is not required to accept those sites. Dr. Cousin stated that this amendment codifies much of the Board's current authority in making site reservation a provision for Columbia redevelopment.

*Motion:* Dr. Siddiqui moved approval of the recommendation for the County Council amendment for the downtown Columbia plan (No. 9) which states, "GGP shall, if deemed necessary by the Board of Education, reserve an adequate school site or provide an equivalent location within Downtown Columbia." The motion was seconded by Mrs. French

*Discussion:*

Mr. Gallihue explained that various options and scenarios for different student yields could be considered as part of the Columbia Schools Analysis.

*Motion:* Mr. Dyer moved to amend the motion to strike the language "or provide an equivalent location." The motion died for lack of a second.

Mr. Aquino stated that it would be unnecessary to strike the language (per Mr. Dyer's motion) because the document already contains strong language stating that site selection is subject to Board approval.

*Action:* The original motion was approved by a vote of 7/1, with Mr. Dyer voting no.

Mr. Aquino expressed appreciation to Mr. Gallihue and Mrs. Giles for their efforts on behalf of the Board and school system. Appreciation was also expressed to the County Council and county government for working with the school system.

As approved by the Board, recommended language as part of the amendment reads as follows:

"Public school students who live in downtown have typically attended Running Brook Elementary School, Wilde Lake Middle School or Wilde Lake High School. As the downtown develops, it is unknown what educational resources will be needed. As a way of assessing the educational needs, but not intending to limit the timing of redevelopment, this plan recommends that prior to issuance of the

first building permit, the Howard County Public School System (HCPSS) and the Department of Planning and Zoning conduct and publish a Columbia Schools Analysis, subject to Howard County Board of Education approval, which will study all available options for school system needs and characterize the best options for a range of possible pupil yields. When 10 percent of the new residential units planned for Downtown Columbia are built and occupied, the HCPSS will consider updated student enrollments and, subject to Board of Education approval, select the most appropriate pupil yield ratio and associated option outlined in the Columbia Schools Analysis for implementation.

"Prior to the Site Development Plan approval of 25 percent of the new residential units in downtown, the County will request the Board of Education to review their earlier identification of the best educational facility option to accommodate student population growth based on the observed and projected pupil yield ratio. Following on this review, GGP will work with HCPSS to identify and provide, if necessary, an adequate school site or equivalent location within the downtown, subject to Board approval.

"PRIOR TO SITE DEVELOPMENT PLAN (SDP) APPROVAL FOR THE 1,375TH RESIDENTIAL UNIT GGP shall, if deemed necessary by the Board of Education, reserve an ADEQUATE school site or provide an equivalent location within Downtown Columbia."

**Recess:** The meeting was recessed at 6:48 p.m. and reconvened at 7:35 p.m.

### **Public Forum**

There was no one present to address the Board.

### **Appointment – PTA Council of Howard County (PTACHC) Monthly Report**

Mr. John Hannay, PTACHC President, reported on recent activities of the council.

### **Public Hearing - Policy 9080 Interscholastic Athletic Activities**

Chris Wertman, Community Advisory Counsel (CAC) Chairman

- CAC supports Policy 9080 with one exception:
  - Section IV.G - CAC strongly believes in interscholastic middle school sports, which the policy explicitly prohibits.

- CAC concurs that middle school interscholastic sports should be based on budgetary availability rather than policy.
- If the budget precludes the HCPSS from offering middle school interscholastic sports, CAC feels that efforts should be made to strengthen intramural sports programs at the middle school level.
- CAC recommends that the provisions in Section IV.G. be removed from the policy.

### **Public Hearing - Policy 8080 Acceptable Use of Computer Technology**

Chris Wertman, Community Advisory Council (CAC) Chairman

- CAC generally supports Policy 8080 but notes that the following items/areas need additional attention:
  - Section IV.E. – all software, including online resources, must be approved – CAC suggests a change in the language to allow for dynamic utilization of web and web-based applications.
  - Section IV.F. – does not address the electronic measures.
  - Section IV.L. – discourages the financial obligation on HCPSS users for the damage of technology.
  - In the policy definitions, “users” should be defined up front.
- In addition to particular language changes, CAC also recommended that the policy include the following:
  - A definition of “unauthorized data” within the implementation procedures.
  - A definition of “authorized user” within the implementation procedures, under Section II.B.5.b.
  - A definition of “Security Coordinator” within the implementation procedures, under Section III.B.
  - A clarification of “potential harm to an individual” within the implementation procedures, III.D.

### **Public Hearing - Policy 3040 Technology Security (New)**

Chris Wertman, Community Advisory Council (CAC) Chairman (speaking in the absence of Mr. Ted Mallo, Vice Chairman of the CAC)

- CAC supports Policy 3040.
- CAC is concerned about protecting sensitive data in transit and at rest.
- CAC strongly encourages that encryption technologies be implemented as soon as possible.

- CAC strongly recommends that this policy be re-evaluated yearly so that lessons learned from the initial implementation can be modified as necessary.

Chris Wertman, Howard County Citizen

- Concerned about the protection of data at rest, data in transit, and data in backup storage media.
- Suggested the purchase of an encryption program for data backup.
- Concerned about the failure to specify types of physical security methods used for the protection of technology resources.
- Would like to see information regarding the control and accounting of backup data in the policy.
- Encouraged the implementation of personal key infrastructure to control access to multiple systems by a single individual and the use of a virtual private network or other secure tunneling technologies to protect remote access.

**Adjournment** – By Board consensus, the meeting was adjourned at 7:58 p.m.

**Information Items**

- A. Food and Nutrition Service Financial Report
- B. Fundraising/Donation Annual Report
- C. Hammond ES/MS Design Development Comments to MSDE

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

Minutes of the Board of Education Policy Committee - January 25, 2010

Board Planning Room, 1:30-4:00 p.m.

Committee Members: Sandra H. French, Chairman; Ellen Flynn Giles; Patricia S. Gordon (not in attendance)

Staff: Fran Albert, Policy Specialist; Mary Jo Harris, Specialist, Health Services; Ronnie Bohn, Program Support Specialist;

Mike Borkoski, Technology Officer; Jose Stevenson, Director Student Assessment & Program Evaluation; Mary R. Levinsohn-Klyap, Coordinator, Student Assessment & Program Evaluation. Board Staff: Kathy Hanks, Administrative Specialist

Item	Subject	Discussion	Action/Status	Follow-up
A.	Call to Order Approval of Agenda	Meeting was called to order at 1:30 p.m. Mrs. Giles moved approval of the agenda, Mrs. French seconded. Motion approved 2/0. Modifications will be made based upon staff availability	Unanimous	
B.	Calendar Timeline	<b>Date changes for Policy 7030 Employee Discipline and Policy 2070 Ethics:</b>  1. As a Board agenda item, Policy 7030 has slipped from February to March, with a possibility that it could slip another month. The committee is having attendance issues.  2. Policy 2070 Ethics was moved from January to April due to the complexity of the policy	The Board received prior notification of date changes. Current status was discussed.	Ms. Albert will update the Board via email if Report dates slip or if the Superintendent's Cabinet has major changes to the Employee Discipline policy which could cause further delay,
C.	Policy 2070 Ethics	<b>Update: Extra Regulations:</b> The Ethics policy committee's scope of work has increased since it wants to consider the eight additional pages of regulations not previously identified. While the possibility that the committee's work may extend beyond this school year, Ms. Albert remains optimistic.	By Consensus	If there is further delay, Ms. Albert and the Superintendent's Cabinet are asked to submit a rough draft to the Board in April for comment to ensure that the committee is headed in the right direction.
D.	Policy 2010 Student Representation	<b>Discussion (Ronnie Bohn):</b> Final changes were reviewed and affirmed as the version approved by the Board on 12/10/09.	By Consensus	Policy 2010 is ready to be added to the Board's policy website and to BoardDocs.

Approved - February 18, 2010

OAH-DYER-000560



Item	Subject	Discussion	Action/Status	Follow-up
E.	Policy 8120 Testing: State and Local Responsibilities and Protocols	<p><b>Implementation Procedures Discussion (Mary Levinson &amp; Jose Stevenson):</b></p> <p><u>1. Two options for the secure disposal of local assessments:</u>  <i>Option 1</i> - At the end of each testing period, staff would box, tape, and send the quarterly assessments to HCPSS warehouse for shredding. Approximate cost, \$28,900.  <i>Option 2</i> - Iron Mountain could provide locked shred bins for each school. Approximate cost, \$21,000. Iron Mountain would be more secure since fewer people would be handling the assessments. Ms. Levinson and Mr. Stevenson will coordinate with Purchasing and assist with school distribution.</p> <p><u>2. Copying and redistribution of local assessments:</u>                      A circular was issued in the Fall which stated that, for security of the assessment, copying may not be done in any manner except through the content coordinator, who will make arrangements with the HCPSS print shop. There was in-depth discussion regarding tracking of additional copies of the assessments.</p>	<p><b>The committee agreed with staff that Option 2 would be more secure and efficient, with the additional benefit of lower cost.</b></p>	<p><b>1.</b> Mr. Stevenson and Ms. Levinson will create a checklist of procedures for inclusion in the Implementation Procedures to cover recording the date that the documents were placed in the shred bins and the date the bins were collected by the vendor.</p> <p><b>2.</b> Ms. Levinson and Mr. Stevenson will investigate tracking additional copies of assessments.</p>
F.	Possible Changes to Process and Format	<p><b>Feedback on procedure of getting documents a week earlier and Action meetings:</b></p> <p>Ms. Albert was appreciative of the Board approving the policies in three meetings. The committee stated the extra week is helpful and very much appreciated.</p> <p>All agreed that the practice of final review was effective. The Policy Committee will continue to ensure that changes made by the Board were correctly added to final policy versions.</p>	<p>Consensus.</p>	<p>Prior to Board adoption, the Chairman will ask Ms. Albert to go over the major language changes before a motion is entertained. Adopted policies will be reviewed at a subsequent committee meeting.</p>
G.	General Discussion/ Other	<p><b>Policy 5110 Do Not Resuscitate (DNR) Policy Retraction (Mary Jo Harris):</b></p> <p>The DNR policy committee voted unanimously that the policy, adopted</p>	<p>The Policy Committee concurs.</p>	<p>Ms. Heller will present this recommendation to the full Board with an explanation</p>

Item	Subject	Discussion	Action/Status	Follow-up
		<p>in 1996, could be rescinded since it is now covered by the Maryland State Department of Education (MSDE) and the Department of Health and Mental Hygiene (DHMH) procedures which were created in 2006. Current Maryland EMS guidelines also address this issue.</p>		<p>of what existed in the past and what exists presently. There will also be a public hearing prior to Board action.</p>
H.	<p>Policy 8080 Acceptable Use of Technology</p>	<p>Mr. Borkoski requested time on the agenda for feedback and noted changes staff made subsequent to the Board Report and public hearing. Regarding middle school students surfing the internet independently, should there be restrictions since supervision is limited? Ms. Giles stated that the resources are restricted. HCPSS follows the education law and provides a safe and nurturing environment for all students. The committee needs to make it clear that the HCPSS technology forum is already closed. Ms. French stated that, since policy drives action, the above practices should be authorized in the policy, with reference to the Children’s Internet Protection Act (CIPA). Mr. Borkoski noted the website approval process, which Mrs. French stated should also be a Standard.</p> <p>The following were also suggested for staff consideration:</p> <ol style="list-style-type: none"> <li>1. Should K-8 students need to sign the permission form similar to the high school students?</li> <li>2. Keep a clear message to parents and students of their responsibilities.</li> <li>3. Policy Statement is lengthy - several sentences appear more appropriate as Standards.</li> <li>4. Should Cyber bullying be addressed more specifically?</li> <li>5. In Implementation Procedures discuss detailed technology directions.</li> </ol>	<p>Discussion</p>	<p>Mr. Borkoski will refine language and send it to Board members for reaction and clarification.</p>
I.	<p>Adjournment</p>	<p>Meeting was adjourned at 3:55 p.m.</p>	<p>By Consensus</p>	<p>Next meeting: March 8, 2010 at 1:00 p.m. in ML2.</p>

**Minutes of the Board of Education Legislative Committee**

**January 27, 2010 – 4:30 p.m. - ML2**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino, Sandra H. French, Raymond H. Brown

*Staff:* Dan Furman, Staff Attorney; Kathy Hanks, Administrative Specialist (Board Office)

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
I	Call to Order	Chairman Siddiqui called the meeting to order at 4:35 p.m.		
II	Approval of Agenda		By Consensus	
III	<b>1. Review of Legislation-BOE Position</b>	<p><b>1.</b> Mr. Brown reported the pace for bill legislation is very slow due to the recession. He also noted a Labor Relations/Bargaining bill has been introduced by Delegate Frank Turner.</p> <p><b>1a.</b> HB11/SB204 Student Stigma Act – Staff believes the Board should support this bill. The Committee agreed .</p> <p><b>1b.</b> SB74 Comprehensive Master Plans - Staff recommends the Board support.</p> <p><b>1c.</b> HB59 Task Force to Incorporate The Principles of Universal Design for Learning into the Policies, Practices, and Curriculum of the Education Systems in Maryland (Penya-Melnk) - Mr. Brown recommends no position or oppose. Mr. Brown’s concern is it is not consistent with the Board approved platform. Mr. Furman stated that Dr. Walsh liked the idea of Universal and HCPSS already uses a lot of it. But Mr. Walsh would like to collect more data. Dr. Walsh is also concerned that this bill takes authority away from the local school boards. The Committee supports the concept, but not the legislation. MABE voted “No position” on this legislation.</p> <p><b>1d.</b> SB76 Disruptive Youth-Funding - This was introduced by request of MSDE. MABE supports this legislation. Mr. Brown recommends that the Board take no position because of the transfer of funds from MSDE to the Governor’s Office. Ms. French stated that there needs to be a clear funding line. Mr. Brown stated this is not a formula driven bill. It is a grant application. This is basically procedural. The committee’s consensus was to recommend “no position.”</p>	<p>For each meeting, Ms. Hanks will send the updated Green Sheets with the agenda.</p> <p><b>1c.</b> Ms. French and Mr. Aquino stated the committee will advise the full board about this legislation that more data is being collected, and staff will be reporting to the full board.</p>	<p><b>1a.</b> Mr. Brown will clarify MABE’s position.</p>

Approved – February 18, 2010

**Minutes of the Board of Education Legislative Committee**

**January 27, 2010 – 4:30 p.m. - ML2**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

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Item	Subject	Discussion	Action/Status	Follow-up
	<p data-bbox="191 654 380 816">2. Update-House Briefing -Collective Bargaining Legislation</p> <p data-bbox="191 987 380 1117">3. Update - Briefing - Potential MOE Legislation</p> <p data-bbox="191 1157 380 1222">4. “Race to the Top”</p>	<p data-bbox="405 386 1199 483"><b>1e.</b> SB87 Education-Physical Education and Athletic Programs for Student with Disabilities-Reporting Requirements - This bill has been introduced at the request of MSDE. The committee supports.</p> <p data-bbox="405 524 1199 621"><b>1f.</b> SB239 Education-Age of Compulsory Attendance-Exemptions – This bill raises the age of students to 17 for compulsory attendance. MABE supports this legislation.</p> <p data-bbox="405 654 1199 954"><b>2.</b> Public Labor Relations Bill - Mr. Furman gave a summary of the testimony of the House Ways and Means Committee. Dr. Grasmick was emphatic that this legislation not be imposed and would increase costs tremendously. Delegates did have some concern that “Race to the Top” funds could be jeopardized, but seem determined that there will be a bill. Staff recommends the Board continue to oppose the legislation on principle, but should consider engaging in a way to start inserting language that may make the final product more palatable.</p> <p data-bbox="405 987 1199 1117"><b>3.</b> MOE Legislation – There is strong sentiment to give locals some type of relief. It is not known what type of relief that will be. There is strong sentiment in Legislation to give the state more direction. It is believed there will be no blanket waiver.</p> <p data-bbox="405 1157 1199 1385"><b>4.</b> “Race to the Top” – Mr. Brown shared Dr. Cousin received information and is required to have a MOU letter to Dr. Grasmick by the first week of February. It needs three signatures, Superintendent, HCEA, and the Board. HCEA has already stated they will not sign. Dr. Cousin is arranging for MSDE to make a presentation to Staff and to the Board on “Race to the Top.” Financially we will receive nothing. Our support would be more for the State.</p>	<p data-bbox="1241 386 1591 483"><b>1e.</b> Ms. French requested Mr. Furman to share with Mike Williams for comments.</p> <p data-bbox="1241 524 1633 621"><b>1f.</b> Mr. Aquino requested staff input. Mr. Brown will obtain the information.</p> <p data-bbox="1241 1157 1675 1320"><b>4.</b> Mr. Brown will share with Dr. Cousin that the Committee recommends “Race To The Top” be brought forward to the full Board for discussion soon.</p>	

Approved – February 18, 2010

**Minutes of the Board of Education Legislative Committee**

**January 27, 2010 – 4:30 p.m. - ML2**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino, Sandra H. French, Raymond H. Brown

*Staff:* Dan Furman, Staff Attorney; Kathy Hanks, Administrative Specialist (Board Office)

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		<p><b>5.</b> Legislative luncheon is on February 10. Board members need to be there by 10 am.</p> <p><b>6.</b> Teacher induction – Mr. Blom is still concerned about the lack of discretion that school boards will have. There are still a number of sections that are mandates by the use of “shall” language. Julianne Dibble has been representing the school system during this process. Mr. Furman will arrange for Ms. Dibble to attend the next Legislative Committee meeting for an update. It is believed that this legislation could still have a tremendous financial impact on the school system and HCPSS already does the majority of the requirements.</p>	<p><b>5.</b> Mr. Brown and Mrs. Hanks will organize transportation. Mrs. Hanks is to RSVP for Dr. Siddiqui and Mrs. French and send a reminder email to Mr. Aquino. Mrs. Hanks should also put this event on Dr. Cousin’s calendar.</p>	
IV	Scheduling	Next meeting will be Wed., 2/17/2010 at 3:30 p.m. in ML2.	By Consensus	
V	Adjournment	5:35 p.m.	By Consensus	

Approved – February 18, 2010

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

January 28, 2010

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, January 28, 2010, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Josh T. Manley, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 4:03 p.m., and Sheila Crisostomo, Long Reach HS student, led the group in the Pledge of Allegiance.

## Public Forum

Ms. Joan Orcutt and Mr. Richard McCready, representing Parents for School Music, and parent Ranzi Grandolfo asked that a letter grade for instrumental music be included on the front page of the elementary report card, instead of being placed on a second page.

## Approval of Agenda

*Motion:* Mr. Dyer moved to add a discussion item to the agenda regarding additional advice to the County Council related to CB 58 and CB 59 (Downtown Columbia). The motion failed for lack of a second.

*Action:* Dr. Siddiqui moved approval of agenda as presented. The motion was seconded by Mr. Aquino and approved by the members of the Board (6/1), with Mr. Dyer voting no.

## **Superintendent's Report**

Dr. Cousin gave a brief overview of the U.S. Department of Education's Race to the Top Competitive Grant process. He indicated that a more comprehensive report is scheduled for the February 11 Board meeting. Dr. Cousin introduced Chief of Staff Mamie Perkins, who introduced 16 Howard County educators who recently earned National Board Certification.

## **Student Representative's Report**

Members of the Long Reach HS Student Government Association (Alden Grobicki, President; Sheila Crisostomo, Vice President; Maya Dawit, Secretary; and Jahin Patwary, Treasurer) reported on activities and goals of the SGA for the 2009/2010 school year.

## **Board Members' Reports**

Mr. Manley reported on his attendance at a meeting of the executive board of Conexiones where he discussed efforts to encourage candidates from the Conexiones organization to apply for the position of Student Member of the Board (SMOB) in future elections.

Mrs. Giles noted that Howard County students have illustrated a coloring book related to recycling that is being circulated by the county government through the Bureau of Environmental Sciences.

## **Consent Agenda (Restricted\*)**

Bids and Contracts and Closed Meeting Minutes of September 9, 2009 (Official and Confidential)

*Motion:* Dr. Siddiqui moved approval of the restricted consent agenda. The motion was seconded by Mr. Aquino.

Mr. Doug Pindell, Purchasing Director, and Mr. Mike Borkoski, Technology Officer, provided additional information regarding Exhibit P-1 (Wide Area Network) and Exhibit P-8 (Netbook Pilot Program at Wilde Lake MS).

*Action:* The motion was approved by the members of the Board (6/0\*).

## **Consent Agenda**

### Donations and Minutes of Regular Meeting of January 14, 2010.

*Action:* Mr. Aquino moved approval of the consent agenda. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

## **Bridge To Excellence – Secondary Reading**

*Presenter:* Ms. Sharon Stein, Instructional Facilitator, Reading

The Howard County Public School System's secondary reading program is designed to produce strategic, independent readers who value reading as a life-long pursuit. The program is based on what is known about reading, readers, and reading instruction, and it reflects the reading outcomes required by the Maryland School Assessment (MSA) and the High School Assessments (HSAs).

Ms. Stein reported that the middle school reading program has produced excellent results over the last decade, with the percentage of students scoring at the advanced level on the Reading MSA increasing from 38 percent in 2003 to 53 percent in 2009. These results have prompted secondary language arts staff to propose a pilot that would make reading instruction optional for advanced level readers in 7th and 8th grade. This approach will be piloted in two middle schools next year. In addition, the middle school reading curriculum has been revised to focus more intently on preparing students for the literacy demands of the 21st century. New courses under development include The Advanced Reader.

For those students who do not achieve reading proficiency in middle school, the high school reading program is being revised to offer a more intense instructional experience to help students achieve reading proficiency.

The Reading Acceleration Program I and II and the Academic Literacy, Grade 10 course will no longer be offered in high schools. Reading Acceleration Program teachers will be dispersed so that all high schools will receive the benefit of a reading specialist on a full or part-time basis. Three courses will be available next year to better address the reading needs of high school students: Strategic Reading, Grades 9 and 10; English 9 Seminar; and English 10 Seminar.



*Discussion:*

Staff explained that many schools participate in tutoring programs where students have opportunities to interact and support each other. HCPSS is also working on a partnership with Howard Community College (HCC) regarding oral interpretation and opportunities for students to display their skills.

Mrs. Erickson stated that a report will be provided to the Board regarding the pilot program, and if it is determined to be a success, Board approval will be requested to expand the program to all middle schools. Mrs. Erickson also stated that with this model, full participation in world languages and instrumental music will still be an option for students.

Ms. Zeleana Morris, Coordinator, Secondary Language Arts, explained that middle school English and reading programs follow a trimester schedule as opposed to four quarters. This schedule was determined based on input from English teachers and Instructional Team Leaders and allows for flexibility in instruction. Data also indicates the success of this model.

Ms. Morris also noted that all middle schools have after-school programs so that students have the option of additional support in reading and mathematics. School-based administrators and guidance counselors do an excellent job of working with families to determine the best schedule to meet the needs of each child.

Board members expressed appreciation to staff and commended them on their work in providing students with the best opportunities for success.

**Acquisition of SHA Property at Mt. Hebron HS\***

*Presenter:* Mr. Joel Gallihue, Manager, School Planning

Mr. Gallihue explained that the school system currently leases from the Maryland State Highway Administration (SHA) 6.759 acres of land adjacent to the Mt. Hebron HS site. Staff is recommending acquisition of this property to support the renovation of Mt. Hebron HS. An offer of \$56,000 has been agreed to by SHA.

*Action:* Mrs. French moved approval of the acquisition of SHA property at Mt. Hebron HS. The motion was seconded by Mr. Dyer and approved by the members of the Board (6/0\*).

### **Aspen Implementation Update (New Student Information System)**

*Presenters:* Ms. Bonnie Woods, Manager of Application Development; Ms. Carol Hahn, Principal, West Friendship ES; Ms. Patricia Lannon, Assistant Principal, West Friendship ES; and Mr. Rick Wilson, Principal, Folly Quarter MS

Ms. Woods reported that 42 schools are now live using the new Aspen Student Information Management System. The rollout of the new system has been very successful, with the Information Technology staff responding quickly to any issues.

Ms. Hahn and Ms. Lannon reported on the implementation of the Aspen system with their faculty at West Friendship ES. Mr. Wilson reported that Folly Quarter MS staff is excited about the new system and anxious to access features that will be available in Phase II, including the parent portal. Plans call for all schools to be live on Aspen by the first day of the 2010/2011 school year.

#### *Discussion:*

Dr. Cousin and Board members expressed appreciation to staff for the tremendous role they have played in helping to make this a successful rollout.

Dr. Alban acknowledged the following staff members in attendance at the meeting for their work on this program: Ms. Melissa Bageant, Ms. Brenda Finkle, Mr. Andrew Raith, and Ms. Christy Flentje.

### **Concussion Management**

*Presenter:* Mr. Mike Williams, Athletics Coordinator

Mr. Williams reported that the Sports Concussion Education and Testing Program will become an eligibility requirement for participation in select high school sports beginning with the 2010/2011 school year and that participants in the remaining sports may voluntarily take part in the program. Concussion Education and certification for coaches will begin next year as well.

The Concussion Management Program began in 2006 with a training program, and in November 2007 the program was implemented in high schools. Students participate by taking a computerized test which establishes baseline data. Before a student can return to practice or participate in games after a concussion, a post-test is administered by an athletic trainer and analyzed by a qualified medical professional. Students must be fully recovered in order to return to play.

Dr. Jerry Gioia, Director of the Neuropsychology Program at the Children's National Medical Center, who has been instrumental in creating the program, updated the Board on national efforts to decrease the potential long-term effects of concussions through increased awareness.

*Discussion:*

Board members expressed appreciation to Mr. Williams and Dr. Gioia for their leadership in taking the initiative to develop this program.

Mr. Manley pointed out that a recent study showed that 41 percent of concussed athletes in 100 high schools across the United States returned to play too soon under the guidelines set out by the American Academy of Neurology. He noted the importance of this program in educating students about this issue.

Dr. Gioia stated that a school tool kit is about to be published by the CDC (Centers for Disease Control) in the next month or so which will have materials specifically for school counselors, school nurses, psychologists, teachers, parents, and children to help with education and assessment.

Dr. Gioia explained that the Return to Play (RTP) guidelines state that a student must be fully without symptoms when resting. A graduated RTP program is then put in place to ensure that increased physical and cognitive exertion does not bring back concussion symptoms. Once that progression has been followed, players are eligible to return to competition. Dr. Gioia stated that these guidelines were reinforced last year, and very specific provisions were made for student athletes under the age of 18.

Board members, staff, and Dr. Gioia discussed injuries related to girls lacrosse and the possibility of requiring these players to wear helmets. Dr. Gioia stated that one way to influence a change is to keep good statistics on injuries. He indicated that the Safety Committee of U.S. Lacrosse is looking at this issue and should be making a decision in the near future about helmets and their impact on the game. Dr. Gioia also pointed out that helmets do not solve all the problems with sports injuries and concussions and noted that this is a multilevel issue that includes appropriate officiating and one that must be addressed in order to understand what can be done to reduce the risk of injuries.

**Recess:** The meeting was recessed by the Chairman at 6:22 p.m. and reconvened at 7:31 p.m.

### **Public Forum**

There was no one present to address the Board.

### **Appointment – Community Advisory Committee (CAC)**

Mr. Chris Wertman, CAC Chairman, reported on activities and concerns of the CAC and various committees represented by CAC members.

### **Public Hearing – Elementary Educational Specifications**

#### Mr Chris Wertman, Community Advisory Committee (CAC)

- Expressed concerns raised by CAC members that staffing formulas rather than demographics were driving the revisions.
- Stated that CAC members also felt that technology laboratories may be obsolete and recommended providing access for technology in all classrooms.
- Responded to alleged staff comments that an elementary school could be sited on as little as 3-5 acres, noting that a small site could limit parking which might negatively impact parent and community involvement.

**Adjournment:** By Board consensus, the meeting was adjourned at 7:47 p.m.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 2, 2010

The Board of Education of Howard County held a Work Session on Elementary Educational Specifications and a Public Hearing on the Superintendent's Proposed FY 2011 Operating Budget on Tuesday, February 2, 2010, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq. (arrived at 4:32 p.m.)  
Sandra H. French

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 4:04 p.m., and Dr. Siddiqui led the group in the Pledge of Allegiance.

## **Approval of Agenda**

*Action:* Mr. Aquino moved approval of the agenda. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (5/0).

## **Work Session – Elementary Educational Specifications**

*Presenters:* Mrs. Marie DeAngelis, Director of Elementary Curricular Programs, and Mrs. Marion Miller, Administrative Director for Elementary Schools

The Elementary Educational Specifications Charter Committee's goal was to review and update current educational specifications to ensure that specifications meet the current needs of the school system.

Objectives included:

- Reviewing the General Educational Specifications for New Schools documents (1994 and 2003) to determine if revisions and updates are necessary.
- Determining specifications for the optimal size of an elementary school.
- Incorporating specifications for preschool programs and a Regional Early Childhood Center (RECC).
- Submitting recommendations for educational specifications for elementary schools to the Superintendent and the Board of Education (BOE).
- Providing an effective and efficient instructional program that supports exemplary instruction for all students in a safe and nurturing environment.

The 2003 Educational Specifications Capacity Recommendations included 2 assistant principals, 2 music rooms, 2 art rooms; 5 kindergarten classrooms, 12 first- and second-grade classrooms, and 18 third- through fifth-grade classrooms for a total of 788 students.

The committee focused on the “optimal school size” with reductions including only one assistant principal; one counselor; one art room; one music room; one technology room; one media specialist; and trimming the number of staff to accommodate the maximum number of children. Sample schools used by the committee included Bollman Bridge ES, Deep Run ES, and Ilchester ES.

The committee recommendations and changes include:

- Maintaining the concept of self-contained classrooms rather than pod configurations.
- Mini auditorium.
- Continue to consider the feasibility of a multi-story structure.
- Provide self-contained extended learning rooms adjacent to classrooms suitable for differentiated instruction, special education needs, and other small group instruction.
- Enlarge the size of all classrooms, particularly the kindergarten classrooms.
- Use the Pre-K/RECC educational specifications for the kindergarten classrooms.
- Eliminate the open extended learning areas located at the convergence of main corridors.
- As general classrooms are enlarged, 4 special education classrooms should be reduced in size, and the 4 extended learning areas (ELAs) should be reduced in size and reconfigured.
  - Special education rooms - 2,600 sq. ft. to 2,200 sq. ft.

- Extended learning areas (6,000 sq. ft.) to extended learning rooms in grades K-5 (2,400 sq. ft).
- Having 2 small self-contained extended learning rooms (ELRs) adjacent to the grade-level classrooms (grades 1-5).
  - Reduce noise and distractions for learners and save instructional time because of shorter transition times.
  - In order to provide a continuum of services, special education would be provided in one of the two ELRs in each grade level as necessary. (Approximately 80 percent of the time students receiving special education services would be included in the regular education classroom.)
- One 300 sq. ft. and one 400 sq. ft. ELR would:
  - Create an extension of the adjacent classrooms to be used interchangeably by classroom teachers, special educators, ESOL teachers, reading specialists, GT teachers, Title I teachers, parent volunteers, paraeducators, etc.
  - Be used for periodic small group differentiated instruction, small group projects, special education services, for collaborative teacher planning and preparation, collections of lunch money, etc.
- Having 2 ESOL self-contained ELRs, one room located near the primary classrooms and one located near the intermediate classrooms.
  - This replaces the ESOL suite (a classroom, seminar room, and office).
  - Total area remains at 700 sq. ft.
- Having the gymnasium 4,500 sq. ft. and adding two outdoor restrooms (100 sq. ft.).
- Eliminating the K-5 Occupational Therapy and Physical Therapy Room (OT/PT) due to reduced enrollment and the availability of the RECC OT/PT room (-750 sq. ft.).

Recommended Decreases of:

- 788 students to 600 students (K-5).
- 35 K-5 classrooms to 27 classrooms.
- 79,257 net square feet to 64,452 net square feet (which represents an estimated cost of \$2.9 million less).

General Building Considerations:

- Recommend enlargement of all classrooms to incorporate best practices for instructing students:
  - To support differentiated instruction, inclusive education, and co-teaching practices.
  - Increase grade 1 and 2 classrooms with lavatory by 50 sq. ft. from 800 sq. ft. and grades 3-5 by 100 sq. ft. from 750 sq. ft. to 850 sq. ft. (+1,700 sq. ft.).

- o Increase kindergarten classrooms with lavatory from 890 sq. ft. to 1,090 sq. ft. (+1,000 sq. ft.).

Committee recommendations for Early Childhood include:

- 5 Kindergarten classrooms with lavatories – 5,450 sq. ft.
- 2 Pre-school/Pre-K classrooms with lavatories – 2,180 sq. ft.
- 2 Multiple Intense Needs (MINC) rooms with lavatories – 2,280 sq. ft.
- 1 Extended Learning Room (K) – 400 sq. ft.
- Early Childhood Early Beginnings Office – 250 sq. ft.
- Early Childhood Speech Therapy Room – 160 sq. ft.
- Early Childhood Occupational Therapy/Physical Therapy Rooms – 582 sq. ft.

Technology recommendations will be changing and will be revisited at the time a building is constructed to take into account technological advancements.

*Discussion:*

Mrs. Erickson stated that the rationale behind looking at a smaller size school is because principals and teachers strive to build learning communities with the students and their families. It is felt that larger elementary schools make it more difficult for the principal to get to know all students and their families, and the teachers that are split between multiple schools have a difficult time connecting with the school.

Mrs. Erickson stated that from an instructional point of view, all Howard County schools provide an optimal education. She explained that Howard County differentiates staffing to ensure that enough staffing is given for the number of students per school.

Dr. Cousin explained that educational specifications are not connected to any particular building site or lot size. He said that elementary school educational specifications are driven by program requirements and not by site requirements or location within the county; nor are they connected with the design of the finished building. Although educational specifications may allow for a multi-story building, it does not dictate that it has to be a multi-story building or that it has to have a certain footprint or a certain type of architectural design. There are particular items that would have to be incorporated within the design, but the educational specifications are tied to program requirements, not building requirements. He added that a school is not built just for today's technology but is flexible enough to accommodate future technology. He stated that although future technology may be unknown, it will be radically different from what will be in the 2010 educational specifications.



Board members discussed the committee's recommended percentage of classroom allocation per grade and suggested that flexibility be built into the spaces/classroom areas due to possible changes in enrollment projection rates.

Mr. Cohen asked if the two ELAs would be adjacent to each other, and if so, would they include movable walls to allow for meeting areas. Staff explained that the ELAs may not be built adjacent to each other and added that the mini auditorium would serve as a place for team meeting areas, etc.

Mr. Mike Borkoski, Technology Officer, explained that nothing specific was put into the educational specifications regarding wireless connectivity at this time, but allowance was made to move towards wireless if desired. From the network standpoint, bandwidth is being provided to the schools. Mr. Borkoski also pointed out that eight data drops per classroom are included in the proposed educational specifications, which exceeds the state standard of five. He added that wireless areas will allow flexibility to use a myriad of technologies in the classroom.

Mr. Dyer discussed the possibility of allowing open internet access to the public from HCPSS facilities. Mr. Borkoski explained that there are issues related to federal government subsidies (E-Rate program). He noted that the technology department understands the challenges and is forward thinking in deploying wireless technologies to allow open internet access.

Board members discussed language inconsistencies in the document. Mrs. Erickson said she would note the inconsistencies and keep a list of questions asked by the Board members.

Board members discussed the need for clarification in the wording of where the administrative office will be located in regards to the main entryway to the building.

Mrs. French suggested that the capacity size of the refrigerators for the staff lounge be included, instead of just listing the number of refrigerators needed.

Board members suggested that the committee take another look at the "common space" areas and discuss whether larger common spaces or different rooms altogether are needed.

Mrs. Giles suggested that the site configuration for accommodating parking and circulation configuration be addressed in the educational specifications.

Mrs. Giles suggested that the ELAs and the classrooms be treated as separate areas in the educational specifications.

Mr. Aquino suggested that the words "lockable door" be replaced with "secured space" or "securable space" in reference to number 6 in section "Classrooms" that reads "6. Each classroom must contain a lockable door."

Mrs. French asked that square footage for classrooms be broken down to show the size of lavatories in addition to actual classroom space.

Board members expressed concern about the increased size of the classrooms in comparison to the size of current schools. Dr. Cousin explained that the increased classroom size has to do with the way programs are being delivered differently at different levels and at different grades, including co-teaching, differentiated instruction, inclusion; having paraeducators in the classroom, etc.

Board members expressed concern about criticisms regarding the need for a computer room at all since wireless technology is now offered. Mr. Borkoski explained that consideration must be given to today's needs as well as to what will be needed in the future. He added that the computer room would also be used as a congregation area within the school for professional development, MSA (Maryland School Assessment) testing, and other areas of instruction as well. Mrs. Giles added that per the state, the purpose of the approved space is to be used as a secure lab environment, but flexibility can be built into the configuration of the room.

Board members suggested that the committee look at a K-5 building, communicate the interrelationship of the kindergarten program to the early childhood program, then consider what this means to the OT/PT (occupational therapy/physical therapy) space, special education space, etc., and how it all relates to the educational requirements for the school. Mrs. Giles indicated that it would be better to look at the design of a K-5 school and then talk about what the change would be if a regional piece was in place, as opposed to the reverse.

Board members asked the committee to further research the type of risers that will be placed in the mini-auditorium.

Board members asked that Mr. Rob White, instructional facilitator for music, provide them with more information to verify that the specifications

as written meet the needs of the music program at a school of 600 students.

Mr. Dyer suggested that a wall be constructed, preferably near the playground area, specifically for children to be allowed to throw/kick balls against to practice catching and develop hand-eye coordination skills. He added that if the wall was built to certain specifications, it could also be used as a community resource where projected movies could be shown at night.

Board members expressed concern regarding outdoor play space, specifically the multi-purpose field. Dr. Cousin noted that until the Board changes the policy on the size of the school sites, 15-acre sites will be provided, which would only include outdoor play space, not specifically ball fields.

Mr. Cohen stated his desire to have the size of the gymnasium increased.

**Recess:** The meeting was recessed at 6:23 p.m. and reconvened at 7:05 p.m.

### **Public Hearing – Superintendent’s Proposed FY 2011 Operating Budget**

#### Patricia Boateng, Wilde Lake HS Student

- Expressed support of the Superintendent’s Proposed FY 2011 Operating Budget in its entirety.

#### Emmet Jao, River Hill HS Student

- Advocated for continued support in the STEM (Science, Technology, Engineering, and Technology) initiatives for middle school students, beyond textbook instruction.
- 

#### Ms. Kristie Webster, Parent and Member of the Library Media Advisory Committee

- Expressed support of Program 1501 – Media and Educational Technology in the Superintendent’s Proposed FY 2011 Operating Budget.
- Thanked the Board for its prior commitments to the Library Media Programs in the county.

Mr. Gary Toller, Parent and Member of the Howard County Science Advisory Committee

- Thanked the Board for its continued support of the elementary science program and supported the Superintendent's Proposed FY 2011 Operating Budget.

Mrs. Ann De Lacy, HCEA (Howard County Education Association) President

- Advocated for salary increases as well as step increases on behalf of the members of the HCEA.

Ms. Pei-I Chu, Parent

- Advocated for Chinese to be taught in middle school.

Ms. Donna Schulze, Employee

- Advocated for pay raises for employees.

Ms. Meg Schumacher, Director of the Howard County Conservancy

- Encouraged the Board to continue their support of the environmental education program (partnered by the conservancy, the Chesapeake Bay, and the HCPSS) that is being offered to the students of Howard County.

Ms. Joan Webb Scornaienchi, Representing the Student Services/Alternative Education Advisory Committee

- Expressed support of the Superintendent's Proposed FY 2011 Operating Budget.

Ms. Chaunfayta Hightower, Co-Chair of the OBRC (Operating Budget Review Committee)

- Stated that it is critically important to hold an additional public hearing to receive input on the budget after feedback has been provided from both the state and County Council on their proposed budget contributions.

Ms. Shelly Chavis, Representing the G/T Advisory Committee

- Expressed support of the Superintendent's Proposed FY 2011 Operating Budget.

Mr. Chris Wertman, CAC (Community Advisory Council) Chairman; Mr. Ted Mallow, CAC Vice Chairman; and Ms. Linda Rogers, CAC Secretary

- Expressed concern about:
  - The lack of strategic vision reflected in the budget.
  - Voluntarism being preached but not practiced.
  - Class size analysis.
  - Deferred maintenance.

- Program review.
- A definite need for an additional public hearing.

Mr. Russ Poch, Chairperson of the Science Advisory Committee (SAC)

- Expressed support of the science budget.
- Thanked the Board for their past support of science initiatives that have been funded.

Mr. Brian Meshkin, Citizen

- Advocated for a budget that values the teachers, including teacher compensation, professional development, and having input into decision making to encourage positive morale.
- Advocated for a budget that closes the achievement gap between the HCPSS and highest performers in the world.
- Advocated for a budget that supports adequate nutrition, healthcare, and other essentials of learning preparedness.
- Suggested that an employee wellness initiative be implemented.
- Suggested expanding initial Six-Sigma LEAN pilot successes systemwide to improve processes and reduce costs.
- Suggested the use of more volunteers to address particular challenges.

**Adjournment** – By Board consensus, the meeting was adjourned at 7:59 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 04, 2010

The Board of Education of Howard County held Public Work Session I on the Superintendent's Proposed FY2011 Operating Budget on Thursday, February 4, 2010 at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Kathleen V. Hanks, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 7:05 p.m., and Mr. Allen Dyer led the group in the Pledge of Allegiance.

## **Approval of Agenda**

*Action:* Mr. Frank Aquino moved approval of the agenda. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (6/0).

## **Work Session I**

### **Revenues:**

Mr. Raymond Brown, Chief Financial Officer, reported that preliminary estimates from the Maryland State Department of Education (MSDE) relative to our state anticipated allocation for aid are favorable. Mr. Brown explained that state aid is based upon student enrollment numbers and any aid amount provided to HCPSS will include a portion of Federal stimulus dollars that will no longer be available in 2012. The Governor's budget proposal will go before the

General Assembly for recommendations in March. Additional information will be provided as soon as it becomes available.

Mr. Cohen asked about the Maintenance of Effort waiver and about the Geographic Cost of Education Index (GCEI) and Mr. Brown explained the process of eligibility for both programs.

### **Operation of Plant**

Mr. Aquino stated that in spite of funds that have already been eliminated from this program, he hopes the current level of services will continue in most of these categories. Mr. Ken Roey, Executive Director, Facilities Planning and Management, stated that continuing the current level of services will remain the same in most areas. Specific reductions will be made, but will not affect the day to day operations in the schools.

Mrs. French inquired about the reduction in funds for the Integrated Pest Management Program and which specific areas are impacted. Mr. Roey indicated that efficiencies in contracting along with more competitive bids are the driving factor.

### **Program 7102 – Custodial Services**

- Discussion took place concerning use of capital funds versus operating funds in regards to such things as floor care equipment purchases.

### **Program 7201 – Utilities**

- Utilities costs have decreased substantially due to energy reduction in schools and by membership in the Baltimore Regional Cooperative Purchasing Committee, (BRCPC). In addition, HCPSS has an energy management group that continues to focus on seeking cost effective ways to manage its buildings.
- Schools are making great progress in becoming green schools, many are certified.

### **Program 7301 – Warehousing**

No discussion.

### **Program 7401 – Risk Management**

- HCPSS continues to participate with MABE (Maryland Association of Boards of Education) in a property and general liability insurance pool, which keeps premiums less costly.

Program 7501 – Other Operation of Plant

- The budget for this program is \$70,000 less than FY2010.
- New trash and recycling contract with the Howard County Government includes incentive for recycling. Less trash offsets costs for disposal.
- Staff was commended on their cost-saving efforts with the successful recycling program.

**Maintenance**Program 7601 – Buildings/Ground Maintenance Administration

No discussion.

Program 7602 – Building Maintenance

- Reductions in this area stem from renegotiating purchasing contracts and deferment of projects.
- Health and safety at schools are always a priority and reductions do not affect these areas.

Program 7701- Network and Technology Support Service

- The overall reduction in this area is approximately \$341,000.
- Increased efficiencies are directly related to computer repairs accomplished onsite as opposed to transporting offsite.
- Average time to complete computer repairs has decreased from 41 days to 14 days.
- Staff was commended for providing remote access and keeping the service up and running with limited service calls.

Program 7801 – Grounds Maintenance

- The cooperative program between HCPSS and Howard County Government is highly effective in terms of snow removal and other maintenance services.
- Bleacher renovations are ongoing to accomplish handicap accessible stadium facilities.

Program 7901 – Environmental Maintenance

- Bottled water is provided in relocatables.
- Bottled water is provided at Lisbon ES due to the perception of contamination.
- Hand sanitizers continue to be used at all schools.



## **Community Services**

### Program 9101 – Nonpublic School Transportation Services

- The state and county governments provide funding to HCPSS for providing transportation to nonpublic schools. If HCPSS does not provide the transportation, funding from state and county would not be provided.

### Program 9201 – Community Services – Grounds Maintenance

- HCPSS is currently prohibited from collecting funds for field usage from community members.

### Program 9301 – Community Use of Facilities

- This budget provides funds to maintain school system grounds that are used by community groups.

### Program 9401 – Other Community Services

No discussion.

### Program 9501 - International Student Services

- HCPSS receives funding from the federal and state levels for outreach programs to students and their families in this area.
- The school system currently has students from 87 different countries speaking 77 different languages.
- HCPSS continues to provide a very comprehensive program including interpretation and translation services with bilingual liaisons speaking Korean, Spanish and Chinese.

## **Transportation**

### Program 6701 – Pupil Transportation Office

- A decrease of current students enrolled in the teen parenting program reduces the number of child care buses from two to one.

### Program 6801 – School Bus Operations Regular

No Discussion.

Program – Transportation – Other

- HCPSS currently has 56 bus contractors.
- Safety rather than cost is the driving factor in deciding high school versus elementary start times as they relate to bus stop pick up and drop off times.
- Currently there are adequate numbers of bus drivers to meet the needs of the school system.
- HCPSS' buses safely transport approximately 49,000 students traveling approximately 30,000 miles per day.

**Administration**Program 0101 – Board of Education

- The budget for this area is 5% less than FY2010.
- Bid proposals will be forthcoming for HCPSS and the BOE's legal services.
- Requests for appeals continue to increase annually and it is Staff's recommendation not to decrease the legal budget further.

Program 0102 – Office of the Superintendent

- No salary increase for the Superintendent.

Program 0103 – Staff Relations/Equity Assurance

- Lower costs in this program are the direct result of decreased contracted services and supplies.

Program 0104 – Legal Services Office

- The bid proposal process will be used to contract out for these services.

Program 0105 – Partnerships Office

- There are over more than 800 partnerships throughout the school system.
- Recognition was given to staff for efficiencies within the program.

Program 0201 – Business Services and Operations

No discussion.

Program 0203 – Budget Office

- Savings was generated by deferred hiring of vacant positions and pre-funding of certain categories.

Program 0204 – Payroll Services

- It was noted that in this area lower costs are also the result of decreased contracted services and supplies.
- Contracted labor costs went down while contracted technology costs rose.

Program 0205 – Purchasing Services

No discussion.

Program 0206 – Accounting Services

No discussion.

Program 0302 – Public Information Office

- Congratulations were extended regarding the efforts involved with the revised school calendar and the events leading up to necessitate changes due to snow.

Program 0303 – Human Resources

- Congratulations were offered regarding 400 interviews conducted at a one day job fair.
- Discontinuation of the Alternative Teacher Preparation Program was due to staff members gaining teacher certification through a partnership program with HCC.
- Recruiting of critical shortage area teachers requires out of state traveling and expenses associated with finding those candidates.

Program 0305 – Other Support Services

No discussion.

Program 0502 – Student Assessment and Program Evaluation

- Appreciation was displayed to staff for the successful implementation and continuing progress of a newly introduced student information system.

**Pupil Personnel**Program 6102 – Student Accounting Services

No discussion.

**Capital Outlay****Program 0202 – School Construction**

- Congratulations were given to staff regarding management practices and completed work yielding consistently on time and under budget results.
- Mr. Roey explained the Lean process – a continuous improvement methodology.

**Program 0212 – School Planning**

- Outsourcing for the expertise of critical specialized software services saves in this area due to the occasional need for this service.

**Fixed Charges****Program 8001 – Fixed Charges**

- Under this program lies the employer's share of employee benefits, social security, workman's compensation and retirement.

**Restricted Funds****Program 8301 – Food and Nutrition Service**

- A Food Service Advisory Committee is in the process of being formed.
- Staff was thanked for the many services provided.

**Program 9713 – Printing Services**

- The new digital Computer-To-Plate system provides a more cost effective process.
- New options available on the copiers include scanning to email or USB, and also, booklet and 2-image up formats. Both assist in reducing printing costs.
- Staff was recognized for having zero accidents in the past five years.

**Program 9714 – Information Management Fund**

No discussion.

**Program 9715 – Health and Dental Self Insurance**

- The General Fund contributions for employee health insurance includes \$5,890,100 to cover a 6.4% estimated increase in claims costs and \$3,710,000 increase in contributions due to the use of one time fund balance in FY 2010.

Program 9716 – Workers' Compensation

No discussion.

Grants Fund

- The Fine Arts grant will be decreased and, therefore, a full Resource position will be reduced to a .5 Resource position.
- The Safe and Drug Free Schools grant may be in jeopardy.

**Adjournment:** The meeting was adjourned by the Chairman at 9:36 p.m.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

February 4, 2010

The Board of Education of Howard County met in closed session on February 4, 2010, at 5:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Lawrence H. Cohen that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss update on HCEA and HCEA-ESP negotiations. The motion was seconded by Janet Siddiqui, M.D. and approved 7/0. Persons present: Board members Ellen Flynn Giles, Chairman; Janet Siddiqui, M.D., Vice Chairman; Frank J. Aquino, Esq.; Lawrence H. Cohen; Allen Dyer, Esq.; and Patricia S. Gordon. Board member Sandra H. French arrived after the meeting was closed.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Sydney L. Cousin, Superintendent; Sandra Erickson, Deputy Superintendent; Mamie Perkins, Chief of Staff; Theresa Alban, Chief Operating Officer; Raymond Brown, Chief Financial Officer; Linda Wise, Chief Academic Officer; Mark Blom, General Counsel; Mike Johnson, Director, Business Systems; and Sue Mascaro, Director Staff Relations

Ms. Mascaro provided an update and took the Board through the status of the negotiations with the HCEA-ESP bargaining unit.

Adjourned: 6:45 p.m.

Submitted by: \_\_\_\_\_  
Ellen Flynn Giles, Chairman  
Board of Education

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

February 16, 2010

The Board of Education of Howard County met in closed session on February 16, 2010, at 5:00 p.m. in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Patricia S. Gordon that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss HCEA and HCEA-ESP language parameters. The motion was seconded by Lawrence H. Cohen and approved 6/0. Persons present: Board members Ellen Flynn Giles, Chairman; Frank J. Aquino, Esq.; Lawrence H. Cohen; Allen Dyer, Esq.; Sandra H. French; and Patricia S. Gordon. Janet Siddiqui, M.D., Vice Chairman arrived at 5:15 p.m. (after the vote to close.)

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Sydney L. Cousin, Superintendent; Sandra Erickson, Deputy Superintendent; Mamie Perkins, Chief of Staff; Theresa Alban, Chief Operating Officer; Raymond Brown, Chief Financial Officer; Linda Wise, Chief Academic Officer; Mark Blom, General Counsel; Sue Mascaro, Director Staff Relations; and Mike Johnson, Director Business Systems

Ms. Mascaro provided an update on the status of HCEA and HCEA-ESP negotiations and took the Board through a number of unresolved issues and the rationale for the Superintendent's recommendations on both Board of Education and union proposals. Following discussion, the Board accepted the Superintendent's recommendations regarding the HCEA and HCEA-ESP negotiation parameters.

Adjourned: 6:30 p.m.

Submitted by: \_\_\_\_\_

Ellen Flynn Giles, Chairman  
Board of Education

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 16, 2010

The Board of Education of Howard County held Public Work Sessions II and III on the Superintendent's Proposed FY 2011 Operating Budget on Tuesday, February 16, 2010, at 1:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman (evening session only)  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Linda Morgan, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 1:06 p.m., and Mrs. French led the group in the Pledge of Allegiance.

## **Approval of Agenda**

*Action:* Mr. Aquino moved approval of the agenda. The motion was seconded by Mr. Cohen and approved by the members of the Board (6/0).

## **Recognition of Building Services, Grounds, Custodial, Transportation, and Payroll Staff**

Prior to the work session, Dr. Cousin and Board members expressed appreciation to staff from Building Services, Grounds, Custodial, Transportation, and Payroll for going over and above the call of duty to ensure that schools could open as quickly and safely as possible and that the system could meet payroll during the recent record-setting snowfall.



## **Public Work Session II – Superintendent’s Proposed FY 2011 Operating Budget**

- Staff recommended that no Central Office positions be added to the FY 2011 Operating Budget Request.
- Budget requests have been reduced by 20 positions over the past two years.
- Additional responsibilities have been absorbed by current staff and are spread across divisions and program areas.

### **Instruction**

#### Program 0601 – Art

- Budget adds 1.0 elementary art teacher for growth.
- One art teacher is moved to this program from Cedar Lane for accounting purposes only.

#### Program 0701 - Elementary Programs

- Workshop wages decreased by \$40,000 as a result of assistant principals replacing lead teachers for the summer academic intervention program.

#### Program 0801 - Business and Computer Systems

- Enrollment has decreased significantly due to changes in graduation requirements where Software Applications I no longer satisfies the technology requirement.
- Students are now transitioning to Computer Science I, pre-engineering classes, or Foundations of Technology.

#### Program 0901 - Language Arts

- Budget includes registration funds for online academic support/resources available to students through the Maryland State Department of Education (MSDE).

#### Program 1001 – World Languages

- HCPSS is looking ahead to expand world language offerings. Plans also include exploring E-Learning options.
- Students are currently allowed to pursue languages not offered by the school system by attending a program at a two- or four-year college with prior approval from the principal and at their own expense.
- MSDE also offers online courses and is in the process of approving Chinese I and II as part of their virtual learning opportunities.

- HCPSS has partnered with Howard Community College (HCC) with the STARTALK summer languages program. HCC is hoping to add Hindi to the course selection, which already includes Chinese and Arabic.
- Board members acknowledged fiscal constraints but indicated an interest in expanding the world languages program in the future to also include curriculum at the elementary level.

#### Program 1002 - English for Speakers of Other Languages (ESOL)

- Projected enrollment has decreased due to a change in MSDE criteria for student achievement and subsequent release from the ESOL program.
- Professional development plays an important role in helping teachers meet the instructional needs of students and prepare them for the rigor of the classroom with additional instructional strategies implemented in differentiated practices.

#### Program 1101 – Health Education

- Curriculum includes disease prevention and control, and teachers are encouraged to incorporate any relevant issues in the community into instruction.
- Board members thanked staff for the work that is being done in educating students about child abuse in an age-appropriate manner.

#### Program 1201 – Technology Education

- Budget includes summer training for pre-engineering teachers.
- Extensive computer programs are now available to all students in technology education.
- Students are engaged in various real-world problem-solving approaches and solutions.
- Basic craftsmanship instruction is offered, and the Construction Management Academy is available to students interested in continuing in this area.

#### Program 1301 – Kindergarten/Prekindergarten

- A comprehensive curriculum is provided to students, and instruction focuses on the whole child, which includes creative movement and music.
- Development of gross and fine motor skills is encouraged.
- Teachers have reported that students entering first grade now have greater skills than in the past.
- Staff agreed to provide data on the impact of the full-day kindergarten program and its correlation to student success.

Program 1401 – Mathematics

- All high schools offer co-teaching intervention for Algebra I/Data Analysis.
- The *Cognitive Tutor* software program supports academic intervention in algebra for underachieving students and is accessed through mobile labs in each high school.

Program 1501 – Media and Educational Technology

- Media specialists work with students to obtain resources that are not available within the school system.
- State standards for library media collections are being revised, and HCPSS will create a target collection size based on information received from the state.
- Schools are asked to cull no more than 5 percent of their media collections each year, and efforts are made to recycle as many materials as possible.
- Many of the online resources purchased by the school system are also available to students through home access.

Program 1601 – Music

- Board members commented on the importance of music and the arts and the connection to academic achievement.

Program 1701 - Physical Education

- In support of the physical activity portion of the wellness policy, "tool kit" resource materials were created for elementary classroom teachers to incorporate physical activity for students throughout the school day.

Program 1801 – Reading

- Changes in the reading program occur as required in order to meet the needs of all students.

Program 1901 – Science

- Funds are included to support the Mathematics, Science, and Technology Fair.
- Budget also includes funds to support state-mandated environmental education field trips. Activities vary from school to school.

Program 2001 – Social Studies

- Maintenance of software includes funds for 200 designated students to receive ongoing instruction using the MSDE online course in American Government.
- Countywide History Day is a voluntary program in which some high schools and most middle schools participate.
- Most high school students are taking a fourth year of social studies as an elective course.
- The largest increase in enrollment has occurred in Advanced Placement (AP) courses.
- Many teachers integrate public speaking as a regular part of instructional practices to help students prepare for oral presentations.

Program 2201 – Theater and Dance

- Professional development has been provided to help dance program teachers work more effectively with students who have challenges and/or disabilities.

Program 2301 – Gifted and Talented (G/T)

- Enrollment figures reflect students participating in a variety of programs.
- A wide variety of after-school courses are offered at both the middle and high school levels. Transportation for these programs is not provided.
- G/T instructional seminars are interest-based offerings where teachers are encouraged to help spot students who are interested in something different from what is offered in the traditional school day program.
- HCPSS is currently applying for an MSDE grant that will provide more opportunity to start developing online courses, which may be a way of giving students a free option for certain courses that cannot be offered at every high school.

Program 2401 – Summer School

- Staff was asked to provide information on the percentage of students who take summer school classes for review and the number who are enrolled for original credit.
- Each high school student has a four-year plan that is reviewed annually and can be customized to provide the best choices and programs for each student.

Program 3010 - Elementary Staffing

- State allocations are based on student enrollment projections, which can be difficult to predict, especially in tough economic times when more students may be attending public schools rather than private institutions.

Program 3020 - Middle School Staffing

- Budget decreases 11 teaching positions based on projected enrollment.
- Staffing levels may change as the enrollment projection process progresses.
- Intervention teachers are included to support academic achievement of students who need to pass the state assessments.

Program 3030 - High School Staffing

- Budget decreases 7.3 teaching positions based on projected enrollment.
- The high school staffing process has been simplified, which has been very efficient in allocating staff.
- High school intervention teachers are assigned based on projected needs for mastery courses and the number of students anticipated to need extra help in passing the high school assessments.

Program 3201 - Other Regular Programs

- Pool positions are allocated based on fluctuations in enrollment.
- Differentiated staffing allows the school system to customize needs based on student achievement data.
- One alternative education position has been moved to Alternative In-School Programs to support a need at the elementary school level.

Program 3205 - Junior Reserve Officers Training (ROTC)

- Partial reimbursement for this program is provided by the U.S. Government.
- Prospective students are interviewed, and Lieutenant Colonels work with principals and other staff in selecting participants.
- Staff was asked to provide the number of students who enroll in each program as out-of-district placements as well as the number who enroll as part of their home school program.

Program 3401 – Saturday/Evening School

- Evening school contains two components: one for students to obtain original credit and one for students who have been suspended.

- Many students choose the evening program for graduation purposes.
- Original credit class subjects are determined based on the needs of students.

#### Program 3402 - Homewood Center

- Credit recovery programs exist for students who attend Homewood during the day, as well as through Evening School.

#### Program 3403 - Alternative In-School Programs

- Currently there are 13 elementary and 10 middle schools (including Cradlerock) with Alternative In-School Programs.

#### Program 3501 – Academic Intervention Services

- HCPSS does not currently have mandatory elementary programs in this area, but some parents are recommended to send their students to academic intervention summer programs and/or special education programs.
- Parent and student survey data shows that this program is well-received and enjoyed.

#### Program 3701 - Career Connections

- This program includes the Career Research and Development (CRD) completer program as a pathway to graduation.
- Students are provided with workplace readiness skills and the opportunity for employment while enrolled in CRD II.

#### Program 3801 - Centralized Career Academies

- MSDE has recognized HCPSS for having the largest increase in number of students participating in either one of the academies or in CRD throughout the school system.

#### Program 4401 - Family and Consumer Sciences

- Three school-based high school Career Academy programs are offered under this program: Culinary Science, Child Development, and the Teacher Academy of Maryland.

#### Program 5601 – School Counseling

- Base staffing at the high school level is four counselors.
  - Five counselors are allocated when enrollment reaches 1,250 students.
  - Six counselors are allocated when enrollment reaches 1,500 students.

- Base staffing at the middle school level is two counselors.
  - Three counselors are allocated when enrollment reaches 750 students.
- One counselor is allocated to each elementary school until enrollment reaches 750, at which time 1.5 counselors are provided to the school.
- The Registrar Liaison position provides support and training to school-based staff.

#### Program 5701 – Psychological Services

- Over the past ten years, 50 percent of interns have become staff members, which saves a considerable amount of funds in recruitment.
- School staffing begins with a base number, and staffing is adjusted as needed for specialized programs in the schools.

### **Special Education**

#### Program 3391 – Special Education – Psychological Services

- Parent/community outreach is provided in collaboration with the Maryland Learning Disabilities Association.

### **Instruction (continued)**

#### Program 8601 - Interscholastic Athletics

- In FY 2009, 9,949 students participated in high school interscholastic athletic programs.
- The fiscal implications and equity issues of providing competitive interscholastic athletics at the middle school level were discussed.
- The middle school intramural sports program allows more choice in the schools.
- Efforts in the areas of providing athletic trainers and the development of the concussion program were recognized.

### **Health Services**

#### Program 8601 – Health Services - Athletics

- Funds for required training, certification, and care and prevention of athletic injuries programs have been moved from contracted services to salaries and wages for more accurate accounting.
- In FY 2009, 200 students with disabilities participated in the athletic program.

**Instruction (continued)**Program 8701 – Intramurals

- This program involves funding for middle school sport, dance, and fitness activities within individual schools, which are held outside the school day.
- Between 60 and 70 percent of students participate in intramural sports countywide.

Program 8801 - Cocurricular Activities

- Budget provides funding for coaches, advisors, etc., at the high school level.
- Funding at the middle school level provides for academic supports and cocurricular student activities after school.

**Mid-Level Administration**Program 0304 - Central Office Instructional Personnel

- Positions have been eliminated or consolidated where possible without affecting services.
- 20 Central Office positions have been reduced over the last two budget years, which requires current staff to absorb additional responsibilities.

Program 0411 - Curriculum & Curriculum-Based Assessments

- HCPSS has received awards for excellence in curriculum.
- Outstanding student performance bears testimony to the development of curriculum by staff, which also includes electronic instructional guides.

Program 1503 - Media Technical Services

- The Software Approval Process Test Lab tests all software and web-based programs proposed for use in the school system prior to purchase.

Program 2701 - Cable Television/Video Production

- Efforts are being made in this area to improve services without increasing the budget.

Program 3204 - Temporary Services Office

- On average, 350 substitute employees are needed each day.
- Budget includes funds for orientation materials for substitutes.
- Although new applications are not being accepted at this time, the school system is hiring between 30 and 60 substitutes a month.



Program 4701 – School-Based Administration

- Training is provided to Leadership Interns throughout the school year through professional and organizational development.
- Staff considers particular needs of schools when assigning interns.
- Funds for temporary help are used for required auditing of student eligibility records for participation in athletic programs.

Program 4801 – Professional and Organizational Development

- Discussion involved possible changes regarding the teacher induction program, which may occur as a result of proposed legislation.

Program 4901 – Professional Development Schools

- Currently, there are 42 schools involved with 17 partnerships.

**Recess:** The meeting was recessed by the Chairman at 4:38 p.m. and reconvened at 7:00 p.m.

**Operating Budget Review Committee Report (OBRC)**

On behalf of the OBRC, Co-Chairs Brian Meshkin and Chaunfayta Hightower expressed appreciation for the opportunity to serve and advise the Board on the operating budget.

FY 2011 OBRC Committee Members

Marcelino Bedolla

Mary Cannon

Ann De Lacy

Roy Ferguson

Ron Giles

Thomas Grobicki

James Hackett

Chaunfayta Hightower

Ken Jennings

Maureen Jesuorobo

Caryn Lasser

Kim McKay

Ted Mallo

Brian Meshkin

Clovis Thomas

Mr. Meshkin recognized the OBRC Committee Members and expressed appreciation for their time and effort. He also recognized Mr. Ray Brown, Chief Financial Officer, and Mrs. Joyce Laws, Administrative Assistant, who were instrumental in helping the committee achieve its objectives.

Mr. Meshkin and Ms. Hightower presented the OBRC report, which included long- and short-term recommendations for the proposed FY 2011 budget.

Board members expressed appreciation to the committee for their work and noted that the report would be thoroughly reviewed by the Board. Feedback will be provided to staff and the committee.

## **Public Work Session III - Superintendent's Proposed FY 2011 Operating Budget**

### **Pupil Personnel**

#### Program 6101 – Pupil Personnel Services

- The number of homeless students and those needing socioeconomic support are increasing each year.
- Approximately 10 percent of HCPSS students are in need of assistance.
- This program provides assistance to families in obtaining adequate clothing, food, school supplies, medical services, and other necessities for students in need.
- Assistance and support is also provided in truancy situations.

#### Program 6103 – Teenage Parenting & Child Care

- This program is housed at Wilde Lake HS and supports students, their children, and their families.
- Graduation rates are very high, indicating the success of the program.

### **Health Services**

#### Program 6401 – Health Services

- 42,000 nursing treatments were provided in FY 2009, and the same number is projected for FY 2011.
- Health room visits are also on the rise and may be a result of the economy, particularly when families experience the loss of health insurance.
- Staff was praised for their efforts in providing seasonal and H1N1 flu vaccinations.
- Many cross-functional activities are occurring with Health Services and other school system departments such as athletics and alternative education.

## **Special Education**

### Program 3320 – Countywide Services

- Services include support and related services for special education students, including adapted physical education, occupational therapy, physical therapy, assistive technology, vision, hearing, and speech language services.
- Staff at the County Diagnostic Center perform interdisciplinary evaluations for students in the school system as well as providing point-of-entry services for preschool and school-aged private school students who are suspected of having an educational disability.
- Services are provided to children from birth to age 21.
- Over 800 families are served through the County Diagnostic Center each year.
- As a result of a partnership with the Health Department, medical services and consultation fees have been decreased.

### Program 3321 – Special Education School-Based Services

- Approximately 10 percent of the student population receives special education services.
- A majority of funding for staff is provided through grants.
- The number of children with autism is growing exponentially, and new programs have been developed for early intervention.

### Program 3322 – Cedar Lane Program

- This program serves students from age 3 to 21.
- The continuum of services to the student and family is invaluable for success and improvement.

### Program 3323 – Bridges Program at Homewood

- The Bridges Program serves students with Individual Education Plans (IEPs) who have been identified as having emotional disabilities that require separate school programs.
- Included in staff are two psychologists, two social workers, and mental health technicians.

### Program 3324 – Regional Early Childhood Services

- This program provides services to children from birth to age five through the Howard County Infants and Toddlers program and through preschool and kindergarten special education programs.
- Services are offered in homes, community programs, and community preschools as well as in school system programs.

Program 3325 – Speech, Language, & Hearing Services

- This program is projected to serve 3,645 students in FY 2011.
- Technology has advanced tremendously in the area of communication.

Program 3326 – Special Education Summer Services

- This program serves students age 6 to 21.
- Staff agreed to provide additional information regarding the student satisfaction survey and results.

Program 3328 – Nonpublic and Community Intervention

- Currently there are 28 facilities providing services to students.
- The American Recovery and Reinvestment Act (ARRA) of 2009 has provided approximately \$800,000 for the program this year, but the school system will have to absorb those funds in FY 2011.

Program 3330 – Special Education Central Office

- Board members commended staff for the services provided by the Special Education Office.

Program 3390 – Home and Hospital

- Approximately 140 students are currently being served by this program.
- Reviews are performed every 30 days in an attempt to help students return to school as soon as possible.
- Budget includes funds for the purchase of two new laptops for access by students without home computers.

**Adjournment** – By Board consensus, the meeting was adjourned at 7:34 p.m.

**Minutes of the Board of Education Legislative Committee**

**February 17, 2010 – 3:30 p.m. - ML2**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

*Attendees:* Janet Siddiqui, Chairman; Sandra H. French; Raymond H. Brown

*Staff:* Julianne Dibble, Director, Professional & Organizational Development; Dan Furman, Staff Attorney; Kathy Hanks, Administrative Specialist (Board Office)

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
I	Call to Order	Dr. Siddiqui called the meeting to order at 3:45 p.m.		
II	Approval of Agenda	Teacher Induction was moved to first item.	As amended by Consensus	
III	<p>1. Teacher Induction Program -- Revised Regulations</p> <p>2. Review of 2/18/2010 BOE Legislative Recommendation</p>	<p>1. Ms. Dibble reported on the state board meeting. The language is more palatable, but there are definitely mandates. The state believes they have addressed all LEA's concerns. The state is accepting comments, but no deadline has been given. The language is very much aligned with the AARA Race to the Top funding. This will take affect July 1, 2011, which is also aligned with Race to the Top. Concerns are:</p> <ul style="list-style-type: none"> <li>• Definition of a mentor</li> <li>• Ratios</li> <li>• Re-allocation of staff</li> <li>• Cost of training and reporting</li> <li>• Compliance report is very vague</li> </ul> <p>2. <u>HB 171/SB 202 – Creation of a State Debt – Aging School Program – Qualified Zone Academy Bonds:</u> The committee discussed this bill and agrees with staff recommendation of supporting this legislation.</p> <p><u>SB269 – Child with a Disability – Individualized Education Program:</u> Staff does not support this legislation. Concerns are cost, prohibition of generating new documents during an IEP meeting, and goes against the Board's legislative platform. Howard County Public School System (HCPSS) does much of this already. Due to the inflexibility of this legislation, staff recommends opposition to this bill.</p>	<p>Superintendent is preparing a response. The committee recommended that the Board co-sign with the Superintendent or state that they support his letter.</p> <p>2. The committee requested more information on what the HCPSS procedure is now and that this bill will be deferred to the Board meeting on 2/25/2010.</p>	
IV	Scheduling	Next meeting will be Wed., 3/3/2010 at 3:30 p.m. in ML2.		
V	Adjournment	4:35 p.m.		

Approved – February 25, 2010

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 18, 2010

The Board of Education of Howard County held Public Work Session IV on the Superintendent's Proposed FY 2011 Operating Budget and a regularly scheduled meeting on Thursday, February 18, 2010, at 1:00 p.m., in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 1:06 p.m., and Mr. Cohen led the group in the Pledge of Allegiance.

## **Approval of Agenda**

Approval of meeting minutes includes:

- Policy Committee Meeting of January 25, 2010.
- Legislative Committee Meeting of January 27, 2010.

*Action:* Mr. Aquino moved approval of the agenda. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0).

## **Public Work Session IV - Superintendent's Proposed FY 2011 Operating Budget**

Staff presented budget score sheets to the Board, which provided a review of the budget in summary by program and category.

Approved – April 15, 2010

OAH-DYER-000606

Mr. Brown reminded Board members of the cautions he has shared in previous meetings and current updates, including:

- Revised revenue estimates received from the Maryland State Department of Education (MSDE) show that the state allocation will tentatively increase by \$10.6 million, but:
  - As a result of the final certified FTE (full-time equivalent) enrollment for Howard County, the maintenance of effort requirement has been reduced by \$83,000.
  - Given the current conditions and market, investment numbers are tracking very low, requiring a reduction of \$250,000.
  - Total reductions result in an increase of approximately \$10.3 million in state revenue.
- Restoration of any reductions made by the Superintendent or the funding of any new initiatives for FY 2011 is not recommended at this time.
- Negotiations with employee groups have not been finalized yet.
- Categories have been identified in the budget should there be a need to reduce the budget as a result of revenue reductions and/or the need to identify additional revenues to support a negotiated final agreement.
- There is a need to increase the school system's funding share of state retirement for employees who are not eligible to participate in the teachers' pension system by \$1.4 million.
- Staff turnover and the delay of filling vacancies (salary turnover) has resulted in a reduction in the current budget proposal.

Mrs. Woody Swinson, Budget Officer, provided information on the following score sheets for the proposed operating budget. It was noted that the reoccurring theme "Decrease payment to technology fund – cut one position," will be found on the categorical sheets. Mrs. Swinson explained that this was due to replacing the Coordinator of Strategic Planning in mid-level administration and the elimination of one position from the technology fund. Since the technology fund is funded throughout the budget, this will be identified in each category.

#### Revenues (General Fund)

- Increase of \$10,278,420 based on estimates from the Governor's budget and the decrease in investment income.

#### Administration – Program 0305 – Board of Education

- Decrease payment to Technology Fund - Cut 1 position - (\$28,820).

Mid-Level Administration – Programs 4701 and 0304

- 4701 – Decrease payment to Technology Fund - Cut 1 position - (\$62,780).
- 4701 – Salary turnover - \$100,000.
- 0304 – Add back 1.0 Coordinator of Strategic Planning - \$113,700.

Instructional Salaries – Various Programs

- Salary turnover - \$2,200,000.

Instructional Texts/Materials – Program 1501

- Reallocate furniture replacement for one middle school (for supplies and materials) - \$70,000.

Instructional Other – Program 1501

- Reallocate furniture replacement for one middle school (for supplies and materials as listed previously) – (\$70,000).

Special Education – Programs 3330 and 3321

- 3330 - Decrease payment to Technology Fund - Cut 1 position – (\$6,110)
- 3321 – Salary turnover - \$700,000

Pupil Personnel – 6102

- Decrease payment to Technology Fund - Cut 1 position – (\$4,960)

Health – Program 6401

- Decrease payment to Technology Fund - Cut 1 position – (\$770)

Transportation – Program 6801

- Decrease payment to Technology Fund - Cut 1 position – (\$4,120)

Operation of Plant – Program 7501

- Decrease payment to Technology Fund - Cut 1 position – (\$1,380)

Maintenance of Plant – Program 7601

- Decrease payment to Technology Fund - Cut 1 position – (\$800)

Fixed Charges – Program 8001

- Increase Pension Rate from 7.58% to 10.83% (a 43% increase) - \$1,400,000
- Additional Health Fund contribution - \$5,874,550

Mrs. Swinson explained that the pension rate increase is the dollar amount paid by the county for the employees' pension funds that are



not paid by the state. The dollar amount is derived from an actuarial study that is done by the state. Mr. Brown added that the funds cover non-certificated employees (employees who are not qualified for the teacher pension program). This is the required contribution dollar amount for FY 2011.

Dr. Cousin stated that the rate increase is usually in the 10- to 12-percent range, and although the recommended 43 percent increase must be followed, staff will pursue this issue further.

#### Community Services – Program 9401

- Decrease payment to Technology Fund - Cut 1 position – (\$90).

#### Capital Outlay – Various Programs

- No change.

#### Summary Sheet – (General Fund)

- Reductions:
  - Technology position – (\$109,830)
  - Reduction in equipment account – (\$70,000)
- Additions:
  - Added position in Mid-Level Administration - \$113,700
  - Salary turnover – Mid-Level Administration - \$100,000
    - Instruction - \$2,200,000
    - Special Education - \$700,000
  - Increased Pension Rate from 7.58% to 10.83% - \$1,400,000
  - Additional Health Fund Contribution - \$5,874,550

#### Food and Nutrition Services Fund

- No changes.

#### Printing and Duplicating Fund

- No changes.

#### Information Management/Computer Services Fund – Program 9714

- Cut 1.0 Systems Architect – (\$113,700).

#### Information Management Fund

- Ending balance for the FY 2011 Superintendent funds and FY 2011 Board funds are the same - \$150,235.

#### Health and Dental Self-Insurance Fund

- Decrease payment to Technology Fund - Cut 1 position – (\$3,870).

Health and Dental Self-Insurance Fund – Sources of Funds

- Payment from General Fund increased from \$70,271,880 to \$76,146,430.

Worker's Compensation Self-Insurance Fund

- No changes.

Grants Fund

- Addition of \$4,200,000, consisting of:
  - Contingent Revenues for Additional State Stimulus ARRA Funds - \$1,000,000.
  - Contingent Revenues for Race to the Top Grants - \$1,300,000.
  - Contingent Revenues for ARRA Infant and Toddlers Grants - \$700,000.
  - Contingent Revenues for Technology Grants - \$1,200,000.

*Discussion:*

Mr. Dyer expressed concern with having an allocation for grant money placed in the budget that may or may not be received by the school system. Staff explained the state law process that must be followed, which allows the school system to establish appropriation authority for the use of grant funds.

Mrs. French asked for an explanation of the concept "salary turnover." Staff explained that if a position becomes vacant, a search to fill the vacancy takes place. While the search takes place, savings are being generated. These savings become a placeholder in the budget. Should the revenue projections in the budget need to be reduced, the appropriation of funds will come from this source.

Mrs. French referred to the \$5,878,420 reserve amount in the Health and Dental Self-Insurance Fund category and asked what happens to this surplus money. Staff explained that this accrued reserve is a placeholder in the budget and is required in this category based upon actuarial information to support any catastrophic claims or any uncertainties during the year. The reserve dollar amount can increase or decrease depending on the claims experienced in any one year. The reserved funds can be carried over from year to year, which actually pre-funds the following fiscal year. Dr. Cousin said that the largest increases in the budget come from this category, and other ways of adding to the Health and Dental Self-Insurance Fund will be investigated.

Mr. Dyer said he would like to see further investigation on providing foreign language in elementary school. Mrs. Erickson discussed the research process that has already taken place between staff and Board members regarding this issue and offered to meet with Mr. Dyer to discuss this subject further.

Mrs. Erickson reported that the OBRC (Operating Budget Review Committee) recommended that the school system utilize technology more, and staff agrees. She referenced a time when Russian was offered to middle schools through the television studio, but the program ended due to a lack of interest. Mrs. Erickson also stated that staff is anticipating a grant that will allow online courses as a type of distance learning. Dr. Cousin said that the school system currently has connections and partnerships with Howard Community College, but there are still more opportunities to explore.

Dr. Cousin stressed that although the county is going through a difficult financial period, HCPSS still has an obligation to make sure that the 50,000 students receive the highest quality education possible. He added that the budget reflects the fact that HCPSS will continue to ensure the delivery of high quality education that students deserve and the community has come to expect. He stated that the Bridge to Excellence (BTE) Master Plan directs the system and long-range plans.

Dr. Cousin thanked the OBRC for presenting their recommendations report. He stated that although staff has not fully reviewed the report, a detailed written response to the report itself and to the specific recommendations will be forthcoming. He commented on a few of the recommendations that were made by the OBRC. Dr. Cousin referred to a statement in the OBRC report indicating that maintenance reductions could result in "a real possibility of potentially compromising the safety and well being of staff and students." Dr. Cousin emphasized that no reductions in the budget have the potential to affect safety or the security of HCPSS buildings and found the implication offensive. Dr. Cousin stated that the committee should carefully review the statement, and he recommended that it be changed and retracted. Dr. Cousin also pointed out that the State of Maryland has reviewed school system buildings, and HCPSS has received probably the highest commendation for building maintenance of any jurisdiction in the state.

Mr. Brown stated that staff is committed to improving the information conveyed in the budget document as recommended by the OBRC to change the budget format in the existing executive summary.

Mrs. Erickson commented on the OBRC's Public Involvement recommendation. She noted that there are over 30 advisory committees in HCPSS, and a list of these advisory committees would be circulated to the Board and to the OBRC. Each committee has a charter and provides budget input throughout the year. When each department comes forward with their budget, input has already been solicited from the community advisory committee that is most familiar with their particular curriculum, staffing, etc. In addition, every school has a school improvement team that also contributes input, which is reflected in the preparation of the budget.

Dr. Cousin thanked Mr. Roey, Executive Director, Facilities Planning and Management, for the implementation of Six-Sigma LEAN methods to improve processes and reduce costs. He added that staff agrees with the OBRC's recommendation to continue the Six-Sigma LEAN methods in providing staff and support for pilots throughout the coming fiscal year.

Dr. Cousin thanked the OBRC for their Technology Infrastructure Observations, including the recommendation of the pursuit of grants, looking at different ways of using technology as a resource, and spreading technology to classrooms.

Mrs. Erickson said that staff agrees with the OBRC's Equitable Opportunity Observation recommendation of increasing instructional opportunities utilizing new technologies. In June, the Instructional Task Force will share with the Board a structure that will enable the school system to do more in terms of researching new technologies, looking at innovative technologies, and allowing the school system to utilize new technologies effectively and efficiently.

Mrs. Erickson addressed possible misconceptions about Equitable Opportunity Observation. She stated that discussion regarding this has been ongoing for the past 15 years and addressed the misconceptions as follows:

- Elementary and middle school advanced programming:
  - The Board and staff made a decision that a program would be equitable and accessible across all levels.
  - Every elementary school and middle school has additional staffing for G/T programs.

- There is a minimum of one G/T staff person in every elementary school regardless of the number of students who may qualify.
- Programs have enrichment opportunities as well as acceleration opportunities.
- HCPSS has a philosophy of looking for gifted behaviors and nurturing gifted behaviors in all students.
- Students participate in accelerated programs.
- Students participate in enrichment programs.
- Students participate in Type III Projects.
- Students participate in independent research.
- Test scores are not as important as a student's sincere pursuit effort.
- High school advanced programming:
  - Programs that offer opportunities for acceleration and enrichment can be found in the Catalog of High School Courses.
  - A wide range of G/T courses are offered.
  - Problems may exist when not enough students sign up to take a particular AP course. The FY 2011 budget includes 17 additional positions to staff courses with low enrollment.
  - High schools are not limited only to courses that would be offered in every high school.
    - Diversity can be found from high school to high school.
  - Independent research courses are offered in high schools:
    - Student finds a mentor; school system finds a placement in the community; student pursues specific interest.
- Academic intervention across PreK-12:
  - Every elementary, middle, and high school offers an academic intervention program regardless of enrollment.
  - It is more equitable to diversify resources than to have the same resources in every building.
    - Equitable to have differentiated staffing.
    - Resources are provided for any school that has a student who has an academic need. If a school cannot provide specific resources, differentiated staffing will be provided.

Mrs. Erickson said she would welcome the opportunity to share with the OBRC in more detail the equitable opportunities offered by HCPSS.

Board members thanked the OBRC for their report, which created topics for discussion, consideration, and review. The Board also

thanked staff for their hard work and comments regarding the OBRC report. Board members stressed the importance of communication and encouraged the community to attend public meetings, send e-mails to the Board, and to visit the HCPSS website and BoardDocs.

A Public Hearing and Work Session on the FY 2011 Operating and Capital Budgets and FY 2012-2016 Capital Improvement Program is scheduled for May 20, 2010.

### **Superintendent's Proposed FY 2011 Capital Budget**

Mr. Roey reported that staff would like to recommend a change to the systemic renovation account by deferring project funds of \$6,846,000 to FY 2013. Stevens Forest ES will not be eligible for state funding until FY 2013, and in reviewing the overall condition of the building, it will be safe to defer further work until FY 2013. This would decrease the FY 2011 Capital Budget total to \$93,087,000. Mr. Roey noted that the Long-Range Master Plan dollar amount will not change.

#### *Discussion:*

Mr. Dyer asked if the \$5 million requested in the Site Acquisition and Construction Reserve account relates to the Route 40 Turf Valley site. Mr. Roey explained that there are several sites of interest in different parts of the county, including the Turf Valley area.

Mr. Dyer asked if instead of postponing the \$6.8 million capital budget project, if a site purchase should be made in FY 2011. Mr. Roey said that based on the information available today, plus the \$5 million requested in the budget, the school system should have sufficient money in the reserve account and the flexibility to purchase land.

Mrs. French inquired about the playground equipment account having a zero balance. Mr. Roey explained that no funds will be requested in the FY 2011 budget because the account has a sufficient balance that will cover any requirements for FY 2011 and FY 2012.

**Recess:** - The meeting was recessed at 2:48 p.m. and reconvened at 4:04 p.m.

### **Public Forum**

There was no one present to address the Board.

## **Superintendent's Report**

Dr. Cousin commended HCPSS employees for their outstanding response to the recent historical snowfall. He specifically thanked maintenance, grounds, and custodial staff for their assistance to the county in clearing roads and their efforts in preparing schools to reopen. He thanked the payroll staff for working on Presidents' Day to ensure that staff would be paid on time, and he thanked Mrs. Caplan, Director of Public Relations, for keeping staff and parents informed throughout the week.

Dr. Cousin also congratulated River Hill HS students Matthew Beck, David Duan, Richard Li, and Anne Park and Centennial HS students Katherine Chen and Melinda Wang for being named 2010 Presidential Scholars candidates.

Mrs. Blackwell, Director of Student Services, announced the Anti-Bullying Poster Contest winners for this year:

- Grand Prize Winner - Colin Chikhale, Phelps Luck ES, Grade 3.
- Grade Level K-2 - David Richman, Bushy Park ES, Grade 1.
- Grade Level 3-5 - Jackie Lee, Manor Woods ES, Grade 5.
- Middle School Winner - Yoon Moon, Clarksville MS, Grade 7.

## **Board Members' Reports**

Mr. Cohen reported that as a member of FRN (Federal Relations Network), he attended the National School Boards Association (NSBA) meeting of FRN in Washington, DC. He noted that FRN is looking into reauthorizing the No Child Left Behind (NCLB) Act.

## **Maryland's Reform Plan: Race to the Top**

*Presenters:* Mrs. Linda Wise, Chief Academic Officer, and Dr. James Foran, Executive Director of High Schools and Post-Secondary Initiatives at the Maryland State Department of Education (MSDE)

Mrs. Wise reported that MSDE has decided to submit an application for Race to the Top funds from the United States Department of Education (USDE) in the second round of competition. The application is due on June 1, 2010. MSDE is asking all Maryland school districts to be "Participating Local Education Agencies (LEA)" in the grant. This means that the Howard County Public School System (HCPSS) needs to review the Memorandum of Understanding (MOU) that MSDE has

developed and make decisions about the school system's participation before March 1, 2010.

Dr. Foran presented the MOU developed by MSDE that school systems must agree to in order to receive stimulus funds through the federal Race to the Top competitive grants initiative.

Dr. Foran provided an overview of the reform plan being developed for the grant application. He stressed that reform efforts will continue in Maryland with or without receipt of federal funding. Howard County stands to receive \$700,000 over four years if the Board agrees to sign on. Much of the money received by the state will come back to local jurisdictions through services that the state will provide.

Dr. Foran stated that Maryland's vision for reform contains four major goals:

- To revise the Maryland State Curriculum PreK-12 assessments and accountability system based on Common Core Standards.
- To build a statewide technology infrastructure that links all data elements with analytic and instructional tools to monitor and promote student achievement.
- To redesign the model for the preparation, development, retention, and evaluation of teachers and principals.
- To fully implement the innovative Breakthrough Center approach for transforming low-achieving schools and districts.

Mrs. Wise reported on staff's preliminary responses to the components of the MOU. She reviewed staff's concerns regarding the elements of the MOU in four different categories. She expressed staff's concern with the amount of funding based on the challenging economic times that currently exist. She added that it may be difficult to commit to a plan of this magnitude without fully understanding the full cost that the HCPSS will be expected to fund.

Dr. Cousin expressed preliminary interest in the school system becoming a participating LEA but indicated the need for more information and assurances before doing so.

*Discussion:*

Board members and Dr. Cousin expressed concerns with the MOU developed by MSDE that school systems must agree to in order to receive funds through the federal Race to the Top competitive grants initiative.



Mr. Cohen asked how the MOU will tie into the NCLB Act. Dr. Foran said it is his understanding that the four assurances will be included in NCLB and all other grant programs.

Mrs. Gordon asked for more information about the "Breakthrough Center." Dr. Foran said the "Breakthrough Center" is a concept that is specifically designed to work with low-achieving schools (those schools that have been identified as needing specific help). It is an attempt to broker services and support for schools providing intensive professional development from the state level. Schools are identified, and a team is sent to low-achieving schools to work with the principal and staff. The main focus is on student achievement and providing whatever support is necessary. Due to limited funding, this concept is currently only being used in two school systems. The expansion of the "Breakthrough Center" concept across the state will depend on funding.

Mr. Aquino asked what would be offered in the MOU for the citizens and students of Howard County that the HCPSS is not currently providing. Dr. Foran noted that HCPSS is a "very different place" compared to other counties in Maryland, but each school system will have a lot of local control of the money. Each school system will develop its own plan and spend the money however the county chooses, as long as the plan is within the perimeters of the state plan and receives state approval.

Mrs. Erickson asked if the jurisdictions that do not participate in the MOU benefit from the funds that the state receives. Dr. Foran said that some jurisdictions will benefit due to spillover. He pointed out that the state is going to do the curriculum piece whether it receives the money or not.

Dr. Cousin explained that the \$700,000 Howard County would receive is based on a formula for Title I funding. He reminded Board members that Howard County was one of two jurisdictions in the state that did not receive federal Title I stimulus dollars. For that reason, there would be an imbalance as far as the Title I funds coming to Howard County.

Dr. Cousin said the big issue is how involved Howard County will have to be in order to receive funding. He also asked how the HCPSS will benefit from participating and signing the MOU. Dr. Foran suggested that if HCPSS decides to participate, it might want to spend

the bulk of the money on the technology piece (Longitudinal Data System). He added that the school system is already well positioned with the standards and assessments, but the evaluation system will also need to be dealt with.

Dr. Cousin expressed concern that some of the requirements are untenable with the philosophy of the HCPSS. He said it would be better if more definitive answers about the evolution and the things to be determined, as well as the dollars involved that are necessary to carry out the plan, were available. He asked if it would be possible to sign the MOU with the understanding that HCPSS cannot carry out all of the MOU requirements. Dr. Foran stated that currently, a participating LEA has to agree completely with the Maryland Reform Plan. The application is not due until June 1, 2010, and as the process continues, if the school system is not happy with the language behind the MOU, then HCPSS can withdraw. He added that statewide impact is needed to get the grant.

Mrs. Erickson expressed concern about how student growth would be evaluated. Dr. Foran said a test, along with other multiple measures, would be used to evaluate student growth. Mrs. Erickson asked if jurisdictions would be allowed to develop their own multiple measures or would multiple measures be consistent statewide. Dr. Foran said the legislation is calling for an evaluation framework, including some broad perimeters that would be consistent statewide with local determinations as to how it best fits the needs of each jurisdiction.

Mrs. Giles expressed the following concerns:

- If HCPSS does not want to participate, the state will participate anyway, which means:
  - HCPSS students will have to meet the mandated measures required.
  - HCPSS teachers will have to be evaluated according to the process mandated.
  - HCPSS is being asked to commit to something without knowing the full extent of the commitment.
- Dependence on the Longitudinal Data System.

Dr. Foran said that the Longitudinal Data System is a Senate Bill that is part of legislation. Although concerns about privacy rights have been voiced, a Longitudinal Data System will exist.

Mrs. French asked if the State Board is still looking into having an assessment for Fine Arts. Mrs. Erickson explained that the state put together modules for art and music. Some are being used in the classrooms, but the modules are not part of the state assessment program.

Mrs. French stated that it is better for the school system to be a participant and have some say in the process, rather than the reverse situation.

Mrs. French stated that she agrees with the importance that is being placed on STEM (Science, Technology, Engineering, and Mathematics) but also sees the value of the arts. She added that there are a lot of studies that prove that involvement in the arts has improved student achievement. Dr. Foran said that although STEM is important in the application, it only counts as 15 out of 500 points, and there will not be any diminished value given to the arts. He named the participants of the Steering Committee and said that the broad stakeholder input is guiding the application. He encouraged the Board members to visit the Race to the Top website.

Dr. Foran said he would take Board members' and staff's comments back to the internal team for processing. He added that although the team will have to work within the perimeters of the federal government, they will do their best to address the concerns of the people.

Dr. Siddiqui expressed concern that two of the initiatives of Race to the Top go against the HCPSS Board's Legislative Platforms:

- Local board authority.
- Unfunded mandates.

Dr. Cousin thanked Dr. Foran for accepting his invitation to come and share the information with Board members and staff.

### **Proclamation: Youth Art Month**

In honor of Youth Art Month, Mr. Coates, Instructional Facilitator, presented works by student artists Grace Greco, Lisbon ES; Sophia Kraus, Lisbon ES; and April Zhu, Centennial HS, for the Department of Education's permanent collection.

*Action:* Mrs. French moved approval of the proclamation. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0).

### **Consent Agenda (Restricted\*)**

#### Staff Personnel, Bids and Contracts, School Construction Report, and Operating Budget Monthly Report

Mrs. French asked that Bids and Contracts Exhibit P-4 be pulled for discussion.

*Action:* Mrs. French moved approval of the Restricted Consent Agenda, absent Exhibit P-4 from Bids and Contracts. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

#### Bids and Contracts

##### Exhibit P-4      General Legal Services – Solicitation Requirements

Mr. Pindell provided background to the Board members regarding Exhibit P-4. He explained that through audit recommendations, the auditors have said that where there are contracts for services or goods, or anything over \$2,500, a competitive procurement process should be used. Since the legal services are higher than the state law threshold, Mr. Pindell suggested that the HCPSS Board of Education (BOE) obtain legal services through a competitive process. He also suggested that the Board use the standard procurement process in an open competitive environment to solicit for and evaluate legal firms. He recommended that the Board appoint a representative to serve on the evaluation committee to represent the Board's concerns and input in terms of review and evaluation of proposals that are received.

Mrs. French asked if it was known to the recommending auditors that LSA (Legal Services Association) already provides the Board with a list of firms that have the qualifications and expertise in education law, including the agreed upon hourly rates. Mr. Pindell stated that the firms he hopes to get submissions from are probably on the same list of firms the Board is currently using. Mr. Pindell said that the Board has the final approval on the recommendations, and he is asking for the Board's engagement in the review so that concerns and interests are shared with the evaluation committee.

Mr. Dyer expressed concern with having only one Board member on the evaluation committee. He added that he would like to question the attorneys directly. Mr. Pindell explained how the procurement process works and stated that the Board members will make the final approval on firm selection. Mr. Dyer asked if it is known how other Boards in Maryland retain council. Mr. Pindell explained that the competitive process used is a universal kind of process in which everyone goes through very similar procedures.

Board members noted the importance of having a relationship with legal counsel regarding the continuity of on-going Howard County cases and indicated the importance of having Board representation on the evaluation committee. Board members also expressed how important it is that a law firm is able to separate representation services to avoid creating a conflict of interest to the Board.

*Motion:* Mrs. French moved approval of Exhibit P-4 of Bids and Contracts. The motion was seconded by Mrs. Gordon.

*Discussion:*

Mr. Dyer expressed concern regarding the request for bids for legal services and expressed the need to feel comfortable that Howard County is in line with the way other boards have participated in the process. Mr. Pindell said that there will be an opportunity for Board members to make a change if necessary. Mrs. Giles reminded Board members that this process will come back to the Board.

*Action:* The motion was approved by the members of the Board (7/0).

Mr. Pindell explained that the solicitation for other services is currently out on bid and welcomed Board members to view the purchasing website.

### **Consent Agenda**

Donations; Policy Committee Meeting Minutes of January 25, 2010; and Legislative Committee Meeting Minutes of January 27, 2010.

*Action:* Mr. Aquino moved approval of the Donations report. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

*Action:* Mrs. Giles moved approval of the Policy Committee meeting minutes of January 25, 2010. The motion was seconded by Mrs. French and approved by the committee (2/0/1), with Mrs. Gordon abstaining due to her absence from the meeting.

*Action:* Dr. Siddiqui moved approval of the Legislative Committee meeting minutes of January 27, 2010. The motion was seconded by Mr. Aquino and approved by the committee (Mr. Aquino, Mrs. French, and Dr. Siddiqui) by a vote of 3/0.

### **Proclamation: National Women's History Month**

The Board of Education of Howard County designates the month of March 2010 as National Women's History Month.

*Action:* Dr. Siddiqui moved approval of the proclamation. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

### **Legislative Report/2010 General Assembly**

Mr. Brown reported on the following bills that will be presented to the General Assembly:

- HB 11/SB 204 – Student Stigma Act
  - Recommendation – Support
- HB 171/SB 202 – Creation of a State Debt – Aging School Program – Qualified Zone Academy Bonds
  - Recommendation – Support
- HB 233 – Howard County Public Schools – Funding Accountability and Transparency Act Ho. Co. 12-10
  - Recommendation – Support
- HB 243 – Fairness in Negotiations Act
  - Recommendation – Oppose
- HB 269 – Child With A Disability – Individualized Education Program
  - Staff Recommendation – Oppose
  - Legislative Committee recommended deferring bill until the February 25, 2010, BOE Meeting

- HB 410 – Education – Statewide Maintenance of Effort Waiver
  - Recommendation – Oppose
  -
- SB 74 – Comprehensive Master Plans
  - Recommendation – Support
- SB 76 – Disruptive Youth – Funding
  - Recommendation – No Position
- SB 87 – Education – Physical Education and Athletic Programs for Students with Disabilities – Reporting Requirements
  - Recommendation – Support

*Discussion:*

SB 76 – Disruptive Youth – Funding

Mr. Cohen asked for an explanation of the recommendation of no position. Mr. Brown explained that the bill provides a technical adjustment in terms of a long-standing requirement in law that was formerly with MSDE, and the responsibility for this program has been moved to the Governor's Office of Children Youth and Family.

Mr. Dyer requested that HB 243 - Fairness in Negotiations Act be pulled and voted on separately.

*Action:* With the exclusion of HB 243, Dr. Siddiqui moved approval of HB 11/SB 204, HB 171/SB 202, HB 233, HB 269, HB 410, SB 74, SB 76, and SB 87. The motion was seconded by Mr. Cohen and approved by the Board (7/0).

*Action:* Dr. Siddiqui moved approval of HB 243. The motion was seconded by Mr. Aquino and approved by the Board (6/1), with Mr. Dyer voting no.

### **Projection Accuracy Report**

*Presenter:* Mr. Joel Gallihue, Manager, School Planning

Mr. Gallihue reported that the projection error rates at the organizational level were no higher than 1.3 percent for 2009.

Of the 71 schools for which annual projections are calculated, 63 had error rates at or below 5 percent and only two exceeded

10 percent. The per-school mean absolute percentage error (MAPE) was 2.7 percent. Error rates for the 2009 projection compare favorably with the experience of the past decade and demonstrates that the school system's projection model is providing consistent estimates. Accurate student enrollment projections are critical to system operations and are used for capital budgeting, redistricting, staffing, and implementation of the Adequate Public Facilities Ordinance (APFO).

*Discussion:*

Mr. Aquino asked if the error rate at the elementary school level could be broken down by grade. Mr. Gallihue explained that different grade levels have different levels of accuracy. He added that kindergarten is the most difficult grade to project due to the five-year waiting period, whereas the data point is five years preceding their enrollment. He added that the 10 percent error rate at two elementary schools was mainly due to the kindergarten grades.

Mr. Cohen asked if multiple family situations and the homeless are included in the projections. Mr. Gallihue said that this is an area where staff can only make inferences but will have a higher survival ratio if there are multiple families living in single units. He added that staff's projection is really a projection by school, not a systemwide projection. The systemwide projection is built from the school projections, allowing staff to capture the distinctions in survival ratios for specific school areas.

Mrs. French asked how a school would handle a large unplanned influx of students. Dr. Cousin said the school system has a staffing pool. Mrs. Erickson stated that an updated unofficial projection is received and monitored over the summer. Weekly staffing meetings take place during the summer where schools turn in enrollment numbers, and a staff member looks at the updates and makes the decision of whether or not additional staffing is needed.

Mrs. French said the Board received a committee recommendation that suggested using the latest numbers in the final iteration of the budget. Dr. Cousin said staff decided to use the official projections for determining the Operating Budget, Capital Budget, and APFO calculations.



## **Calendar Adjustment for 2009/2010 School Year**

*Presenter:* Mrs. Patti Caplan, Director of Public Relations

Mrs. Caplan reported that the recent historic snowfall in the region resulted in schools being closed for eight instructional days so far during the 2009/2010 school year. Staff recommends that the following changes be made to the approved 2009/2010 academic calendar:

- The five days designated as inclement weather makeup days on the academic calendar be used to make up five of the eight days, making June 23 the final instructional day for the 2009/2010 school year.
- The Professional Development Day scheduled for Thursday, April 22 and the Professional Work Day for Articulation scheduled for Friday, May 14 be used as instructional days to make up the sixth and seventh days.
- The Superintendent will apply for a waiver of the eighth day and any subsequent days that may need to be used for inclement weather during the remainder of this school year.

Formal parent/teacher conferences, originally scheduled for February 10, 11, and 12, will not be rescheduled. Teachers are asked to provide other opportunities such as phone calls and individual meetings to parents who wish to discuss concerns about their child's progress.

The third quarter marking period has been extended from April 1 to April 23, with interim reports being issued on March 19 (instead of March 5), and report cards issued on May 5. The fourth quarter marking period will now begin on April 26, with interim reports issued on May 26. June 24 and 25 have been reserved for the Summer Institute for school-based administrators and school leaders. Summer school begins on June 28, 2010.

### *Discussion:*

Mr. Aquino asked how teachers would accommodate the extra time it will take to set up appointments, phone calls, etc., since the Parent/Teacher Conferences will not be rescheduled. Mrs. Caplan explained that parents will be asked to contact teachers to arrange to meet or talk to them if they have concerns regarding their child's progress.

Mr. Cohen suggested that April 1, 2010, be rescheduled as a half-day parent/teacher conference day, since it is already a scheduled half day for students. Mrs. Erickson said that although it is a possibility, it is a long time to wait for a conference and only a few conferences can be held in one afternoon. Mrs. Caplan agreed that teachers will not be able to accommodate all previously scheduled parent/teacher conferences in one afternoon. Mrs. Erickson added that if a parent has a critical issue, it is important that the issue be addressed in the next couple of weeks by e-mail, telephone call, or by setting up a conference. Mrs. Wise added that teachers do a good job in reaching out to parents.

Mr. Cohen suggested that the April 1, 2010, scheduled half day become a full day for student instruction.

After a lengthy discussion, Board members decided to make a change to the calendar recommendation by changing April 1, 2010, from a half day for students to a full day of instruction for students.

Mrs. French asked why the last school day of school could not be held on June 24 so that it would not be necessary to request a waiver day. Mrs. Caplan explained that the Summer Institute has been rescheduled for June 24 and 25. This will allow staff a few days to prepare for summer school, which will start on the following Monday, June 28, 2010.

Board members and staff discussed the possibility of making Friday, April 23 a half-day since it will be the end of the marking period, which would allow teachers time to prepare report cards. Mrs. Wise pointed out that teachers will have eight school days in which to prepare report cards, which should be ample time.

*Action:* Mr. Cohen moved to accept the Superintendent's revised calendar recommendation, with the amendment of Thursday, April 1, 2010, being a full instructional day. The motion was seconded by Mr. Dyer and approved by the members of the Board (7/0).

### **Policy 9080 – Interscholastic Athletic Activities**

*Presenters:* Mr. Michael Williams, Coordinator, Athletics; and Mr. Daniel Michaels, Administrative Director, Secondary Schools.

Mr. Williams reported that no changes have been made to the policy as presented to the Board on December 10, 2009.

*Highlights of Initial Proposal:*Policy

- Updates language in the Policy Statement to emphasize an education-based interscholastic athletic program.
- Adds a Purpose statement.
- Replaces regulations with revised standards.
- Adds a definition for Allied Sports.
- Lists the goals for students participating in the interscholastic athletic program as Standard A.
- Moves the authorization statement from Implementation Procedures to Standard G.
- Adds a Compliance Statement.
- Updates references in the Policy.

Implementation Procedures

- Updates the list of topics included in the annual Interscholastic Athletic Handbook.
- Describes the Interscholastic Athletics Advisory Committee (IACC).
- Lists the Board-approved athletic teams.
- Lists the sports which are not sponsored by HCPSS.
- Updates the list of topics included in the annual Interscholastic Athletic Handbook.

*Discussion:*

Dr. Siddiqui asked if the allied sports would be co-ed. Mr. Williams explained that allied sports are co-ed approved athletic competition between two or more high schools for students with disabilities and general education students who have never been a member of a junior varsity or varsity interscholastic athletic team. He said that students on the allied sports teams will receive the same benefits, including uniforms, transportation, etc., as the non-allied sports teams.

Mr. Williams stated that bowling will be offered as an allied sport and was chosen due to its success in Baltimore County. He added that allied bowling will give students an opportunity for post-season competition the same as regular teams have for a championship. The opportunity to play a championship game between Baltimore County and Howard County is being discussed.

Mr. Aquino asked if the list of Board of Education approved athletic teams should be moved from the Implementation Procedures to the Policy. After discussing the issue, Board members agreed by consensus to move the list of Board of Education approved athletic teams from the Implementation Procedures to the Policy.

*Action:* Dr. Siddiqui moved approval of Policy 9080 Interscholastic Athletic Activities as amended. The motion was seconded by Mr. Cohen and approved by the Board (7/0).

**Adjournment:** By Board consensus, the meeting was adjourned at 7:15 p.m.

### **Information Item**

Food and Nutrition Service Financial Report

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 23, 2010

The Board of Education of Howard County held a meeting to adopt the Superintendent's proposed FY 2011 Operating and Capital Budgets, FY 2012-2016 Capital Improvement Program Request, and FY 2011-2020 Long-Range Master Plan on Wednesday, February 23, 2010, in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Kathleen V. Hanks, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 9:02 a.m., and Mr. Dyer led the group in the Pledge of Allegiance.

## **Approval of Agenda**

*Action:* Mr. Aquino moved to approve the agenda. The motion was seconded by Mr. Cohen and the Board members approved (7/0).

Ms. Kathleen (Woody) Swinson, Budget Director, noted the following changes since the last Board meeting.

- Under Grants Fund, revenues for Race to the Top was changed from \$1,300,000 to \$700,000. This was due to the recent information received from the Maryland State Department of Education at the Board of Education meeting on February 18, 2010.

## **FY 2011 Operating Budget Request**

*Action:* Mr. Aquino moved approval of revenue sources as follows:

County Appropriation	\$464,476,658
State Sources	\$204,938,872
Federal Sources	\$ 370,000
Other Sources	<u>\$ 5,274,290</u>
Total Revenue Request	\$675,059,820

The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/0)

### Mid-Level Administration

*Action:* Mrs. French moved adoption of the Mid-Level Administration category in the amount of \$51,283,120. This includes a decrease payment to Technology Fund in the amount of \$62,780, an addition salary turnover of \$100,000, and add back 1.0 Coordinator of Strategic Planning in the amount of \$113,700. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

### Instructional Salaries

*Action:* Dr. Siddiqui moved approval of the Instructional Salaries budget in the amount of \$282,711,530 to include the salary turnover addition of \$2,200,000. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

### Instructional Texts/Materials

*Action:* Mrs. Giles moved approval of the Instructional Texts/Materials budget in the amount of \$13,448,800 which includes the reallocation of furniture replacement for one middle school in the amount of \$70,000. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

### Instructional Other

*Action:* Mrs. Gordon moved approval of the Instructional Other budget in the amount of \$2,232,210. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0).

### Special Education

*Action:* Mr. Cohen moved approval of the Special Education budget in the amount of \$81,210,560 which includes a decrease payment to Technology Fund in the amount of \$6,110 and adds a salary turnover in the amount of \$700,000. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/0).

### Pupil Personnel

*Action:* Mr. Dyer moved approval of the Pupil Personnel budget in the amount of \$2,762,810 and that includes a decrease in payment to Technology Fund in the amount of \$4,960. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

### Health

*Action:* Mr. Aquino moved approval of the Health budget in the amount of \$5,957,630. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

### Transportation

*Action:* Mrs. French moved adoption of the Transportation budget in the amount of \$33,296,710 with a reduction to the payment to Technology Fund in the amount of \$4,120. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/0).

### Operation of Plant

*Action:* Dr. Siddiqui moved approval of the Operation of Plant budget in the amount of \$42,776,280 which includes a decrease payment to Technology Fund in the amount of \$1,380. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

### Maintenance of Plant

*Action:* Mrs. Giles moved acceptance of the Maintenance of Plant budget in the amount of \$20,650,970 which reflects a decrease payment to Technology Fund in the amount of \$800. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/0).

### Fixed Charges

*Action:* Mrs. Gordon moved approval of the Fixed Charges category in the amount of \$121,303,360 which includes an increased pension rate from 7.58% to 10.83% in the amount of \$1,400,000 and the additional health fund contribution in the amount of \$5,874,550. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

### Community Services

*Motion:* Mr. Cohen moved approval of the Community Services budget in the amount of \$5,930,070 which includes decrease payment to Technology of \$90. The motion was seconded by Mr. Aquino.

*Motion:* Mr. Dyer moved to amend the motion to remove \$537,020 for non-public school transportation from Program 9101 and transfer \$500,000 of that fund to Program 1001 World Languages for the purpose of starting foreign language instruction in kindergarten, system wide, in each of the 39 elementary schools. Motion failed for lack of a second.

*Action:* The original motion was approved by the members of the Board (6/1) with Mr. Dyer dissenting.

### Capital Outlay

*Action:* Mr. Dyer moved approval of the Capital Outlay budget in the amount of \$900,310. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

### Administration

*Action:* Mr. Aquino moved approval of the Administration category in the amount of \$10,595,460 which includes a decrease payment to Technology Fund in the amount of \$28,820. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0).



## **Internal Service Funds**

### Food and Nutrition Services Fund

*Action:* Mrs. French moved approval of the Food and Nutrition Services Fund in the amount of \$11,777,680. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0).

### Printing and Duplicating Fund

*Action:* Dr. Siddiqui moved approval of the Printing and Duplicating Fund in the amount of \$2,656,200. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

### Information Management/Computer Services Fund

*Action:* Mrs. Giles moved acceptance of the Information Management/Computer Services Fund in the amount of \$5,037,890 reflecting the cut of a systems architect in the amount of \$113,700. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/0).

### Health and Dental Self-Insurance Fund

*Action:* Mrs. Gordon moved approval of the Health and Dental Self-Insurance Fund in the estimated amount of \$98,054,640 which includes a decrease payment to Technology Fund in the amount of \$3,870. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

### Worker's Compensation Self-Insurance Fund

*Action:* Mr. Cohen moved approval of the Worker's Compensation Self-Insurance Fund in the amount of \$2,482,940. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

### Grants Fund

*Action:* Mr. Dyer moved approval of the Grants Fund in the amount of \$43,700,000. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

## Comments

Dr. Cousin shared that even during these challenging economic times, the school system still has an obligation to provide the highest quality education to over 50,000 students. He believes that the Board, by adopting the operating budget, has moved in meeting that obligation. HCPSS works toward eliminating the achievement gap and meets the needs of all of the students. Although the budget makes deep cuts in a number of areas, the primary purpose is to make sure the school system reaches its mission of educating each student. The school system also reaches its mission through the highly qualified and dedicated staff.

## FY 2010 Operating Budget – Categories

*Action:* Mrs. French moved adoption of the total categorical budget of FY 2011 in the amount of \$675,059,820. The motion was seconded by Mr. Aquino and approved by the members of the Board (6/1) with Mr. Dyer dissenting.

## FY 2011 Capital Budget Request

*Action:* Dr. Siddiqui moved approval of the FY 2011 Capital Budget Request in the amount of \$93,087,000. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

## FY 2012-2016 Capital Improvement Program Request

*Action:* Mrs. Giles moved acceptance of the FY 2012-2016 Capital Improvement Program Request in the amount of \$386,082,000. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

## FY 2011-2020 Long-Range Master Plan

*Action:* Mrs. Gordon moved approval of the FY 2011-2020 Long-Range Master Plan in the amount of \$962,979,000. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

## Comments

The Board members expressed appreciation to everyone involved in developing the budget.

**Adjournment:** The meeting was adjourned by the Chairman at 9:40 a.m.

**Attachments**

- FY 2011 Operating Budget Request Summary
- FY 2011 Capital Budget Request
- FY 2012-2016 Capital Improvement Program Request
- FY 2011-2020 Long-Range Master Plan
- FY 2011-2016 Long-Range Systematic Renovations Projects

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

**February 25, 2010**

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, February 25, 2010, at 4:00 p.m., in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Josh T. Manley

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 4:05 p.m., and Mr. Manley led the group in the Pledge of Allegiance.

## **Approval of Agenda**

Delete: Item 3.B. Minutes – Closed Meetings  
Add: Item 5.A. Proclamation: Gifted and Talented Education Month in Maryland.

*Action:* Mr. Aquino moved approval of the agenda as amended. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (8/0).

## **Public Forum**

There was no one present to address the Board.

## **Superintendent's Report**

Dr. Cousin praised staff from Building Services, Grounds, Custodial, Transportation, and Payroll for going over and above the call of duty to ensure that schools could open as quickly and safely as possible and that the system could meet payroll during the recent record-setting snowfall. Mr. Ken Roey presented the groups with the Snowmageddan 2010 World Class Team Performance Award.

Dr. Cousin also expressed his intention to follow the snow day makeup schedule approved by the Board even though the State Board of Education will allow the State Superintendent to approve waivers of up to five days.

Dr. Cousin congratulated the following individuals who received awards at the Celebrating Gifted and Talented Education reception on February 25:

- Glenelg HS student Emily Schultheis, who received the Student Accomplishment Award.
- Thomas Payne, who received the Gifted Education Program Coordinator Award.
- Lynn Collins, who received the Teacher as Leader Award.

Dr. Cousin also announced that 46 Howard County public schools were recognized by the Maryland State Department of Education (MSDE) for their performance on the 2009 Maryland School Assessment (MSA) or the High School Assessment (HSA).

## **Board Members' Reports**

Mr. Manley reported on the selection of the new NAACP Chairperson, Ms. Rosyln Brock, who is an Elkridge resident and the first woman to hold this position. Mr. Manley also spoke about the selection process for the 2010/2011 Student Member of the Board (SMOB). He noted that seven students from five different high schools applied, and two final candidates will be chosen to run in the election.

Mr. Aquino reported on a recent Maryland Association of Boards of Education (MABE) meeting that he and Mrs. Gordon attended where Race to the Top was a major topic.

Mrs. Giles reported on changes in the calculation of AYP (Adequate Yearly Progress) due to the loss of instructional days this school year, as discussed at a recent State Board meeting. Discussion also

involved changes to the Race to the Top application and legislation concerning additional graduation requirements regarding math and personal financial literacy.

Mrs. Gordon and Dr. Siddiqui spoke about issues concerning childhood obesity and efforts that are being made in this area.

Mr. Cohen reported on recent student dance and musical performances that he and other Board members attended. It was also noted that HCPSS students will be participating in various events over the weekend, including the Culinary and Restaurant Management competition and the regional Poetry Out Loud competition. In addition, a large number of students received awards at the recent STEM (Science, Technology, Engineering, and Mathematics) Fair.

### **Consent Agenda (Restricted\*)**

#### Bids and Contracts

Exhibit P-1 Contract Package 15A was pulled for discussion.

*Action:* Mr. Aquino moved approval of Restricted Consent Agenda as amended. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0\*).

#### Bids and Contracts

Exhibit P-1	Additions and Renovations to Hammond ES And Hammond MS	
	Contract Package 15A - Mechanical	
	RYCO Associates, Inc.	
	Hammond Elementary	\$2,380,300
	Hammond Middle	<u>862,000</u>
	Total Award	\$3,242,300

Mr. Doug Pindell, Purchasing Officer, explained the process involved with the approved guidelines for MBE (Minority Business Enterprise). The lowest bidder for this contract package did not meet the requirements for MBE and did not demonstrate a good faith effort to request or to support a waiver request within the designated timeframe. The next lowest bid had full MBE participation and was compliant with the program as outlined in the bid documents, which required the participation of MBE certified firms. Mr. Pindell pointed out that he also consulted with the Governor's Office of Minority

Affairs, the Public School Construction Program, and legal counsel. All were in agreement with the findings.

*Action:* Mr. Aquino moved approval of the bid for Contract Package 15A. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/0\*).

### **Consent Agenda**

Each item was pulled for voting purposes.

#### Regular Meeting Minutes of January 28, 2010

*Action:* Mr. Aquino moved approval of the meeting minutes. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0/1), with Mrs. Gordon abstaining due to her absence from the meeting.

#### 2008-2009 Bridge to Excellence (BTE) Annual Report

*Motion:* Mr. Cohen moved approval of the BTE Annual Report. The motion was seconded by Mr. Aquino.

#### *Discussion:*

It was noted that the full BTE Annual Report will not be printed in the future. Mrs. Caplan stated that notification is being sent to the community and HCPSS employees through the school system's current electronic media that the annual report will be available online. A link to the report will be included in the communication, and the report will be interactive and include video clips. It is hoped that more people will see the report by having it available online.

A smaller report in hard copy will also be put together for use throughout the school year by employees and the community. This version will contain much of the same information but will be less costly to produce.

Mrs. Gordon commented on the academic achievement reflected in the report, especially in math and reading, and noted that the school system is getting closer to eliminating the achievement gap.

*Action:* The motion was approved by the members of the Board (8/0).

BOE Legislative Committee Meeting Minutes of February 17, 2010

*Action:* Mrs. French moved approval of the meeting minutes. The motion was seconded by Dr. Siddiqui and approved by a vote of 2/0/1, with Mr. Aquino abstaining due to his absence from the meeting.

**Proclamation: Gifted and Talented Education Month**

The Board of Education designates February 2010 as Gifted and Talented Education Month in the Howard County Public School System.

*Action:* Mrs. French moved approval of the proclamation. The motion was seconded by Mr. Manley and approved by the members of the Board (8/0).

**Hiring and Separation Report**

*Presenters:* Mr. Kirk Thompson, Director of Human Resources; Mr. Ernesto Diaz, Manager, Teacher Recruitment and Retention; and Ms. Suzanne Zilber, Manager, Classified and Temporary Services

The Office of Human Resources continues recruiting efforts to secure a highly qualified and diverse staff that is reflective of our schools and community, according to the annual report on the hiring and separation of employees.

In the one-year period between October 1, 2008, and September 30, 2009, there were 247 new teachers hired to address an increased enrollment of 800 new students and to replace 296 teachers who resigned, retired, took a leave of absence, or were promoted.

The total number of teachers hired is 162 fewer when compared to the last reporting period when 409 were hired. The data indicates that 53.4 percent of the teachers hired for the reporting period had prior teaching experience. Assignments were made for 440 teachers, which includes 247 new hires, 59 voluntary transfers, 85 involuntary transfers, 28 returns from leave, and 21 increases or decreases in assignments.

During the same period, 156 support services employees were hired, which is a decrease from the previous year's 283. During the reporting period, 80 support services employees were transferred. There were also 113 separations during the period. The support services group includes secretaries, clerks, custodians, food and



nutrition employees, maintenance employees, materials handlers, paraeducators, health assistants, and student assistants.

A shortage of teaching candidates in critical shortage content areas continues throughout Maryland. More than 65 percent of all teachers hired were those employed to teach in critical shortage content areas. As a result, 33.1 percent of new teachers were recruited outside of the state. Starting teacher salaries at the bachelor's degree level in HCPSS are the second highest in the state.

Mr. Albert Yoo, first-year teacher at Longfellow ES, reported on his experience as a PDS (Professional Development School) intern and first-year teacher experiences. He expressed appreciation to the HCPSS Human Resources Department for their critical assistance, direction, and support throughout the process.

*Discussion:*

Mr. Manley asked about the interview process for teachers. Staff explained that individuals begin with a preliminary interview in which all candidates are asked the same questions. Depending on their performance, a curriculum level interview occurs next and is specific to the candidate's area of certification. The final step involves referring individuals for school interviews depending on vacancies, area of certification, and school needs. Almost all interviews take place in person.

Mr. Manley also commented on the high level of diversity for new hires, including socioeconomic status, race, and experience in education. Mrs. Gordon noted the great success the school system has in hiring and retaining highly qualified teachers.

Staff explained the coordination and communication that occurs with the curriculum office almost on a daily basis to help ensure that anticipated staffing needs can be met proactively.

Staff explained the process involved in identifying critical needs areas for teachers. Mrs. French suggested that information be placed on the HCPSS website to help students who are thinking of entering college and matriculating in education to know the areas of critical needs.

Mr. Cohen spoke about the need to also inform students of employment opportunities within the school system that do not require a college education.

Board members expressed appreciation to staff for providing the report and commended them on their recruitment efforts.

### **Legislative Report/2010 General Assembly**

*Presenters:* Mr. Ray Brown, Chief Financial Officer, and Dr. Janet Siddiqui, Legislative Committee Chairman

The following bills and recommended positions were presented for Board approval:

- HB 269/SB 540 – Child With A Disability – Individualized Education Program
  - Staff Recommendation – Oppose
- HB 1131 – Education – Maintenance of Effort Waiver – Appeal Process
  - Recommendation – Oppose
- HB 1160 – Safe Schools Act of 2010
  - Recommendation – Support with Amendments
- SB 140/HB 150 – Budget Bill Fiscal Year 2011
  - Recommendation – Support
  -
- SB 310/HB 304 – Maintenance of Effort Requirement – Process and Factors
  - Recommendation – Support
- SB 315 – Public Ethics Laws – Elected Local Officials and Board of Education
  - Recommendation – Support
- SB 366/HB 610 – Education – Public Charter School Facility Revolving Loan Fund
  - Recommendation – Oppose
- SB 738 – Education – Public Charter School Facilities – Financing
  - Recommendation – Oppose

- SB 866/HB 1036 – Education – Enrollment – Average Daily Attendance
  - Recommendation – Oppose
- SB 899/HB 1263 – Education Reform Act of 2010
  - Recommendation – Support with Amendments

Dr. Siddiqui recommended that Board action on HB 269/SB 540, HB 1160, and SB 899/HB 1263 be held until the next Board meeting to allow further review by the Legislative Committee:

*Action:* Mr. Aquino moved acceptance of the Legislative Committee's recommendations on HB 1131, SB 140/HB 150, SB 310/HB 304, SB 315, SB 366/HB 610, SB 738, and SB 866/HB 1036. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

### **Proposed Instructional Materials**

*Presenter:* Dr. Clarissa Evans, Executive Director, Secondary Curricular Programs

The proposed instructional materials were displayed at the Department of Education from December 18, 2009, to January 12, 2010. There were no comments or requests for re-evaluation for any of the proposed textbooks.

*Discussion:*

Mr. Dyer expressed an interest in including the weight of each textbook in the approved list.

Concerns were expressed that textbooks would be chosen by weight rather than content. It was noted that many textbooks now have an online or CD component so that students can keep larger textbooks at school and access the material online at home. Dr. Evans stated that the approved list could indicate which books do not have an online or CD component.

Mr. Manley pointed out that many teachers are using online options due to the issue of increased backpack weight caused by large textbooks. He agreed with the suggestion of indicating on the approved list those books that do not have an online component.

*Action:* Mr. Cohen moved approval of the proposed instructional materials. The motion was seconded by Mrs. Gordon and approved by the members of the Board (8/0).

### **General Educational Specifications for New Elementary Schools**

*Presenters:* Mrs. Marion Miller, Administrative Director for Elementary Schools, and Mrs. Marie DeAngelis, Director of Elementary Curricular Programs

Based upon feedback from the public hearing and Board work session, the following issues were addressed in the specifications:

- Edited specifications to ensure consistency and to clarify language.
- Reflected all new changes with underlines and gray highlights.
- Grouped kindergarten with Grades 1-5.
- Clarified size of classroom, lavatories, extended learning rooms, and storage closets.
- Developed space analysis for schools with and without a RECC (Regional Early Childhood Center).
- Noted specifications for OT/PT (Occupational Therapy/Physical Therapy) Room for schools with and without a RECC.
- Added the specification for a vestibule with securable doors to front office and main foyer.

Responses to previous questions:

- Verified satisfaction with size of music rooms and storage.
- Investigated size of storage carts (risers with four 18-inch steps fold to 30-inch width).
- Elementary schools with cafeteriums of approximately 3,000 sq. ft.:
  - Deep Run
  - Forest Ridge
  - Gorman Crossing
  - Manor Woods
  - Talbott Springs
  - Triadelphia Ridge
- Elementary schools with gymnasiums over 4,500 sq. ft.:
  - Bushy Park
  - Dayton Oaks
  - Elkridge
  - Forest Ridge
  - Rockburn
  - Veterans

*Discussion:*

Mrs. Giles noted that there is nothing in the recommendations that would prohibit an architect from maximizing available space during the design/development phase of a project, including the use of mobile walls to allow flexibility for classrooms.

Mr. Cohen expressed concerns about safety issues related to the gymnasium size. He stated that he would like the size increased to approximately 5,000 sq. ft. to handle additional student capacity if needed. Mrs. Miller stated that this topic was discussed at length by the committee and physical education staff, and it was determined that the gym size of 4,500 sq. ft. could easily accommodate two classes with the use of an appropriate divider. It was noted that only six current elementary schools have gymnasiums over 4,500 sq. ft.

Mrs. Giles indicated that in other schools where it was not practical to expand the gymnasium in order to handle additional capacity, a multipurpose room served the school and the program better than a larger gym.

Mr. Dyer expressed concern with narrowing the size of the gym so much that it would lessen its usefulness to the entire community. Mrs. French noted that the school system has always complied with the Department of Parks and Recreation regarding their needs when a new school is being built. She also noted that a 4,500 sq. ft. gym in a school of 600 students would provide each student with 7.5 sq. ft. of space. The gymnasium at Veterans ES currently provides 7.23 sq. ft. per student.

Dr. Cousin noted that gym sizes in elementary schools vary greatly, and the most critical issue is delivering the educational program proportionate to the number of students enrolled. He pointed out that adding an additional 1,000 sq. ft. would cost \$250,000.

Board members discussed minor changes that were needed to the document for consistency. Mr. Dyer indicated his preference of having the document brought back to the Board with any changes prior to taking action.

*Motion:* Mrs. Giles moved that the educational specifications include a summary with a K-5 school inclusive, a separate summary for early childhood programs, and that an adjustment in the figures be made to match the summaries. The motion was seconded by Mr. Aquino.

*Discussion:*

Mrs. Giles indicated the need to separate the preschool and RECC figures from the K-5 summary because not every school will be built to accommodate preschool programs. This will create a baseline for K-5, and the preschool pieces can be added as needed. Mrs. Erickson stated that this change would not be substantive but merely another way of organizing the document.

*Action:* The motion was approved by the members of the Board (7/0/1), with Mr. Manley abstaining.

*Action:* Mr. Cohen moved that the Board amend the elementary educational specifications and increase the gymnasium size by at least 10 percent to 4,950 sq. ft. The motion was seconded by Dr. Siddiqui but failed for lack of a majority vote (4/4), with Mr. Aquino, Mrs. French, Mrs. Giles, and Mrs. Gordon voting no.

*Action:* Mrs. French moved approval of the General Educational Specifications for New Elementary Schools as amended February 2010. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/1), with Mr. Dyer voting no.

**Appointment – Community Advisory Council (CAC)**

Mr. Chris Wertman, CAC Chairman, reported on activities and concerns and provided information on the various communities represented by CAC.

**Adjournment:** By Board consensus, the meeting was adjourned at 7:24 p.m.

**Information Item**

Hammond ES/MS Construction Documents Comments to MSDE

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

**Minutes of the Board of Education Legislative Committee**

**March 3, 2010 – 3:30 p.m. - ML2**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French (arrived at 3:55), Raymond H. Brown

*Staff:* Linda Wise, Chief Academic Officer; Dr. James Walsh, Director, Special Education; Cynthia A. Schulmeyer, Coordinator, School Psychological Services;

Dan Furman, Staff Attorney; Kathy Hanks, Administrative Specialist (Board Office)

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
I	Call to Order	3:37 p.m.		
II	Approval of Agenda	Review of Bills moved to #1; New Bills for Consideration to #2; and Communication of Positions to #3	Approved by Consensus as amended	
III	1. Review of Bills deferred at 2/25/10 BOE meeting	<p><b>1a. HB 269/SB 540 Child with a Disability-Individualized Education Program:</b> Staff reported on this bill. The principal of the bill is excellent. Concerns are time constraints on school staff. Staff asked the Board to support the bill with an amendment that says that documentation would be provided to the parent <b>prior</b> to the meeting instead of <b>5 days</b> before the meeting. Staff also requested the Board to support the following changes in the language of the bill:</p> <p>1. (C) “Prior to a schedule meeting of the individualized education program team for a child with a disability, appropriate school personnel shall provide the parents of the child with a copy of each written assessment report.”</p> <p>2. (D) eliminate “or other multidisciplinary team for a child with a disability.”</p> <p>3. (D) Add (4) “This section shall not be construed in any way to give rise to any cause of action for money damages in a court in the State of Maryland.”</p>	<p><b>1a.</b> After in-depth discussion regarding the legislation and HCPSS Special Education’s best practices, the Committee recommended <b>2 business days</b> instead of <b>prior</b> and agreed with the other changes to the language.</p>	

**Minutes of the Board of Education Legislative Committee**

**March 3, 2010 – 3:30 p.m. - ML2**

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Staff: Raymond H. Brown, CFO

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French (arrived at 3:55), Raymond H. Brown

*Staff:* Linda Wise, Chief Academic Officer; Dr. James Walsh, Director, Special Education; Cynthia A. Schulmeyer, Coordinator, School Psychological Services; Dan Furman, Staff Attorney; Kathy Hanks, Administrative Specialist (Board Office)

Item	Subject	Discussion	Action/Status	Follow-up
	<p><b>2. New Bills for Consideration and Positions</b></p>	<p><b>1b. SB 899/HB 1263 Education Reform Act of 2010:</b> The tone has changed from a mandatory tone to an advisory tone, which relates to the teacher induction/mentoring component of the bill. Staff feels they can accommodate those provisions.</p> <p>Staff recommends the following changes to the language:</p> <p>1. (C)(1) “A performance evaluation of a certificated teacher or principal in a public school system shall consider student achievement, as measured by multiple indicators selected by the state and the local school system, as a significant component of the evaluation and one of multiple measures.”</p> <p>2. (C) (5) (II) Not happy with language, but does not apply to Howard County.</p> <p>3. Recommend a sunset revision stating that all requirements relating to stipends terminate when Race to the Top funds are no longer available.</p> <p><b>2a. HB 1160 Safe Schools Act of 2010:</b> The bill states that all middle and high schools are required to have a designated school security officer. HCPSS is recommending a change under (I) require school security officers to “may encourage school security officers” and discharge liability of school systems in cases where they have been given information about a reportable offense. There was in-depth discussion.</p>	<p><b>1b. Mr.</b> Aquino suggested that staff explain what tenure means for the public’s sake. Mr. Aquino stated that any stipend should be provided by MSDE. The committee agreed. Staff will cite the statute in the revised language.</p> <p><b>2a.</b> The Committee recommended a change to the definition of school security officer language to the effect that HCPSS could designate a present staff member. Staff will amend their amendment.</p>	



**Minutes of the Board of Education Legislative Committee**

**March 3, 2010 – 3:30 p.m. - ML2**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French (arrived at 3:55), Raymond H. Brown

*Staff:* Linda Wise, Chief Academic Officer; Dr. James Walsh, Director, Special Education; Cynthia A. Schulmeyer, Coordinator, School Psychological Services;

Dan Furman, Staff Attorney; Kathy Hanks, Administrative Specialist (Board Office)

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		<p><b>2b.</b> The Committee agreed with staff’s recommendations on the following bills:</p> <p><b>HB 272 Classroom Placement-Multiple-Birth Children – Parental Discretion</b> - Oppose</p> <p><b>HB462 Education-Discrimination Prohibited-Protected Classes</b> - Support</p> <p><b>HB 503 Education-High School Sports-Mandatory Playing Guidelines</b> – Oppose</p> <p><b>HB 505 Student Participation in High School Sports Academic Requirements</b> – Oppose</p> <p><b>HB 1165 Education-Offenses Reportable to School Authorities</b> – Oppose</p> <p><b>HB 1371 Public Schools-Student Gang Activity-Records and Reporting</b> - Oppose</p> <p><b>HB 1430 Student Health and Fitness Act</b> - Oppose</p> <p><b>SB 452/HB 439 Education-Innovative School Scheduling Models-Low Performing and At Risk Schools</b> – Oppose</p> <p><b>SB 1004 Budget Reconciliation and Balancing Act</b> – Oppose</p>		

**Minutes of the Board of Education Legislative Committee**

**March 3, 2010 – 3:30 p.m. - ML2**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French (arrived at 3:55), Raymond H. Brown

*Staff:* Linda Wise, Chief Academic Officer; Dr. James Walsh, Director, Special Education; Cynthia A. Schulmeyer, Coordinator, School Psychological Services;

Dan Furman, Staff Attorney; Kathy Hanks, Administrative Specialist (Board Office)

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
	3. Communication of Positions to Delegation	3. Discussion was held on procedures for communicating the Board's positions to the delegation. It was decided that after approval of the positions by the Board, Mr. Brown would forward the information to the Board Office. The Board Office will forward the information to the delegation via email.		
IV	Scheduling	Next meeting will be Wed., 3/17/2010 at 3:30 p.m. in ML2.		
V	Adjournment	5:25 p.m.		

Minutes of the Board of Education Policy Committee- March 8, 2010

ML-2, 1:00 – 3:00 p.m.

Committee Members: Sandra H. French, Chairman; Ellen Flynn Giles; Patricia S. Gordon

Staff: Fran Albert, Policy Specialist; William Barnes, Coordinator Secondary Mathematics; Ronnie Bohn, Program Support Specialist; Patricia Daley, Coordinator Special Education; Board Staff: Kathy Hanks, Administrative Specialist

Item	Subject	Discussion	Action/Status	Follow-up
A.	1. Call to Order 2. Approval of Agenda	1. Meeting was called to order at 1:10 p.m. 2. Modifications will be made based upon staff availability	By Consensus By Consensus	
B.	Policy 8030 Graduation Requirements	<b>Math:</b> The University System of Maryland Policy on Undergraduate Admissions was revised on 12/4/09 to increase the math requirement from 3 to 4 high school credits, including at least one math class/high school year, and be comprised of a minimum sequence of Algebra I, II & Geometry, and . The State Board will soon mandate this as a Maryland high school diploma requirement. Mr. Barnes recommended back-mapping alignment to support the change in HCPSS graduation requirements from 3 to 4 math credits in high school, which would include Algebra I, Geometry, and Algebra II. This will go into effect with the high school freshmen class of 2011-2012.	Consensus	Due to the imminent effective date of this mandate, it is urgent to prepare the current 7 <sup>th</sup> grade students and educate their parents. No policy committee is needed. Board Report: April 15 Public Hearing: May 13 Action: June 10 Effective: July 1, 2010.
C.	Policy 9200 Discipline	<b>SPED Changes:</b> Ms. Daley presented changes necessary to align with revised COMAR regulations regarding in-school suspension and in-school intervention. There was in-depth discussion. Staff will submit policy with changes for review.	Consensus	Policy 9200 Discipline will come before the full Board as a Report/Action.
D.	Homeless Policy (New)	<b>New:</b> Ms.Blackwell requested a Homeless Policy be included on the 2010-11 policy schedule. 16 Maryland LEAs have a policy, and 2 LEAs are writing one.	Consensus	Ms. Albert will include the creation of a Homeless Policy in the 2010-11 schedule.
E.	Policy 9080 Interscholastic Sports	<b>Allied Sports:</b> To avoid misunderstandings, clarification is needed for Standard H, #11 Allied Golf (implemented during the school year 2010/2011) that more lenient participation requirements for non-disabled students implemented in the	Consensus	The two clarifications made will ensure understanding that prior participation in Varsity or JV sports by non-disabled students will not

Approved – April 29, 2010

OAH-DYER-000651

Item	Subject	Discussion	Action/Status	Follow-up
		<p>pilot (2010) will not be retained or carry over in the fully implemented course in 2011. Also, dates of implementation are added to Allied Bowling, Allied Softball and Allied Soccer.</p>		<p>render these student ineligible for participation in the Spring 2010 Allied Golf pilot. However, this is a one-time only exception and will not carry over or be retained when the program is fully implemented in 2011.</p>
F.	<p>Policy 2010 Student Representation</p>	<p><b>Vacancy Issue:</b> Ms. Bohn suggested a change in language in the Implementation Procedures to ensure that if a member of the Student Board Member Selection Panel is unable to serve, a designee will be appointed by the HCASC elected officers.</p>	<p>Consensus</p>	<p>This change will come before the Board as an Information item.</p>
G.	<p>Possible Changes to Process and Format</p>	<p><b>New Timeline:</b> Ms. Albert revised the schedule due to the cancellation of Board meetings during the snow. Ethics will be ready this Spring. If Ethics changes again, the Committee requested an update in June.</p>	<p>Consensus</p>	<p>Policies scheduled for February 11 will be on the March 11 agenda. Additions: Graduation Requirements and Discipline.</p>
H.	<p>General Discussion/ Other</p>	<p><b>Annual Policy Board Report Date:</b> Both June 10 and June 24 were discussed as possible dates.</p>	<p>Consensus</p>	<p>The date will be approved on the Quarterly Agenda.</p>
I.	<p>Adjournment</p>	<p>Meeting was adjourned at 3:00 p.m.</p>	<p>Consensus</p>	<p>Next meetings: May 3, 2010 at 1:00 p.m. in ML2 and June 7, 2010</p>

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

March 11, 2010

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, March 11, 2010, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Josh T. Manley, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 4:02 p.m., and Ms. Adejire Bademosi, President, Howard County Association of Student Councils (HCASC), led the group in the Pledge of Allegiance.

## Public Forum

Clarksville MS students Allyson Luo and Adam Miller reported on the Clarksville MS Wind Ensemble performance at the Midwest Band Clinic in Chicago this past December.

## Approval of Agenda

*Action:* Mr. Aquino moved approval of the agenda. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (8/0).

## Superintendent's Report

Dr. Cousin reported on a recent change to the University of Maryland mathematics requirement that would require students to

have four years of mathematics in high school, including Algebra I, Geometry, and Algebra II. If students complete Algebra II before their senior year, they must complete a fourth credit by taking a higher-level mathematics course. Dr. Cousin has asked staff to begin a comprehensive alignment process of HCPSS mathematics courses.

Dr. Cousin also congratulated the following students and staff:

- The River Hill HS Student Government Association (SGA) and advisor Kristin Mitchell for winning the Felix Simon Award for Leadership and Service.
- Social Studies Coordinator Kim Loisel for receiving a fellowship from the Korean Society for a 12-day tour of South Korea.
- Homewood student Kelsey Stokes for winning the Regional Gold Key Award for her poetry in the 2010 Scholastic Art and Writing Awards Competition.
- Wilde Lake HS student Amy Greaney who received the Governor's commendation as a semifinalist in the state Poetry Out Loud contest.
- Atholton HS parent Kayle Simon, who is a semifinalist for the Maryland State Department of Education's Comcast Parent Involvement Matters Award.

### **Board Members' Reports**

Mr. Manley provided an update on the candidates for the position of Student Member of the Board (SMOB) for the 2010/2011 school year in accordance with Policy 2010 Student Representation. HCASC President Adejire Bademosi explained the process involved in the selection of the final candidates for the SMOB position and introduced the two students: Alexis Adams from Oakland Mills HS and Sarah Calvert from Centennial HS

Mr. Cohen reminded the public that high school spring plays are now in season, and many music adjudications are also beginning to take place.

Mrs. Gordon reported on the Maryland Association of Boards of Education (MABE) Legislative Luncheon that several Board members and the Superintendent attended. The luncheon provided an opportunity to discuss legislative bills of interest regarding education.

Mr. Dyer spoke about the luncheon for the senior class picks for Teachers of the Year and the Howard County Education Association (HCEA) Roundtable event.

Mrs. Giles introduced Mrs. Min Kim, Coordinator of Equity Assurance, who reported on the current International Parent Leadership Program (IPLP). Mrs. Kim introduced Mrs. Rita Yang, who is a member of the 2009-2010 cohort.

### **Consent Agenda (Restricted\*)**

Staff Personnel; Bids and Contracts; Operating Budget Monthly Report; School Construction Report; and Minutes of Closed Meetings (Official and Confidential) of December 17, 2009; January 7, 2010; and January 14, 2010.

*Action:* Mr. Aquino moved approval of the Restricted Consent Agenda. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0\*).

### **Consent Agenda**

Each item was pulled for voting purposes.

#### Donations

*Action:* Mr. Cohen moved approval of the Donations. The motion was seconded by Mr. Manley and approved by the members of the Board (8/0).

Regular Meeting Minutes of February 2, 2010 (Elementary Educational Specifications Work Session and FY 2011 Operating Budget Public Hearing); and February 23, 2010 (Adoption of the FY 2011 Operating Budget)

*Action:* Mr. Aquino moved approval of the meeting minutes of February 2 and February 23, 2010. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0/1), with Mr. Manley abstaining due to his absence from the meetings.

#### Legislative Committee Meeting Minutes of March 3, 2010

*Action:* Dr. Siddiqui moved approval of the minutes. The motion was seconded by Mrs. French and approved by the committee members (Mr. Aquino, Mrs. French, and Dr. Siddiqui) by a vote of 3/0.

**Proclamation: Music in Our Schools Month**

This proclamation designates March 2010 as Music in Our Schools Month.

*Action:* Mr. Cohen moved approval of the proclamation. The motion was seconded by Mrs. Gordon and approved by the members of the Board (8/0).

Mr. Rob White, Instructional Facilitator for Music, expressed appreciation to the Board for their support of arts and music education.

**Proclamation: Honoring Occupational Therapists Month**

The month of April 2010 will be proclaimed Occupational Therapy Month in HCPSS.

*Action:* Dr. Siddiqui moved approval of the proclamation. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

**Proclamation: National Administrative Professionals Week**

The week of April 18-24, 2010, will be recognized as National Administrative Professionals Week.

*Action:* Mr. Aquino moved approval of the proclamation. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

Mr. Dyer expressed appreciation to administrative professionals for doing an outstanding job of keeping up with advances in office technology.

**College and Career Readiness Support Project Grant\***

*Presenter:* Dr. Clarissa Evans, Executive Director, Secondary Curricular Programs

Staff requested Board acceptance of a Maryland State Department of Education (MSDE) College and Career Readiness Support Project Grant in the amount of \$1,258,663.



Dr. Evans explained that HCPSS staff will be working with a variety of school systems throughout the state in developing numerous online professional development modules for teachers that relate to the High School Assessments (HSAs).

Dr. Evans noted that HCPSS will take the lead as grant manager. Staff will be responsible for involving educators from around the state, specifically from districts that have indicated an interest in helping develop the online professional development courses. When the modules are completed, they will be placed on the MSDE website and will be accessible to all 24 school districts in Maryland. The deadline for completion of work is June 20, 2011.

*Action:* Mr. Aquino moved approval of the College and Career Readiness Support Project grant. The motion was seconded by Mr. Dyer and approved by the members of the Board (7/0\*).

### **Legislative Report/2010 General Assembly**

*Presenters:* Dr. Siddiqui, Legislative Committee Chairman, and Mr. Dan Furman, Staff Attorney

Mr. Furman presented 15 legislative positions for the Board's consideration. Staff requested that the Board adopt 12 positions as recommended by the Legislative Committee of the Board and three legislative positions as recommended by staff.

- HB 272 – Classroom Placement – Multiple-Birth Children – Parental Discretion
  - Recommendation – Oppose
- HB 462 Education – Discrimination Prohibited – Protected Classes
  - Recommendation – Oppose
- HB 503 Education – High School Sports – Mandatory Playing Guidelines
  - Recommendation – Oppose
- HB 505 – Student Participation in High School Sports Academic Requirements
  - Recommendation – Oppose
- HB 1165 Education – Offenses Reportable to School Authorities
  - Recommendation – Oppose

- HB 1371 Public Schools – Student Gang Activity – Records and Reporting
  - Recommendation – Oppose
- SB 1004 Budget Reconciliation and Balancing Act
  - Recommendation – Oppose

The following bills were discussed prior to taking action on the recommendations:

- HB 269/SB 540 – Child With A Disability – Individualized Education Program (IEP)
  - Recommendation – Support with Amendments

#### Rationale

HCPSS subscribes to the philosophy of this bill. It is already a best practice and in the Department of Special Education's handbook to provide these documents to parents at least five days before IEP meetings. The Director of Special Education advised that staff could complete the necessary paperwork within two days.

#### Amendments

1. Change five business days to two business days.
2. State specifically that the bill refers to IEP teams.
3. Specify documents which would be required to be sent to parents.
4. Discharge financial liability of school system for actions initiated under this section.

Staff is recommending the adoption of a section to protect the Board in civil liability matters that may arise from this piece of legislation.

#### *Discussion:*

Dr. Siddiqui expressed appreciation to Dr. James Walsh, Director of Special Education, and the Department of Special Education for their use of best practices in terms of trying to provide documents five days prior to IEP meetings. She also expressed appreciation to the Special Education Community Advisory Council (SECAC) for providing their position on this legislation. Board members agreed with the proposed amendments.

- HB 1160 – Safe Schools Act of 2010
  - Recommendation – Support with Amendments

#### Rationale

This recommendation is consistent with the Board's legislative platform. The legislation includes a number of effective strategies to reduce gang violence, and with some amendments, could accomplish its goals without detrimentally impacting local boards' budgets.

#### Amendments

1. In Section 7-424.2(A), add language to definition to allow a school security officer to be a current HCPSS employee and not require that the officer's duties be solely dedicated to security matters.
2. Discharge liability of school systems in cases where they have been given information about a reportable offense.

#### *Discussion:*

Dr. Siddiqui stated that the Board's Legislative Committee supports the strategy regarding curtailing gang violence in this legislation. Law enforcement has also provided testimony to support the position that it is not necessary to have a police officer in every school.

- SB 899/HB 1263 – Education Reform Act of 2010
  - Recommendation – Support with Amendments

#### Rationale

Proposed legislation will help achieve Race to the Top funding and extends the time needed to attain tenure. The Board, consistent with its legislative platform, believes in developing strong teachers before granting them tenure.

#### Amendments

1. Add a "sunset provision" stating that all requirements relating to stipends terminate when Race to the Top funds are no longer available.
2. Require that the MSDE fund stipends for teachers, pursuant to Section 6-306(b)(5)(II).
3. Language to preserve local authority concerning mentoring programs.
4. Allow local education authorities (LEAs) the right to decide the best evaluation tools and not require the use of student achievement data in determining teacher or principal performance.

*Discussion:*

Board members and the Superintendent discussed the proposed legislation at length, including

- Providing the ability to select multiple measures for evaluation of certificated teachers and principals.
- Issues related to increasing the length of time required to gain tenure.
- Impact at the state level regarding language about effective and highly effective teachers and how that should be measured.

It was noted that the passage of this legislation is not dependent upon acceptance of the Race to The Top application, and the legislation will become the governing rules if passed. Board members spoke about the need to support the concept of multiple indicators, a collaborative approach to making assessments, and providing local board authority.

Mr. Manley expressed concern about funding needs that would result from this legislation and stated that he was uncomfortable voting to support the legislation knowing that changes could still occur.

Mr. Dyer stated his preference of voting to oppose the bill because it does not include multiple measures for evaluation.

Mrs. Giles indicated that the position of supporting the legislation with multiple amendments would show that the Board has carefully reviewed the language, has strong positions, and supports the positions taken. She stated that the Board would have additional opportunities for input.

Mr. Furman was asked to renumber the amendments to place multiple measures and the performance evaluation at the top of the priority listing with specific language recommended by Mr. Blom, General Counsel. Mrs. French asked that the document be reviewed prior to submission.

- SB 452/HB 439 - Innovative School Scheduling Models – Low Performing and At Risk Schools
  - Recommendation – Oppose

Rationale

Proposed legislation is consistent with the Board's legislative platform. It is important to preserve local authority in deciding

schedules. The State Board could use this bill as authority to pass a new regulation to mandate the use of particular types of schedules. The local boards are the best decision makers concerning school scheduling because various jurisdictions have different needs.

*Discussion:*

Board members expressed concern with this legislation in that it would allow the state to mandate how HCPSS determines school schedules. Nothing currently prohibits the state from exploring options and helping other systems around the state in developing school schedules, but this legislation would take away local board authority.

- HB 1430 Student Health and Fitness Act
  - Recommendation – Oppose

Rationale

The recommendation is consistent with the Board's legislative platform. The Board should be responsible for developing curriculum. This bill is legislated curriculum. While including physical activity in the curriculum may be a positive addition to a student's day, the Board should have the final authority to decide whether to include it. The bill also has no flexibility. If it rains and outdoor recess that would normally count towards non-PE physical activity is canceled, the system may technically be out of compliance for that particular week.

*Discussion:*

Mr. Dyer stated that the Board should support this legislation. Mrs. Gordon indicated that there is general agreement on the objective but asked how time could be allocated to this during the current school day. Mr. Dyer stated that the use of innovative scheduling could provide additional time that could be used to comply with 150 minutes of required physical activity each week.

Mr. Dyer expressed concern that mandated testing is forcing physical activity to be reduced in the schools. Dr. Siddiqui stated that there are other ways in which physical activity can be increased throughout the school day with a better outcome than a particular dedicated physical education time.

*Action:* Dr. Siddiqui moved approval of the House and Senate Bills, pages 1-7, excluding HB 1430 and SB 899. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

*Motion:* Mrs. French moved approval of the recommendation to oppose HB 1430 – Student Health and Fitness Act.

Mrs. French noted that some students in Howard County and in other school systems currently receive more than 150 minutes of physical education. This legislation may actually require that the time be reduced if school systems must adhere to a strict number of minutes for physical activity.

*Action:* The motion was seconded by Mr. Cohen and approved by the members of the Board (7/1), with Mr. Dyer voting no.

*Motion:* Mr. Cohen moved approval of SB 899/HB 1263 (Education Reform Act of 2010) to support only with the requested amendments. The motion was seconded by Mrs. Gordon.

Mr. Dyer stated that his opposition to the recommendation is based upon sending a very clear message to the legislators in a tactical manner that the bill must support multiple measures for evaluation.

*Action:* The motion was approved by the members of the Board (6/2), with Mr. Dyer and Mr. Manley voting no.

Mr. Manley stated that his reason for opposing this legislation is that it currently does not include all of the amendments as proposed in the recommendation.

Mr. Furman stated that the amendments would be renumbered and would include specific language proposed by General Counsel, as requested by the Board.

Mr. Furman also introduced the following legislative proposals with staff-recommended positions and noted that these bills have not been reviewed by the Board's Legislative Committee due to time constraints.

- HB 760 – Public Schools – Substitute Teachers – Qualifications, Training, and Study
  - Staff Recommendation – Oppose

### Rationale

This bill would impose a number of new requirements concerning the school system's substitute teacher orientation program. The recommendation to oppose is consistent with the Board's legislative platform on the grounds that local board authority should be maintained and that the Howard County Board of Education should decide on specific qualifications and training necessary for substitute teachers. Most, if not all, of the requirements in the bill are practices that Howard County currently employs.

Ms. Suzanne Zilber, Manager of Temporary/Support Services, provided information on the HCPSS substitute orientation that teachers must attend before they are approved to work in the schools. This orientation includes child abuse training, classroom management, safety issues, and training on the substitute assignment system (Smartfind). All new substitute teachers are provided with a comprehensive handbook from Utah State University, which has a substitute teacher training program. The handbook also addresses safety and legal issues, classroom management, and includes supplemental activities.

It was noted that this bill would also mandate reporting requirements that would create a financial impact in terms of certification, logging information, etc., and puts an additional burden on school systems that are already performing these tasks to ensure that substitute teachers are prepared.

- HB 781 – Teachers and Other Personnel – Transfer - Notice
  - Staff Recommendation – Oppose

### Rationale

Recommendation to oppose is consistent with the Board's legislative platform and maintaining local board authority. This bill is essentially a matter of collective bargaining, which is specifically outlined in Article 6 of the school system's master agreement with HCEA (Howard County Education Association), and provides flexibility for the school system to address potential student concerns and safety of staff in an expeditious manner.

- SB 786 – Public Schools – State Aid for School Construction – Planning and Design Costs
  - Staff Recommendation – Support

### Rationale

This legislation concerns state aid for school construction and would allow the Board of Public Works to consider planning and design as part of capital improvement costs. The Board supported this legislation in its previous form as SB 24 in 2009.

*Action:* Dr. Siddiqui moved approval of staff recommendations for HB 760, HB 781, and SB 786. The motion was seconded by Mr. Manley and approved by the members of the Board (8/0).

Mr. Furman was asked to provide the revisions to amendments and language for SB 899 to the Board's Legislative Committee prior to submission to the Delegation.

### **2010/2011 – Anticipated School Opening/Closing Times**

*Presenter:* Mr. David Drown, Director of Transportation

Mr. Drown presented the proposed 2010/2011 school opening and closing times. No changes are proposed at the high school or elementary school levels. Mr. Drown recommends altering the schedule of Oakland Mills MS by 15 minutes, moving the start time from 7:40 to 7:55 a.m. and the closing time from 2:25 to 2:40 p.m. He also recommended a change to the Cradlerock Upper School (Grades 6-8) schedule to align it with the other middle school schedules. The start time would change from 8:10 to 8:00 a.m. and the closing time from 2:40 to 2:45 p.m.

The Pupil Transportation Office staff will continue to monitor recommended opening and closing times based on feedback from schools and the community. Adjustments may be made based on this feedback. A final opening and closing time chart will be presented to the Board later this spring.

### *Discussion:*

In response to Mr. Manley, Mr. Drown stated that the most important issue in scheduling school opening/closing times relates to efficiency of the bus fleet. Although the recommended changes do improve efficiency, the main reason for the change to Oakland Mills MS is to increase the window and to decrease congestion associated with opening and closing times for both Oakland Mills HS and Oakland Mills MS.



The change in the schedule for upper grades at Cradlerock is to adjust the instructional day to match the rest of the middle schools in Howard County.

### **Assignment of Relocatable Classrooms**

*Presenters:* Mr. Ken Roey, Executive Director of Facilities Planning and Management, and Mr. Joel Gallihue, Manger of School Planning

Mr. Roey and Mr. Gallihue presented recommendations for the reassignment of relocatable classrooms for the 2010/2011 school year. Six schools are slated to receive one unit each: Atholton HS, Bonnie Branch MS, Mayfield Woods MS, Northfield ES, and Waterloo ES. Veterans ES will receive two units.

Mr. Roey and Mr. Gallihue recommended removing five units from Glenelg HS, two from Lisbon ES, and one from Clarksville ES. The Clarksville unit and two units from Jeffers Hill HS would be held in reserve for future needs. The Board is scheduled to approve the placement of relocatable classrooms on April 15, 2010.

#### *Discussion:*

Mrs. French expressed concern regarding growth in the area of Bollman Bridge ES and the need for relocatables to provide space for the initiation of programs for various student bodies. Mr. Roey stated that staff would conduct another review and noted that a future renovation is also proposed for Bollman Bridge ES. Mr. Gallihue pointed out that staff looks at every school each year, and the current recommendation does not preclude making a decision to provide relocatables at the school next year if necessary.

### **Policy 8080 Acceptable Use of Computer Technology**

*Presenters:* Mr. Michael Borkoski, Technology Officer, and Mr. Nick Vissari, Technology Security Analyst

#### *Highlights:*

#### Policy

- Updates language in the Policy Statement, adding the need for protection from unauthorized access, modification, destruction, or distribution.
- Adds safety and proper use of technology to the purpose statement.

- Adds definitions for account credentials, computer system, network infrastructure, online resources, technology, and the technology security analyst.
- Adds language in the standards regarding personal use of HCPSS technology, regarding users' responsibilities, and regarding approval processes.
- Re-orders the compliance statement section, adding the Technology Security Analyst, supervisors and the Director of Human Resources
- Updates references in the policy.
- Replaces "Computer Technology" with "Technology" in the policy title and throughout the policy and the implementation procedures.

#### Implementation Procedures

- Clarifies the processes for dissemination of information regarding the provisions of this policy.
- Updates language that specifies responsibilities for all users, for employees, and for students.
- Removes section for "Individual Technology Accounts" and incorporates the information throughout the Implementation Procedures
- Updates the section regarding violations of policy to include roles for administrators, supervisors, and for the Technology Security Analyst.

*Action:* Mrs. French moved adoption of Policy 8080 Acceptable Use of Technology, as amended. The motion was seconded by Mr. Aquino and approved by the members of the Board (8/0).

#### **New Policy 3040 Technology Security**

*Presenters:* Mr. Michael Borkoski, Technology Officer, and Mr. Nick Vissari, Technology Security Analyst

#### *Highlights:*

#### Policy

- States the Board of Education commitment to providing a clear and consistent technology security plan throughout HCPSS.
- States that HCPSS will ensure compliance with all local and regulatory mandates.
- Establishes standards that clearly delineate technology requirements.
- Establishes that all staff will comply with the expectations for a secure technology environment.

- Sets a standard for access control.
- Clarifies physical security for all data centers, main distribution frames, and intermediate distribution frames.
- Adds compliance statements for the Superintendent, school principals, the Technology Security Analyst, and supervisors.
- Adds references (legal and local).

#### Implementation Procedures

- Specifies guidelines for annual announcements and dissemination of information regarding technology security procedures.
- Clarifies regulations regarding electronic communications.
- Includes guidelines for online testing.
- Clarifies security vulnerability assessments.
- Separates employee user guidelines from student user guidelines.
- Discusses reporting procedures in the case of a suspected violation of this policy.

#### *Discussion:*

Mr. Manley commented on a recent incident in Montgomery County where students were able to access grades and make changes. Staff pointed out that one of the important changes to Policy 8080, which is also included in Policy 3040, is providing education to users. Staff is implementing proactive and preventative technologies that will mitigate many of the risks.

Mrs. Giles asked that the term "end user" be changed to "user," which is defined in the policy. A change was also requested regarding access controls to include the Assistant Administrator as well as the Designee.

*Action:* Mrs. French moved approval of Policy 3040 Technology Security, as amended. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (8/0).

Mr. Dyer suggested that a laminated card summarizing rules for using computer systems be provided for use by staff as reinforcement of the ethics involved with the use of technology.

#### **Policy 5110 Students with Do Not Resuscitate (DNR) Orders**

*Presenters:* Ms. Donna Heller, Health Services Coordinator, and Mary Jo Harris, Health Specialist

Ms. Heller and Ms. Harris shared recommendations from the policy revision committee. It was recommended that the Board rescind Policy 5110 due to the recent adoption of new state regulations that address how school systems will handle do not resuscitate (DNR) orders for students.

The state guidelines would be incorporated into the HCPSS Health Services Procedures manual and would include the requirements for a DNR order, procedures for implementing a DNR order, and procedures regarding activation of the DNR order.

Timeline:

Public Hearing – April 15, 2010

Action: May 13, 2010

Effective Date: July 1, 2010

*Discussion:*

Mrs. Heller explained that information specific to HCPSS will be taken from the rescinded policy and included in the Health Services Procedures, along with the state guidelines.

Mrs. Heller also stated that staff could review Policy 5100 Health Services and reference the DNR order and implementation procedures for DNR orders in the policy. It was also suggested that specific information regarding DNR orders be included in the implementation procedures for Policy 5100.

Mrs. Heller pointed out that professional development for health services, administrators, and school-based staff would also take place to bring attention to the guidelines. Parents could be alerted in various ways through HCPSS communications.

Mr. Dyer requested that feedback from any family affected by these changes be provided if possible. Staff agreed to the request.

**Policy 9270 Student Assault and/or Battery on School Staff**

*Presenter:* Mr. Dave Bruzga, Secondary Administrative Director

*Highlights:*

Policy

- Adds a Purpose statement.

Approved – April 29, 2010

- Adds a definition for Service Provider.
- Separates the two standards into three standards for clarity.
- Adds a new standard to specifically address students receiving Special Education services with an Individualized Education Plan (IEP) or having a 504 plan.
- Adds a Compliance section.
- Adds a Reference section for legal references as well as for other Board policies.

#### Implementation Procedures

- Updates procedures for disseminating this policy's information each school year.
- Specifies principal responsibilities for informing students, parents, guardians, and staff of the information in this policy.
- Specifies HCPSS responsibilities for publishing the information in this policy.
- Adds threat assessment to the investigation process.
- Clarifies procedures for students receiving special education services with an Individualized Education Plan (IEP) or having a 504 plan.

#### *Discussion:*

Board members recommended that the term assault/battery be changed to read "assault and/or battery" consistently throughout the document.

Mr. Bruzga clarified that adjustments will also be made to the Student Code of Conduct to reflect changes to the policy.

Mr. Dyer indicated a need to delineate separate minimum penalties for both assault and battery to emphasize the difference.

It was suggested that Board members circulate any remaining concerns for response from staff prior to taking action on the policy. Feedback from the upcoming public hearing may also bring forth additional issues that require consideration.

Board members requested information on the number of assaults and/or batteries that have occurred in HCPSS. Mr. Bruzga agreed to provide the data.

## **2010/2011 Schedule of Board Meetings**

*Presenter:* Mrs. Kathleen Hanks, Administrative Specialist

Mrs. Hanks provided a report on the Board's proposed meeting schedule for the 2010/2011 school year, which includes dates for the anticipated Attendance Area Adjustment (AAA) process. Action is scheduled for March 25, 2010.

## **Quarterly Agenda – April – June 2010**

*Presenter:* Mrs. Kathleen Hanks, Administrative Specialist

The Board reviewed its tentative quarterly agenda for April-June 2010. Action is scheduled for March 25, 2010.

**Recess:** The meeting was recessed by the Chairman at 7:08 p.m. and reconvened at 7:49 p.m.

## **Public Forum**

There was no one present to address the Board.

## **Appointment – PTA Council of Howard County (PTACHC) Monthly Report**

Mr. John Hannay, President of PTACHC, reported on recent activities of the Council. He also complimented the Superintendent and staff for their response to the historic snowfall last month.

## **Public Hearing – Policy 7040 Abuse of Alcohol and Other Noncontrolled Substances by Employees**

See CAC testimony below.

## **Public Hearing - Policy 7050 Prohibition of Illegal Drugs and Drug Paraphernalia for Employees**

Mr. Chris Wertman, Chairman, Community Advisory Council (CAC)

- CAC supports proposed policy changes/revisions to Policy 7040 Abuse of Alcohol and Other Noncontrolled Substances by Employees and Policy 7050 Prohibition of Illegal Drugs and Drug Paraphernalia for Employees.

- CAC believes that these policies, as presented to the Board, appropriately reflect the community sentiment regarding fundamental issues covered.
- Revisions made serve to eliminate any ambiguities that may have existed in the previous versions of these policies.

**Adjournment:** By Board consensus, the meeting was adjourned at 8:01 p.m.

### **Information Items**

Food and Nutrition Service Financial Report

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

**MEETING OF THE BOARD OF EDUCATION OF HOWARD COUNTY - AUDIT COMMITTEE**

10910 Route 108, Ellicott City, MD 21042

Wednesday March 17, 2010 - 10:00 a.m., ML-2

Committee: Larry Cohen, Chairman; Ellen Flynn Giles; Allen Dyer

Attendees: Larry Cohen, Ellen Flynn Giles, Allen Dyer

Staff: John Connors, Internal Auditor; Kathy Hanks, Administrative Specialist (Board Office)

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
I	Call to Order	Mr. Cohen called the meeting to order at 10:00 a.m.		
II	Approval of Agenda	Mr. Cohen moved to approve the agenda, Ms. Giles seconded.	Motion approved 3/0.	
III	Status of Audits (John Connors) Third Quarter Results Audits planned for Fourth Quarter	<p><b>1.</b> Gorman Crossing &amp; West Friendship audits have been completed, and ELMS will be the last school to be audited in the third quarter. Ms. Bowers will be assisting.</p> <p>Fourth quarter plans include audits of a High School and a Middle School, leaving approximately 20 schools that have not yet received an audit by Mr. Connors. Mr. Dyer requested to attend the entrance meeting with Mr. Connors in May to learn more about the audit process. Ms. Bowers will also assist in these two audits.</p> <p><b>2.</b> Mr. Connors stated he is planning to retire in June 2011. There was in-depth discussion on how the auditor should divide his time in the coming year and how to best prepare for an effective transition and continuity of services.</p>		<p><b>2.</b> The Audit committee requested that Mr. Brown and Mr. Connors prepare a plan for addressing Mr. Connors' pending retirement, his replacement and an effective transition.</p>
IV	Discussion – Modified Audit Approach and FY 11 Audit Plan	<p><b>1.</b> In light of the OLA audit recommendation that the Board's internal auditor expand his services beyond the school audits and include systemic areas of risk, Mr. Connors submitted a proposal for a modified audit approach for the FY 2011 Audit Plan. Mr. Connors proposed concentrating 75% of his time on the school audit schedule, and apportioning the remaining 25% to audit three additional risk areas identified by OLA and general financial support to the department. Mr. Dyer suggested that Mr. Connors spend less time, or even stop the school audits, and devote more of his time to an expanded system risk analysis and auditing a broader range of system risks. Mr. Cohen and Mrs. Giles objected to the halt of the school audits, as they are a continuing risk area identified by the external audit and should be subject to a regular review cycle. In addition, these on-going school audits play a pro-active role in implementing process improvements.</p>	<p><b>1.</b> The Audit Committee agreed 2-1 to recommend that the 75/25% scheduling model be adopted in preparing the FY 2011 Audit Plan. Mr. Dyer was opposed.</p>	<p><b>1.</b> The FY 2011 Audit Plan will be submitted to the Board for approval in June.</p>



	Subject	Discussion	Action/Status	Follow-up
		2. Mr. Dyer asked if the school audit process has been documented. Mr. Connors stated that he has documented his process and this will be updated to align with the new financial system. A separate manual for School Accounting is being developed under the direction of Beverly Davis, Director of Finance.		
V	External Audit Activities: 1. ERATE AUDIT 2. MSDE Audit 3. OLA Audit Follow-up	<p><b>1. ERATE AUDIT:</b> HCPSS received \$645,268 for telecommunications service and Internet access relative to its application and service for FY 2008. Appeal of finding that HCPSS should return \$25,000 related to USAC vendor selection is pending and should result in a reduction following submission of documentation confirming selection of the most cost effective vendor option. Mr. Connors is investigating the procurement process finding that calls for return of \$9,000.</p> <p><b>2. MSDE Audit:</b> Mr. Connors is coordinating the HCPSS return due March 26, 2010, of the Internal Control Questionnaire and Computer Controls Review Document. The annual MSDE Audit should begin in June and auditors will be here 4-5 weeks.</p> <p><b>3. OLA Audit Follow-up</b></p> <p><b>a.</b> Status matrix for system-wide items was reviewed and all issues have been addressed or process improvements are on target. Highlights include: Board adoption of new and revised technology policies addressed key technology recommendations; transportation issues are being addressed; Internal Auditor plans to include P-card purchasing, bus transportation billing, and Food &amp; Nutrition Services cash handling in 2011 Plan. A system-wide effort to increase participation in the FARMS breakfast program is being coordinated through administrators and direct communication to eligible families by Food Services.</p> <p><b>b.</b> With regard to the Board-related items, the Audit Committee asked for an update on the Ethics Committee response to the Legislative Audit recommendation for a confidential hotline, the Ethics Policy development process, and peer system approaches to increased Board oversight of key financial and operational performance measure data.</p>		<p><b>1.</b> Report of final assessment and HCPSS responses and process improvements will be provided to the Audit Committee.</p> <p><b>3b.</b> Ms. Giles will check with LSA/MABE about what other Boards are doing in the area of Board oversight of critical finance and operations areas, as well as through the MABE yahoo group, and arrange for Mr. Dyer to be included in the group. Ms. Giles will also follow up with the Policy Committee on the status of the development of the Ethics Policy and the Legislative Audit's recommendation for a confidential hotline.</p>
VI	Adjournment	Mr. Cohen moved to adjourn the meeting, Mrs. Giles seconded. Meeting adjourned at 11:00 a.m. Next meeting will be Tuesday, June 15, 2010 at 10:00 a.m. in ML2.	Motion approved 3/0.	

**Minutes of the Board of Education Legislative Committee**

**March 17, 2010 – 4:00 p.m. - ML2**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French  
Staff: Raymond H. Brown, CFO

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

*Staff:* Bruce Gist, Director, School Construction; Dr. James Walsh, Director, Special Education; Dan Furman, Staff Attorney;  
Kathy Hanks, Administrative Specialist (Board Office)

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
I	Call to Order	Dr. Siddiqui called the meeting to order at 4:00 p.m.	By Consensus	
II	Approval of Agenda	as amended	By Consensus	
III	1. Review of Bills	<p><b>1a. HB 1236 Procurement – Minority Business Enterprises – Waiver Requirements:</b> Staff opposes. This legislation would hinder the ability of the LEA to receive a timely bid and delay school construction projects.</p> <p><b>1b. HB 59/SB 467 Task Force to Incorporate the Principles of Universal Design for Learning into the Policies, Practices, and Curriculum of the Education Systems in Maryland:</b> HCPSS supports the concept of Universal Design in the curriculum. On a yearly basis before curriculum writing occurs, staff meets and Universal Design is discussed and encouraged. Curriculum staff does not believe legislation is needed to mandate curriculum development. MSDE is having a conference to elevate this subject. This legislation has not come out of committee at this time.</p> <p><b>1c. HB 853 Personal Financial Literacy State Curriculum:</b> Legislation is very vague and is not consistent with the Board’s platform.</p> <p><b>1d. HB 911/SB 984 Tween/Teen Dating Violence:</b> Legislation is a curricular mandate and goes against Board platform. The mandate is for grades 6-8. HCPSS already this in present curriculum and is taught every year in grades 6-8.</p> <p><b>1e. SB 604 College and Career Readiness Act of 2010:</b> This bill will dramatically enhance MSDE authority over all areas of curriculum. This goes against the Board’s platform.</p>	<p><b>1a.</b> The committee recommends oppose.</p> <p><b>1b.</b> Staff will monitor.</p> <p><b>1c.</b> Committee recommends oppose.</p> <p><b>1d.</b> Committee recommends oppose.</p> <p><b>1e.</b> Committee recommend staff monitor.</p>	

**Minutes of the Board of Education Legislative Committee**

**March 17, 2010 – 4:00 p.m. - ML2**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French  
Staff: Raymond H. Brown, CFO

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

*Staff:* Bruce Gist, Director, School Construction; Dr. James Walsh, Director, Special Education; Dan Furman, Staff Attorney;  
Kathy Hanks, Administrative Specialist (Board Office)

Item	Subject	Discussion	Action/Status	Follow-up
	<p>2. Status update on pending legislation</p> <p>3. SB 899</p>	<p><b>1f. SB 865 Student-Athletes-Concussions:</b> HCPSS will meet the requirements of this legislation whether it passes or not by the 2010-2011 school year. Staff recommends support. Mr. Blom suggested if the Board does support, to do so with amendments. Require MSDE and the athletic association to provide school systems with forms, programs, and training to assist with a smoother and obtainable transition.</p> <p>2. Will be discussed at next week’s meeting.</p> <p><b>3. Race to the Top, SB 899</b> language was reviewed from the Board meeting.</p>	<p><b>1f.</b> The committee recommended that this bill be held for the next meeting. Staff is to bring amendments.</p> <p><b>3.</b> The committee agreed this was the language discussed at the Board meeting.</p>	
IV	Scheduling	The next meeting will be held on Wednesday, March 24, 2010 at 3:00 p.m., in the Board Planning Room.		
V	Adjournment	Meeting was adjourned at 5:00 p.m.		

**Minutes of the Board of Education Legislative Committee**

**March 24, 2010 – 3:00 p.m. - Board Planning Room**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino; Raymond H. Brown

*Staff:* Dan Furman, Staff Attorney; Kathy Hanks, Administrative Specialist (Board Office)

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
I	Call to Order	Dr. Siddiqui called the meeting to order at 3:12 p.m.		
II	Approval of Agenda		By Consensus	
III	<b>1. Review of Bills</b>	<p><b>1a. SB141 Budget and Taxation Committee Amendment 39:</b> Amendment 39 requires local BOE's to provide contributions to teacher pensions beginning in FY12 with 1%, in FY13 with 3%, and 5% in FY14-15. For FY16 and beyond, the rate of contribution would be determined by the Board of Trustees for the State Retirement and Pension System.</p> <p><b>1b. SB 239/HB 723 Age of Compulsory Attendance – Exemptions:</b> This bill was adopted by the Senate and is presently pending action in the House. This bill changes the compulsory age of attendance to students under 17 for the 2011 school year and will increase to the age of 18 for the 2014 school year.</p> <p><b>1c. SB 604 College and Career Readiness Act of 2010:</b> MSDE supports this bill. Legislation is too broad. At this time 89% of HCPSS students are pursuing secondary education. This is a bill that has to be adopted by local school systems and universities. This legislation also goes against the Board's platform and is legislation that mandates curriculum.</p> <p><b>1d. SB 865/HB 1391 Student Athletes - Concussions:</b> Recommended Amendments: (1) Discharging school systems from all financial liability arising under this bill. (2) Requiring that MSDE, in concert with the Maryland <i>Public Secondary Schools Athletic Association</i>, create all standardized forms and programs needed by this bill, for use by all LEAs. (3) Delaying implementation of this bill until July 1, 2011 to ensure that the new requirements are not imposed during a sports season or school year.</p>	<p><b>1a.</b> Staff recommendation to oppose is specific to Amendment 39. Staff will monitor and bring back further clarification.</p> <p><b>1b.</b> Recommendation is to support.</p> <p><b>1c.</b> Recommendation is to oppose.</p> <p><b>1d.</b> Recommendation is to support with amendments.</p>	

**Minutes of the Board of Education Legislative Committee**

**March 24, 2010 – 3:00 p.m. - Board Planning Room**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino; Raymond H. Brown

*Staff:* Dan Furman, Staff Attorney; Kathy Hanks, Administrative Specialist (Board Office)

Item	Subject	Discussion	Action/Status	Follow-up
	<p>2. Status Update on Pending Legislation &amp; MABE Leg. Com. Mtg.</p>	<p><b>1e. HB 946/SB 385 Building Opportunities for All Students and Teachers (BOAST) in Maryland Tax Credit:</b> This legislation could result in a large decrease from the State’s General Fund, which could adversely affect available money for local BOEs to fulfill their constitutional and statutory obligations of providing quality education to the students of Maryland.</p> <p><b>2a.</b> Staff provided an update on the Fairness in Negotiations Act. This was discharged with no amendments to the full Senate. This bill has not been discharged from the House committee yet. MABE is preparing amendments.</p> <p><b>2b. Education Reform Act SB899:</b> The Senate &amp; the House committees did discharge this bill favorably. Both bodies are trying to agree. MABE is working to prepare amendments that are favorable to local Boards.</p> <p><b>2c. HB 1160 Safe Schools Act of 2010:</b> This bill now includes the Board’s language, but the Security Officer may not be a teacher. Neither committee has discharged this bill yet.</p> <p><b>2d. HB 269/SB 540 Child with a Disability – Individualized Education Program:</b> The Senate adopted the bill with amendments. The Senate version does not include everything the Board recommended, but it did include a partial financial protection. The House has not discharged this legislation from committee yet.</p>	<p><b>1e.</b> Recommendation is to oppose.</p> <p><b>2a.</b> Mr. Brown will forward the amendments to the Committee as soon as they are available.</p>	

**Minutes of the Board of Education Legislative Committee**

**March 24, 2010 – 3:00 p.m. - Board Planning Room**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

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*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino; Raymond H. Brown

*Staff:* Dan Furman, Staff Attorney; Kathy Hanks, Administrative Specialist (Board Office)

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		<b>2e. HB 853 State Department of Education – Personal Financial Literacy State Curriculum:</b> There was in-depth discussion.	<b>2e.</b> Mr. Furman will contact curriculum to get additional rationale.	
IV	Scheduling	Wednesday, March 31, 2010, at 3:00 p.m. in the Board Planning Room		
V	Adjournment	Meeting adjourned at 3:52 p.m.		

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

March 25, 2010

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, March 25, 2010, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman (left at 6:00 p.m.)  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Josh T. Manley, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 4:03 p.m., and Giovanni Romero, Clarksville MS student, representing Boy Scout Troop #737, led the group in the Pledge of Allegiance.

## Public Forum

No one was present to address the Board.

## Approval of Agenda

- Add: Administrative Agenda Item - \*FY 2011 Board's Requested Budget Amendment.
- Move: Legislative Report/2010 General Assembly from Item 6.F. to Item 6.A.

*Action:* Mr. Aquino moved approval of the agenda as amended. The motion was seconded by Mr. Manley and approved by the members of the Board (8/0).

## **Superintendent's Report**

Dr. Cousin reported that 82 percent of entering kindergarteners are fully ready for school, which is up from 66 percent in 2001/2002, according to data recently released by the Maryland State Department of Education (MSDE).

Dr. Cousin also congratulated the following students and staff:

- Hammond HS English teacher Lee Ann Beall-Read, who was selected for a summer Internship in London and Italy to study Chaucer's Canterbury Tales.
- The Patuxent Valley MS team for taking first place in the middle school division at the 13th Annual State Black Saga Competition.
- Sam Osheroff, sixth grader at Clarksville MS, who won the 2010 Howard County Library Spelling Bee.
- Folly Quarter MS jazz band for being selected to pilot a new program of the U.S. Jazz Ambassadors and U.S. Field Band.

## **Board Members' Reports**

Board members reported on their attendance at various school and community events.

## **Student Representative's Report**

Ms. Kristin Mitchell, SGA (Student Government Association) Advisor, River Hill HS, introduced the following SGA members: Matthew Beck, Treasurer; Yoonjin Min, Vice President; Mishiel Ayub, PTSA Representative; David Mikulis, Secretary; Joey Milici, Boosters Representative and School Improvement Team Representative; Connie Chen, Awards Coordinator; and Tatiana Hill, SGA Appointed Representative.

Ms. Mitchell announced that River Hill HS recently won the State Award – SGA of the Year for Maryland. The students presented a PowerPoint showing the school's past events and future endeavors.

Event topics included:

- Welcoming the Class of 2013 to River Hill HS
- School Spirit and Climate
- Leadership Activities
- Community Service
- Student Advocacy
- Convention and Award



The Maryland Association of Student Councils (MASC) chose River Hill HS as the only recipient this year for the Felix Simon Award. As the SGA students presented their report, Board members reviewed the Felix Simon Award binder, which is a compilation of school improvement initiatives that have taken place this school year at River Hill HS.

### **Consent Agenda (Restricted\*)**

Bids and Contracts and Closed Meeting Minutes of July 9, 2009, and August 13, 2009 (Official and Confidential).

*Action:* Mr. Aquino moved approval of the Restricted Consent Agenda. The motion was seconded by Mrs. French and approved by the members of the Board (7/0\*).

### **Consent Agenda**

Donations; Minutes of Public Work Session I on the Superintendent's Proposed FY 2011 Operating Budget, February 4, 2010; Minutes of Public Work Sessions II and III on the Superintendent's Proposed FY 2011 Operating Budget, February 16, 2010; and Legislative Committee Meeting Minutes of March 17 and March 24, 2010.

*Action:* Mr. Manley moved approval of the Donations Report. The motion was seconded by Mr. Aquino and approved by the members of the Board (8/0).

*Action:* Mrs. French moved approval of the Public Work Session I Minutes of February 4, 2010, and Public Work Session II & III Minutes of February 16, 2010. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0/1), with Mr. Manley abstaining due to his absence from the meetings.

*Action:* Dr. Siddiqui moved approval of the Legislative Committee Meeting Minutes of March 17, 2010. The motion was seconded by Mr. Aquino and approved by the committee members (Mr. Aquino, Mrs. French, and Dr. Siddiqui) by a vote of 3/0.

*Action:* Dr. Siddiqui moved approval of the Legislative Committee Meeting Minutes of March 24, 2010. The motion was seconded by Mr. Aquino and approved by a vote of 2/0/1, with Mrs. French abstaining due to her absence from the meeting.

**Bridge to Excellence: College/Career Readiness**

*Presenters:* Mrs. Linda Wise, Chief Academic Officer; Dr. Clarissa Evans, Executive Director, Secondary Curricular Programs; Mrs. Marie DeAngelis, Director, Elementary Curricular Programs; and Ms. Lisa Boarman, Coordinator, Guidance Programs

According to statistics presented on the school system's college and career readiness initiative, almost 90 percent of the fastest growing and highest paying jobs require some post-secondary education. Dr. Evans explained that for the past three years, the Howard County Public School System (HCPSS) has been focusing on improving articulation among elementary, middle, and high school educators and improving communication with families about what students need to know and be able to do, to be ready for the next level of education.

Dr. Evans noted that in April, Maryland is expected to adopt the Common Core Standards in English/language arts and mathematics. These standards have been developed with the goal that all students should graduate from high school ready for college or a career. In addition to information on the national and state initiatives related to college and career readiness, the report also presented the college and career readiness indicators that the school system has identified.

As a part of the system's continuous improvement efforts, HCPSS will:

- Continue to improve articulation and transition support from prekindergarten through grade 12.
- Expand and enhance the Accuplacer initiative.
- Develop a College and Career Readiness Communication Plan that includes web pages on the HCPSS public website devoted to college and career readiness; regular messages and updates in HCPSS News and school newsletters; and a series of parent nights focused on college and career readiness.

*Discussion:*

Mrs. Gordon asked if HCPSS is sharing information from the college/career readiness report with other interested parties. Dr. Evans explained that Mrs. Wise represents HCPSS on the college success task force. She has shared the report with members of MSDE, who will share it with the full task force.

Mr. Cohen suggested a change in the wording to the indicator entitled "Responsible Conduct," listed under the College and Career Readiness Indicators. Dr. Evans said she would take the suggestion back to the committee.

Board members and staff discussed a question that parents and students often ask: "Should a student take a harder course and get a lower grade or an easier course and get a higher grade?" Ms. Boarman said that staff suggests (to parents and students) that students take the most rigorous courses they can, keeping in mind that grades matter. Some colleges have indicated that the rigor of a student's schedule is very important to admission.

Mr. Dyer expressed concern regarding students who feel they are not getting what they need to keep the desire to stay in school or continue their education after graduation. He said that although HCPSS offers wonderful resources, he is concerned that the loss of craftsmanship and manual skills training will affect students. Dr. Evans explained that some CTE (Career and Technology Education) Academies provide skill training. Students are able to gain additional knowledge in post-secondary training facilities if desired. Staff is also taking note of programs that students take in high school that will help prepare them for the future, as well as how expectations for different careers are changing.

Dr. Siddiqui and Mrs. French commented on the importance of keeping fine arts in the curriculum.

Dr. Siddiqui asked how administrators would communicate with parents of second grade students who are missing one or more college and career readiness indicators. Staff said school administrators will meet with parents to share a communication plan, which will include sharing information about attendance, behavior, and targeting specific needs for individual students.

Mrs. French stated that each student should have full access to all available opportunities to help them prepare for the future. Mrs. Giles added that from kindergarten through 12<sup>th</sup> grade, staff will encourage students to be successful in whatever path they choose. Opportunities are wide open to all students, and support will be provided.

## Legislative Report/2010 General Assembly

*Presenters:* Mr. Raymond Brown, Chief Financial Officer; Dr. Janet Siddiqui, Legislative Committee Chairman; and Mr. Dan Furman, Staff Attorney

The following bills and recommended positions were presented for Board approval:

- HB 853/SB 1060 – State Department of Education – Personal Financial Literacy State Curriculum
  - Recommendation – Oppose
- HB 911/SB 984 – Education – Tween/Teen Dating Violence
  - Recommendation – Oppose
- HB 1236 – Procurement – Minority Business Enterprises – Waiver Requirements
  - Recommendation – Oppose
- SB 141/HB 151 – Budget and Taxation Committee Amendment 39
  - Recommendation – Oppose
- SB 239/HB 723 – Education – Age of Compulsory Attendance - Exemptions
  - Recommendation – Support
- SB 604 – College and Career Readiness Act of 2010
  - Recommendation – Oppose
- SB 865/HB 1391 – Education – Student-Athletes – Concussions
  - Recommendation – Support With Amendments
- HB 946/SB 385 – Building Opportunities for All Students and Teachers (BOAST) in Maryland Tax Credit
  - Recommendation – Oppose

### *Discussion:*

Dr. Siddiqui explained that the Legislative Committee may oppose particular bills not because the committee does not support the idea, but because the proposal may go against the Board's legislative platform, which includes developing its own curriculum and maintaining local Board authority.

Board members and staff discussed HB 853/SB 1060 - State Department of Education – Personal Financial Literacy State Curriculum. It was noted that financial literacy is currently embedded in HCPSS curriculum, which provides more sustainability than a single financial course. In addition, the Maryland State Department of Education (MSDE) is working on a statewide curriculum that will be embedded in different areas.

Mr. Dyer expressed concern about the opposed recommendation for HB 1236 - Procurement – Minority Business Enterprises (MBE) – Waiver Requirements. Board members and staff discussed the following reasons for opposing the bill:

- The focus of the bill provides a way for a contractor to evade the requirement.
- The proposal would exclude participation from valid MBE contractors.
- The bill would substantially hamper the bidding process for major contractors that bid work for HCPSS.
- The bill would isolate bidders and delay some school construction projects.

Mr. Dyer and Mrs. Gordon expressed concerns about the recommendation to support SB 239/HB 723 – Education – Age of Compulsory Attendance – Exemptions, which would force students to stay in school until the age of 18.

The rationale behind the recommendation to support the legislation is that this bill will encourage more individuals to complete their secondary education. The theory is that if students are in school until 18 years of age, there will be a decrease in crime rates, students going to jail, and individuals becoming a burden on society.

Mrs. Giles added that the issue is not in having students simply remain in school, but to ensure that students graduate with a high school diploma or obtain a General Equivalency Diploma (GED).

Mr. Dyer asked that SB 239/HB 723 – Education – Age of Compulsory Attendance – Exemptions be pulled and considered separately.

*Action:* Mr. Aquino moved that the Board approve the committee's recommendation to support SB 239/HB 723 – Education – Age of Compulsory Attendance – Exemptions. The motion was seconded by Mrs. French and approved by the members of the Board (6/2), with Mr. Dyer and Mrs. Gordon voting no.

*Action:* Mr. Aquino moved approval of the Board's acceptance of the Legislative Committee's recommendations contained in the report, with the exception of SB 239/HB 723. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

### **Proclamation: School Library Media Month**

The Board of Education designates April as School Library Media Month in the Howard County Public School System.

*Action:* Mrs. French moved approval of the proclamation. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

### **Proclamation: National Volunteers/Partnership Recognition**

The Board of Education designates the week of April 18–24, 2010, for honoring the contributions of educational partners and volunteers.

*Action:* Mr. Manley moved approval of the proclamation. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

Mrs. Mary Schiller, Manager, Partnerships Office, introduced the following school system partners who were in attendance:

- Ms. Doris Ligon, Director of the African Art Museum of Maryland.
- Ms. Linda Conjedo, Volunteer Coordinator of The Arc of Howard County, Inc.
- Ms. Catherine Hester, Services Coordinator of FIRN (Foreign-born Information and Referral Network).

### **Proclamation: Mathematics Awareness Month**

The Board of Education designates April as Mathematics Awareness Month.

*Action:* Mr. Dyer moved approval of the proclamation. The motion was seconded by Mr. Cohen and approved by the members of the Board (6/0). (Mrs. French was not present for the vote.)

### **\*FY 2011 Board's Requested Budget Amendment**

*Presenter:* Mr. Ray Brown, Chief Financial Officer

The final state enrollment projection was 22 students higher than the original Board of Education's requested budget. In order to meet maintenance of effort, the county's revenue contribution should be \$464,708,788. The total amended revenue request should be \$675,291,950. It is recommended that the additional \$232,130 be added to the fixed charges category for employee health insurance.

Mr. Brown asked that the Board approve the amended revenue and expenditure request to be submitted to the County Executive.

*Action:* Mrs. French moved approval of the total revenue appropriation request in the amount of \$675,291,950 for FY 2011, including an amended county appropriation request of \$464,708,788. The motion was seconded by Mr. Aquino and approved by the members of the Board (6/0\*).

*Action:* Mr. Cohen moved approval of the total General Fund Budget request in the amount of \$675,291,950 for FY 2011, including an amended fixed charges category amount of \$121,535,490. The motion was seconded by Mr. Aquino and approved by the members of the Board (5/1\*), with Mr. Dyer voting no.

### **Partnership Report**

*Presenter:* Ms. Mary Schiller, Manager, Partnerships Office

Ms. Schiller presented a report on the status of the school system's Partnerships Program. She reported that the system currently has 826 partnerships with businesses, non-profit organizations, educational organizations, government agencies, and volunteers. The program's strategic focus is on establishing relationships that enhance and support school system goals in the areas of school and career readiness, bridging gaps for students facing special challenges, STEM (Science, Technology, Engineering, Mathematics), physical fitness and health, global awareness, and cross-cultural skills.

Mrs. Schiller reported on various tools created by the Partnerships Office to assist schools and programs in building effective, sustainable partnerships. She indicated that the HCPSS Partnerships Strategic Team, which represents offices that deal extensively with partners, works on common goals and ensures a positive, unified image for HCPSS.

*Discussion:*

Mrs. Schiller said that about 90 percent of the school system's partnerships are with businesses located in Howard County.

Mrs. Giles noted the importance of partnerships in HCPSS and pointed out that the partnerships are aligned with the goals and objectives of the school system.

### **Thunder Hill ES Schematic Design Report**

*Presenters:* Mr. Bruce Gist, Director, School Construction, and Mr. Mike Lahowin, TCA Architects, Inc.

The Schematic Design (SD) describing the renovations and additions to Thunder Hill ES was presented to the Board. The project scope of work includes relocating the administrative suite adjacent to the main entrance, improving corridor circulation, and resizing and relocating the Regional Academic Life Skills Program and support spaces. Four additional classrooms are proposed as add-alternates.

Thunder Hill ES, originally opened in 1970, will also have a complete renovation of the facility, including the installation of a sprinkler system, new lighting and electrical systems, new mechanical systems, plumbing upgrades, and the relocation of interior walls where necessary. Upon completion of these renovations, the entire school will be fully handicapped accessible. The project will be constructed while the school is being occupied by relocating some students to portable classrooms.

This project will utilize the United States Green Building Council LEED (Leadership in Energy and Environmental Design) for Schools version 2009. The design intent is to achieve a LEED Certified designation.



The project Design Development (DD) documents will be presented to the Board in June 2010, with construction award currently scheduled for March 2011.

*Discussion:*

Mr. Ken Roey, Executive Director, Facilities Planning and Management, stated that there are some student enrollment issues in the areas of Thunder Hill, Northfield, and Phelps Luck elementary schools. As the Thunder Hill ES project moves forward, staff may want to exercise add-alternates in the design based on enrollment projections.

Staff provided the following information in response to Board questions:

- Each of the four new classrooms will be 880 sq. ft. in size.
- Steps will lead from the cafetorium to the stage.
- Lavatories will be placed in three of the new classrooms.
- The existing steel wind chimes sculpture will remain on site.

*Action:* Mr. Cohen moved approval of the Renovation and Additions to Thunder Hill ES - Schematic Design Report. The motion was seconded by Mr. Dyer and approved by the members of the Board (7/0).

## **2010/2011 Schedule of Board Meetings**

*Presenter:* Mrs. Kathleen Hanks, Administrative Specialist

Mrs. Hanks provided a report on the Board's proposed meeting schedule for the 2010/2011 school year. Board members discussed the schedule and made minor revisions.

*Action:* Mr. Cohen moved approval of the Board of Education meeting schedule for 2010/2011 as amended. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

## **Quarterly Agenda, April – June 2010**

*Presenter:* Mrs. Kathleen Hanks, Administrative Specialist

Mrs. Hanks provided a report on the Board's tentative quarterly agenda for April-June 2010. Board members discussed the agenda and made minor revisions.

*Action:* Mr. Aquino moved approval of the April-June 2010 Quarterly Agenda as amended. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

### **Appointment – Community Advisory Council (CAC) Monthly Report**

Mr. Chris Wertman, CAC Chairman, reported on activities and concerns and provided information on the various communities represented by CAC.

**Adjournment** – By Board consensus, the meeting was adjourned at 7:15 p.m.

### **Information Items**

- A. Bellow Springs ES Schematic Design Comments to MSDE
- B. Administrative Adjustments for 2010-2011 School Year

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

March 26, 2010

The Board of Education of Howard County met in closed session on March 26, 2010, at 10:00 a.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Janet Siddiqui, M.D. that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss the Superintendent's mid-year evaluation. The motion was seconded by Sandra H. French and approved 6/0. Persons present: Board members Ellen Flynn Giles, Chairman; Janet Siddiqui, M.D., Vice Chairman; Lawrence H. Cohen; Allen Dyer, Esq.; Sandra H. French; and Patricia S. Gordon.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Sydney L. Cousin, Superintendent

The Board members met and discussed the Central Office Divisions' High Leverage Strategies Mid-Year Progress FY 2010 Report provided by the Superintendent. Dr Cousin then joined the discussion and provided his insight on topics raised and responses to questions posed by the Board members.

Adjourned: 11:15 a.m.

Submitted by: \_\_\_\_\_  
Ellen Flynn Giles, Chairman  
Board of Education

Approved – June 10, 2010

OAH-DYER-000691

**Quarterly Meeting of the  
Howard County Board of Education and  
Howard County Council**

Howard County Department of Education  
Board Room A & B  
10910 Route 108  
Ellicott City, MD 21042

April 1, 2010  
8:15 a.m.

Attendees were as follows:

- Board Members: Ellen Flynn Giles, Chairman; Janet Siddiqui, Vice Chairman;  
Frank J. Aquino; Lawrence H. Cohen; Allen Dyer;  
Sandra H. French; Patricia S. Gordon
- County Council: Courtney Watson, Chairperson; Calvin Ball; Greg Fox; Jennifer  
Terrasa; and Stephen LeGendre, Council Administrator
- Council Staff: Jeff Meyers
- School Staff: Sydney L. Cousin, Superintendent; Sandra Erickson, Deputy  
Superintendent; Mamie Perkins, Chief of Staff;  
Raymond Brown, Chief Financial Officer; Terry Alban,  
Chief Operating Officer; Linda Wise, Chief Academic Officer
- Board Staff: Kathy Hanks, Administrative Specialist

Dr. Siddiqui called the meeting to order at 8:25 a.m.

**1. Race to the Top:**

Mrs. Wise presented the Race to the Top reforms and the status of the initiative. At this point, only two states have been selected, Delaware and Tennessee. Maryland's initiatives are about reform, not simply the money. HCPSS would only receive \$750,000.

There are four parts of Maryland's vision for reform.

1. Revise the Maryland State Curriculum PreK-12, assessments and accountability system based on the Common Core Standards to assure that all graduates are college and career ready.
2. Build a statewide technology infrastructure that links all data elements with analytic and instructional tools to monitor and promote student achievement.
3. Redesign the model for the preparation, development, retention, and evaluation of teachers and principals.
4. Fully implement the innovative Breakthrough Center approach for transforming low-achieving schools and districts.

Progress to date:

1. Dr. Cousin has expressed preliminary interest in supporting the MSDE grant proposal.
2. HCPSS has provided feedback to MSDE on the original Memorandum of Understanding (MOU) with concerns.
3. MSDE has revised the MOU and will forwarding a draft proposal to the superintendent.
4. HCPSS will review draft and provide recommendation to the Board on April 15, 2010.
5. Maryland will apply by June 1, 2010.

**Questions:**

Dr. Ball asked when do we anticipate receiving clarification. Mrs. Wise responded by next week, but it is not clear. HCPSS has asked that student growth not be the only measure.

Have we anticipated changes between Race to the Top and No Child Left Behind? Mrs. Wise stated that is what this process is about. Ms. Erickson stated the Obama Administration has a framework for Race to the Top, but no details. Dr. Cousin stated the two states who received the grants were due to the unanimous buy in by all groups.

Ms. Watson asked if HCPSS ever thought about not participating or if HCPSS needs to participate. HCPSS had considered not participating and there are definitely concerns with local board authority and unfunded mandates. The Board of Education supported Race to the Top with amendments because the state board is going forward. The first MOU was unacceptable, which is one of the reasons why the state revised the MOU and the application. The revised version should be available by next week. Only 20 out of 24 counties have expressed interest. HCPSS wants to make sure it is part of the solution and not on sidelines letting things just happen.

## **2. Economy and Budget Challenges:**

Ms. Watson asked can you review with County Council where the system is at with the budget. Dr. Cousin said the assumptions are HCPSS will receive Maintenance of Effort. Maintenance of Effort changed due to increased enrollment. The larger question is at the state level and the possibility of being required to fund employee pensions. Over 4 years, we will need to pay \$24M. This dollar amount would increase each year after that. HCPSS is in the middle of negotiations with teachers. The union would like to see an increment, which would cost over \$10M. HCPSS has tried to protect the classroom and not raise class sizes. Twenty-two Central Office positions have been eliminated. Energy bills have been reduced. Maintenance has been reduced again. The projects that have been deferred will not affect safety - they are cosmetic. A number of Central Office personnel were furloughed. HCPSS is practicing LEAN so that the system can be more efficient. Transportation is presently going through this process.

Dr. Ball asked what is an increment in pay raise. Dr. Cousin responded, it is a step. What has been the history of pay raises? Last year was 1%, no step. Previous years were 3% and a step. Dr. Cousin stated 2012 is going to be worse because federal stimulus will be eliminated and the possibility of funding pensions.

**3.** County Council was excited to hear that Howard County's kindergartners outpace the statewide school readiness level, according to data released by the Maryland State Department of Education this week. Data from the 2009-2010 Maryland Model for School Readiness (MMSR) show that 82 percent of entering kindergartners are fully ready for school, up from 66 percent in 2001-2002.

**4.** Ms. Watson shared that a student contacted her about not having enough advertising dollars to produce the student newspaper. Dr. Ball, Ms. Terrasa, and Delegate Guzzone collaborated with the school; and the school was able to have the last two issues of the school newspaper printed.

**5.** The next quarterly meeting will be held on Wednesday, June 16, 2010, at 8:15 a.m. at Howard County Council, 8930 Stanford Boulevard, Columbia, MD 21045.

Meeting was adjourned at 9:02 a.m.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

April 15, 2010

The Board of Education of Howard County met in closed session on April 15, 2010, at 1:30 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Patricia S. Gordon that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss updates of negotiation parameters for HCEA and HCEA ESP. The motion was seconded by Lawrence H. Cohen and approved 7/0. Persons present: Board members Ellen Flynn Giles, Chairman; Janet Siddiqui, M.D., Vice Chairman; Frank J. Aquino, Esq.; Lawrence H. Cohen; Allen Dyer, Esq.; Sandra H. French; and Patricia S. Gordon.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Sydney L. Cousin, Superintendent; Sandra Erickson, Deputy Superintendent; Mamie Perkins, Chief of Staff; Theresa Alban, Chief Operating Officer; Raymond Brown, Chief Financial Officer; Linda Wise, Chief Academic Officer; Mark Blom, General Counsel; Sue Mascaro, Director Staff Relations; and Mike Johnson, Director Business Systems

Following discussion, the Board approved the Superintendent's recommendation for updated HCEA and HCEA-ESP negotiation parameters.

Adjourned: 3:30 p.m.

Submitted by: \_\_\_\_\_  
Ellen Flynn Giles, Chairman  
Board of Education

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

**April 15, 2010**

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, April 15, 2010, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Josh T. Manley, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Patti Caplan, Director, Public Relations  
Linda Morgan, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 4:07 p.m., and Ryan Hill, Boy Scout Troop 882 from Poplar Springs, led the group in the Pledge of Allegiance.

## **Presentation of *Friends of Education Awards***

The Friends of Education Award was established by the Board to recognize and show appreciation to those who have made exemplary volunteer contributions in support of the school system's mission of excellence in teaching and learning. The award also serves to increase awareness of how community involvement enhances student achievement. Any member of the Howard County community or any group, organization, or business located in or serving Howard County may be nominated for the award.

Ms. Giles introduced two nominees and three recipients of the 2010 Friends of Education Award. Board members presented the nominees with a certificate and the recipients with an award.

Nominees: Chinese Language School of Columbia  
The Help Mt. Hebron Committee

Approved – May 13, 2010

OAH-DYER-000696



Recipients: Mrs. Barbara Reiher  
Alpha Phi Alpha Fraternity, Kappa Phi Lambda Chapter  
Our Shepherd Lutheran Church

### **Public Forum**

Ms. Julie Reibold, Reservoir HS parent, presented concerns about alleged violations of Board policies, teacher turnover, misreporting of information, and the lack of response by central administration to ongoing concerns.

### **Approval of Agenda**

Delete: Item 3.E. Minutes – Closed Meetings

Delete: Item 9.A. Appointment – PTA Council of Howard County Monthly Report

*Action:* Mr. Aquino moved approval of the agenda as amended. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

### **Superintendent's Report**

Dr. Cousin congratulated the following individuals and schools:

- Linda Pieplow, Grade 8 English Teacher and Team Leader at Clarksville MS, 2010 recipient of the Washington Post Agnes Meyer Outstanding Teacher Award
- Jonathan Davis, Bollman Bridge ES Principal, 2010 recipient of the Washington Post Distinguished Educational Leadership Award.
- Keva Hall, Alternative Learning paraeducator at Phelps Luck ES, and Avery Stanert, 5th Grade paraeducator at West Friendship ES, as 2010 recipients of the school system's Distinguished Assistant Award.
- Rick Wilson, Folly Quarter MS Principal, who has been named Maryland Middle Level Principal of the Year by the Maryland Association of Secondary School Principals.
- Karen Learmouth, Coordinator of Elementary Science, who has been selected as the first recipient of the Green Footprint Educational Leadership Award given by the James and Anne Robinson Foundation.
- Dunloggin MS science teacher Daniel Blue, GT Gifted & Talented teacher Pamela Kidwell, and all Dunloggin 7<sup>th</sup> grade students who participated in the Stream Restoration and Wetland Construction

Project, which was selected as the middle school winner of the 2009 President's Environmental Youth Award, presented by the Mid-Atlantic Region of the Environmental Protection Agency.

- The Professional Development School (PDS) partnership between Towson University and Bellows Spring, Ilchester, and Waterloo elementary schools, which has been recognized by the National Association for Professional Development Schools with the organization's 2010 Award for Exemplary Professional Development School Achievement.

### **Student Representative's Report**

There was no Student Representative present to report to the Board.

### **Board Members' Reports**

Board members reported on their attendance at school and community events and activities.

### **Consent Agenda (Restricted\*)**

Staff Personnel, Bids and Contracts, Operating Budget Monthly Report, and School Construction Monthly Report

*Action:* Dr. Siddiqui moved approval of the Restricted Consent Agenda. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0\*).

### **Consent Agenda**

Donations and Meeting Minutes of February 18, 2010 (Public Work Session IV on the FY 2011 Operating Budget and Regular Meeting); February 25, 2010 (Regular Meeting); March 17, 2010 (Audit Committee); and April 1, 2010 (BOE/County Council Quarterly Meeting)

The meeting minutes of February 18 and April 1, 2010, were pulled for voting purposes.

*Action:* Mr. Aquino moved approval of the Donations and the minutes of February 25 and March 17, 2010. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (8/0).

*Action:* Mr. Aquino moved approval of the minutes of February 18 and April 1, 2010. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0/1), with Mr. Manley abstaining due to his absence from the meetings.

### **Proclamation Honoring School Food Services Staff**

This proclamation recognizes the 214 School Food and Nutrition Service employees of the Howard County Public School System and designates May 3-7, 2010, as Salute to School Food and Nutrition Service Personnel Week.

*Action:* Mr. Aquino moved approval of the proclamation. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (8/0).

### **Proclamation: Health Services Day**

Health Services Day is an annual observance held on May 5<sup>th</sup> to recognize school nurses and health assistants for their dedication and commitment to the students and school community. HCPSS applauds its nurses and health assistants for their significant role in the prevention of influenza; collaborating with the Howard County Health Department; vaccinating 20,936 students and 933 staff with H1N1 vaccine; and providing 6,251 elementary students with seasonal vaccine.

*Action:* Mr. Cohen moved approval of the proclamation. The motion was seconded by Mrs. Gordon and approved by the members of the Board (8/0).

### **\*Categorical Transfer/FY 2010 Operating Budget**

*Presenter:* Mr. Ray Brown, Chief Financial Officer, and Ms. Kathleen Swinson, Budget Director

Staff requested Board approval of year-end transfers of \$1,485,300 between budget categories and appropriation of \$2.4 million in the undesignated fund balance. The school system realized cost savings of \$1.5 million by implementing efficiencies in FY 2010. The cost savings, coupled with the undesignated fund balance, allows the Board to return \$3.9 million to the county to support maintenance of effort funding for FY 2011. The categorical fund transfers must be approved by the County Council.

It was noted that the county requested the return of funds in order to help with the current fiscal situation and for funding of the school system's maintenance of effort requirement for next year's budget. In order to meet this request, it was necessary for HCPSS to make budget cuts in FY 2010.

*Action:* Mr. Aquino moved approval of the categorical transfer. The motion was seconded by Mr. Dyer and approved by the members of the Board (7/0\*).

### **Audit Recommendation Status Report**

*Presenter:* Mrs. Beverly Davis, Director of Finance

Mrs. Davis provided the Board with an update on management's response to the findings and recommendations in the FY 2009 Audit Report. She indicated that the final recommendations have been addressed through changes in management procedures, documentation of process adherence, oversight of payment calculations for bus contractors, and the new technology security policy.

Staff was asked to include language from the new technology security policy in the update to provide a more comprehensive understanding of how particular issues in the final recommendations have been addressed.

### **Relocatable Classroom Assignments**

*Presenter:* Mr. Joel Gallihue, Manager, School Planning

Mr. Gallihue requested Board approval of the removal of five relocatable classrooms currently at Glenelg HS, along with one unit each from Glenwood MS, Lisbon ES, and Clarksville ES this summer. Five schools, including Atholton HS, Bonnie Branch MS, Mayfield Woods MS, Northfield ES, and Waterloo ES will receive one relocatable unit each. Veterans ES is scheduled to receive two units.

The process of assigning relocatable classrooms each year begins with a survey of principals to determine their perspective on relocatable units for the upcoming school year. Requests are evaluated by staff with consideration of capacity, projected enrollment,

current relocatable/modular classrooms, and additional programs housed at each school.

The relocatable being evaluated for elimination at Glenelg HS is located in front of the school, and concerns have been expressed regarding the expense of moving the unit. The final decision on whether the unit is moved or demolished will most likely be based on cost efficiencies.

Staff reconsidered the recommendation for Bollman Bridge ES, which also included a review of the Gilbert Study. The school is currently ranked at number 20 in terms of need. Mr. Gallihue noted that staff is also looking at ways to improve the assignment process.

*Action:* Dr. Siddiqui moved approval of the Assignment of Relocatable Classrooms for 2010/2011. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

**\*Bellows Spring ES Design Development/Construction Documents (DD/CD)**

*Presenters:* Mr. Bruce Gist, Director, School Construction, and Mr. Jayson Thoemke, Vice President, Colimore Thoemke Architects

The project scope of work includes adding four classrooms (100 seats), a music room, and an art room. Additional support space such as storage areas, a COMAR/MSDE-approved health suite, a reconfigured administrative suite, and increased mechanical and electrical infrastructure as needed are included. The existing building automatic temperature control system will also be replaced.

Project alternates include a cafetorium expansion, a physical education activity room, and additional parking.

Significant changes from the plan presented in the Design Development documents include changes to the health suite configuration, minor adjustments based on the school's input during quarter scale review, and landscaping adjustments.

*Discussion:*

Mr. Gist explained that the manufacturer of the automatic temperature control component of the HVAC system has gone out of business. The unit is not outdated but has become unserviceable.

Square footage of new classrooms for additions at existing schools follow renovation guidelines rather than educational specifications for new schools.

Mr. Thoemke was complimented on the building design, given the challenges of the site.

*Action:* Mr. Cohen moved acceptance of the Design Development/Construction Documents for Bellows Spring ES. The motion was seconded by Mrs. French and approved by the members of the Board (7/0\*).

**\*HCPSS Memorandum of Understanding: Race to the Top (RTTP)**

*Presenter:* Mrs. Linda Wise, Chief Academic Officer

Mrs. Wise provided background information and presented staff's review of Maryland's RTTP application. The Maryland State Department of Education (MSDE) is asking all Maryland school districts to be "Participating Local Education Agencies (LEAs)" in the grant.

In signing the Memorandum of Understanding, the Board would agree to implement the following conditions:

- Support the MSDE's transition to enhanced standards and high-quality assessments.
- Use MSDE's Instructional Improvement System.
- Participate in professional development on use of data.
- Make data available and accessible to researchers.
- Measure student growth.
- Design new evaluation systems for teachers and principals and use the new evaluation system for HCPSS teachers and principals.
- Use evaluation results to inform professional development; promotion, retention, and compensation of teachers and principals; tenure and/or full certification; and removal.
- Equitably distribute effective teachers and principals to high-poverty and/or high-minority schools and in hard-to-staff subjects and specialty areas.
- Provide effective support to teachers and principals through quality professional development.
- Measure effectiveness of professional development.
- Turn around the lowest-achieving schools.

*Discussion:*

Board members discussed various aspects of the MOU in depth. Although concerns were expressed with parts of the application, the majority of the Board agreed that it would be better to be a participant in the process than to have the reform imposed upon the school system.

Mr. Dyer suggested that the Board allow staff additional time to review the application in detail and come up with reasoned ways to cooperate with the state. He disagreed with the notion that the Board must sign on with the proposal in order to be in a better position during the process. He indicated the need to preserve the Board's position of local control and stated his opposition to signing the MOU in its present form.

Mr. Manley stated that he and other students have concerns with tying assessment data to teacher evaluations. He questioned how this measure would help students and indicated that he could only support the MOU if the reform is in the best interest of all students.

Dr. Cousin stated that these standards are going to be enforced whether Howard County signs on or not and whether Maryland is awarded federal funding or not. Mrs. Wise pointed out that by participating in Maryland's reform initiative, the HCPSS community would have an opportunity to shape the reform efforts.

Staff also pointed out that the document states that during the term of the MOU, if an LEA determines that it cannot comply with all of the terms of the RTTP plan, it shall notify MSDE in writing explaining the reasons. After consultation with MSDE, the LEA may terminate the MOU 90 days after written notification to MSDE.

*Action:* Dr. Siddiqui moved that the Board sign the MOU for the Race to the Top application. The motion was seconded by Mrs. French and approved by the members of the Board (6/1\*), with Mr. Dyer voting no.

**Policy 7030 Employee Discipline**

*Presenters:* Mr. Mark Blom, General Counsel, and Mr. Dan Michaels, Secondary Administrative Director

Staff presented revisions to Policy 7030 Employee Discipline. The policy committee recommends changing the title from Employee Discipline to Employee Conduct and Discipline; adding definitions for clarity; and adding standards related to due process, leaves with and without pay, misconduct in office, and insubordination.

The Implementation Procedures provide general disciplinary guidelines, clarify the disciplinary investigative process, and explain the role of the Employee Assistance Program (EAP) in the disciplinary process.

The Board will hold a public hearing on Policy 7030 on May 13, 2010. Action is scheduled for June 10, and the policy would be effective on July 1, 2010.

*Discussion:*

In response to Board questions and concerns, the following information was provided:

- Employees have the right to be represented during the investigative process by either the association/union or their own attorney.
- Demotion was removed as a specific disciplinary action because the Superintendent/Designee has broad authority to reassign employees to positions that may be of lower pay or grade for any number of reasons.
- The inclusion of Item I.D. under Discipline Guidelines in the Implementation Procedures will be reconsidered. It may be necessary to place this item in a different area of the document.
- The Policy Statement will be revised to clarify the role of the Board of Education.
- The definition of Administrative Leave With Pay will be expanded to include language from Item III.B.2. of the Implementation Procedures.
- A definition for Suspension will be added to the policy.
- The definition of Willful Neglect of Duty will be reviewed for legal accuracy.
- Examples of infractions that might warrant disciplinary action will be updated and placed in the policy.

Staff was asked to consider including language in the policy related to expectations for behavior in addition to addressing repercussions of violations of the expectations.



## **Policy 5100 School Health Services**

*Presenter:* Mrs. Donna Heller, Coordinator, Health Services

*Highlights:*

### Policy

- Revisions have been made based on feedback from Board members during the discussion about Policy 5110 Students with Do Not Resuscitate (DNR) orders.
- DNR guidelines have been added to Standard IV.A.6.
- Changes have been made to reflect an amended date of April 15, 2010, and the effective date of July 1, 2010.

### Implementation Procedures

- DNR guidelines have been added to item I.A.6. Provisions of Health Care for Students.
- Amended and effective dates have been updated.

*Discussion:*

Board members expressed appreciation to staff and the committee for their work on revising this policy. Mrs. Heller stated that Health Services has been working very effectively in Howard County for many years in serving students with health needs.

*Action:* Mrs. French moved approval of Policy 5100 as amended. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

## **Policy 7040 Abuse of Alcohol and Other Noncontrolled Substances by Employees and**

## **Policy 7050 Prohibition of Illegal Drugs and Drug Paraphernalia by Employees**

*Presenter:* Mrs. Sue Mascaro, Director, Staff Relations

Mrs. Mascaro stated that additional revisions were made to each policy to address feedback from Board members. Revisions have the full support of the Policy Revision Committee.

Revisions to Policy 7040 include a change in title to Alcohol and Noncontrolled Substance Abuse by Employees, adding definitions of

terms such as constructive possession, and providing clarity and specificity to policy standards. The supporting Implementation Procedures spell out processes to be used for investigation of alleged violations, clarify circumstances requiring drug testing, and specify referral and treatment programs and requirements for employees.

Similar changes were proposed for Policy 7050, including a title change to Drug Use by Employees: Illegal Drugs, Drug Paraphernalia, and Controlled Substances.

#### Summary of Most Recent Changes

- Modified the title of Policy 7040.
- Further clarified the definition of alcohol in Policy 7040.
- Added definitions to both policies.
- Identified three instances during which policy violations can occur in both policies.
- Modified in Policy 7040 and added to Policy 7050 a standard on the distribution of noncontrolled and controlled substances to students.
- A reference to Policy 5100 Health Services has been included in both policies.

#### *Discussion:*

Mr. Dyer expressed concern with Standard IV.K. in Policy 7050 and stated his opposition to using a policy to eliminate a constitutional right against self incrimination.

Action: Dr. Siddiqui moved approval of Policy 7040 Alcohol and Noncontrolled Substance Abuse by Employees. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/1), with Mr. Dyer voting no.

Action: Mr. Cohen moved approval of Policy 7050 Drug Use by Employees: Illegal Drugs, Drug Paraphernalia, and Controlled Substances. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/1), with Mr. Dyer voting no.

### **Public Hearing – Policy 5110 Students with DO NOT Resuscitate Orders**

#### Mr. Chris Wertman, Community Advisory Council (CAC)

- CAC supports the recommendation to rescind Policy 5110.

- CAC supports the incorporation of language from the rescinded policy in Policy 5100 Student Health Services, as approved by the Board.

### **Public Hearing - Policy 9270 Student Assault and/or Battery on School Staff**

#### Mr. Chris Wertman, Community Advisory Council (CAC)

- CAC generally supports adoption of Policy 9270.
- Presented information on specific concerns regarding the policy as follows:
  - References to Policy 9200 Discipline that subsequently refers the reader to state and federal laws.
  - Policy appears to not preclude action away from schools or school activities.
  - The need for additional tiers of punishment based on severity of the offense.
  - Need for alignment with Policy 9200 in terms of authority to administer discipline.

**Adjournment** – By Board consensus, the meeting was adjourned at 7:34 p.m.

### **Information Items**

- A. Food and Nutrition Service Financial Report
- B. Policy 2010 Student Representation

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

April 22, 2010

The Board of Education of Howard County met in closed session on April 22, 2010, at 1:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Patricia S. Gordon that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss updates of negotiation parameters for HCEA and HCEA ESP. The motion was seconded by Lawrence H. Cohen and approved 7/0. Persons present: Board members Ellen Flynn Giles, Chairman; Janet Siddiqui, M.D., Vice Chairman; Frank J. Aquino, Esq.; Lawrence H. Cohen; Allen Dyer, Esq.; Sandra H. French; and Patricia S. Gordon.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Sydney L. Cousin, Superintendent; Sandra Erickson, Deputy Superintendent; Mamie Perkins, Chief of Staff; Raymond Brown, Chief Financial Officer; Linda Wise, Chief Academic Officer; Mark Blom, General Counsel; Sue Mascaro, Director Staff Relations; and Mike Johnson, Director Business Systems

The Board received an update on the cost and funding calculations related to the Board of Education Salary Improvement Package parameters.

Adjourned: 2:30 p.m.

Submitted by: \_\_\_\_\_  
Ellen Flynn Giles, Chairman  
Board of Education

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

April 29, 2010

The Board of Education of Howard County met in closed session on April 29, 2010, at 1:30 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Lawrence H. Cohen that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss site acquisition and negotiation parameters for HCEA and HCEA ESP. The motion was seconded by Frank J. Aquino, Esq. and approved 6/0. Persons present: Board members Ellen Flynn Giles, Chairman; Janet Siddiqui, M.D., Vice Chairman; Frank J. Aquino, Esq.; Lawrence H. Cohen; Allen Dyer, Esq.; Patricia S. Gordon; and Sandra H. French (arrived at 1:45, after the vote to closed.)

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Sydney L. Cousin, Superintendent; Sandra Erickson, Deputy Superintendent; Mamie Perkins, Chief of Staff; Theresa Alban, Chief Operating Officer; Raymond Brown, Chief Financial Officer; Linda Wise, Chief Academic Officer; Mark Blom, General Counsel; Ken Roey, Executive Director, Facilities Planning and Management; and Joel Gallihue, Manager School Planning (For Site Acquisition)

(For Negotiations) Mr. Roey and Mr. Gallihue left the meeting. Sue Mascaro, Director, Staff Relations; and Mike Johnson, Director, Business Systems joined the meeting.

Site Acquisition:

Mr. Gallihue provided the Board with a briefing on options under consideration for addressing enrollment growth in the Northeast section of the county with a proposed new elementary opening in August 2013.

Negotiations:

The Board reviewed and accepted the Superintendent's recommendations for negotiations parameters for HCEA and HCEA-ESP.

Adjourned: 3:30 p.m.

Submitted by: \_\_\_\_\_  
Ellen Flynn Giles, Chairman  
Board of Education

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

April 29, 2010

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, April 29, 2010, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Josh T. Manley, Student Member

Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 4:04 p.m., and Mr. Manley led the group in the Pledge of Allegiance.

## Public Forum

There was no one present to address the Board.

## Approval of Agenda

Change: Title of Item 4.B. to Non-Tenured Teacher Recommendations

Change: Title of Item 7.D. to \*FY 2011 Board's Requested Budget  
Amendment – Action

Add: Item 7.E. - FY 2011 Capital Budget – Report

*Motion:* Mr. Dyer moved to add a discussion item to the agenda regarding issues at Reservoir HS. The motion was seconded by Mr. Manley.

Mr. Dyer referred to testimony presented to the Board on April 15, 2010, which included serious allegations regarding issues at Reservoir HS. He indicated the need for an open discussion and response on whether or not action should be taken by the Board.

Approved – May 27, 2010

OAH-DYER-000710

Mr. Manley stated that these issues have been raised before, and a discussion regarding the legitimacy of the claims should take place.

*Action:* The motion failed by a vote of 2/6, with Mr. Aquino, Mr. Cohen, Mrs. French, Mrs. Giles, Mrs. Gordon, and Dr. Siddiqui voting no.

*Motion:* Mr. Dyer moved to add an item to the agenda concerning a recommendation from the legislative auditor regarding the establishment of a confidential hotline for reporting suspicion of fraud.

Mr. Dyer stated that this item was last addressed by the Board by sending consideration to the Ethics Policy review committee, and no recommendations from that committee have been brought back to the Board. He indicated the need for the Board to discuss and vote on whether or not to authorize the establishment of a confidential hotline.

*Action:* The motion failed for lack of a second.

Mrs. Giles pointed out that the action taken by the Board was to ask that the Ethics Policy committee review the recommendation, and a report is scheduled for presentation to the Board on June 10, 2010.

*Action:* Mr. Aquino moved approval of agenda as amended. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/1), with Mr. Dyer voting no.

### **Superintendent's Report**

Mrs. Mamie Perkins, Chief of Staff, presented the Superintendent's Report on behalf of Dr. Cousin. Mrs. Perkins thanked schools for helping the system save \$1.5 million in energy costs. She also congratulated the following:

- The River Hill High School Science Olympiad Team for winning the Maryland State Olympiad Tournament.
- Homewood Center student Kelsey Stokes for winning a silver medal in the National Scholastic Art and Writing Awards Competition.
- Dr. Rich Weisenhoff, recently retired coordinator of Career and Technology Education, who has received the Distinguished Service Award from the Maryland State Department of Education for his outstanding leadership, vision, and achievement in career and technology education.

## **Student Representative's Report (Marriotts Ridge HS)**

Mr. Will Bowman, Student Government Association (SGE) President, reported on student activities and events at Marriotts Ridge HS, including community service projects and new leadership opportunities.

## **Board Members' Reports**

Board members reported on their attendance at recent school and community events.

## **Appointment – Community Advisory Council (CAC)**

Mr. Chris Wertman, CAC Chairman, reported on recent activities of the council, noting that this would be his final report as Chairman. The following individuals will take office in May 2010:

- Chairman: Ted Mallo
- Vice Chairman: Steve Estomin
- Policy Coordinator: Joann Jackson
- Recording Secretary: Linda Rogers

Board members expressed appreciation to Mr. Wertman for his service as Chairman of the CAC.

## **Appointment – NAACP Report Card**

Ms. Annette Taylor, Education Chairman for the Howard County NAACP, presented the NAACP's annual report card on the achievement and attendance of African American students.

Mrs. Gordon pointed out that great improvement has occurred over the last several years, but there are still challenges that must be met. She thanked the committee for their report and noted the importance of working hard to ensure that all students receive an equal education.

## **Consent Agenda (Restricted\*)**

Bids and Contracts; Non-Tenured Teacher Recommendations; Summer School Principals; and Closed Meeting Minutes of November 19, 2009 (Official and Confidential)

*Action:* Dr. Siddiqui moved approval of Restricted Consent Agenda. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0\*).

Approved – May 27, 2010



## **Consent Agenda**

### Donations and Meeting Minutes of March 8, 2010 (BOE Policy Committee), and March 11, 2010 (Regular Board Meeting)

*Action:* Dr. Siddiqui moved approval of the Donations and regular meeting minutes of March 11, 2010. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

*Action:* Mrs. French moved approval of the BOE Policy Committee meeting minutes of March 8, 2010. The motion was seconded by Mrs. Gordon and approved by the members of the committee (Mrs. French, Mrs. Giles, and Mrs. Gordon) by a vote of 3/0.

## **Bridge to Excellence: School Readiness**

*Presenter:* Ms. Lisa Davis, Coordinator of Early Childhood Programs, and Ms. Anne Hickey, Facilitator of Early Intervention Services

Ms. Davis and Ms. Hickey presented a report on the joint efforts of various county agencies and families to develop school readiness in young children. In Howard County, school readiness begins at birth.

Much work has been done during the past several years to ensure that parents, community childcare and early learning centers, and HCPSS early childhood programs share a consistent understanding about school readiness and have the resources needed to support each child's development. A wide variety of information, professional development activities, programs, and services have been developed to address the changing needs of Howard County's children and families and to ensure that each child arrives at school ready to learn.

Ms. Davis reported that children entering the Howard County Public School System at a young age are more ready than ever before for successful school experiences and quality lifelong learning. Howard County has been successful in improving school readiness, as evidenced by the 2009/2010 Maryland Model for School Readiness Report, which reported that 82 percent of kindergartners were fully ready for school, up from 66 percent in 2001/2002.

The Office of Early Childhood Programs is laying the groundwork for implementation of Maryland's proposal for *Preschool for All* so that all young children have access to exemplary early education. The

continued commitment of the early childhood community, with HCPSS in a lead role, will be essential to future success.

*Discussion:*

Ms. Davis explained that The Young School is the only school in Howard County that receives a grant from MSDE. The Young School provides a prekindergarten experience, and grant funds are used to provide scholarships to students and stipends to qualified teachers.

Ms. Davis also spoke about various efforts that are being taken to advertise preschool opportunities in the community.

**Proclamation: Pupil Personnel Worker Week**

This proclamation designates the week of May 2-8, 2010, as Pupil Personnel Worker Week in the Howard County Public School System.

*Action:* Mr. Aquino moved approval of the proclamation. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (8/0).

**Proclamation: Asian Pacific American Heritage Month**

This proclamation designates May 2010 as Asian Pacific American Heritage Month in the Howard County Public School System.

*Action:* Mr. Manley moved approval of the proclamation. The motion was seconded by Mr. Aquino and approved by the members of the Board (8/0).

**Proclamation: Better Hearing and Speech Month**

This proclamation designates May 2010 as Better Hearing and Speech Month in the Howard County Public School System.

*Action:* Mr. Cohen moved approval of the proclamation. The motion was seconded by Mr. Dyer and approved by the members of the Board (8/0).

**\*FY 2011 Board's Requested Budget Amendment**

*Presenters:* Mr. Ray Brown, Chief Financial Officer, and Ms. Kathleen Swinson, Budget Director

An amended revenue and expenditure request was presented for Board approval, which will be submitted to the County Executive. This request is based on an increase in state funding for FY 2011, and the recommendation that ARRA State Stabilization funds be used for summer school wages, National Board Certification stipends, tuition reimbursement, workshops, social security, and health benefits. The latest preliminary state revenue estimate increases the state revenue by \$49,819,000.

*Action:* Mr. Dyer moved approval of the amended revenue and expenditure request to be submitted to the County Executive and the source and manner of spending ARRA funds. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0\*).

**FY 2011 Capital Budget Report**

*Presenters:* Mr. Ray Brown, Chief Financial Officer, and Mr. Ken Roey, Executive Director, Facilities Planning and Management

Mr. Brown reported that the State Interagency Committee on School Construction (IAC) has recommended that an additional \$3,542,014 in funding be provided to Howard County, which is \$1,839,014 more than was anticipated in the County Executive's Proposed Capital Budget. Mr. Brown recommended that the additional state funding be applied to the Bollman Bridge ES project, and staff will work with the County Council to explain the new phasing plan for this project.

On April 20, the IAC made final recommendations for funding for school construction projects in the FY 2011 Public School Construction Capital Improvement Program. These recommendations will be presented to the Board of Public Works for final approval at their meeting on May 19, 2010.

**Adjournment:** By Board consensus, the meeting was adjourned at 6:09 p.m.

**Information Item**

Risk Management Report

Approved – May 27, 2010

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

May 13, 2010

The Board of Education of Howard County met in closed session on May 13, 2010, at 2:30 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Janet Siddiqui, M.D., that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss to provide an update on negotiated agreements for HCEA and HCEA ESP. The motion was seconded by Patricia S. Gordon and approved 5/0. Persons present: Board members Ellen Flynn Giles, Chairman; Janet Siddiqui, M.D., Vice Chairman; Lawrence H. Cohen; Allen Dyer, Esq.; and Patricia S. Gordon.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Sydney L. Cousin, Superintendent; Sandra Erickson, Deputy Superintendent; Mamie Perkins, Chief of Staff; Terry Alban, Chief Operation Officer; Raymond Brown, Chief Financial Officer; Linda Wise, Chief Academic Officer; Mark Blom, General Counsel; Sue Mascaro, Director Staff Relations; and Mike Johnson, Director Business Systems

The Superintendent presented to the Board the parameters of the tentative agreements reached with HCEA and HCEA-ESP.

Adjourned: 3:30 p.m.

Submitted by: \_\_\_\_\_  
Ellen Flynn Giles, Chairman  
Board of Education

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

May 13, 2010

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, May 13, 2010, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French (arrived at 4:30 p.m. and left at 6:46 p.m.)  
Patricia S. Gordon  
Josh T. Manley, Student Member (left at 6:44 p.m.)

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 4:05 p.m., and Brad Carpenter, Glenelg HS student, led the group in the Pledge of Allegiance.

Dr. Cousin recognized Howard County Public School System (HCPSS) nurses and health assistants for their outstanding efforts during the H1N1 vaccination campaign.

## Public Forum

Ms. Susan Nass and Mr. Steven Estomin spoke about the possibility of receiving refunded monies for a cancelled dance field trip, involving students of Mt. Hebron HS.

## Approval of Agenda

Add: Item 5.A. \*Administrative Appointments and Promotions (Action)  
Add: Item 5.B. \*Fiscal 2011 Board's Requested Budget Amendment (Action)  
Delete: Item 3.F. Closed Meeting Minutes

Approved – May 27, 2010

OAH-DYER-000717

*Motion:* Mr. Dyer moved that the Board consider drafting a formal apology, an expression of profound regret, for the role of the Howard County Board of Education in operating a segregated school system in the past. The motion was seconded by Mr. Manley.

*Discussion:*

Mrs. Gordon expressed her views on the motion and commented on the benefits as well as the negative aspects of segregated schools. She noted that one of the positive things about segregated schools was that black teachers had a profound interest in their students, which also provided an advantage in learning about black history. Mrs. Gordon stated that she is glad that schools are now integrated but questioned the need for Mr. Dyer's proposal at this time. She indicated an interest in consulting with individuals who attended segregated schools in Howard County for their opinion on this issue and suggested consultation with legal counsel regarding possible ramifications of the action.

*Motion:* Mrs. Gordon moved to table Mr. Dyer's motion until the motion could be further investigated to see exactly what a formal apology would entail and what consequences may result.

*Discussion:*

Mr. Dyer said that the points made by Mrs. Gordon were appropriate, but the drafting process would provide the history of segregation in Howard County. He requested that Board members not support the motion made by Mrs. Gordon.

Dr. Siddiqui suggested that this historical event be part of Black History Month.

*Action:* The Board approved the motion to table Mr. Dyer's motion. The motion passed by a vote of 5/2, with Mr. Dyer and Mr. Manley voting no.

*Action:* Dr. Siddiqui moved approval of the agenda as amended. The motion was seconded by Mr. Manley and approved by the members of the Board (6/1), with Mr. Dyer voting no.

## Superintendent's Report

Dr. Cousin recognized the following staff members:

- Mr. Matthew Kinloch, Glenelg HS Science Teacher, who has been named the 2010 Howard County Teacher of the Year.
- Ms. Jessica Newnan, Ilchester ES Special Education Teacher, who has been selected as First Year Educator of the Year (Elementary).
- Ms. Jessica Rosenbaum, Cradlerock School Science/Social Studies Teacher, who has been selected as First Year Educator of the Year (Secondary).
- Ms. Robbie Adkins, Principal's Secretary at Atholton HS, who received the 2010 Office Professional Recognition Award.
- Mr. William Johnson, Day Chief Supervisor at the Central Office, who received the Excellence in Building Operations Award.
- Ms. Beth DeFrances, teacher at Atholton HS, who won the 2010 Outstanding Educator Using Technology Award from the Maryland Society of Educational Technology.
- Ms. Julie Wray, Instructional Facilitator, who received the coveted *Making it Happen* Award, which rewards educational technology leaders around the world for their commitment and innovation, from the Maryland Society of Educational Technology.
- Ms. Keren Kreitzer, school psychologist at Deep Run ES, who has been awarded the 2010 Maryland Outstanding Practitioner Award by the Maryland School Psychologists' Association.

Dr. Cousin also announced this year's top teams in the *It's Linguistic 2010 Competition*. In French, Harper's Choice MS took first place. Folly Quarter MS took first place in Spanish. He also congratulated students from the following schools whose creative talents are on display as part of an exhibition at the Walters Art Museum in Baltimore entitled *Transforming The Walters*: Bushy Park ES, Clarksville ES, Clarksville MS, Dayton Oaks ES, Lisbon ES, Longfellow ES, Oakland Mills HS, Running Brook ES, Swansfield ES, and Talbott Springs ES.

Dr. Cousin congratulated the Mt. Hebron HS Economics Challenge Team, which placed among the top six Advanced Placement/International Baccalaureate economics teams in the country in the National Economics Challenge semi-final competition on April 26, 2010, which earned them a spot in the national finals competition in New York City.

Dr. Cousin shared portions of a letter he received from Dr. Melissa Mills, University of Maryland School of Music in College Park, regarding

the high quality of the Howard County choirs that participated in a recent adjudication. In particular, she noted that the Reservoir HS Concert Choir, under the direction of Dr. Greg Knauf, performed as well or better than many choirs she had heard at prestigious national choral conventions. They received a standing ovation not only from the audience, but also from Dr. Mills and the other judge—a first at a school festival!

### **Student Representatives' Reports**

Mr. John Carpenter, Glenelg HS, reported on recent and upcoming activities at the school.

Mr. Andrew Rotolo, SGA President, Howard HS, reported on recent and upcoming activities at the school.

### **Board Members' Reports**

Board members reported on their attendance at recent school and community events.

### **Consent Agenda (Restricted\*)**

Staff Personnel; Bids and Contracts; Operating Budget Monthly Report; School Construction Report; and Appointment of Local Representative PL81-874 (Impact Aid)

*Action:* Dr. Siddiqui moved approval of the Restricted Consent Agenda. The motion was seconded by Mr. Cohen and approved by the members of the Board (6/0\*).

### **Consent Agenda**

Donations and Regular Meeting Minutes of March 25 and April 15, 2010.

The minutes of March 25, 2010, were pulled for voting purposes.

*Action:* Mr. Cohen moved approval of the Donations and Meeting Minutes of April 15, 2010. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).



*Action:* Mr. Cohen moved approval of Meeting Minutes of March 25, 2010. The motion was seconded by Mrs. Gordon and approved by the members of the Board (6/0/1), with Mr. Manley abstaining.

Mrs. French expressed appreciation to all staff members who are retiring from HCPSS this year.

Mrs. Giles reminded everyone of the Employee Retirement Celebration scheduled for June 9, 2010, at the Ten Oaks Ballroom.

### **\*Administrative Appointments and Promotions**

*Presenter:* Dr. Theresa Alban, Chief Operating Officer

Dr. Alban asked that the Board approve the appointment of Mrs. Caryn Lasser to the position of Coordinator for Strategic Planning and System Improvement in the Operations Division.

*Action:* Dr. Siddiqui moved approval of the appointment of Caryn Lasser to the position of Coordinator for Strategic Planning and System Improvement. The motion was seconded by Mr. Dyer and approved by the members of the Board (6/0\*).

### **\*Fiscal 2011 Board's Requested Budget Amendment**

*Presenter:* Mr. Raymond Brown, Chief Financial Officer

Mr. Brown presented an amended revenue and expenditure request to be submitted to the County Council and the source, amount, and manner of spending for the American Recovery and Reinvestment Act of 2009 (ARRA) Restricted State Stabilization Funds. The latest preliminary state revenue estimate increases the state revenue by \$5,881. The new state revenue appropriation request is now \$204,994,572 and the total revenue request is \$675,347,650. It is recommended that the additional \$5,881 be added to the fixed charges category for employee health insurance. It was also requested that ARRA State Stabilization funds in the amount of \$5,868,508 be moved to a restricted grant.

*Action:* Mr. Cohen moved approval of the Fiscal 2011 Board's Requested Budget Amendment as proposed. The motion was seconded by Mrs. French and approved by the members of the Board (6/0\*).

## **Bright Minds Annual Report**

*Presenter:* Mr. Douglas Hostetler, President, Bright Minds Foundation

Mr. Hostetler reported on activities of the Foundation over the past year. Currently, 23 Howard County community members serve on the Bright Minds Foundation Board of Directors.

The Foundation is halfway through a development campaign to raise \$1 million for its Bridging the Digital Divide initiative, which was based on a 2008 estimate that 500 - 800 HCPSS students did not have access to technology at home. In collaboration with the Lazarus Foundation, Bright Minds launched the *Computers for Students* program to provide students who do not have access to technology at home with an Internet-ready refurbished desktop computer, new printer, Microsoft Office software, speakers, and flash drive.

Additionally, Bright Minds awarded \$11,397 in grants to 11 teachers, ranging from \$800 to \$2000. In April, the Grant Committee reviewed evaluations of the grant projects and reported excellent results. Foundation Board members had high praise for the performance by all grant recipients and is committed to offering grants again.

*Discussion:*

Board members thanked Mr. Hostetler for his leadership and the Foundation for all that has been accomplished.

Board members and Dr. Cousin commented on the success of the *Computers for Students* program. Although the effects that the computers have on student performance have not been measured in a quantitative way, there are quality measures in place that demonstrate the positive impact these awards have made to students and their families.

It was noted that training is also provided to families regarding ethical and safe use of technology. The Foundation goes through a complicated process in providing computers to students, which also includes providing a safe and welcoming environment for training in addition to ensuring that transportation needs are met.

## **Adequate Public Facilities Ordinance (APFO) Chart**

*Presenter:* Mr. Joel Gallihue, Manager, School Planning

The APFO chart is utilized as part of the residential growth management process of Howard County. The chart presented for Board approval lists schools as "closed" if the enrollment projection developed for the FY 2011 Capital Budget and Capital Improvement Program/Redistricting Process exceeds 115 percent of capacity as listed and funded in the most recent Capital Improvement Program (CIP)

Plans for redistricting will continue to be considered to balance capacity within and across regions. Scenarios are tested each year in the Feasibility Study; however, future redistricting is not reflected in the APFO chart's projections. Future redistricting was taken into consideration when schools are affected by redistricting associated with new schools or approved capital additions as listed in the FY 2011 Capital Budget. An "OCIP" denotes a school that is open, even when their capacity utilization percentage is over 115 percent, because an approved capital project and planned redistricting will make the area open.

*Discussion:*

Board members asked that additional detail be included in the chart to better inform the County Council and the community regarding schools that are slated for redistricting and those that have potential CIP projects.

*Action:* Mr. Cohen moved approval of the Adequate Public Facilities Ordinance Chart. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0).

## **Howard County Association of School Councils (HCASC) Report**

*Presenters:* Ms. Ronnie Bohn, Project Support Specialist, and HCASC members Sara Calvert, Tina Meng, and Emily Wikner

The HCASC report provides an overview of HCASC, including programs and accomplishments of the current school year and preliminary plans for the upcoming school year. Included in the report are copies of the HCASC constitution and listings of HCASC Executive

Board Members and Student Government Association (SGA) presidents and advisors.

The association had nine goals for the year:

1. Involve the incoming Student Member of the Board of Education (SMOB) in Leadership Howard County Youth on Board training.
2. Sponsor the incoming SMOB and HCASC President to attend Maryland Leadership.
3. Hold an August organizational meeting and training with SGA advisors and presidents.
4. Host two luncheons with the Board of Education.
5. Assist middle schools in strengthening student councils, providing leadership training and opportunities, and promoting HCASC involvement.
6. Consider additional ways to facilitate communication between Board of Education members and HCASC.
7. Contribute to the review of Policy 2010, Student Representation, to ensure compliance with Education Article § 3-701.
8. Collaborate with the Board of Education to implement Policy 2010, Student Representation, to maximize communication between HCASC and the BOE.
9. Continue to build community ties that will establish HCASC as the "go to" organization for those seeking student input.

Each of the goals was accomplished, and goals for next year have been developed.

HCASC is a mechanism for the students of Howard County to initiate educational reform, promote positive relations among Howard County schools, provide a forum for students of those schools to express their opinions, act on directives of those students, and express the collective opinions of Howard County students.

*Discussion:*

Board members expressed appreciation to the members of HCASC for their work with HCPSS students. Mr. Cohen suggested that the association look at ways to engage at-risk students and involve them in HCASC in some manner.

Mr. Dyer expressed an interest in hearing about issues, controversies, and/or concerns that students have.

HCASC members stated that communication efforts include involving SGA Presidents in HCASC meetings and providing direct input to the school system through meetings with staff members. HCASC also utilizes email and a website to communicate issues that are being discussed.

Mrs. French spoke about the importance of having casual dialogue with students and encouraged HCASC members to invite Board members to converse with students at their meetings whenever desired. She also indicated an interest in hearing from students regarding Board policies and proposed changes and urged students to become involved.

### **Nominations for the Maryland Association of Boards of Education (MABE) Board of Directors**

The role of the officers and Board of Directors of MABE is that of the governing board of MABE. All are elected at the annual business meeting.

Board members were asked to consider candidates to be nominated to serve as officers or members of the Board of Directors of MABE.

*Action:* Mrs. French moved to nominate Mr. Aquino to the MABE Board of Directors. The motion was seconded by Mrs. Gordon and approved by the members of the Board (6/0/1), with Mr. Dyer abstaining on constitutional principles.

Mr. Dyer explained his abstention by stating that MABE needs to recognize the Open Meetings Act and the Public Information Act.

### **Policy 9090 Wellness Through Nutrition and Physical Activity**

*Presenter:* Ms. Jackie French, Instructional Facilitator, Physical Education

*Highlights:*

#### Revisions to Policy

- Maryland State Department of Education (MSDE) requirement in the Fitness Act 2008.
- Adding language explicitly stating that equal opportunities are provided for students with disabilities in the physical education program.

Revisions to Policy and Implementation Procedures

- Language added to Policy 9090 in Standard 3.B.
- Same language added to the Implementation Procedures in Section II.B.4.

Recommendation

- Follow state guidelines for students with disabilities in the physical education program.
- Revised policy would become effective July 1, 2010.

*Discussion:*

Staff was asked to cite the reference regarding the fitness act as the "Maryland Fitness and Equity Act of 2008."

*Action:* Dr. Siddiqui moved approval of the revision of Policy 9090 Wellness Through Nutrition and Physical Activity. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

**Policy 8030 Graduation Requirements**

*Presenter:* Mr. William Barnes, Coordinator, Secondary Mathematics

*Highlights:*Background

- College and universities are beginning to increase the number of mathematics credits required for entry.
- MSDE is drafting additional requirements statewide.

Revisions to Policy

- Revision of policy to increase the number of mathematics credits taken in HCPSS high schools from three to four.
- The courses taken in high school must include Algebra I, Geometry, and Algebra II.
- For students with middle school credit in Algebra and/or Geometry, courses above the Algebra II level must be taken in high school.
- Policy change affects current students in Grade 7.

Recommendation

- Alter policy statement to increase current mathematics requirement for graduation to four credits during high school.

- Revised policy would become effective July 15, 2010.

A public hearing on revisions to Policy 8030 will be held on June 10, 2010.

*Discussion:*

Mr. Barnes stated that students who end their mathematics program early tend to not qualify for designation as college ready. Students who are enrolled in math all the way through their senior year are much more college ready than those who do not.

Mrs. Giles pointed out that implementing this change next year would allow students to make appropriate choices in scheduling to support the proposed changes in graduation requirements.

Several Board members expressed concern about students being able to fit the new requirements into their class schedules and ensuring that they still receive a comprehensive, well-rounded education. Dr. Clarissa Evans, Executive Director, Secondary Curricular Programs, stated that staff is looking at the possibility of offering online courses and additional summer school programs to meet the needs of students.

Mr. Dyer asked about efforts that could be taken to offer different types of math classes for students who are not necessarily college bound. Mr. Barnes indicated a need for creative partnering and offering applied mathematics courses that are of interest to students. Staff sees a tremendous opportunity to break away from the traditional path towards calculus.

Mrs. French supported the additional math requirement for graduation.

Mrs. French noted some concerns with eliminating current language in the policy and suggested that language be added to specify requirements that must be met both before and after the year 2015. Staff agreed to work on the language as recommended.

Mrs. Giles asked that the new regulations regarding testing and testing-out of classes be addressed in the policy to ensure adequate coverage of the new regulations.

**Policy 5110 Student with DO NOT Resuscitate Orders**

*Presenter:* Mrs. Donna Heller, Coordinator, Health Services

*Highlights:*

Revision to Policy 5100 School Health Services

- Language was added to Policy 5100 to follow state guidelines for students with Do Not Resuscitate (DNR) orders.

Other Revisions

- Incorporate state guidelines for DNR orders into the HCPSS Health Services Procedures Manual.

Recommendation for Action

- Rescind Policy 5110 Students With Do Not Resuscitate Orders, effective July 1, 2010.

*Discussion:*

Dr. Siddiqui commended staff for their work and pointed out that the approach taken by HCPSS regarding this issue far exceeds recent recommendations published in the *Journal of the American Academy of Pediatrics*.

*Action:* Mrs. French moved that the Board rescind Policy 5110 Students with Do Not Resuscitate Orders. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0).

**Policy 9270 Student Assault and/or Battery on School Staff**

*Presenter:* Mr. Dave Bruzga, Secondary Administrative Director

*Highlights:*

Policy

- Changes title to "Student Assault and/or Battery on Staff."
- Changes "or" back to "and/or" throughout.

Implementation Procedures

- Adds language to clarify that principals suspend a student for 10 days in addition to referring the student to the Superintendent/Designee.



- Clarifies that, for a first offense, a student is referred to the Superintendent/Designee.
- Discussion of eligibility period for extracurricular activities for a student referred to the Superintendent/Designee after a first offense.

*Discussion:*

Concerns were expressed regarding consistency in penalties with this policy and those contained in Policy 9230 Alcohol, Other Drugs, Prescription Medication and Over-the-Counter Medications. It was noted that Policy 9230 could be updated whenever necessary in order to address these issues. There was a brief discussion regarding the need to keep students involved in school and extracurricular activities whenever deemed appropriate. Mr. Bruzga noted that depending on the seriousness of an offense, expulsion as well as an extension of a suspension beyond 45 days is possible.

Mr. Manley asked about the possibility of changing the definition for battery in the policy for clarification purposes. Mr. Bruzga stated that the definitions in the policy were reviewed by legal counsel, and Board policies are not held to the same standards as the legal system in many situations.

Mr. Dyer expressed concern with the appearance of equating penalties of assault with the same penalties for battery and stated that this could open the door to excessive disciplinary action in certain circumstances. He indicated a need for more judgment on the part of administrators when meting out punishment. Mr. Bruzga referred to the Implementation Procedures, which provide latitude for administrators and sufficient safeguards to address those concerns.

*Action:* Dr. Siddiqui moved approval of Policy 9270. The motion was seconded by Mr. Cohen. The motion failed to pass by a vote of 4/1, with Mr. Dyer voting no. (Mrs. French and Mr. Manley were not present for the vote.)

Staff was asked to bring the policy back to the Board at a future date for reconsideration.

**Appointment – PTA Council of Howard County (PTACHC) Monthly Report**

Mr. John Hannay, PTACHC President, reported on recent activities of the PTA Council.

**Public Hearing – Policy 7030 Employee Discipline**

Mr. Steve Estomin, Policy Committee Chairman, Community Advisory Council, indicated that the CAC membership supports the policy with several minor changes.

**Public Hearing – FY 2011 Proposed Operating and Capital Budgets and FY 2012-2016 Capital Improvement Program**

No testimony was presented.

**Adjournment** – By Board consensus, the meeting was adjourned at 7:05 p.m.

**Information Items**

- A. Food and Nutrition Service Financial Report
- B. Thunder Hill ES SD Comments to MSDE
- C. Concession Stand Work Group Charter

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

May 27, 2010

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, May 27, 2010, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Josh T. Manley, Student Member (arrived at 4:10 p.m.)

Mamie Perkins, Chief of Staff  
Patti Caplan, Director, Public Relations  
Linda Morgan, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 4:06 p.m., and Gina Eichert, Atholton HS student, and Shaffer Bond, Mt. Hebron HS student, led the group in the Pledge of Allegiance.

### Public Forum

Ms. Colleen Morris, parent, testified against pro-rating benefits for part-time employees that will become effective July 1, 2010.

Mr. Corey Andrews, Howard HS student, expressed disappointment that the Board tabled a motion to apologize for segregated schools.

Mr. Andrew Johnson, Wilde Lake MS student, presented his creative work, which is featured in the middle school publication *Our Voice*.

Ms. Victoria Hsiung, Folly Quarter MS student, presented her creative work, which is featured in the middle school publication *Our Voice*.

## Approval of Agenda

Delete: Item 4.B. Closed Meeting Minutes.

Change: Item 8. Administrative Agenda - move to Item 6.

Item 9. Appointment – move to Item 7.

Item 10. Music Educator of the Year Award - move to Item 8.

Item 6. Policy (Old Business) - move to Item 9.

Item 7. Program Agenda - move to Item 10.

*Motion:* Mr. Cohen moved approval of the agenda as amended.

Mr. Dyer objected to the agenda as written and requested that Policy 9270 Student Assault and/or Battery on School Staff be brought back to the Board at a future date to allow for consideration of additional testimony on the proposed policy. Board members discussed Mr. Dyer's objection and no action was taken.

*Motion:* Mr. Aquino seconded the motion to accept approval of the agenda as amended.

*Discussion:*

Mr. Dyer proposed the following motions to amend the agenda:

*Motion:* Mr. Dyer moved that the Board add an item to the agenda to discuss whether or not to authorize reimbursement to the NAACP for expenses incurred in preparing the NAACP Report Card with unintentionally inaccurate data acquired from HCPSS.

*Motion:* Mr. Dyer moved that the Board add an item to the agenda for the Board to consider whether or not to formally support the Chairman's apology regarding the transmittal of e-mail addresses that were unintentionally included in a recent survey sent out by the Ombudsman and to discuss a number of items related to the functions of the Ombudsman.

Mr. Cohen did not accept Mr. Dyer's amendments to the original motion to approve the agenda.

*Motion:* Dr. Siddiqui moved that Agenda Item 9. Appointment take place prior to Item 6. Policy (Old Business). Mr. Cohen accepted Dr. Siddiqui's amendment to his motion.

*Action:* Mr. Cohen moved approval of the agenda as amended. The motion was seconded by Mr. Aquino and approved by the members of the Board (6/1), with Mr. Dyer voting no.

Mrs. Giles pointed out that the Ombudsman position is covered by policy, and there is a process in place if the Board chooses to review the policy.

Mr. Dyer stated his support for the apology regarding the issues involved with the Ombudsman survey but indicated that any apology made on behalf of the Board should be affirmed by a vote of the Board members.

### **16<sup>th</sup> Annual Sportsmanship Award**

*Presenter:* Mike Williams, Athletics Coordinator

Mr. Williams explained that this award has been presented annually since the 1994/1995 school year to the school displaying outstanding sportsmanship. The Sportsmanship Cup honors the philosophy and mission of the school system's interscholastic athletic program.

Mr. Williams presented the 2010 HCPSS Sportsmanship Cup Award to Atholton HS, which was accepted by the Principal, Ms. Marcie Leonard, and the Athletics and Activities Manager, Mr. Mike Senisi. Honorable mention was also given to Wilde Lake and Howard high schools as runners up.

### **Superintendent's Report**

On behalf of the Superintendent, Ms. Mamie Perkins, Chief of Staff, reported on activities that took place at several schools in recognition of Bullying Awareness and Prevention Week. She also congratulated the following:

- Director of Finance, Ms. Beverly Davis, and staff in the Finance Office for receiving the Popular Annual Financial Reporting Program Award for FY 2008 from the Government Finance Officers Association.
- The River Hill HS Science Olympiad team, which won \$2,000 and The Lockheed Martin Spirit Award at Nationals at the University of Illinois.

- The Centennial HS Accounting and Financial Management classes for finishing first in the high school division of the Maryland Stock Market Game, and Dayton Oaks ES fifth graders, who took first place in the elementary school division.
- The 12 high school seniors who received the Green Footprint Award for Student Environmental Leadership from the James and Anne Robinson Foundation.

### **Student Representative's Report**

Ms. Gina Eichert, SGA Executive Board Treasurer, Atholton HS, reported on past activities and events that have taken place at Atholton HS.

Mr. Shaffer Bond, SGA President, Mt. Hebron HS, reported on past activities and events that have taken place at Mt. Hebron HS.

### **Board Members' Reports**

Board members reported on their attendance at recent and upcoming school and community events.

### **Consent Agenda (Restricted\*)**

#### Bids and Contracts

*Action:* Mr. Aquino moved approval of the Restricted Consent Agenda. The motion was seconded by Mr. Cohen and approved by the members of the Board (6/0\*).

### **Consent Agenda**

#### Donations; Final Legislative Report/2010 General Assembly; and Regular BOE Meeting Minutes of April 29 and May 13, 2010

The meeting minutes of May 13, 2010, were pulled for voting purposes.

*Action:* Mr. Aquino moved approval of the Donations, the Final Legislative Report/2010 General Assembly, and the regular meeting minutes of April 29, 2010. The motion was seconded by Mr. Manley and approved by the members of the Board (7/0).

*Action:* Mr. Cohen moved approval of the regular meeting minutes of May 13, 2010. The motion was seconded by Mrs. French and approved by the members of the Board (7/0/1), with Mr. Aquino abstaining due to absence from the meeting.

**\*Administrative Appointments and Promotions**

*Presenter:* Mrs. Linda Wise, Chief Academic Officer

Mrs. Wise presented the following recommendations for an administrative promotion and an administrative appointment:

<u>Name</u>	<u>From</u>	<u>To</u>
Ms. Julie Wray	Instructional Facilitator Instructional Technology	Coordinator Instructional Technology
Mr. Robert Cole	Instructional Technology Specialist, MSDE	Instructional Facilitator Instructional Technology

*Action:* Mrs. French moved approval of the promotion of Ms. Julie Wray and the appointment of Mr. Robert Cole. The motion was seconded by Dr. Siddiqui and approved by members of the Board (6/0\*).

*Presenter:* Dr. Terry Alban, Chief Operating Officer

Dr. Alban presented the recommendation for the appointment of Mr. David Ramsey to the position of Director of Pupil Transportation.

*Motion:* Dr. Siddiqui moved approval of the appointment of Mr. David Ramsey to the position of Director of Pupil Transportation. The motion was seconded by Mr. Cohen.

*Discussion:*

Staff was asked to provide information regarding dismissal authority for this position. Dr. Alban agreed to the request.

*Action:* The motion was approved by the Board members (6/0\*).

**Proclamation: Recognition of Custodial Maintenance, Grounds, and Warehouse Personnel**

This proclamation calls attention to contributions made by the Custodial, Grounds, Maintenance, and Warehouse personnel of the HCPSS.

*Action:* Mrs. French moved approval of the proclamation. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

**Appointment – Community Advisory Council (CAC)**

Mr. Ted Mallo, CAC Chairman, reported on recent activities of the council. Mr. Mallo also submitted additional concerns on revisions to Policy 9270 Student Assault and/or Battery on School Staff.

**Music Educator of the Year Award**

Howard County Parents for School Music presented the Music Educator of the Year Award to Dr. Gregory Knauf, Choir Director at Reservoir HS. Also recognized were finalists Ms. Karen Zepp, Band and Strings teacher at Bryant Woods ES, and Mr. Richard McCready, Music Technology and guitar teacher at River Hill HS.

**Policy 9270 Student Assault and/or Battery on School Staff**

*Presenter:* Mr. Dave Bruzga, Secondary Administrative Director

Following discussion regarding several aspects of the policy and implementation procedures, the Board agreed to send Policy 9270 Student Assault and/or Battery on School Staff back to the Board's Policy Committee for consideration of additional revisions.

Based on the suggestion of Mr. Bruzga, the Policy Committee will review several recommendations received since the May 13, 2010, Board meeting and incorporate them if appropriate.

The final proposal will be brought back to the Board for action on June 10, 2010.



## **Bridge To Excellence - Differentiated Support for Re-Engaging Students**

*Presenter:* Ms. Pamela Blackwell, Director for Student Services

The Howard County Public School System (HCPSS) provides a tiered system of academic and behavioral program supports to ensure all students are given the support they need in order to be successful. According to the report on Differentiated Support for Re-Engaging Students, there are readiness indicators from pre-kindergarten through grade 12 that give students an advantage for being college and career ready.

Those readiness indicators are grouped into five categories: academic achievement, academic learning behaviors, extracurricular and community involvement, attendance and punctuality, and responsible behavior and positive attitude. The same readiness categories are being used to identify students who are at risk of dropping out of school.

Ms. Blackwell noted that for the past three years, HCPSS has met the Maryland State Department of Education's (MSDE) overall standard of less than 3.0 percent of students dropping out of school. However, for the past two years, the school system has not met its own higher standard of less than 1.25 percent of students dropping out of school. In addition, there are student groups in our school system that have exceeded both the MSDE and the HCPSS standards.

Ms. Blackwell explained that students who struggle in the classroom and fall behind academically are more likely to become disengaged and not graduate. Low grades; low test scores; failing in English, reading, or math; and being retained have all been linked to lower chances for graduating from high school.

Additionally, students who become disengaged from school and develop attendance and behavior problems are more likely to drop out. High rates of absenteeism or truancy, poor classroom behavior, less participation in extracurricular activities, and poor relationships with teachers and peers have all been linked to lower chances for graduation.

Mr. Frank Eastham, Oakland Mills HS Principal, and Mr. Jeff Fink, Administrative Intern, reported on the specific strategies used by the Oakland Mills staff to target ninth graders identified as having one or more at-risk factors. Efforts have resulted in a decline in the number of ninth grade dropouts from last year.

*Discussion:*

Staff explained that a primary goal is to keep students participating in extracurricular activities whenever possible because those students are more likely to achieve success.

Dr. Cummings, Coordinator, Alternative Education Programs, provided information regarding alternate pathways for students attending the Homewood School to help enable their participation in career academies.

Ms. Blackwell explained that the readiness indicators are based on national data and are used in conjunction with other factors to identify at-risk students, e.g., limited English proficiency, special education, free and reduced meals, etc. Early identification and intervention are keys to success.

Mr. Dyer suggested that student keyboarding skills also be tracked and used as one of the factors to determine student success.

Board members expressed appreciation to staff for their work and ongoing efforts in this area.

**Adjournment** – By Board consensus, the meeting was adjourned at 6:55 p.m.

**Information Items**

- A. IFAS Quarterly Status Report
- B. Bellows Spring DD/CD Comments to MSDE

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

June 1, 2010

The Board of Education of Howard County held a meeting to approve the adoption of the FY 2011 Operating and Capital Budgets, FY 2012-2016 Capital Improvement Program, and the FY 2011-2020 Long-Range Master Plan on Monday, June 1, 2010, at 9:00 a.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Kathleen (Woody) Swinson, Budget Officer  
Patti Caplan, Director, Public Relations  
Kathleen V. Hanks, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 9:03 a.m., and Dr. Siddiqui led the group in the Pledge of Allegiance.

## **Approval of Agenda**

*Action:* Mr. Aquino moved approval of the agenda. The motion was seconded by Mr. Cohen and approved by the Board (7/0).

## **FY 2011 Operating Budget**

### **Revenues (General Fund)**

County Appropriation - \$464,708,788

*Action:* Mr. Dyer moved approval of the County Appropriation in the amount of \$464,708,788. The motion was seconded by Mr. Cohen and approved by the Board (7/0).

Total State Sources - \$204,994,572

*Action:* Mr. Cohen moved approval of Total State Sources in the amount of \$204,994,572. The motion was seconded by Mrs. Gordon and approved by the Board (7/0).

Federal Sources - \$370,000

*Action:* Mr. Cohen moved approval of Federal Sources in the amount of \$370,000. The motion was seconded by Mrs. French and approved by the Board (7/0).

Other Sources - \$5,274,290

*Action:* Mrs. Giles moved approval of Other Sources in the amount of \$5,274,290. The motion was seconded by Mr. Aquino and approved by the Board (7/0).

ARRA - Restricted State Fiscal Stabilization Funds - \$5,868,508

*Action:* Mrs. Giles moved approval of the Restricted State Fiscal Stabilization Funds in the amount of \$5,868,508. The motion was seconded by Mrs. Gordon and approved by the Board (7/0).

Total Revenues - \$675,347,650

*Action:* Dr. Siddiqui moved approval of the HCPSS Operating Budget Revenue total in the amount of \$675,347,650. The motion was seconded by Mrs. French and approved by the Board (7/0).

ARRA State Fiscal Stabilization Funds Expenditure

*Motion:* Mrs. French moved approval of the expenditure of the ARRA State Fiscal Stabilization Funds in the amount of \$5,868,508 in the categories as listed on page 28 of the document. The motion was seconded by Mr. Aquino.

*Motion:* Mrs. French moved to amend her motion to include approval of the following:

- Program 2401 Summer School in the amount of \$700,000.
- Program 8001 Fixed Charges in the amount of \$2,319,012.
- Program 8001 Social Security in the amount of \$202,496.
- Program 3201 Regular Programs in the amount of \$160,000.
- Program 0411 Curriculum & Curriculum Assessments in the amount of \$232,000.

- Program 0701 Elementary Programs in the amount of \$469,000.
- Program 1401 Mathematics in the amount of \$269,000.
- Program 3401 Saturday/Evening School in the amount of \$282,000.
- Program 3502 Academic Intervention Services in the amount of \$354,000.
- Program 3503 Academic Intervention Black Student Achievement Program (BSAP) Elementary in the amount of \$226,000.
- Program 4701 School-Based Administration in the amount of \$240,000.
- Program 4801 Professional/Organizational Development in the amount of \$216,000.
- Program 4901 Professional Development Schools in the amount of \$199,000.

The motion was seconded by Mr. Aquino.

*Discussion:* Mr. Aquino inquired about individual approval of these categories and asked if any future changes would require another approval. Staff indicated that these funds are accounted for in two places so that if funds are transferred, authorization has been pre-approved.

*Action:* The motion to approve the expenditure of ARRA funds was approved by the Board (7/0).

*Discussion:*

Action to approve the operating budget was taken based upon a tentative negotiated agreement. Therefore, salary placeholder amounts are included in anticipation of funds needed in individual categories to meet the requirements of the tentative agreement.

Mr. Dyer commented on his opposition to the tentative negotiated agreement. This opposition required Mr. Dyer to vote against individual category amounts due to the salary placeholders.

### **FY 2011 Operating Budget Categories**

01 Administration - \$10,695,430

*Action:* Mr. Aquino moved approval of the Administration category budget in the amount of \$10,695,430. The motion was seconded by Mrs. Gordon and approved by the Board (6/1), with Mr. Dyer voting no.

02 Mid-Level Administration - \$52,107,500

*Action:* Mrs. French moved approval of the Mid-Level Administration category budget in the amount of \$52,107,500. The motion was seconded by Mrs. Gordon and approved by the Board (6/1), with Mr. Dyer voting no.

03 Instructional Salaries - \$286,697,910

*Action:* Dr. Siddiqui moved approval of the Instructional Salaries category budget in the amount of \$286,697,910. The motion was seconded by Mr. Cohen and approved by the Board (6/1), with Mr. Dyer voting no.

04 Instructional Texts/Materials - \$13,448,800

*Action:* Mrs. Giles moved approval of the Instructional Texts/Materials category budget in the amount of \$13,448,800. The motion was seconded by Mrs. French and approved by the Board (6/1), with Mr. Dyer voting no.

05 Instructional Other - \$2,467,210

*Motion:* Mrs. Gordon moved approval of the Instructional Other category budget in the amount of \$2,467,210. The motion was seconded by Mr. Cohen

Staff explained that the amount of \$1,000 for music adjudication was transferred from contracted services to temporary help. The same transfer applies to \$4,000 for the mathematics consultant and is a result of the school system using in-house consultants rather than outside consultants.

*Action:* The motion was approved by the Board (6/1), with Mr. Dyer voting no.

06 Special Education - \$83,071,460

*Action:* Mr. Cohen moved approval of the Special Education category budget in the amount of \$83,071,460. The motion was seconded by Mrs. French and approved by the Board (6/1), with Mr. Dyer voting no.

07 Pupil Personnel - \$2,811,970

*Action:* Mr. Aquino moved approval of the Pupil Personnel category budget in the amount of \$2,811,970. The motion was seconded by Dr. Siddiqui and approved by the Board (6/1), with Mr. Dyer voting no.

08 Health - \$6,116,460

*Action:* Mrs. French moved approval of the Health category budget in the amount of \$6,116,460. The motion was seconded by Mr. Aquino and approved by the Board (6/1), with Mr. Dyer voting no.

09 Transportation - \$33,296,950

*Action:* Dr. Siddiqui moved approval of the Transportation category budget in the amount of \$33,296,950. The motion was seconded by Mrs. Gordon and approved by the Board (6/1), with Mr. Dyer voting no.

10 Operation of Plant - \$42,963,370

*Action:* Mrs. Giles moved approval of the Operation of Plant category budget in the amount of \$42,963,370. The motion was seconded by Mr. Cohen and approved by the Board (6/1), with Mr. Dyer voting no.

11 Maintenance of Plant - \$20,691,170

*Action:* Mrs. Gordon moved approval of the Maintenance of Plant category budget in the amount of \$20,691,170. The motion was seconded by Mr. Cohen and approved by the Board (6/1), with Mr. Dyer voting no.

12 Fixed Charges - \$114,108,000

*Action:* Mr. Cohen moved approval of the Fixed Charges category budget in the amount of \$114,108,000. The motion was seconded by Mrs. Gordon and approved by the Board (6/1), with Mr. Dyer voting no.

14 Community Services - \$5,980,860

*Action:* Mr. Aquino moved approval of the Community Services category budget in the amount of \$5,980,860. The motion was seconded by Mrs. French and approved by the Board (6/1), with Mr. Dyer voting no.

15 Capital Outlay - \$890,560

*Action:* Mrs. French moved approval of the Capital Outlay category budget in the amount of \$890,560. The motion was seconded by Mr. Aquino and approved by the Board (6/1), with Mr. Dyer voting no.

Total FY 2011 Operating Budget – \$675,347,650

*Motion -* Dr. Siddiqui moved approval of the total operating budget of \$675,347,650. The motion was seconded by Mr. Aquino.

*Discussion:*

Mr. Dyer stated his agreement with the Board in regards to holding the line on the budget in difficult economic times but noted his opposition to the following:

- Approving funds to transport non-public school students.
- Not providing funding for World Languages at the elementary school level.
- Choosing not to furlough employees.
- Increasing employee costs for health benefits.

In response to Mr. Dyer's comments, the following items were noted:

- Transportation for non-public school students by the public school system is mandated by law, and any funding associated with transportation cannot be applied to any other category in the budget.
- The process of negotiations is a balancing act of maintaining the classroom and the best interests of students.
- No one party in the negotiations process bears any more responsibility for one piece of the agreement than another, and the process involves looking at ways in which to meet the needs of employees, administrators, and service staff, as well as students and classrooms.

*Action:* The motion to approve the FY 2011 Operating Budget total was approved by the Board (6/1), with Mr. Dyer voting no.

Food and Nutrition Services Fund - \$11,847,240

*Action:* Dr. Siddiqui moved approval of the Food and Nutrition Services Fund category budget in the amount of \$11,847,240. The motion was seconded by Mr. Cohen and approved by the Board (6/1), with Mr. Dyer voting no.



Printing and Duplicating Fund - \$2,669,410

*Action:* Mrs. Gordon moved approval of the Printing and Duplicating Fund category budget in the amount of \$2,669,410. The motion was seconded by Mr. Aquino and approved by the Board (6/1), with Mr. Dyer voting no.

Information Management Fund/Computer Services Fund - \$5,127,470

*Action:* Mr. Cohen moved approval of the Information Management Fund category budget in the amount of \$5,127,470. The motion was seconded by Mr. Aquino and approved by the Board (6/1), with Mr. Dyer voting no.

Health and Dental Self-Insurance Fund - \$98,057,800

*Action:* Mr. Aquino moved approval of the Health and Dental Self-Insurance Fund category budget in the amount of \$98,057,800. The motion was seconded by Dr. Siddiqui and approved by the Board (6/1), with Mr. Dyer voting no.

Worker's Compensation Self-Insurance Fund - \$2,486,330

*Action:* Mrs. French moved approval of the Worker's Compensation Self-Insurance Fund category budget in the amount of \$2,486,330. The motion was seconded by Mr. Cohen and approved by the Board (6/1), with Mr. Dyer voting no.

Grants Fund - \$43,700,000

*Action:* Dr. Siddiqui moved approval of the Grants Fund category budget in the amount of \$43,700,000. The motion was seconded by Mr. Aquino and approved by the Board (6/1), with Mr. Dyer voting no.

FY 2011 Tuition Rates – Non-County Residents

*Motion:* Mrs. Giles moved approval of the FY 2011 Tuition Rates for Non-County Residents as follows:

In-State	Elementary/Secondary*	\$ 9,430
	Special Education	\$28,290
Out-of-State	Elementary/Secondary*	\$13,710
	Special Education	\$41,130

*\*includes full-day kindergarten*

*Action:* The motion was seconded by Mrs. Gordon and approved by the Board (7/0).

### **Closing Comments - FY 2011 Operating Budget**

Dr. Cousin expressed appreciation to the Board members for approving the budget, especially in difficult economic times. He also thanked the County Executive, the County Council, and everyone involved in the budget process. Dr. Cousin stated that this budget positions HCPSS for maintaining future programs, class sizes, and providing central services to students, staff, and the community.

Board members expressed appreciation to the County Executive, County Council, Superintendent, staff, and the bargaining units for the smooth budget process, which includes maintaining class sizes and eliminating the need for furloughs.

It was noted that the school system was able to reduce costs in FY 2010 to the extent that \$3.9 million was returned to the county government, which in turn helped fund the FY 2011 budget. Staff stated that \$3.9 million is the equivalent of two furlough days.

It was also noted that forgiving school days missed for inclement weather would cost the school system and county taxpayers \$2 million per day in addition to reducing the quality of education for students.

### **FY 2011 Capital Budget**

The FY 2011 Capital Budget consists of approximately \$18.3 million in state funding and \$51.7 million in local county funds, for a total of \$69,982,000.

#### FY 2011 Capital Budget Request - \$69,982,000

*Action:* Mr. Aquino moved approval of the adoption of the FY 2011 Capital Budget in the amount of \$69,982,000. The motion was seconded by Mrs. French and approved by the Board (7/0).

#### FY 2012-2016 Capital Improvement Program - \$398,301,000

*Action:* Mrs. French moved approval of the FY 2012-2016 Capital Improvement Program request in the amount of \$398,301,000. The motion was seconded by Dr. Siddiqui and approved by the Board (7/0).

FY 2011-2020 Long-Range Master Plan - \$952,093,000

*Action:* Dr. Siddiqui moved approval of the FY 2011-2020 Long-Range Master Plan in the amount of \$952,093,000. The motion was seconded by Mr. Cohen and approved by the Board (7/0).

**Closing Comments – FY 2011 Capital Budget**

It was noted that the capital budget contains funds to improve the SBRs (sequencing batch reactors) at Triadelphia Ridge ES and Folly Quarter MS. Bellows Spring ES will be receiving an addition, and Hammond and Centennial high schools will receive dance studios. In addition, renovations will begin at Atholton HS, and construction of a new northeastern elementary school will begin in FY 2012.

**Adjournment**

*Action:* Dr. Siddiqui moved to adjourn the meeting at 9:58 a.m. The motion was seconded by Mr. Cohen and approved by the Board (7/0).

**Attachments**

- A. FY 2011 Operating Budget
- B. ARRA State Fiscal Stabilization Funds
- C. FY 2011 Capital Budget
- D. FY 2012-2016 Capital Improvement Program
- E. FY 2011-2020 Long-Range Master Plan
- F. FY 2011-2016 Long-Range Systemic Renovation Projects

Agenda of the Board of Education Policy Committee- June 7, 2010

ML-2, 1:00 – 3:00 p.m.

Committee Members: Sandra H. French, Chairman; Ellen Flynn Giles; Patricia S. Gordon (arrived at 1:45 p.m.).

Staff: Fran Albert, Policy Specialist; David Bruzga, Administrative Director, Secondary Schools; Mark Blom, General Counsel; Trudy Grantham, Administrative Secretary. Board Staff: Arlene Conway, Administrative Secretary

Item	Subject	Discussion	Action/Status	Follow-up
A.	1. Call to Order 2. Approval of Agenda	1. Meeting was called to order at 1:05 p.m. 2. Modifications will be made based upon staff availability. 3. Guests: JoAnne Jackson, Community Advisory Council, Allen Dyer, Board Member	By Consensus	Guests were reminded that they were in attendance as observers only, and that participation in the committee's proceedings was not permitted.
B.	Policy 9270 Student Assault and/or Battery on School Staff	1. Ms. Albert and Mr. Bruzga reviewed proposed changes to policy documents in response to community testimony and Board member requests for flexibility and better guidance for administrators. 2. Policy committee recommended that staff include definitions for extracurricular activities and suspension in the proposed policy language. 3. Proposed Implementation Procedures will include different levels of battery and corresponding consequences.	By Consensus	Final revisions will be presented at 6/10/10 BOE meeting for Action. Mr. Bruzga will also provide data relevant to this policy on the number of violations by grade for the past 3 years.  Changes to the Student Code of Conduct will be necessary to reflect changes in Policy 9270. Board to review proposed changes prior to publication.
C.	New Policy 2070 Ethics	Mr. Blom briefly discussed the Ethics Regulations and the proposed Ethics policy, which must meet 2010 legislative requirements to meet or exceed state regulations.	By Consensus	Policy 2072 Ethics will be presented to the Board at the 6/10/10 meeting as a Report.
D.	Miscellaneous Policy Items – for Board Approval	1. Policy committee and staff discussed various types of errors that may be found after a policy has been approved (e.g., change in policy reference name or number, spelling corrections, addition of a reference, addition of a definition, addition of a sentence). 2. Policy committee discussed how corrections should be communicated and noted the need for clear guidance from legal counsel if a policy has been implemented and requires corrections.	By Consensus	All proposed changes to existing policies must be brought to the full Board. A Report/Action item outlining errata will be brought to the Board on an annual basis and posted for the public's information.

Approved - June 24, 2010

OAH-DYER-000748

Item	Subject	Discussion	Action/Status	Follow-up
E.	2010-11 Meeting Schedule	Set the following dates for Policy Committee Meetings: Monday, September 20, 2010 (1:00 – 3:00 p.m.) Monday, November 8, 2010 (1:00 – 3:00 p.m.) Monday, March 14, 2011 (1:00 – 3:00 p.m.) Monday, May 16, 2011 (1:00 – 3:00 p.m.)	By Consensus.	ML-2 will be scheduled for 2010/2011 BOE Policy Committee meetings. Date and location will be included on BOE yearly meeting schedule.
F.	Annual Policy Cycle Report	1. Discussed the possibility of reviewing technology policies (3040 Technology Security and 8080 Acceptable Use of Technology) on a more frequent basis. 2. Questions regarding Policy 8020 Grading and Reporting: High School and the need to address inconsistencies with honor codes and include new graduation requirements. 3. Policy committee discussed the use of numerical grades.	Discussion only	2010/2011 Policy Schedule will be presented for Board approval on June 10, 2010.
G.	Process Feedback	1. Ms. Albert thanked the Policy Committee for their role in meeting policy schedule deadlines. 2. Ms. Albert would prefer that Board member comments on proposed policy changes be provided no later than the Monday preceding a Board meeting so that adequate preparation can be made for full Board discussion and action.	Discussion	Ms. Albert will continue with the process of providing Board members with 2-weeks for review of proposed policy language, which has proven to be more satisfactory to Board members. She will e-mail Board members requesting receipt of comments no later than the Monday preceding the Board meeting
H.	General Discussion/ Other	1. State mandate to draft policy on Gangs. 2. Discussed timeline for implementation of gang policy. 3. Discussed bullying extremes; may need to modify the definition of gangs.	By Consensus	Need to add new Gang policy to 2010/2011 Policy Schedule. Check with Dan Furman and Ray Brown regarding legislative requirements and timeframe.
I.	Adjournment	Meeting was adjourned at 2:31 p.m.	By Consensus.	

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

June 10, 2010

The Board of Education of Howard County met in closed session on June 10, 2020, at 2:30 p.m. in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Patricia S. Gordon that the Board go into closed session pursuant to Section 10-508(a) of the State Government Article of the Annotated Code of Maryland, to discuss a personnel matter and site acquisition. The motion was seconded by Lawrence H. Cohen and approved 5-0. Persons present: Board Members Ellen Flynn Giles, Chairman; Frank J. Aquino, Esq.; Lawrence H. Cohen; Allen Dyer, Esq.; and Patricia S. Gordon. Board Members Janet Siddiqui, M.D., Vice Chairman and Sandra H. French arrived at 2:10 p.m, and joined the closed meeting after the vote to close.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

**Also present:**

**For Personnel:** Sydney L. Cousin, Superintendent

**For Site Acquisition:** Sydney L. Cousin, Superintendent; Mamie Perkins, Chief of Staff; Theresa Alban, Chief Operating Officer; Raymond Brown, Chief Financial Officer; Linda Wise, Chief Academic Officer; Mark Blom, General Counsel; Ken Roey, Executive Director, Facilities Planning and Management; and Joel Gallihue, Manager, School Planning.

1. Personnel:

- A. Dr Cousin shared preliminary information on realignment of staff and any related promotions or transfers that will be subject to Board approval.
- B. The Board approved salary and benefit changes for positions in the Administrative, Management, and Technical (AMT) group.

2. School Site Acquisition

The Superintendent indicated that he was prepared to recommend acquisition of a school site to the Board at the August 19, 2010, meeting. In accordance with Policy 6600 School Site Selection, this presentation will be followed by a Public Hearing on September 23, 2010, and a decision by the Board on October 7, 2010.

Adjourned: 3:30 p.m.

Submitted by: \_\_\_\_\_  
Ellen Flynn Giles, Chairman  
Howard County Board of Education

Approved – September 2, 2010

OAH-DYER-000750

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

June 10, 2010

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, June 10, 2010, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Josh T. Manley, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 4:02 p.m., and Ryan Sabot, Reservoir HS student, led the group in the Pledge of Allegiance.

## Public Forum

Oakland Mills MS students Kristin Strand and Brigid Daly reported on their group research investigation, School Girls United.

## Approval of Agenda

The PTA Council of Howard County Appointment was moved from the evening agenda to the afternoon session in order to accommodate students involved with the report.

*Action:* Dr. Siddiqui moved approval of the agenda as amended. The motion was seconded by Mr. Aquino and approved by the members of the Board (8/0).

## **Recognition of Student Member of the Board of Education**

Board members thanked Mr. Manley for his year of distinguished service on the Board.

Dr. Siddiqui presented a Proclamation Honoring Josh T. Manley, 2009-2010 Student Member of the Board of Education.

*Action:* Dr. Siddiqui moved approval of the proclamation. The motion was seconded by Mrs. French and approved by the members of the Board (7/0/1), with Mr. Manley abstaining.

## **Superintendent's Report**

Dr. Cousin noted that the HCPSS Retirement Ceremony was held on June 9 at the Ten Oaks Ballroom and he congratulated the retirees. He also recognized the following staff and students:

- Maureen Shacreaw, girls' varsity basketball and varsity softball coach at Atholton HS, who has earned certification as an Athletic Administrator through the National Interscholastic Athletic Administrators Association.
- Hispanic Achievement Specialist Elisa Montalvo, who has been recognized by the Horizon Foundation with its 2010 Youth Development Award.
- Travis Clark, 2010 Hammond High School graduate, who was named the Gatorade Player of the Year for Maryland in baseball.
- Bonnie Branch seventh grader Kyra John, who won first place in the 2010 Sherlock Holmes Essay Contest sponsored by Watson's Tin Box, a Sherlock Holmes literary society.

## **Student Representative's Report – Reservoir HS**

Ryan Sabot, Reservoir HS Student Government Association (SGA) President, reported on activities at the school and various SGA activities. He stated that overall, Reservoir HS is in an excellent state. Sports teams are winning, academic goals are being set and reached, and the community is growing.

## **Board Members' Reports**

Board members reported on their attendance at recent school and community events.



Mr. Manley spoke about his experiences over the last year and expressed appreciation for the opportunity to serve as the Student Member of the Board for the 2009/2010 school year.

### **Appointment – NAACP – Recognition of School Improvement**

Ms. Annette Taylor, NAACP Education Committee member, reviewed the revised edition of the 2009 Howard County NAACP Report Card for African American students. Ms. Mathias, NAACP Education Committee member, presented awards to each of the schools that received passing grades in the area of suspension rates.

Awards were also presented to staff members for their dedication in helping ensure that schools are improving and students are receiving what is needed to fulfill their goals in school.

Dr. Cousin thanked the Howard County NAACP for recognizing HCPSS schools and staff for their accomplishments. He also apologized to the organization for the incorrect suspension data that was previously provided by the school system and noted that the error has been corrected.

### **Consent Agenda (Restricted\*)**

Staff Personnel; Bids and Contracts; Operating Budget Monthly Report; School Construction Monthly Report; and Minutes of Closed Meetings (Official and Confidential) of February 4, February 16, March 26, April 15, April 22, April 29, and May 13, 2010

The closed meeting minutes of February 4, March 26, and May 13, 2010, were pulled for voting purposes.

*Action:* Mrs. Gordon moved approval of the Restricted Consent Agenda as amended. The motion was seconded by Mr. Aquino and approved by the members of the Board (6/0\*). Mr. Dyer was not present for the vote.

Closed Meeting Minutes of February 4, 2010 (Official and Confidential)

*Action:* Mr. Aquino moved approval of the closed meeting minutes of February 4, 2010. The motion was seconded by Mr. Cohen and approved by the members of the Board (6/0/1\*), with Mrs. Gordon abstaining due to her absence from the meeting.

Closed Meeting Minutes of March 26, 2010 (Official and Confidential)

*Action:* Mr. Cohen moved approval of the closed meeting minutes of March 26, 2010. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (6/0/1\*), with Mr. Aquino abstaining due to his absence from the meeting.

Closed Meeting Minutes of May 13, 2010 (Official and Confidential)

*Action:* Dr. Siddiqui moved approval of the closed meeting minutes of May 13, 2010. The motion was seconded by Mr. Cohen and approved by the members of the Board (5/0/2\*), with Mr. Aquino and Mrs. French abstaining due to their absence from the meeting.

**Consent Agenda**Donations and Regular Meeting Minutes of May 27, 2010Regular Meeting Minutes of May 27, 2010

*Action:* Mr. Cohen moved approval of the meeting minutes of May 27, 2010. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0/1), with Mrs. Gordon abstaining due to her absence from the meeting.

Donations

*Action:* Mr. Cohen moved approval of the donations. The motion was seconded by Mr. Aquino and approved by the members of the Board (8/0).

**\*Administrative Appointments/Promotions**

The following administrative appointments/promotions (effective July 1, 2010) were presented for Board approval:

Elementary School Appointments/Promotions

<u>Name</u>	<u>From</u>	<u>To</u>
Kaye Breon	Assistant Principal Clarksville ES	Principal Clarksville ES
Patricia Shifflett	Assistant Principal Rockburn ES	Principal Jeffers Hill ES

Anne Swartz	Assistant Principal St. John's Lane	Principal Forest Ridge ES
Leslie Brickner	Math Support Teacher Jeffers Hill	Assistant Principal Rockburn ES
Rhonda Inskeep	Teacher Waterloo ES	Assistant Principal Laurel Woods ES
Amy Mason	Leadership Intern	Assistant Principal Bellows Spring ES
Nancy Ottey	Leadership Intern	Assistant Principal Phelps Luck ES
Aaron Tark	Assistant Principal Montgomery County	Assistant Principal Atholton ES

*Action:* Mrs. Gordon moved approval of the elementary administrative appointments/promotions. The motion was seconded by Mr. Dyer and approved by the members of the Board (7/0\*).

*Middle School Appointments/Promotions*

<u>Name</u>	<u>From</u>	<u>To</u>
Shiney John	Assistant Principal Oakland Mills MS	Principal Oakland Mills MS
Lucy Lubin	Leadership Intern Oakland Mills MS	Assistant Principal Oakland Mills MS

*Action:* Mrs. French moved approval of the middle school appointments/promotions. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0\*).

**Administrative Transfers**

Mrs. Linda Wise, Chief Academic Officer, announced the following administrative transfers, effective July 1, 2010:

Elementary Schools Transfers

<u>Name</u>	<u>From</u>	<u>To</u>
Brad Herling	Principal Clarksville ES	Principal Centennial Lane ES
Jason McCoy	Principal Cradlerock	Principal Cradlerock (lower)
Debra Arnoff	Assistant Principal Atholton ES	Assistant Principal Clemens Crossing ES
Deborah Caldwell	Assistant Principal Triadelphia Ridge ES	Assistant Principal Running Brook ES
Bridget Darden	Assistant Principal Waterloo ES	Teacher Stevens Forest ES
Michelle Leader	Assistant Principal Phelps Luck ES	Assistant Principal Waterloo ES
Kevin Mulroe	Assistant Principal Running Brook ES	Assistant Principal Triadelphia Ridge ES
Lauren Slattery	Assistant Principal Cradlerock	Assistant Principal Clarksville ES
Amanda Wadsworth	Assistant Principal Laurel Woods ES	Assistant Principal St. John's Lane ES

Middle Schools Transfers

<u>Name</u>	<u>From</u>	<u>To</u>
Cynthia Dillon	Principal Oakland Mills MS	Principal Patapsco MS
Jennifer Peduzzi	Principal Patapsco	Principal Cradlerock (Upper)
Debra O'Byrne	Assistant Principal Mount View MS	Assistant Principal Glenwood MS
Linda Monti	Assistant Principal Murray Hill MS	Assistant Principal Mount View MS

Amy Snyder

Assistant Principal  
Glenwood MSAssistant Principal  
Mayfield Woods MS

High school promotions and transfers will be announced on June 24.

### **Certification of Election of the Student Member of the Board**

*Presenter:* Mrs. Ronnie Bohn, Program Support Specialist

Staff recommended that the Board confirm the appointment of Alexis Adams as the 2010/2011 Student Member of the Board of Education, who received 57.9 percent of the vote in the election process.

*Action:* Mr. Manley moved that the Howard County Board of Education confirm Alexis Adams, Oakland Mills HS, as the 23<sup>rd</sup> Student Member of the Howard County Board of Education for the 2010/2011 school year. The motion was seconded by Mr. Aquino and approved by the members of the Board (8/0).

Ms. Adams will be sworn into office at the Board meeting of July 15, 2010.

### **\*2010/2011 School Lunch Prices/Program Update**

*Presenter:* Mrs. Mary Klatko, Director, Food and Nutrition Services Office

Mrs. Klatko provided an update on Food and Nutrition Services initiatives. This department supports a healthy lifestyle for HCPSS students and meets the highest standards of Nutritional Practices and Integrity.

Based on current and estimated financial projections of the Food and Nutrition Services Program, it was recommended that lunch and breakfast prices for the school year 2010/2011 remain the same as prices for the current school year.

*Discussion:*

Board members expressed appreciation to staff for the establishment of the Food and Nutrition Service Advisory Committee.

Mr. Ray Brown, Chief Financial Officer, noted that four students are currently serving on the committee.

Mr. Manley asked about the possibility of providing the presentation to Student Government Associations and the Howard County Association of Student Councils. Mrs. Klatko expressed her willingness to provide the presentation at anytime. It was also noted that this information is available on the school system's website.

Mrs. Klatko stated that future changes in school lunch programs include reductions in sodium content that will occur gradually over time.

A report on the pilot snack program taking place at Centennial Lane ES will be provided to the Board in the fall.

Board members also expressed appreciation for the establishment of online applications for Free and Reduced Meals. Mrs. Klatko noted that staff is looking at the possibility of eliminating cash payments in the cafeteria, but the programs are very expensive. She explained that two pre-payment options are currently available, and approximately 10 percent of students are participating in this program.

*Action:* Mr. Aquino moved approval of the recommended breakfast and lunch prices for 2010/2011. The motion was seconded by Mr. Dyer and approved by the members of the Board (7/0\*).

### **Appointment – PTA Council of Howard County (PTACHC)**

Mr. John Hannay, PTACHC President, introduced seven Howard County students whose work was recognized through the PTA Reflections Program. He also presented a PTA resolution in support of World Language Instruction in the elementary grades.

### **2010/2011 Policy Development & Revision Activity**

*Presenter:* Mrs. Fran Albert, Policy/Charter School Specialist

#### *Highlights:*

- FY 2011 schedule will include committee review of 13 major areas of policy work, plus additional revisions as needed.
- FY 2012 proposed schedule will include committee review of 12 policies, plus revisions as needed, and will begin the second cycle of policy review.

*New Policies for FY 2011:*

- Records Retention
- Homeless

*Summary of FY 2010 Policy Review:*

- 22 Policies or Implementation Procedures Reviewed
  - 19 Policies Reviewed:
    - 11 policies with major revisions by committee
    - 2 new policies developed by committee
    - 1 rescinded policy
    - 1 new policy held over
    - 4 policies tabled or held over
    - 4 policies with more minor changes
  - 3 Implementation Procedures with Revisions:
    - 1 policy with 1 revision
    - 2 policies with 2 revisions

*Discussion:*

Board members and staff discussed the proposed schedule and possible changes to the review cycle. The need for making minor changes to policy without involving the entire review process was also noted.

Mrs. French stated that new legislation mandates that the Maryland State Board of Education (MSDE) develop a model policy to address gangs and gang-like activity in schools by January 1, 2011. A policy for HCPSS will also need to be developed by the beginning of the 2011/2012 school year.

*Action:* Mrs. French moved approval of the report with the recommendations listed for FY 2012, with the inclusion of Gangs and Gang-Like Activities. The motion was seconded by Mrs. Gordon and approved by the members of the Board (8/0).

**\*Future Direction for Cradlerock School**

*Presenter:* Mrs. Linda Wise, Chief Academic Officer

Cradlerock School, Howard County's only prekindergarten to Grade 8 school, will be returned to an elementary and middle school configuration effective July 1, 2011. In a report on the Future

Direction of Cradlerock, Mrs. Wise indicated that the transition would occur in two phases.

Phase 1 begins immediately with the identification of separate administrative teams to serve the lower and upper school grades. Each principal will lead an administrative team with a clearly defined set of responsibilities. Each administrative team will work with staff, students, and parents to plan for a smooth transition to two schools next summer.

Immediately, school-based and central staff will begin collaboration with parents to develop School Improvement Plans that address academic achievement and instruction, student behavior and discipline, and communication and family engagement. Other organizational and school management issues will also be addressed during this phase. As part of transition planning, the team will study whether the elementary and middle schools should have different opening and closing times.

Phase 2 begins July 1, 2011, with the separation of the lower and upper school components into two schools. The transition team will determine things such as the names for the two schools, school mascots, and school colors. From July 1, 2011, forward, official state and HCPSS documents will identify what was formerly one school as two schools: an elementary and a middle school.

Central Office staff, under the leadership of the Chief Academic Officer, will continue to support the implementation of the improvement plans, and the Superintendent will receive an update on progress at the end of each semester.

*Discussion:*

Board members expressed support for the two-school model. Mr. Dyer suggested that the Board take responsibility for returning Cradlerock to separate elementary and middle schools by taking action to approve the report. Mrs. French supported Mr. Dyer's recommendation.

*Action:* Mr. Dyer moved that the Board of Education approve the changes proposed in the report for the future direction of Cradlerock school and authorize the actions or proposals in the future direction report. The motion was seconded by Mrs. French and approved by the members of the Board (7/0\*).



## **School Opening and Closing Times for 2010/2011**

*Presenter:* Mr. David Drown, Director of Transportation

Mr. Drown presented the school opening and closing times for next year, noting that the current operational window will remain unchanged. All high schools will open at 7:25 a.m.; the latest elementary school will open at 9:25 a.m. All high schools will close at 2:10 p.m.; the latest elementary school will close at 3:55 p.m. There are no changes at the high school level or for non-public schools. At Bushy Park ES, the schedule will change by 5 minutes from 9:25-3:55 to 9:20-3:50. Oakland Mills MS opening and closings times will change from 7:40-2:25 to 7:55-2:40. The Cradlerock School Upper hours will change from 8:10-2:40 to 8:00-2:45.

## **Policy 9080 Interscholastic Athletic Activities**

*Presenter:* Mr. Michael Williams, Coordinator, Athletics

Mr. Williams presented a revision to Policy 9080 to update Standard H, which lists the Board of Education approved athletic teams. Added to the list are boys outdoor track and field and girls outdoor track and field, which were inadvertently omitted from the list approved by the Board on February 18, 2010.

*Action:* Mrs. French moved approval of the revision to Policy 9080. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

## **Policy 9270 Student Assault and/or Battery on School Staff**

*Presenter:* Mr. David Bruzga, Administrative Director, Secondary Schools

### *Highlights:*

- Additional changes reflect comments made since the May 13, 2010, presentation to the Board.
- All changes have been reviewed by the Board's Policy Committee.
- A definition has been added for Battery II, which is an offense more grave than Battery I.
- Changes to the Implementation Procedures include specific consequences for various levels of violations.

*Discussion:*

Mr. Bruzga agreed to check with legal counsel to determine appropriate wording regarding who may contact law enforcement when necessary.

Mr. Aquino expressed concern with the sliding scale for violations of the policy and indicated that problems may occur with inconsistent enforcement from school to school, principal to principal, and incident to incident.

Mr. Mark Blom, General Counsel, indicated the need for providing discretion to the decision-maker to take individual circumstances into account. He also noted that the inclusion of Battery II in the Implementation Procedures dictates specific consequences for that offense. Mr. Blom suggested that the Board could request reports each year from the Director of School Administration in order to determine if consequences are meted out in a consistent manner.

*Motion:* Mrs. French moved approval of Policy 9270 as presented. The motion was seconded by Mr. Manley.

*Discussion:*

Mrs. Giles asked that statements in the Compliance section of the policy reflect that the Superintendent/Designee is responsible for publishing information on the standards and penalties of this policy and that principals are responsible for disseminating information on the standards and penalties of this policy at their school.

Mr. Bruzga stated that feedback would be provided to the Board in the reports on disciplines and suspensions.

*Action:* The motion to approve Policy 9270 was approved by the members of the Board (7/1), with Mr. Aquino voting no.

**Policy 7030 Employee Discipline**

*Presenters:* Mr. Mark Blom, General Counsel, and Mr. Daniel Michaels, Administrative Director, Secondary Schools

Revisions to the Policy include:

- A change in title to Employee Conduct and Discipline.

- Clarification of misconduct in office, insubordination, leaves with and without pay, and due process.

Revisions to the Implementation Procedures include:

- General disciplinary guidelines.
- Discipline and administrative leave authority for several job classifications.

*Motion:* Mr. Dyer moved approval of Policy 7030. The motion was seconded by Mrs. French.

*Discussion:*

Mrs. Giles suggested that language be included to state that referrals to the Employee Assistance Program and Fitness for Duty evaluations are not disciplinary actions. She also asked that Policy 3040 Technology Security be listed as a cross reference.

*Action:* The motion to approve Policy 7030 was approved by the members of the Board (8/0).

**Recess:** The meeting was recessed by the Chairman at 7:38 p.m. and reconvened at 8:21 p.m.

## **Public Forum**

Parent Linda Turner asked the Board to remind school staff about the importance of keeping student information confidential.

## **Appointment – Community Advisory Council (CAC) – End-of-Year Report**

Mr. Ted Mallo, CAC Chairman, presented the Council's annual report.

## **Public Hearing – Policy 8030 Graduation Requirements**

Mr. George Wilson, Parent

- Indicated that making math a four-year requirement for high school graduation would be harmful to the electives available to students.
- Expressed concern that middle school students taking advanced math courses do not receive credit towards high school graduation.
- Supported providing students with electives that offer a well-rounded education.

Ms. Bernadette Sandruck, Math Faculty Member at Howard Community College

- Stated that it is time to change the high school graduation requirements to put more students on a college and career-ready path.
- Indicated that the new mathematics requirements are needed to ensure that general education students in Howard County are competitive in emerging job markets.
- Encouraged the Board to support the changes to the math graduation requirement.

Ms. Ming Tomayko, Faculty Member at Towson University

- Supported the policy proposal to increase the high school graduation requirement from 3 to 4 credits of mathematics.
- Stated that the requirement will allow students to explore math concepts in-depth and will expand choices for math electives.
- Indicated that the change will ease the transition between high school and college and will better prepare students for the increasing number of STEM-related occupations.

Ms. Jean Thiebaut, Retired Scientist and Professor of Mathematics

- Stated that students and high school graduates who have been discouraged by their experiences with trying to learn math have disadvantages, not only in trying to undertake college work, but in dealing with practical situations in daily life.
- Noted that the recommended change could be beneficial to all students if there were more useable math credits available such as consumer finance.

Mr. Ted Mallo, Chairman of the Community Advisory Committee

- CAC believes the proposed initiative provides a tremendous opportunity to re-evaluate the overall high school mathematics curriculum.
- More flexible mechanisms for completing these requirements need to be in place.
- CAC recommends that the impact of this change be measured and reported to the Board.

## **New Policy 2070 Ethics**

*Presenter:* Mr. Mark Blom, General Counsel

### Highlights:

#### *Policy*

- Recommendation for a Board policy that addresses ethics.
- Clarifies that HCPSS ethics and ethical standards are regulated by this policy, by the Implementation Procedures of the policy, and by the Ethics Regulations.
- States that the policy and the Ethics Regulations apply to Board members, employees, and/or volunteers.
- States the expectation of the Board that employees conduct themselves in a trustworthy and ethical manner.
- Encourages employees to seek an advisory opinion from the Ethics Panel at appropriate times.
- Sets standards that describe the role of the Ethics Panel in the event of a violation of ethics.
- Adds compliance statements for legal counsel, members of the Ethics Panel, and the Office of Human Resources.
- Establishes a standard for fraud and abuse that includes protection against retaliation.
- Sets a standard that refers persons to the Ethics Regulations for details and/or specific information.
- Adds references, legal and local.

#### *Implementation Procedures*

- Presents procedures in three parts.
- Includes a definition section that applies to the Implementation Procedures only.
- Outlines the rules for the Ethics Panel, including its structure.
- Describes the Ethics Panel by including its responsibilities, the process used for appointments to the panel, and explanations of the advisory opinion and formal hearings presented to the panel.
- Clearly outlines the procedures for formal hearings by the Ethics Panel.
- Delineates the rules that govern hearings before the Ethics Panel, including investigations, procedures, due process, and findings.
- Provides a process for Board review of advisory opinions.
- Provides that advisory opinions are sent to the Board.
- Provides for an annual report to the Board.

*Ethics Regulations*

- Adds definitions, including definition of "immediate family"; "outside employment"; and "tutoring".
- Adds provisions regarding qualifications of Ethics Panel members and removal.
- Adds liability and insurance protection for Ethics Panel members.
- Adds provisions on conflict of interest voting by Board members.
- Adds restrictions on staff members tutoring students.
- Adds provisions requiring notice to bidders of gift restrictions.
- Adds provisions that Board members and employees may not accept complimentary tickets to political events.
- Adds provisions specifying that student records and HCPSS test data of students may not be disclosed for personal benefit.
- Expands the number of positions that must submit an annual financial disclosure statement.
- Adds provisions on employees and political activities.

*Discussion:*

Mr. Blom explained that the policy is designed to represent a statement of intent and philosophy and that the Board would continue to have ethics regulations that contain more detail. He stated that the State Ethics Commission recommends that the Board add a conflict provision to the policy, which would indicate that the ethics regulations would take precedence over the policy should a conflict arise. A policy on ethics must be in place by October 1, 2010.

Mr. Blom pointed out that the policy development committee discussed the idea of addressing fraud and abuse reporting in the Ethics Policy but felt that this issue was beyond their area of expertise. A recommendation from the Superintendent to address fraud and abuse involving HCPSS funds or property is included in the Standards section of the policy.

*Discussion:*

Board members discussed various aspects of the policy and expressed concerns with specific standards. Discussion also involved the following:

- The need for clarity in certain definitions.
- Adding definitions for tutoring and ethics to the policy.
- Interpretations of participation in political campaigns and/or fundraising events.
- Placing Ethics Panel Responsibilities in the policy.

- Creating a broader standard regarding the disclosure of confidential information.
- The need for additional language in the Ethics Regulations regarding students and volunteers in relation to political activities

Mrs. Giles asked staff to provide a current copy of the state standards regarding ethics regulations in order to ensure that the school system meets or exceeds those standards.

Public hearings on the policy are set for July 15 and August 19, with action scheduled for September 2, 2010.

### **Presentation of Feasibility Study**

*Presenters:* Mr. Ken Roey, Executive Director of Facilities Planning and Management, and Mr. Joel Gallihue, Manager of School Planning

Mr. Roey and Mr. Gallihue reported that no redistricting is recommended for 2011, and staff is hoping to avoid redistricting for 2012. While there is the possibility that redistricting may be necessary at the elementary level in the southeastern region for 2012, staff would prefer to wait until 2013 when a new elementary school is scheduled to open in the northeast. Redistricting will be needed in 2015 at the middle school level when a new middle school is scheduled to open in the northeastern region and to leverage capacity in the southeastern region.

#### *Discussion:*

It was noted that HCPSS currently has three schools that are still on septic systems. With increasingly stringent requirements from environmental agencies, this is a serious issue that will determine the viability of the various schools.

**Adjournment** – The meeting was adjourned by consensus at 10:20 p.m.

### **Information Item** – Food and Nutrition Service Financial Report

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

**MEETING OF THE BOARD OF EDUCATION OF HOWARD COUNTY - AUDIT COMMITTEE**

10910 Route 108, Ellicott City, MD 21042

Monday, June 14, 2010 – 2:30 p.m., Board Room A

Committee: Larry Cohen, Chairman; Ellen Flynn Giles; Allen Dyer

Attendees: Larry Cohen, Ellen Flynn Giles, Allen Dyer

Staff: John Connors, Internal Auditor; Beverly Davis, Director of Finance; Kathy Hanks, Administrative Specialist (Board Office)

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
	Call to Order	Meeting called to order by Mr. Cohen at 2:30 p.m.		
I	Approval of Agenda	By Consensus		
II	Status of School Audits – 2010 recap (John Connors)	Mr. Connors reviewed the status of the FY 2010 audits. The number of external audits this year – Office of Legislative Audits (OLA), Maryland State Department of Education (MSDE), the E-Rate audit, and the annual external audit by Clifton Gunderson - cut into the time available to complete the school audits. Mr. Connors was required to commit additional time to project coordination. While only nine out of the fifteen planned audits planned were completed, all priority audits for schools that had a change in administrator were concluded. The school audits will continue into next year as part of the regular cycle.		
III	Office of Legislative Audit (OLA) Recommendations to the Board of Education – status (John Connors)	All OLA recommendations except for #21 regarding Board Oversight are being addressed and/or implemented. 1. Fraud Hot Line and “Whistle Blower” Protection: The OLA recommended that the Board consider the establishment of a confidential hotline for reporting fraud and protective “Whistle Blower” provisions. Discussion centered around the Board’s earlier direction to the staff and community committee working on a new Ethics Policy to consider these recommendations within the context of that policy. The Board will hear public testimony on the proposed policy in July and August. 2. Performance Review: The survey of peer school systems for specifics regarding performance measures that provide for improved Board oversight was not very instructive. As a result, Mr. Brown has been working with the recently hired Coordinator of Strategic Planning to develop new performance measures and analytics that will be presented to the Audit Committee for review at a future Committee meeting. 3. Free & Reduced Meals: A collaborative effort by School	1. Mr. Dyer moved that the Audit Committee make a recommendation to the Board that the school system establish a confidential hot line. The motion failed for lack of a second. 2. New performance measures will be presented at a future Audit Committee meeting.	

Approved – August 17, 2010

OAH-DYER-000768



	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		Administration and Food Services has resulted in a 16% increase in student participation in the Free and Reduced Meals (FARM) breakfast programs within our existing base.		
IV	FY 2011 Proposed Audit Plan (John Connors)	The FY 2011 Audit Plan was reviewed by the Committee. The priority for school audits will continue to be those schools with a change in Administration or Bookkeeping staff. Twenty-two (22) schools remain to be audited in the first cycle. The Internal Auditor will expand his review into selected Central Office operations previously reported in external audit reports as having associated risk. Areas to be audited include - Pupil Transportation, Purchasing Cards, and Cafeteria Receipts.	Mr. Connors will present the Audit Plan for Board consideration and approval on June 24, 2010.	
V	Other Audits – Clifton Gunderson, MSDE (Ray Brown)	<p>1. MSDE has already started the bi-annual audit of state aid to education programs for fiscal years 2009 and 2008. Student Services did phenomenal job in getting files together before the end of the school year to prepare for this audit. Mr. Connors stated that everything is in place for a smooth process. The annual external audit by Clifton Gunderson is scheduled and the Committee will be briefed by Ms. Davis and the Clifton Gunderson partner-in Charge at the next Audit Committee meeting.</p> <p>2. Ms. Davis reviewed the results of the separate enterprise fund audit on the Glenelg Wastewater Treatment Plant.</p>	2. Staff was asked to research the prospect of turning the private-public Glenelg operation over to the County's Department of Public Works.	
VI	Scheduling	The timing for next year's quarterly committee meetings was reviewed.	Mrs. Hanks will coordinate dates and circulate to the committee for a consensus.	
VII	Adjournment	Meeting was adjourned at 3:15 p.m.	By consensus	

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

June 16, 2010

The members of the Board of Education of Howard County held a retreat on Wednesday, June 16, 2010 at 10:00 a.m. in the Patuxent Room of the Faulkner Ridge Center, 10598 Marble Faun Court, Columbia, MD 21044. The meeting was open to the public. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia Gordon  
Josh T. Manley, Student Member

Ms. Gail Coffin, Facilitator, Leadership Development

Kathy Hanks, Administrative Specialist to the Board of Education

Mrs. Ellen Flynn Giles, Chairman, called the meeting to order at 10:20 a.m. Ms. Coffin reviewed the agenda.

## **1. Mission and Belief Statements:**

Mrs. Giles reviewed the mission and belief statements of the Howard County Board of Education, which were approved by the Board in January 1995. They are as follows:

It is our common belief that . . .

- Every child can learn.
- Each child is unique and has special abilities and interests that must be recognized and developed.
- The education of all children is the shared responsibility of the home, school, and community.
- Academics are a primary focus of education.
- Teachers have a responsibility to engage every student in learning.
- Students have a responsibility for their own learning and for their personal conduct.
- Parents have a responsibility for setting values and expectations that support the learning process.
- Lifelong learning is essential for productive and responsible participation in a diverse and changing world.
- Teachers have the right to teach and students have the right to learn in a safe and nurturing environment.

Ms. Coffin then did an exercise to review and confirm the belief statements.

Approved – June 24, 2010

OAH-DYER-000770

Mr. Dyer did not support the belief statements and did not participate in the exercise. Other Board members reaffirmed the Board's belief statements. There was discussion that the Board is a corporate body and functions as one in accordance with the law. There was more in-depth discussion on the following beliefs:

“Academics are a primary focus of education.” The definition of academics was discussed and Board members confirmed it was a broad definition that included the arts, extra-curricular activities, etc.

“Students have a responsibility for their own learning and for their personal conduct.” Mrs. Gordon and Mr. Manley wanted to confirm that students do not have an equal responsibility; rather the responsibility is based on the student's developmental level. Mrs. French shared the history of the development of the beliefs. The list was intended to be read in sequential order and all parties have a responsibility.

“Parents have a responsibility for setting values and expectations that support the learning process.” There was in-depth discussion regarding parent involvement. Mrs. Gordon stated that parents do have a responsibility, but some are not capable. Several Board members stated that it is important to provide support for parents who need it. Mr. Cohen and Dr. Siddiqui believe parents must be a part of the process. The school system will not be successful unless parents share a responsibility in the learning process. This belief reflects the Board's values and expectations of the community for the learning process. The beliefs of the Board drive their decisions.

**2. Norms:** Behaviors that Board members agree to practice as individuals when the Board is together so that the Board can be more efficient and effective as a corporate body.

*Come prepared to participate.*

There was in-depth discussion on the definition of being prepared. This norm was confirmed 7/1 with Mr. Dyer opposed.

*Make decisions based on the good of the entire system.*

Norm confirmed 8/0.

*Be sure your part in the discussion adds value to the decision making process.*

Mr. Dyer does not like the wording because he feels it is passing judgment. Mrs. French responded that the norms should be read like the following: “I will be sure my part in the discussion adds value to the decision making process.” No one is passing judgment. Mrs. Giles said these are the norms for each person. Norm confirmed 7/1 with Mr. Dyer opposed.

*Be open and inviting in order to foster participation.*

Norm confirmed 8/0.

*Keep confidences and expect others will.*

There was in-depth discussion regarding when confidences and trust are broken, true discussion cannot happen. Norm was confirmed 7/1 with Mr. Dyer opposed.

*Support decisions made by the Board as a corporate body.*

Norm confirmed 7/1 with Mr. Dyer opposed.

*Respect divergent opinions.*

Norm confirmed 8/0.

*Articulate reasons for the votes taken by the Board.*

Norm confirmed 8/0.

*Students come first.*

Norm confirmed 8/0.

Ms. Coffin summarized the discussion of the Board's beliefs and norms.

### **3. Operating Procedures and Protocols:**

Mrs. Giles reviewed correspondence procedures. The administrative specialist or the Chairman will handle BOE e-mail responses. It is best practice if other Board members wait until staff or the Chairman has responded before giving input. Board members should respond to e-mail addressed to the individual's attention.

Requesting information from staff was discussed. Board members were reminded to follow the 30-minute rule. Any request that takes longer than 30 minutes is to go through the Chairman.

There was discussion concerning the Board's committees. Mrs. Giles referred to a 2009 decision on Board committees and that only one non-committee Board member may be present during a committee meeting. The non-committee member may not participate in the committee meeting, only observe. Five Board members may not attend a committee meeting because there would be a quorum. This decision will be forwarded to all Board members. Mr. Dyer does not agree with the idea of committees and does not find them rational. Mr. Dyer questioned the legality of the committee structure. Mrs. Giles stated that the committee structure is legal. Structure, protocols, etc., have been established and approved by the Board. Mrs. French stated that without committees, more oversight is under the Superintendent without input from the Board.

The following items are action items for Mrs. Hanks.

- Copy of agenda for Chair/Superintendent meeting is to be sent to all Board members same day as the meeting.
- School invitations sent to BOE e-mail are to be forwarded to individual Board member e-mail.
- All Board members are to receive the draft agenda for Board meetings via e-mail.
- Research Bates numbering system on Policy Board Reports.
- Define the difference of e-mail addresses in New Board Member Orientation Book – particularly BOE e-mail and Board members email.
- Letters addressed to individual Board members only will be copied to all Board members.
- Send out to Board members new draft of Board handbook with page numbers and table of contents.

Adjournment: The retreat was adjourned by consensus at 1:10 p.m.

**Quarterly Meeting of the  
Howard County Board of Education and  
Howard County Council**

Howard County Council  
8930 Stanford Boulevard  
Columbia, MD 21045

June 16, 2010  
8:15 a.m.

Attendees were as follows:

Board Members: Ellen Flynn Giles, Chairman; Janet Siddiqui, Vice Chairman;  
Frank J. Aquino; Lawrence H. Cohen; Allen Dyer;  
Sandra H. French; Patricia S. Gordon; Josh T. Manley, Student  
Member

County Council: Courtney Watson, Chairperson; Mary Kay Sigaty, Vice  
Chairperson; Calvin Ball; Greg Fox; Jennifer Terrasa; and Stephen  
LeGendre, Council Administrator

School Staff: Sydney L. Cousin, Superintendent; Raymond Brown, Chief  
Financial Officer; Terry Alban, Chief Operating Officer; Linda Wise,  
Chief Academic Officer; Diane Martin, Director Student, Family and  
Community Services

Board Staff: Kathy Hanks, Administrative Specialist

Ms. Courtney Watson, Chairman, called the meeting to order at 8:20 a.m.

### **1. Concession Stand Committee and Status:**

Dr. Alban reported on the committee. Inequities and licensing are being addressed. The committee has been looking at a needs assessment. They are working on temporary licenses for the fall. The biggest issue is cost. It will cost \$80,000 for temporary licenses. Moderate licenses will cost \$2 million, which includes the cost of using commercial equipment. Another problem is cost responsibility between the school system and booster clubs. Different options are being considered and the charge is to have a recommendation for the Superintendent by July 1, 2010. Ms. Sigaty asked if there is an option for a partnership to prepare food in the school kitchens and then bringing it out to the concession stands. Dr. Alban stated there would still be a problem of keeping the food at the correct temperature. Ms. Watson asked if the committee had reached out to the restaurant association. Dr. Alban stated she would have to check with Ms. Klatko. There is also a cost to maintain the equipment, pest management, etc. for certification. Ms. Watson requested staff to investigate which regulations the committee is responding to, state or local, and how other counties are responding. Ms. Watson asked if the County is also requiring the same stipulations for Recs and Park. Ms. Watson will also ask Council staff to look into additional information on this issue.

### **2. Graduation Rates:**

Due to an article on graduation rates that did not list Howard County, there was concern. The article compares larger school systems. Dr. Cousin stated our graduation rates are far greater than Montgomery County. Howard County is 93.6%. The state has developed a new formula, therefore, graduation calculations will change. The object is to get to a more realist graduation rate. Because of the new process, it is expected that rates will be lower. There was in-depth discussion on how the school system is now required to track students.

### **3. Suspension Data:**

The school system has been providing data to NAACP for many years. Due to the re-development of the school system's student management system, there was a human error in providing the data. Once the error was discovered, new data was provided to the NAACP, and this report was presented to the Board at the June 10, 2010, Board meeting. The Goal II report was also provided to the Council members and was briefly discussed. There was continued discussion on the out-of-school suspension data. Council members asked that in-school suspension data be provided to them. Ms. Wise stated that the school system is doing many things to decrease the suspension rate. The PBIS (Positive Behavior Interventions and Support) program is one program that assists in addressing positive behavior, attendance, etc. Even if PBIS is not used, each school has a plan, and the school determines which program meets the needs of their student body. The important thing is to know who the students are and working with the families. There was discussion about categories that are mandatory suspensions. Council members requested a list of those categories. Staff will continue to assess each school to provide appropriate up-to-date professional development in dealing with students. There was in-depth discussion on the process.

**4. Feasibility Study – projected schedule for redistricting by area and level:**

Redistricting is aligned with the Capital budget. The plan is to wait until the new schools open. The issue that we are really facing is over crowding in the east and surplus in the west. The long term goal is to bring balance. This is just a plan and will be modified as conditions change. There was in-depth discussion regarding sites for potential schools in the future. The high school level will be assessed each year and issues will be addressed as necessary.

**5. Miscellaneous:**

Dr. Cousin announced that Mrs. Sandra Erickson, Deputy Superintendent, is retiring as of June 30, 2010.

Meeting was adjourned at 9:33 a.m.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

June 17, 2010

The Board of Education of Howard County met in closed session on June 17, 2010, at 3:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Janet Siddiqui, M.D., that the Board go into closed session pursuant to Section 10-508(a) of the State Government Article of the Annotated Code of Maryland to conduct the Superintendent's end-of-year evaluation. The motion was seconded by Patricia S. Gordon and approved 5-0. Persons present: Board members Ellen Flynn Giles, Chairman; Janet Siddiqui, M.D., Vice Chairman; Lawrence H. Cohen; Allen Dyer, Esq., and Patricia S. Gordon.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Sydney L. Cousin, Superintendent

The Board met privately to review the materials submitted by Dr. Cousin to assess the achievement of the Superintendent and HCPSS staff in meeting the goals and evaluating the success of strategies committed to for the 2009-2010 school year in preparation for the Superintendent's end-of-year evaluation. Dr. Cousin joined the Board at 3:45 p.m. to review the materials and respond to questions posed by the Board. Mrs. Giles is to prepare a final written evaluation for Board review and presentation to Dr. Cousin.

Adjourned: 5:30 p.m.

Submitted by: \_\_\_\_\_  
Ellen Flynn Giles, Chairman  
Howard County Board of Education



# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

June 24, 2010

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, June 24, 2010, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Josh T. Manley, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Vice Chairman Janet Siddiqui called the meeting to order at 4:01 p.m., and Mr. Manley led the group in the Pledge of Allegiance.

## Public Forum

Mr. Creese, parent, spoke about a change to policy at River Hill HS and how it will prevent students from taking additional math classes.

Ms. Heather Cindric, Cradlerock parent, reported on the negative response of parents and students to the integrated approach and skill-of-the-week drills.

Ms. Julie Reibold, Reservoir HS parent, presented her concerns about staff turnover at the school.

Ms. Pat Brooks, teacher, spoke against the cut to benefits for part-time employees.

Ms. Terry Silverman, Reservoir HS teacher and parent, spoke in support of the quality of teachers at Reservoir.

## **Approval of Agenda**

Delete: Item 4.B. Closed Meeting Minutes

*Motion:* Mr. Dyer moved to add the establishment of a confidential hotline and whistleblower policy as an action item to the agenda.

*Discussion:*

Mr. Dyer stated that the establishment of a confidential hotline and whistleblower policy was suggested as a result of the Legislative Audit that was completed last year but has not been acted on by the school system.

*Action:* The motion failed for lack of a second.

*Action:* Mr. Aquino moved approval of the agenda as amended. The motion was seconded by Mr. Cohen and approved by the members of the Board (6/1), with Mr. Dyer voting no.

## **Superintendent's Report**

Dr. Cousin commented on the Summer Institute for school-based and central office administrators and teacher leaders. He shared information about the successful RISE (Recognizing Individual Students Excellence) Program at Homewood Center.

Dr. Cousin congratulated the following:

- River Hill HS student Richard Li, who was one of four students selected nationwide to represent the United States in the International Chemistry Olympiad competition, July 19-28, in Tokyo, Japan.
- The Howard County Math Team, which finished 13<sup>th</sup> in the nation at the American Regions Mathematics League on June 5, 2010, at Penn State University.
- Jacob Esposito, a 2010 graduate of Long Reach HS, who was selected to *PARADE* Magazine's All-America High School Service Team for his environmental contributions.
- Alex Tocco and Kevin Guitierrez, the first two Homewood Center students to each receive a \$500 grant from the Abhinav Paul Foundation.

- Gwyneth Jones, media specialist at Murray Hill MS, who has been elected to the Board of Directors of the International Society of Technology Education.
- Patuxent Valley MS teacher Ketura Hearn, recipient of the 2010 Excellence in Teaching Award for Beginning Teachers from the Maryland Council of Teachers of Mathematics.
- Michelle Bagley, Gifted and Talented Resource Teacher at Centennial HS, who won the 2010 Christopher Columbus Foundation-U.S. Chamber of Commerce Life Sciences Educator Award.
- Longtime River Hill Coach Earl Lauer, who was honored with the prestigious Morgan Wooten Award, presented by the Washington Post annually to an All-Metro coach for achievement both during the past year and over a career. In 39 years, Mr. Lauer has coached 95 seasons of boys and girls cross country, track, and wrestling, winning more than 100 Howard County, Regional, and State Championships.

### **Proclamation Honoring Sandra Erickson**

Mr. Aquino read a proclamation honoring Deputy Superintendent Mrs. Sandra Erickson on the occasion of her retirement. Dr. Cousin presented Mrs. Erickson with a framed copy of the proclamation.

*Action:* Mr. Aquino moved approval of the proclamation. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

Board members and Dr. Cousin thanked Mrs. Erickson for her 32 years of service to HCPSS. Mrs. Erickson thanked everyone for the opportunity of being part of the school system.

### **Board Members' Reports**

Board members reported on their attendance at recent school and community events. Mr. Manley thanked the Board members and staff for making his year on the Board a valuable learning experience.

### **\*Signing of Contracts with Employee Bargaining Units**

The following contracts were signed by Board Vice Chairman Janet Siddiqui, Superintendent Sydney Cousin, and representatives of the respective bargaining groups, effective July 1, 2010, to June 30, 2013:

- Master Agreement with Howard County Education Association (HCEA)
- Master Agreement with HCEA/ESP (Educational Support Personnel)

The following agreements require no necessary ratification at this time:

- Master Agreement with Howard County Administrators Association
- Master Agreement with American Federation of State, County and Municipal Employees
- Memorandum of Understanding with Howard County Food Services Association
- Memorandum of Understanding with Howard County Home and Hospital Teachers Association

*Motion:* Mr. Aquino moved approval of the Master Agreement with HCEA and HCEA/ESP. The motion was seconded by Mrs. Gordon.

*Discussion:*

Mr. Dyer asked if the new rules regarding health benefits that relate to the proposal made by the Obama administration would impact the agreements that were about to be signed. Dr. Cousin and Mr. Brown explained that HCPSS has engaged a nationally recognized law firm to look at the issue of the impact of the recently passed national health care bill. Dr. Cousin added that answers should be received before the January 1, 2011, effective date.

*Action:* The motion was approved by the members of the Board (5/1\*), with Mr. Dyer voting no.

### **Consent Agenda (Restricted\*)**

#### Bids and Contracts

*Action:* Mr. Aquino moved approval of the Restricted Consent Agenda. The motion was seconded by Mr. Cohen and approved by the members of the Board (6/0\*).

### **Consent Agenda**

Donations; Recommended Appointment to the Board of Directors of the Bright Minds Foundation; Minutes of the June 1, 2010, FY 2011 Budget Approval Meeting; Minutes of the June 7, 2010, BOE Policy Committee Meeting; Minutes of the June 16, 2010, Board of Education (BOE) and County Council Meeting; and Minutes of the June 16, 2010, BOE Retreat

The following items were pulled for voting purposes:

- Minutes of the June 1, 2010, FY 2011 Budget Approval Meeting
- Minutes of the June 7, 2010, BOE Policy Committee Meeting

*Motion:* Mrs. French moved approval of the Consent Agenda, including Donations; Recommended Appointment to the Board of Directors of the Bright Minds Foundation; Minutes of the June 16, 2010, Board of Education and County Council Meeting; and Minutes of the June 16, 2010, BOE Retreat Meeting. The motion was seconded by Mr. Aquino.

*Discussion:*

Mr. Dyer expressed concern regarding the minutes of the June 16 BOE Retreat meeting. Since the meeting was not videotaped, he previously requested that more detail be added to the minutes. Dr. Siddiqui explained that the minutes were presented to all Board members for comments and/or changes, and she concluded that all details available were provided in the minutes.

Mr. Dyer asked that the minutes of the June 16 Board Retreat be pulled for voting purposes.

*Action:* Mrs. French moved approval of the Consent Agenda, including Donations; Recommended Appointment to the Board of Directors of the Bright Minds Foundation; and the Minutes of the June 16, 2010, Board of Education and County Council Meeting. The motion was seconded by Mr. Manley and approved by the members of the Board (7/0).

*Action:* Mr. Aquino moved approval of the minutes of the June 1, 2010, FY 2011 Budget Approval meeting. The motion was seconded by Mr. Cohen and approved by the members of the Board (6/0/1), with Mr. Manley abstaining due to his absence from the meeting.

*Action:* Mr. Cohen moved approval of the minutes of the June 16, 2010, BOE Retreat meeting. The motion was seconded by Mrs. Gordon and approved by the members of the Board (6/1), with Mr. Dyer voting no.

*Action:* Mrs. French moved approval of the June 7, 2010, BOE Policy Committee Meeting Minutes. The motion was seconded by Mrs. Gordon and approved by the committee members (2/0).

### **\*Administrative Appointments and Promotions**

*Presenter:* Mrs. Sandra Erickson, Deputy Superintendent

Mrs. Erickson presented the appointment of Mrs. Jennifer Elam to the position of Coordinator of eLearning in the Operations Division.

*Action:* Mrs. French moved approval of Mrs. Elam to the position of Coordinator of eLearning in the Operations Division. The motion was seconded by Mr. Aquino and approved by the members of the Board (6/0\*).

Mrs. Erickson presented the following recommendations for secondary administrator promotions and appointments:

<u>Name</u>	<u>From</u>	<u>To</u>
Jennifer Clements	Coordinator of Secondary Science	Principal Atholton HS
David Burton	Principal Parkdale HS Prince George's Co.	Principal Long Reach HS
Nick Novak	Assistant Principal Glenelg HS	Principal River Hill HS
Jeff Fink	Leadership Intern Oakland Mills HS	Assistant Principal Reservoir HS
Joelle Miller	Teacher River Hill HS	Assistant Principal Centennial HS
Janice Yetter	Resource Teacher Special Education	Assistant Principal Homewood
Mary Mussaw	Leadership Intern Wilde Lake MS	Assistant Principal Patuxent Valley MS

*Action:* Mr. Cohen moved approval of the secondary administrator promotions and appointments. The motion was seconded by Mrs. Gordon and approved by the members of the Board (6/0\*).

## Administrative Transfers

*Presenter:* Mrs. Sandra Erickson, Deputy Superintendent

Mrs. Erickson presented the following Secondary Administrator Transfers for the Board's information:

<u>Name</u>	<u>From</u>	<u>To</u>
Ed Evans	Principal Long Reach HS	Principal ARL
Marcy Leonard	Principal Atholton HS	Principal Hammond HS
Bill Ryan	Principal River Hill HS	Principal on Special Assignment School Admin.
Choya Franklin	Assistant Principal Patuxent Valley MS	Assistant Principal Glenelg HS
James LeMon	Assistant Principal Marriotts Ridge HS	Assistant Principal Hammond HS
Shawn Hastings	Assistant Principal Centennial HS	Assistant Principal Long Reach HS
Sam Richman	Assistant Principal Hammond HS	Assistant Principal Long Reach HS
Clovis Thomas	Assistant Principal Long Reach HS	Assistant Principal Marriotts Ridge HS

## Bridge to Excellence: Instructional Technology (IT) Task Force Response

*Presenters:* Dr. Theresa Alban, Chief Operating Officer, and Mr. Mike Borkoski, Technology Officer

Dr. Alban reported that the Instructional Technology Task Force was convened to make recommendations to the Superintendent and Deputy Superintendent regarding equipment, software, networks, and resources essential to meet the needs of an ever-evolving instructional technology program within the school system. The group was asked to do this with an understanding of the fiscal constraints both in the current and possibly

future budgets. Dr. Alban said the charge was to be visionary yet practical.

Mr. Borkoski reported that the priorities include the replacement of teacher laptops and instructional labs, the upgrade of infrastructure, and the creation of a Steering Committee to continue the work of the Task Force. He indicated that infrastructure enhancements include upgrades to the core network and to all high school networks, upgrades to Internet and wide area network bandwidth this summer, upgrades to elementary and middle school networks during the 2010/2011 school year, and the addition of an enterprise wireless capability in schools.

*Discussion:*

Staff explained the advantages of a Netbook compared to a laptop and added that two or three Netbooks can be purchased for the price of one laptop. The current computer mobile labs in the school media centers limit the amount of student technology access. The increased number of Netbooks that can be purchased will allow more mobile labs in schools, which will allow students to further their access to technology opportunities. Schools will have limited onsite troubleshooting ability. Dr. Alban added that funding for the Netbooks will come from the operating budget and will cost the same as the model Netbook that was used at Wilde Lake MS (approved by the State Department of Education for online testing).

Dr. Alban stated that the instructional technology office is keeping a list of innovations at individual schools, and a copy will be provided to the Board.

**\*Approval of Audit Plan, FY 2011**

*Presenter:* Mr. John Connors, Internal Auditor

Mr. Connors recapped the audit results for FY 2010 and presented a proposed Audit Plan for FY 2011. He provided an update on the status of school system audits currently being conducted by external audit organizations and an update on the resolution of the Legislative Auditor recommendations.

The Legislative Auditors have recommended that 75 percent of Mr. Connor's time for the 2010/2011 school year be spent on school audits and the remaining 25 percent on auditing the operational areas.



The BOE Audit Committee has reviewed the proposed FY 2011 Audit Plan and recommended Board approval as proposed. The Audit Committee will continue to follow up and keep the Board apprised of developments/issues relating to audit operations and activities.

*Discussion:*

Board members discussed the recommendation of the Legislative Auditors to include auditing of the operational areas in the 2010/2011 school audit schedule.

Mr. Dyer noted that Mr. Connors will be retiring next year and asked that the Board consider whether or not the auditor should spend more than 25 percent of his time auditing operational areas in order to benefit from his expertise. Mr. Brown reminded the Board that the decision to create the internal audit function was the result of a risk assessment that was conducted by Clifton Gunderson. The risk assessment determined that the focus should be on auditing schools. Mr. Brown suggested that Clifton Gunderson be asked to conduct an additional risk assessment to see if it still makes sense to continue auditing the schools or to make a switch to auditing operational areas.

*Action:* Mr. Cohen moved approval of the FY 2011 Audit Plan. The motion was seconded by Mrs. French and approved by the members of the Board (5/1\*), with Mr. Dyer voting no.

**\*Thunder Hill Elementary School Design Document**

*Presenters:* Mr. Bruce Gist, Director, School Construction, and Mr. Mike Lahowin, TCA Architects, Inc.

Mr. Gist presented the following:

- Overview: Five Goals of the Project
  - Classroom size
  - Corridor circulation
  - Administrative suite enhancements
  - Health suite needs
  - Functionality of Academic Life Skills (ALS) program
- Project Updates: Since the initial project estimate, the project scope of work/cost has increased, which includes:
  - Adding sustainable design (LEED-Certified) requirement
  - County code changes to site work requirement
  - Adding 9,300 sq. ft. of new construction
  - Replacement of exterior deteriorating masonry

This project will utilize the United States Green Building Council LEED (Leadership in Energy and Environmental Design) for Schools version 2009. The design intent is to achieve a LEED-Certified designation. The project Construction Document (CD) will be presented to the Board on October 28, 2010, with construction award currently scheduled for February 2011.

- Total Project Budget:
    - Total Base construction cost                   \$9,816,143
    - Architect/Engineering Fee                   \$1,070,000
    - Construction Management Fee               \$789,000
    - Related Costs                                 \$670,000
    - Project Contingency                         \$490,000
    - Equipment                                     \$100,000
    - Add Alternates (3 included)               \$768,082
- Total Construction                                 \$13,703,000  
 Project Budget Total                               \$12,782,000\*\*

\*\* An Additional FY 2012 funding request will be added to the project.

*Discussion:*

Mr. Gist explained that due to the limitation of funds, HCPSS will probably not be able to achieve a LEED Silver rating but should receive a LEED Certified rating. The estimated fees for the architect, construction manager, LEED-accredited design professionals, and the actual installation of LEED components are approximately \$500,000.

It was noted that Thunder Hill ES was built 40 years ago when the idea was to build open space schools with no windows. Schools are now being built with self-contained classrooms and windows.

Mr. Gist stated that many meetings took place with the media specialist, and it was determined that the new media area would be sufficient.

*Action:* Mr. Cohen moved approval of the Thunder Hill ES additions and renovation design project. The motion was seconded by Mrs. Gordon and approved by the members of the Board (6/0\*).

## **Quarterly Agenda – July – September 2010**

*Presenter:* Mrs. Kathleen Hanks, Administrative Specialist to the Board of Education

Board members reviewed and made revisions to the proposed quarterly agenda.

*Motion:* Mr. Cohen moved approval of the July-September Quarterly Agenda as amended. The motion was seconded by Mr. Aquino.

*Discussion:*

Mrs. French explained that if the Board would like for staff to prepare information regarding a suggestion made by a Board member, then a bulleted item with the suggestion should be added to the quarterly agenda. Dr. Cousin agreed and explained that if the Board has bulleted items on the quarterly agenda, staff will prepare a report for the Board.

Mrs. French stated that the BOE Policy Committee would discuss Board members' concerns regarding policy issues at their next scheduled meeting and report back to the Board on the committee's recommendations.

Mr. Dyer asked that the Board members vote on whether or not to implement a whistleblower and confidential hotline. It was determined that a discussion on this topic would be added as a bulleted item for a future meeting. Dr. Cousin said that staff would prepare a report on the auditor's recommendation, including what the county is currently doing and what the school system has already done.

*Action:* Mr. Cohen moved approval of the quarterly agenda with amendments. The motion was seconded by Mrs. Gordon and approved by the members of the Board (6/1), with Mr. Dyer voting no.

## **Proposals for Additions & Amendments to MABE (Maryland Association of Boards of Education) Resolutions**

Dr. Siddiqui stated that Board members had received the resolutions and were to notify MABE of any additions or changes before July 15, 2010.

*Motion:* Mr. Dyer moved that MABE consider a new resolution to voluntarily comply with the Public Information Act and the Open Meetings Act.

*Action:* The motion failed for lack of a second.

### **Appointment – Community Advisory Council (CAC) Monthly Report**

CAC was unable to provide a report to the Board at this time.

**Adjournment** – By Board consensus, the meeting was adjourned at 7:06 p.m.

### **Information Item**

#### **A. Community Use of Schools-Fees for 2010-2011**

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

**July 15, 2010**

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, July 15, 2010, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Patricia S. Gordon (arrived at 4:53 p.m.)  
Alexis N. Adams, Student Member

Linda Wise, Chief Academic Officer  
Theresa Alban, Chief Operating Officer  
Anna Gable, Publication Specialist  
Arlene Conway, Recording Secretary

## **Administration of Oath to New Student Member of the Board**

Ms. Margaret Rappaport, Clerk of the Circuit Court, administered the oath of office to Alexis Adams, Oakland Mills HS senior.

Ms. Adams spoke about her struggles and accomplishments through the years and expressed appreciation for her family, supportive teachers, and encouraging peers. As the Student Member of the Board, she plans to represent, advocate, and speak on behalf of HCPSS students and to make them proud.

Chairman Ellen Flynn Giles called the meeting to order at 4:05 p.m., and Boy Scouts from Troop 456 led the group in the Pledge of Allegiance.

## **Public Forum**

Ms. Joanne Dolphin, a former HCPSS employee, said she would like to see the actions of the Board match their statements about valuing all employees in regards to decisions about health-care coverage and pay increases.

## Approval of Agenda

Delete: Item 6.A. Policy 8030 Graduation Requirements

*Action:* Dr. Siddiqui moved approval of the agenda as amended. The motion was seconded by Mr. Cohen and approved by the members of the Board (5/0).

## Superintendent's Report

On behalf of the Superintendent, Mrs. Wise reported on activities taking place in the school system over the summer. She also recognized the following accomplishments:

- Oakland Mills HS has been selected to host the first Student-Athlete Leadership Conference sponsored by the Maryland Public Secondary Schools Athletic Association this August.
- Howard County middle school students competed against 450 other middle school students from 21 states at the 2010 Middle School National Debate Championships held last month in Des Moines, Iowa. Nikita Datta of Lime Kiln MS was honored as the top debate speaker in the U.S. in Policy Debate. The team of Michael Koo from Ellicott Mills MS and Devansh Srivastava from Bonnie Branch MS won the 2010 National Championship in Policy Debate, with 14 wins and no losses over the three-day event.

## Board Members' Reports

Board members noted that *Money* Magazine named Columbia/Ellicott City as the second-best place to live in the nation (The area ranked No. 8 in 2008 and No. 4 in 2006.) Reasons behind the ranking include the strong school system, library system, low unemployment, and the community spirit within the entire Howard County area.

Mrs. Min Kim, Coordinator of Equity Assurance and International Student Services, introduced Mr. Sung-Hwa Jung from Seoul, Korea, HCPSS international partners. Ms. Kim and Mr. Jung are coordinating a visit of 24 Korean middle school students and 3 teachers from Iksan, South Korea, who will attend three weeks of summer school at Ellicott Mills MS. The summer program is designed to improve their English skills and will provide them with a better understanding of the American culture. Mrs. Kim noted that the program is entirely funded by tuition and that the expenses of HCPSS staff who are invited to go

to Korea for professional development will be paid by the Iksan school district.

### **Consent Agenda (Restricted\*)**

Staff Personnel, Bids and Contracts, Operating Budget Monthly Report, School Construction Report, and Closed Meeting Minutes

There were no closed meeting minutes for approval.

*Action:* Mr. Cohen moved approval of the Restricted Consent Agenda with no closed meeting minutes. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (4/0\*).

### **Consent Agenda**

Donations and Minutes of the Regular BOE Meeting of June 10, 2010.

*Action:* Mr. Cohen moved approval of the Consent Agenda. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (5/0).

### **\*Administrative Appointment and Promotions**

The following administrative promotion was presented for Board approval:

<u>Name</u>	<u>From</u>	<u>To</u>
Mark A. Coates	Instructional Facilitator Visual Arts, HCPSS	Coordinator, Fine Arts, HCPSS

*Action:* Mr. Dyer moved approval of the administrative promotion. The motion was seconded by Mr. Cohen and approved by the members of the Board (4/0\*).

The following secondary administrator promotion was presented for Board approval:

<u>Name</u>	<u>From</u>	<u>To</u>
Karen Mason	Teacher, ARL	Assistant Principal Mt. Hebron HS

*Action:* Dr. Siddiqui moved approval of the secondary administrator promotion. The motion was seconded by Mr. Cohen and approved by the members of the Board (4/0\*).

### **Administrative Transfer**

The following secondary administrator transfer was presented to the Board for their information:

<u>Name</u>	<u>From</u>	<u>To</u>
Napoleon Saunders	Assistant Principal Mt. Hebron HS	Assistant Principal River Hill HS

### **\*Hammond/Centennial HS Dance Studio and Centennial HS Parking Schematic Design (SD)**

*Presenters:* Mr. Ken Roey, Executive Director, Facilities Planning and Management, and Mr. Tony Machowski, SMG Architects

The Schematic Design (SD) brochure that describes the addition of dance studios to Hammond and Centennial high schools was presented to the Board. The dance studio additions will provide the needed space to support these in-demand programs. These independent additions will not compromise existing building space and will feature dedicated HVAC, sound, and audiovisual systems.

The reconfiguration of the Centennial HS parking lot will be executed in coordination with this project. This project will address the issues of lot access and vehicle flow at Centennial HS and neighboring Burleigh Manor MS and will coincide with the installation of a new traffic signal on Centennial Lane.

The project Design Development (DD)/Construction Documents (CD) will be presented to the Board in November 2010, with construction award currently scheduled for January 2011.

#### *Discussion:*

Board members discussed the location of the new traffic signal on Centennial Lane. Mr. Roey explained that the state requires that a traffic study be completed, which includes specific criteria that must be met in order for the signal to be installed.



Mr. Dyer expressed concern regarding the security of the parking areas outside of the new dance studios. Mr. Roey explained that the head of the building services department meets regularly with the school security coordinator to determine systemwide the best places to provide additional security coverage, including the use of external security cameras.

Mr. Dyer asked that staff consider including some type of imaging, video, and electronic capabilities in the design of the dance studios that can be used not only for the dance curriculum, but also for other curriculum areas including athletic programs.

Board members expressed appreciation to staff for the time and effort that has been spent on the dance studios and the parking lot area schematic design.

*Action:* Mr. Cohen moved approval of the Hammond and Centennial High Schools Dance Studios and Centennial HS Parking Schematic Design. The motion was seconded Dr. Siddiqui and approved by the members of the Board (4/0\*).

### **\*Worthington ES Solar Agreement**

*Presenters:* Mr. Ken Roey, Executive Director, Facilities Planning and Management; Mr. Mark DeLuca, Deputy Director of Howard County Public Works; Mr. Jim Irving, Director of Howard County Public Works; and Mr. Andrew Kays, Project Manager, Northeast Maryland Waste Disposal Authority

Over the last year, HCPSS has been working cooperatively with Howard County Government and the Northeast Maryland Waste Disposal Authority to put in place an agreement to build a solar array on Worthington Park, the output of which will provide electrical power for the adjacent Worthington ES. The Memorandum of Understanding and Grant of Electric Line Easement is being presented to the Board of Education for approval, in order to proceed with the project. In addition, the County Council will be asked to approve the agreement as part of the July legislative session.

Some of the most notable features of the project will be:

- Savings exceeding \$100,000 on electrical billing over the life of the contract (20 years).
- This will be the first school in Maryland to have almost all of its electrical power requirements provided by a solar array.

It was noted that this agreement is a win-win for all parties and represents another step in promoting sustainable strategies within the school system.

*Discussion:*

Board members expressed support for the Worthington ES Solar Agreement, and it was suggested that the students and faculty become involved in some capacity. Mr. DeLuca said he would speak to the vendor and see if accommodations could be made for involvement of the faculty and students.

Mr. DeLuca explained that the location was chosen because of its openness and unobstructed overhead from a tree canopy. This project allows the landfill space to be utilized into a more useful piece of land, and once the raised panels are in place, there should be very low maintenance involved.

Board members discussed the decline in production over the years and the kilowatt per hour price. Mr. DeLuca explained that no electrical or mechanical system works 100 percent all the time. He said the decline in production over the years is based on the efficiency of the engineering system. The components that are in the panels degrade over time, and it is a natural process for the panels to slow down over the years as it ages. Regarding the kilowatt per hour price, a financial analysis priced out different terms to see which would be the most advantageous, and the 20-year contract provided the best overall in terms of the life cycle of the equipment and kilowatt per hour price. After five years of production, there is an option in the contract to purchase outright at any time.

Mr. DeLuca explained that solar energy could be more expensive than fossil fuel at the beginning because there is a "pay-back" period that needs to be realized. As solar energy becomes more prevalent and is used as an alternative form of power, the price will go down. Grants and tax credits are making solar energy affordable for home owners and schools to invest in now.

Mr. Kays reported that the panels used will be American-made panels made by Solon. The actual gross capacity of the facility will consist of 32 arrays, or 1,052 modules.

*Action:* Mr. Cohen moved approval of the Worthington Solar Agreement. The motion was seconded by Mrs. Gordon and approved by the members of the Board (5/0).

**Recess** – The meeting was recessed by the Chairman at 5:32 p.m. and reconvened at 7:30 p.m.

### **Public Forum**

Ms. Linda Turner spoke on the need for rights for special education students.

### **Public Hearing – Policy 2070 Ethics**

Mr. Ted Mallow, Chairman, Community Advisory Council (CAC)

- Expressed concerns on issues relating to the proposed revision of the policy including:
  - The process for removing members from the Ethics Panel.
  - Inclusion of Board members and employees in collective bargaining matters that may affect a relative.
  - The need for clarity on issues relating to completing annual financial disclosures.
  - Broad language on tutoring restrictions.
  - Constraints on politically related activity.

**Adjournment** – By Board consensus, the meeting was adjourned at 7:40 p.m.

### **Information Items**

- A. Food and Nutrition Services Financial Report
- B. Non-certificated Retirements
- C. Summary of the Accomplishments of Class of 2010

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

**MEETING OF THE BOARD OF EDUCATION OF HOWARD COUNTY - AUDIT COMMITTEE**

10910 Route 108, Ellicott City, MD 21042

Tuesday, August 17, 2010 – 1:00 p.m., ML2

Committee: Larry Cohen, Chairman; Ellen Flynn Giles; Allen Dyer

Attendees: Larry Cohen, Ellen Flynn Giles, Allen Dyer

Staff: Raymond Brown, Chief Financial Officer; Beverly Davis, Director of Finance; John Connors, Internal Auditor;

Kathy Hanks, Administrative Specialist (Board Office)

Guest: Clifton Gunderson, LLC - Matthew Birkelien, Partner; and Leeann Ahern, Manager

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
	Call to Order	Meeting called to order at 1:04 p.m.		
I	Approval of Agenda		By consensus	
II	Approval of 6/14/2010 Minutes		By consensus	
III	FY 2010 Financial Audit (Beverly Davis/Matthew Birkelien)	The FY 2010 financial audit is underway by the Board’s external auditor, Clifton Gunderson. Preliminary work has been done and while they are still in the review stage, Matthew Birkelien advised the Audit Committee that they had not identified any issues to be brought forward. The full audit will begin next week with Leeann Ahern as the manager on site. Ms. Davis stated that HCPSS is particularly well-prepared for the audit as more IFAS-generated financial reports have been completed which will assist in a clean audit trail.		The IFAS upgrades for the government-level reports should be available by FY12, at the latest.
IV	Audits in process/scheduled – (John Connors)	<p><b>1.</b> Glenelg HS and Elkridge Landing MS are in process:                      Glenelg HS: There were some issues that needed to be discussed with the principal and school administration.                      Elkridge Landing MS: Mr. Connors met with Mr. Blom about a personnel matter.</p> <p><b>2.</b> Eight audits have been scheduled: Entrance meetings have been scheduled for all five school audits; P-cards; bus payments; and cafeteria receipts. Mr. Connors received two requests for audits from schools with new administrators - River Hill HS and Long Reach HS. Mr. Connors turned them down, since both schools had recently been audited and continue to have the same excellent and experienced bookkeepers in place. However, Mr. Connors met with the Long Reach Principal since he was new to HCPSS to review procedures and guidelines for financial oversight and management at schools.</p>	<p><b>1.</b> Both Glenelg HS and Elkridge Landing MS reports will be prepared in the very near future.</p> <p><b>2.</b> Schools scheduled for audit are Forest Ridge ES, Jeffers Hill ES, Clarksville ES, Oakland Mills MS, and ARL.</p> <p>Internal business area audits scheduled include Bus Payments, Purchasing Cards, and Cafeteria Receipts.</p>	

Approved – September 2, 2010

OAH-DYER-000796

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		<p>Both Principals were told that if there was a specific area of concern, they should contact Mr. Connors, and he will assess risk and controls and review that matter.</p>		
V	Risk Assessment Discussion (Ray Brown)	<p>A risk assessment for the HCPSS was last performed in June 2005 by Clifton Gunderson. The Charter for the Internal Auditor’s Office calls for risk assessment at least every five years. Therefore, HCPSS is due for an updated Risk Assessment. Staff recommended that the committee support a request to prepare an RFP for an updated risk assessment for this year. Since the auditors originally recommended that we hire two (2) in-house internal auditors, but were constrained by budget limitations, Mr. Dyer shared his concerns about spending money to do another risk assessment when we have not hired a second auditor. He would rather see the Board hire the second auditor, than conduct a risk assessment. Mr. Brown stated that variance from the Board-approved charter would require action by the Board. He further opined that the cost of risk assessment would be substantially less costly than hiring an additional auditor. There was in-depth discussion regarding the following options.</p> <ol style="list-style-type: none"> <li>1. Recommend the preparation of an RFP and hiring of an outside auditor to perform the Risk Assessment for approximately (\$10-20,000)</li> <li>2. Recommend a revision the Board-approved Audit Plan so that Mr. Connors can alter his schedule in order to conduct the Risk Assessment himself.</li> <li>3. Recommend that the Board approve a postponement of the Risk Assessment and apply funds to the hiring of an additional internal auditor.</li> <li>4. Hire a temporary auditor as a consultant on an as needed basis to perform the Risk Assessment under Mr. Connors’ direction.</li> </ol> <p>There was also an extensive discussion regarding Mr. Dyer’s</p>		

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		<p>request that the committee direct staff to utilize a PowerPoint on Fraud and Internal Control for School Based and Central Administrators developed by a consultant for another school system. Mrs. Giles noted that this sort of directive is not in the Board's purview, but within the Superintendent's. Policy is how the Board directs the operations of the school system. Mr. Brown noted that, at a previous quarterly meeting, the committee had recommended that staff provide additional anti-fraud training to complement the circular already distributed by the Superintendent and the Board Ethics policy that is being developed. He indicated that it would make sense to include appropriate elements from the subject power point in developing these training tools. Mr. Brown further stated that, following the development of an improved training program, staff would bring a report before the Audit Committee and then the full Board on these updated fraud prevention training initiatives.</p>		
VI	Other Audits–MSDE (John Connors/Ray Brown)	<p>The MSDE audit of HCPSS was conducted in June and completed in July. At the exit meeting the MSDE Audit Manager noted and applauded significant improvement overall, especially in transportation services. Only minor errors were found in reconciling reported student counts: (1) in Limited English Proficiency (LEP), a single student was mistakenly reported as participating in the program; (2) in Special Education, a student single student was found to be ineligible; and (3) in Transportation, appropriate attendance information for four disabled students receiving transportation services could not be located and confirmed. Since then, two of the records in question have been located and further documentation is being reviewed. Total cost to be returned is approximately \$7,000, and further reductions may be realized upon completion of the review by MSDE. Significantly, there were no findings in either human resources or school enrollment, which is impressive. Pam Blackwell's office, especially Ms. Maryanne Thomas, should be congratulated for</p>		

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		doing a phenomenal job in monitoring and documenting all of this information.		
VII	Adjournment	Meeting was adjourned at 2:10 p.m.	Mr. Cohen moved adjournment with a second by Mrs. Giles. Motion approved 3/0.	

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

August 19, 2010

The Board of Education of Howard County met in closed session on August 19, 2010, at 2:00 p.m. in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Janet Siddiqui, M.D., that the Board go into closed session pursuant to Section 10-508(a) (7), (9), & (13) of the State Government Article of the Annotated Code of Maryland, to discuss receiving legal advice regarding the negotiated agreement and the potential re-opening of negotiations. The motion was seconded by Lawrence H. Cohen. Mr. Dyer questioned the legitimacy of closing the meeting based on the Open Meetings Act (OMA) exceptions under 10-508(a) (7), (9) & (13) that were cited as reasons for closing. In light of questions raised by Mr. Dyer on this subject when the meeting was originally announced, Mrs. Giles had asked for a legal opinion from the Board's Outside Counsel. Mrs. Giles distributed a copy of this legal opinion to the Board Members and based on this advice, Mrs. Ellen Flynn Giles, Dr. Janet Siddiqui, Mr. Frank J. Aquino, Mr. Lawrence H. Cohen, and Mrs. Patricia S. Gordon voted in the affirmative to go into closed session. Mr. Allen Dyer voted against closing. Board Member Sandra H. French arrived at 2:10 p.m, and joined the closed meeting after the vote to close.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

The Board received legal advice on the effect of the interim final rules of the Patient Protection and Affordable Care Act on changes to employee health benefits recently negotiated with the various HCPSS employee bargaining units. The Board also received legal advice on the possible re-opening of negotiations with the bargaining groups. On a motion by Dr. Siddiqui, seconded by Mr. Cohen, the Board approved authorization of contact with the unions to request the re-opening of negotiations on specific aspects of health benefits which were the subject of the legal review. The Board also approved specific parameters to address the items in question, assuming the unions agree to re-open negotiations. The motion passed 6-0-1, with Mr. Dyer abstaining.

Adjourned: 3:30 p.m.

Submitted by: \_\_\_\_\_  
Ellen Flynn Giles, Chairman  
Howard County Board of Education



# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

**August 19, 2010**

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, August 19, 2010, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman (left at 6:30 p.m.)  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Alexis Adams, Student Member (arrived at 4:37 p.m.)

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 4:13 p.m., and Mr. Dyer, led the group in the Pledge of Allegiance.

## **Public Forum**

There was no one present to address the Board.

## **Approval of Agenda**

Delete: Item 5.E. Proposed 2011 Legislative Initiatives to Present to the Howard County Delegation.  
Combine: Items 3 and 4 Consent Agenda Restricted\* and Consent Agenda for approval.  
Reorder: Reverse order of Item 5.B \*Bollman Bridge ES Schematic Design Report and Item 5.C. New School Site.

*Action:* Mrs. French moved approval of the agenda as amended. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

## **Superintendent's Report**

Dr. Cousin introduced members of the school system delegations who visited partner districts and schools in China and South Korea this summer. He also recognized:

- Mrs. Beverly Davis, Director of Finance, and the staff in the Department of Finance for receiving the Certificate of Achievement for Excellence in Financial Reporting for the school system's comprehensive annual financial report.
- The music programs at Atholton HS and River Hill HS, whose wind ensembles were selected to perform at the 2011 "Music For All" National Concert Band Festival in Indianapolis, Indiana.
- Laurel Woods ES for selection as School of the Year by the Maryland Center for Character Education.
- The 33 Howard County schools that won awards for their participation in the Positive Behaviors and Intervention Supports (PBIS) program. Three schools received bronze awards, 8 received silver awards, and 22 received gold awards.
- The Hammond-Wilde Lake HS and Atholton HS robotics teams that placed first and second respectively at the Battle O' Baltimore First Robotics Competition.
- The culinary students of Atholton HS who have been invited to tour the White House on Saturday, August 28, 2010.

## **Board Members' Reports**

### Approval of Audit Committee Meeting Minutes of June 14, 2010

Mr. Cohen reported on the status of the FY 2009-2010 school audits and the recommendations being implemented for the FY 2010-2011 audit plans.

Action: Mr. Cohen moved approval of the June 14, 2010, Audit Committee Meeting Minutes. The motion was seconded by Mrs. Giles and approved by the members of the committee (Mr. Cohen, Mrs. Giles, and Mr. Dyer) by a vote of 3/0.

Board members reported on their attendance at recent community events and their tour of school construction sites.

## **Consent Agenda (Restricted\*) and Consent Agenda General**

Due to the absence of the Student Member, the Board combined the Restricted and general Consent Agendas for approval.

Staff Personnel; Bids and Contracts; School Construction Report; School Bus Contract Transfer; Closed Meeting Minutes; Donations; Minutes of the June 24, 2010, Board of Education (BOE) Meeting, and Minutes of the July 15, 2010, BOE Meeting

*Action:* Dr. Siddiqui moved approval of the Restricted Consent Agenda and Donations from the general Consent Agenda. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

Ms. Alexis Adams joined the Board meeting.

### June 24, 2010, Regular Meeting Minutes

*Action:* Mrs. French moved approval of the minutes of June 24, 2010, noting that Mrs. Giles was absent from the meeting while representing the HCPSS BOE in China. The motion was seconded by Mr. Aquino and approved by the members of the Board (6/0/2), with Mrs. Giles and Ms. Adams abstaining from the vote.

### July 15, 2010, Regular Meeting Minutes

*Action:* Dr. Siddiqui moved approval of the July 15, 2010, Regular Meeting Minutes. The motion was seconded by Mr. Cohen and approved by the Board (6/0/2), with Mrs. French and Mr. Aquino abstaining due to their absence from the meeting.

## **\*Administrative Appointments and Promotions**

*Presenter:* Mrs. Linda Wise, Chief Academic Officer

Mrs. Wise presented the appointment of Ms. Patricia Daley to the position of Director of Special Education.

*Action:* Mrs. Gordon moved approval of Ms. Daley to the position of Director of Special Education. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0\*).

Mrs. Wise presented the appointment of Mr. Robert Coffman to the position of Instructional Facilitator, Secondary Social Studies.

*Action:* Mr. Cohen moved approval of Mr. Coffman to the position of Instructional Facilitator, Secondary Social Studies. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/0\*).

### **New Northeast Elementary School Site**

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management

The need for a new elementary school in the northeastern region has been determined due to overcrowding of existing schools and projected enrollment as documented in the Feasibility Studies of 2009 and 2010. This need has been particularly evident at schools such as Elkridge ES and Bellows Spring ES. A location is available near these schools. The Howard County Public School System (HCPSS) has been in negotiations to obtain an elementary school site from a developer of a mixed-use development proposed on Coca Cola Drive in Elkridge, Maryland. A 22-acre school site and \$4 million is proposed for donation to HCPSS from Preston Capital Partners to facilitate inclusion of a school in this community.

The property includes sufficient acreage to contain a school that meets the new educational specifications for an elementary school, including parking, playing fields, and accommodations for community use. The latest elementary school specifications anticipate a 600-seat facility. The implementation procedures contained in Policy 6000 Site Selection and Acquisition recommend 16 acres for a school of this size. The area will be graded to HCPSS specifications, with adequate construction access in time to open a school by August 2013.

#### Noise Impact Analysis:

- Highest hourly equivalent sound level measurement was 62.8 dBA (8:00 to 9:00 p.m.).
  - 60-70 dBA is equivalent to normal conversation.
- Building interior noise at proposed location estimated at 37.8 dBA.
- Required to achieve <45 dBA in classrooms to meet LEED certification requirements.

#### Environmental Site Assessment:

- Phase I and Phase II assessments completed.
- No existing issues.
  - No compounds exceed Maryland Department of Environment (MDE) standards.

- Maryland State Department of Education (MSDE) confirms there are no required setbacks from highways or railways.
  - Site is 2,350 feet from MD 100.
  - Site is >800 feet from CSX rail line (outdoor play is 1,000 feet).

Value:

- 20.2 acres, includes space for three ball fields.
- Financial benefits:
  - \$4 million cash towards construction.
  - Prepared site with utilities and access.
- Total value of over \$10 million.

Recommendation:

- Public hearing scheduled for September 23, 2010.
- Recommend holding work session following public hearing and schedule BOE vote on October 7, 2010.
- Pending BOE action, remainder of acquisition process will take approximately six months.

*Discussion:*

Board members noted that the search for appropriate school sites is ongoing. Mr. Roey added that other sites are in negotiation, but the Preston site is currently the only one that would fit the timeline needed to open a school in 2013.

Mr. Aquino requested a copy of the environmental site assessments for the Board members.

Board members discussed safety concerns regarding the site and its proximity to the railroad tracks. Staff was asked to provide a model showing the school in a location further from the railroad. Additional discussion will take place during the work session.

Mr. Roey said he would speak to Preston Capital Partners about situating the school on another location within the property. Additional information will be provided to the Board at the October 7, 2010, work session.

By consensus, the Board agreed to ask the Community Advisory Council (CAC) to review the Board's current policy on site acquisition and provide a report to the Board with respect to how public participation can be increased.

**\*Bollman Bridge ES Schematic Design Report**

*Presenters:* Mr. Bruce Gist, Director, School Construction, and Mr. Rod Frey, Project Manager, Gilbert Architects, Inc.

The Schematic Design (SD) brochure presented to the Board describes the additions and renovations to Bollman Bridge ES. The project scope of work, which is currently funded, includes the addition of a four-classroom pod, the replacement of a temporary modular addition housing four classrooms for the third grade pod with a permanent structure, and construction of a geothermal well field sufficient to support the requirements of both Bollman Bridge ES and Patuxent Valley MS. This work is expected to begin in the spring of 2011.

Pending additional funding, a second phase will include a complete renovation of the school, including conversion of the existing open-area classrooms into self-contained classrooms, increasing the size of the existing health suite to comply with COMAR regulations, the creation of a secure vestibule at the main entrance of the building, as well as new mechanical, lighting and electrical systems. It is the intent that the design and construction of the additions and renovations achieve a LEED (Leadership in Energy and Environmental Design) Certified designation.

Multiple stand-alone additions are being incorporated into Phase II as "add-alternates" to the base bid. These additions include a 1,000 sq. ft. addition to the cafetorium, as well as additions for an art and music room, and a physical education activities room. The availability of funding will determine whether any of these alternates are ultimately accepted.

*Discussion:*

Mrs. French noted the importance of requesting adequate funds to ensure that the school has the infrastructure needed to accommodate its student population.

*Action:* Dr. Siddiqui moved approval of the Schematic Design for Bollman Bridge ES. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0\*).

**World Language Committee Charter**

*Presenters:* Ms. Marie DeAngelis, Director, Elementary Curricular Programs, and Ms. Deborah Espitia, Coordinator of World Languages

The charter outlines the purpose, objectives, and membership of the committee that is charged with reviewing research and exploring programming options for world language study at the elementary school level. The committee will recommend options for elementary world language program offerings in the HCPSS.

The committee's recommendations will be submitted to the Superintendent's Cabinet on January 24, 2011. A report will be presented to the Board of Education on February 10, 2011; a public hearing is scheduled for March 10, 2011, with action anticipated on April 14, 2011. The recommended elementary world language recommendations would become effective July 1, 2011.

*Discussion:*

Dr. Cousin stated that the committee will explore a variety of factors that will affect the selection of a program for HCPSS. The committee will also consider which languages would be included, as well as additional factors that would be needed to develop a program.

Board members commented on their enthusiasm for the program and encouraged creativity in the process. The importance of developing a program with sustainability was emphasized.

Dr. Cousin stated that the Board will be kept informed on an interim basis as the committee's work progresses. This is an exciting opportunity for innovation and to ensure that the highest quality of instruction in world languages will be provided.

**2010-2011 Board of Education School Cluster Assignments and 2010-2011 Board of Education MABE and BOE Committees and Community Assignments**

*Action:* Mr. Aquino moved approval of the Proposed School Cluster Assignments, BOE Committee Assignments, and MABE Committee Assignments. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

**Recess** – The meeting was recessed by the Chairman at 6:30 p.m. and reconvened at 7:33 p.m.

**Public Forum**

Ms. Linda Turner asked that children with disabilities not be overlooked when preparing students for post-secondary education.

**Appointment – Community Advisory Council (CAC) Monthly Report**

CAC was unable to provide a report to the Board at this time.

**Appointment – PTA Council of Howard County (PTACHC)**

PTACHC was unable to provide a report to the Board at this time.

**Public Hearing – Policy 2070 Ethics**Mr. Brian Meshkin

- Suggested that the policy be sent back to the committee where it should be compared to the ethics policies of other school systems and that it should be reviewed by outside counsel.

Ms. Cynthia Vaillancourt

- Expressed concerns with the restriction that teachers not tutor children who they teach or may teach in the future.

**Public Hearing – FY 2012 Capital Budget and FY 2013-2017 Capital Improvement Program**

No testimony.

**Predevelopment Work Session – FY 2012 Capital Budget and FY 2013-2017 Capital Improvement Program**

*Presenter:* Mr. Ken Roey, Executive Director of School Planning and Facilities.

Mr. Roey said the prognosis for the FY 2012 Capital Budget is not much better than it was for the FY 2011 Budget. He added that it will again be a challenging year in planning the capital budget, and some difficult decisions will have to be made along the way.

The proposed capital budget will be presented to the Board during the evening session of the September 2, 2010, Board meeting.



*Discussion:*

Board members stressed the need to submit a budget reflective of the system's true needs and to include contingency funds for school sites.

**Adjournment** – By Board consensus, the meeting was adjourned at 8:02 p.m.

**Information Items**

- A. Food and Nutrition Service Financial Report
- B. Grade 2 Test Results 2010
- C. Thunder Hill ES Design Development Comments to MSDE

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

**Minutes of the Board of Education Legislative Committee**

**August 25, 2010 – 1:00 p.m. - ML2**

**Committee:** Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

**Attendees:** Janet Siddiqui, Chairman; Frank J. Aquino, Sandra H. French, Raymond H. Brown

**Staff:** Dan Furman, Staff Attorney; Kathy Hanks, Administrative Specialist (Board Office)

**Observers:** Faenita Dilworth, Community Advisory Council

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
I	Call to Order	1:08 p.m.	By Consensus	
II	Approval of Agenda	Modified as needed during meeting.	By Consensus	
III	Wrap-up from last session	<p>1. The general summary was presented to the Board in the Spring of 2010. MSDE is in the process of forming an informal committee on the Gangs Policy. There was discussion on who from Howard County would participate.</p> <p>2. Maryland was awarded the Race to the Top grant. Howard County will only receive approximately \$700,000. Dollar amounts will be finalized at a later date. There is a possibility that some of the finances will be allocated for next year. At this time, specific allocations and restrictions have not been made available by the State.</p>	1. Staff will provide additional information as it is made available.	
IV	Legislative breakfast planning	<p>There was discussion on what worked and what didn't at last year's breakfast. The agenda for the Legislative breakfast was reviewed and modified.</p> <p>It was decided that the following items should be addressed in the presentation to the elected officials.</p> <ul style="list-style-type: none"> <li>• HCPSS returned monies to the County</li> </ul>	Mrs. Hanks will send out an email to confirmed attendees asking for topics of interest so staff can be better prepared.	

Unapproved

**Minutes of the Board of Education Legislative Committee**

**August 25, 2010 – 1:00 p.m. - ML2**

**Committee:** Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

**Attendees:** Janet Siddiqui, Chairman; Frank J. Aquino, Sandra H. French, Raymond H. Brown

**Staff:** Dan Furman, Staff Attorney; Kathy Hanks, Administrative Specialist (Board Office)

**Observers:** Faenita Dilworth, Community Advisory Council

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		<p>so the County could meet Maintenance of Effort.</p> <ul style="list-style-type: none"> <li>• Proactive measures the school system has taken to reduce the budget, but have not advertised.</li> <li>• Accomplishments for 2009-2010.</li> <li>• Challenges the school system will face if pensions are shifted to the local school systems.</li> </ul>		
V	Plans to update BOE Legislative Platform.	Staff will review the present platform and update. Particularly items that were changed/ added by laws passed during the last legislative session.	Mrs. Hanks will coordinate with Staff as to when the legislative platform should be placed on the Quarterly Agenda. The goal will be end of October - beginning of November.	
VI	Elect Chairman of Committee	There was a brief discussion. Mrs. French moved that Dr. Siddiqui remain as Chairman of the BOE Legislative Committee with a second by Mr. Aquino. Motion passed 3/0.		
VII	Scheduling	Next meeting will be Thursday, September 22, 2010, at 1:00 p.m. in ML2.		
VIII	Adjournment	2:07 p.m.	By Consensus	

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

**September 2, 2010**

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, September 2, 2010, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Alexis N. Adams, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Patti Caplan, Director, Public Relations  
Linda Morgan, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 4:08 p.m., and Mrs. French led the group in the Pledge of Allegiance.

## **Public Forum**

Mr. David Gertler, HCPSS parent, spoke about cyber awareness and policies.

Mr. Ken Ching, Clarksville ES parent, presented concerns about the third grade class size and the need for an additional teacher at that grade level.

## **Approval of Agenda**

Reorder: Move Item 9.A. Appointment - Community Advisory Council to Item 5.A.

*Action:* Mrs. French moved approval of the agenda as amended. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

## Superintendent's Report

Dr. Cousin thanked everyone for making the first day of school absolutely "perfect." He also congratulated Donna Culan, Facilitator for HCPSS Professional Development Schools, for her election as President of the Executive Council of the National Association for Professional Development Schools for 2010-2011.

## Board Members' Reports

Board members reported on opening day tours of schools and attendance at back-to-school activities.

## Consent Agenda (Restricted\*)

Staff Personnel; Bids and Contracts; School Construction Report; Closed Meeting Minutes (Official and Confidential) of December 7, 2009; June 10, 2010; and June 17, 2010

The following minutes were pulled for discussion and voting purposes:

- Closed Meeting Minutes (Official and Confidential) of August 19, 2010.
- BOE Audit Committee Meeting Minutes of August 17, 2010.
- BOE Legislative Committee Meeting Minutes of August 25, 2010.

*Action:* Mr. Cohen moved approval of the Restricted Consent Agenda as amended. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (6/0\*).

### Official Closed Meeting Minutes of August 19, 2010

*Action:* Mrs. French moved approval of the Official Closed Meeting Minutes of August 19, 2010. The motion was seconded by Mr. Aquino and approved by the members of the Board (6/0\*).

### Confidential Closed Meeting Minutes of August 19, 2010

*Action:* Mrs. French moved to remand the Confidential Closed Meeting Minutes of August 19, 2010, for review and approval at a subsequent meeting. The motion was seconded by Mr. Aquino and approved by the members of the Board (6/0\*).

BOE Audit Committee Meeting of August 17, 2010

*Action:* Mr. Cohen moved approval of the Audit Committee Meeting Minutes of August 17, 2010. The motion was seconded by Mrs. Giles and approved (3/0) by the committee members (Mr. Cohen, Mr. Dyer, and Mrs. Giles).

BOE Legislative Committee Meeting of August 25, 2010

*Action:* Dr. Siddiqui moved approval of the Legislative Committee Meeting Minutes of August 25, 2010. The motion was seconded by Mr. Aquino and approved (3/0) by the committee members (Mr. Aquino, Mrs. French, and Dr. Siddiqui).

**Consent Agenda**Regular Meeting Minutes of August 19, 2010

*Action:* Mrs. French moved approval of the meeting minutes. The motion was seconded by Mr. Cohen. The motion to approve the minutes failed by a vote of 4/3, with Mr. Aquino, Mr. Cohen, and Mrs. Giles voting no.

The minutes will be brought forth for approval again at a subsequent meeting.

**Appointment – Community Advisory Council (CAC) Monthly Report**

Mr. Ted Mallo, CAC Chairman, reported that the council is working on reviewing the current school site selection policy and will have a CAC representative on each policy review committee.

**Proclamation: National Hispanic Heritage Month**

This proclamation designates September 15 through October 15, 2010, as national Hispanic Heritage Month.

*Action:* Mr. Aquino moved approval of the proclamation. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0).

**Quarterly Agenda – October – December 2010**

*Presenter:* Mrs. Kathleen Hanks, Administrative Specialist to the Board of Education

Board members reviewed the proposed quarterly agenda. Approval of the quarterly agenda is scheduled for September 23, 2010.

**Proposed 2011 Legislative Initiatives to Present to the Howard County Delegation**

*Presenter:* Mr. Raymond Brown, Chief Financial Officer

Authorization for the use of speed monitoring systems in school zones statewide may be extended. Senate Bill 277 would allow the placement of speed monitoring systems in a school zone for operation between 6 a.m. and 8 p.m., Monday through Friday. The county started conducting studies and monitoring speed in school zones in late spring of this year and to date have concluded studies of 56 school zones, with the intention of completing the study this fall.

*Discussion:*

Board members discussed certain aspects of the program, including which fund(s) the fine money will go into after implementation costs are recovered.

**Policy 4050 Procurement of Materials, Supplies, Equipment and Services - Charter**

*Presenter:* Mr. Douglas Pindell, Director of Purchasing

Mr. Pindell stated that the committee will review the current amount and approval process for contracts intended for purchases below the solicitation threshold of \$25,000. The review committee will also consider how the move towards electronic practices will impact and facilitate both the competitive process and the emphasis on disclosure and transparency.

Mr. Pindell also noted that the school system will be looking at the best way to meet the upcoming requirement of posting information collected in regards to the HCPSS vendor data base and financial system.

**Policy 4080 Disposition of Property - Charter**

*Presenter:* Mr. Douglas Pindell, Director of Purchasing

Mr. Pindell explained that the school system disposes of all computer equipment in accordance with nationally recognized standards for equipment and electronic destruction. HCPSS will also be collaborating with the county in an effort to attain consistency in provisions for disposition and disposal methods and to ensure that the most value is received for used equipment.

In addition, Mr. Pindell stated that the policy review committee will consider how the availability of items are marketed, advertised, and publicly posted.

**Policy 5130 Bloodborne Pathogens - Charter**

*Presenter:* Mr. Ronald Miller, Manager, Safety, Environment, and Risk Management; and Ms. Donna Heller, Coordinator of Health Services

Mr. Miller stated that the policy review committee will conduct a comprehensive review of this policy along with existing state and local guidelines in determining its recommendations.

**Policy 7120 Coaches and Advisors of High School Extracurricular Activities - Charter**

*Presenter:* Mr. Michael Williams, Coordinator of Athletics

Mr. Williams noted that this policy is being reviewed in anticipation of proposed COMAR changes regarding coaching positions. Depending on the date when changes are approved, it may be necessary to revise the timeline for this policy.

Dr. Cousin and Board members commended Mr. Williams for taking the lead in the state in recognizing the importance of concussion awareness and prevention. Howard County is the only county in the state that has this type of a program.



**Policy 9060 Rehabilitation Act of 1973 Compliance: Section 504 Policy - Charter**

*Presenter:* Ms. Patricia Daley, Director of Special Education

Ms. Daley noted that Section 504 is now broader, and a major change in the amendments addresses definitions related to major life functions. She also stated that the school system has updated training to reflect ADA (Americans with Disabilities Act) amendments, which will also be updated in the policy.

**Policy 10020 Use of School Facilities by Non-School Groups - Charter**

*Presenters:* Mr. Ken Roey, Executive Director of Facilities Planning and Management; and Mr. Charles Parvis, Specialist, Community Use of School Facilities Office

Mr. Parvis pointed out that the review committee will be meeting with youth sports groups to obtain suggestions and recommendations for the policy. The school system provided 675,000 hours of facility use last year, representing approximately 1,700 distinct user groups.

**Policy 2070 Ethics**

*Presenter:* Mr. Mark Bloom, General Counsel

Mr. Blom presented the following proposed revisions based on feedback from Board members and public hearings:

Policy

- Adds definitions of Complaint, Ethics, and Tutoring.
- Adds language to the definition of Gift.
- Clarifies future students who many not be tutored.
- Adds "using" in addition to disclosing confidential information.
- Adds a standard that opinions by the Ethics Panel will be copied to the Board.
- Adds a standard requiring an annual report to the Board.

Implementation Procedures

- Moves definition of Complaint to policy.
- Changes Board Counsel to General Counsel in the Ethics Panel structure.

### Regulations

- Clarifies definition of "Doing Business With."
- Clarifies language in the definition of Lobbying.
- Adds intern to the definition of Employee.
- Adds language to the definition of Tutoring.
- Eliminates "dependent" in the description of children in section VI.A.
- Clarifies future students who many not be tutored.
- Moves paragraph about bidders to section VII.E.
- Clarifies language in Disclosure of Confidential Information.

### *Discussion:*

The Board held a lengthy discussion but failed to take action on proposed Policy 2070 Ethics. Specifically, Board members expressed concerns and questioned Mr. Blom about portions of the policy dealing with tutoring and political activity. Due to the number of unresolved issues, the Board agreed to schedule a work session to further address the policy proposal.

The work session was subsequently scheduled for September 20, 2010.

**Recess** – The meeting was recessed by the Chairman at 7:24 p.m. and reconvened at 8:09 p.m.

### **Public Forum**

Ms. Fern Cohen, HCPSS parent, expressed concerns about the size of third grade classes at Clarksville ES.

### **Superintendent's Proposed FY 2012 Capital Budget & FY 2013-2017 Capital Improvement Program (CIP)**

*Presenters:* Dr. Cousin, Superintendent, and Mr. Ken Roey, Executive Director of Facilities Planning and Management

### *Highlights:*

- FY 2012 Capital Budget request totals \$97,307,000.
- FY 2013-2017 Capital Improvement Program (CIP) request totals \$497,409,000.
- FY 2012-2021 Long Range Master Plan totals \$966,874,000.

- Proposal also includes:
  - Atholton HS renovation
  - Dance Studio addition to Centennial HS and Hammond HS
  - New Northeastern ES
  - 100-seat addition to Phelps Luck ES

*Discussion Highlights:*

- The 100-seat addition for Phelps Luck ES is being proposed as a design alternate, and the eight portables on site currently house the 100 students. Phelps Luck ES will be above 110-percent capacity for the short- and long-range foreseeable future.
- The new northeastern middle school is scheduled for completion in August of 2015.
- The Site Acquisition and Construction Reserve fund is an emergency fund and is not used as supplemental funding for other projects. Any monies used from this fund are paid back.
- The School Construction Monthly Report is accessible to the public and includes the funding balance of all HCPSS capital budget accounts.

**Adjournment** – By Board consensus, the meeting was adjourned at 8:40 p.m.

**Information Item**

Centennial HS/Hammond HS Dance Studio Addition SD Comments from MSDE

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

September 2, 2010

The Board of Education of Howard County met in closed session on September 2, 2010, at 2:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Dr. Siddiqui that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss the Superintendent's goals for the 2010-2011 school year. The motion was seconded by Mr. Cohen and approved 5/0. Persons present: Board members Ellen Flynn Giles, Chairman; Janet Siddiqui, M.D., Vice Chairman; Lawrence S. Cohen; Allen Dyer, Esq.; and Patricia S. Gordon. Sandra H. French and Frank J. Acquino, Esq., were not present at the vote but joined the meeting at 2:10 and 2:20 p.m., respectively.

**ITEMS CONSIDERED ACTION TAKEN, AND RECORDED VOTES:**

Also present: Sydney L. Cousin, Superintendent (2:15 p.m.)

The Board met privately to briefly review the Superintendent's evaluation. Dr. Cousin then joined the Board members in discussion and review of the Superintendent's 2010-2011 Goals. Discussion will continue on September 23, 2010.

Adjourned: 2:45 p.m.

Submitted by: \_\_\_\_\_  
Ellen Flynn Giles, Chairman  
Board of Education

Approved – October 21, 2010

OAH-DYER-000820

**MINUTES OF THE MEETING OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY,  
HOWARD COUNTY DELEGATION,  
AND  
HOWARD COUNTY COUNCIL**

**September 8, 2010**

The Board of Education of Howard County hosted a breakfast meeting on Wednesday, September 8, 2010, at 8:30 a.m., with members of the Howard County Delegation, and the Howard County Council. The meeting was held in the Boardroom of the Department of Education, 10910 Route 108, Ellicott City, MD, 21042.

Present:

Board of Education

Ellen Flynn Giles., Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Alexis N. Adams, Student Member

Howard County Delegation

Senator Edward Kasemeyer  
Senator James Robey  
Delegate Gail Bates  
Delegate Guy Guzzone  
Delegate Shane Pendergrass  
Delegate Frank Turner  
Delegate Elizabeth Bobo  
Delegate Steven DeBoy  
Delegate James Malone  
Mr. Wesley Queen representing  
Delegate Frank Turner

Howard County Public Schools

Sydney L. Cousin, Superintendent  
Mamie J. Perkins, Chief of Staff  
Linda Wise, Chief Academic Officer  
Ken Roey, Executive Director, Facilities  
Planning and Management  
Kathleen V. Hanks, Recording Secretary

Howard County Council

Courtney Watson, Chairperson  
Mary Kay Sigaty, Vice  
Chairperson  
Calvin Ball  
Greg Fox  
Jennifer Terrasa

County Executive's Office

Ned Cheston  
Ray Wacks

Approved – September 23, 2010

OAH-DYER-000821

At 8:40 a.m. Chairman Giles welcomed everyone to the meeting and then introduced Dr. Siddiqui, Chairman of the Board of Education's Legislative Committee. Dr. Siddiqui stated the purpose and objective of the meeting was to discuss the school systems' accomplishments, challenges, and things the school system has done to be fiscally responsible. She also stated the Howard County Public School System (HCPSS) did not become the number one school system by itself. It was a team effort by everyone in the meeting and their commitment to education. These efforts were not just over the past year, but over several years, and it has made a tremendous difference.

Dr. Cousin reviewed the following:

- Test scores continue to improve
- Attendance across all levels and racial/ethnic groups surpassed the 94 percent local satisfactory standard
- In-school suspensions are down.

Mrs. Perkins reviewed how HCPSS is working to close the achievement gap. She specifically addressed the hiring of teachers and working to obtain the best for our students.

- HCPSS received over 3000 applications
- HCPSS hired 279 applicants to open schools
- 61% of those hired are experienced teachers
- 135 of the 279 have masters degrees
- 2 have doctorate degrees.

Mrs. Wise reviewed the following on how HCPSS is working to close the achievement gap.

- Set targets and focused on data
- Improved instruction for all students
- Provided structured interventions for students who need them
- Increased employees' awareness of the need for cultural proficiency
- Focused on enhanced parent/family engagement.

Dr. Cousin concluded the presentation with the following:

- Reviewed Strategic budgetary decisions
- Collaboration with the County Government to reduce duplicate services
- Discussed fiscal challenges
- Discussed Race to the Top Initiatives – HCPSS funding will be approximately \$823,000 over 3 years.

The meeting was then opened for questions and additional discussion.

Approved – September 23, 2010

Delegate Bates asked if we are seeing a significant increase in transfers into public schools from private schools. Mr. Roey stated that we are not experiencing substantial increases. Some BRAC families have already relocated into Howard County. Delegate Bates inquired about several schools that are significantly under enrolled – particularly West Friendship and Bushy Park Elementary Schools. Dr. Cousin stated that there are some schools, particularly in the west, where enrollment is not as high; while in the east and some of the Columbia schools, enrollment is on the rise.

Delegate Bobo asked what type of housing the BRAC families are purchasing at this time. Mr. Roey stated that at this time we have seen movement into affordable housing. Delegate Bobo asked about the school site in the Route 1 corridor - how do you determine which school site is acceptable?

There was in-depth discussion regarding the Policy, Capital Budget, and Feasibility Study; and how it related to the selection of school sites and enrollment.

Delegate Bobo also asked about the downtown Columbia site and if a reservation for a school had been made? Current policy allows for the reservation through DPZ, and additional language in the CEPAs sets milestones in the process for such a request at the 10% and 25% residential development stage, or as necessary. Councilperson Watson reiterated that HCPSS can request a school site at any time in the process.

Councilperson Ball asked if HCPSS had already been looking for a school site in the Route 1 corridor? Dr. Cousin responded that HCPSS has been looking for school sites in that area for a decade. The school system works cooperatively with planning and zoning. The approved site needs to meet the Board's policy parameters, school system needs, and capital project timeframe.

Delegate Pendergrass asked what is the difference between the Route 1 corridor and the downtown Columbia site? Chairman Giles explained the HCPSS Feasibility Study.

Delegates Bates asked if we are planning to close West Friendship ES. West Friendship has been a topic of consideration in the last three Feasibility Studies. Nothing will happen quickly because policy has to be followed with a recommendation to the Board, a public hearing, etc.

Dr. Cousin stated that we do have concerns about the upcoming legislative session and HCPSS will be in contact. The meeting was adjourned at 9:40 a.m.

Approved – September 23, 2010

Minutes of the Board of Education Policy Committee- September 20, 2010

Board Planning Room, 3:15 – 5:15 p.m.

Committee Members: Sandra H. French, Chairman; Ellen Flynn Giles; Patricia S. Gordon

Staff: Fran Albert, Policy Specialist; Trudy Grantham, Policy Administrative Secretary;

Ronald A. Miller, Manager Safety, Environment and Risk Management;

Donna Heller, Coordinator Health Services; Board Staff: Kathy Hanks, Administrative Specialist

Item	Subject	Discussion	Action/Status	Follow-up
A.	1. Call to Order 2. Approval of Agenda	1. Meeting was called to order at 3:20 p.m. 2. Modifications will be made based upon staff availability.	No modifications were made to the agenda and the agenda was approved by consensus.	
B.	Policy 5130 Bloodborne Pathogens	<p>Mr. Miller stated there are 60-65 reported incidents per year. These are usually student to staff – special education students biting staff members. These are handled very quickly and staff members are sent immediately to Concentra. Students’ parents are notified and blood tests are requested. This is not well received by parents. When the incident is student against student it is very difficult to get the parent to inform the school system as to whether or not a health care provider has been contacted.</p> <p>The present policy is an OSHA requirement for employees and does not include students. The committee is considering ways to include students. To better service our student body, Ms. Heller is working on emergency procedures on bodily fluids in the Health Services Procedures Manual.</p> <p>It was also suggested that the Circular be distributed both electronically and as paper copies since it will be new.</p>	<p>It is the committee’s opinion that this policy should be rescinded. Employee incidents will be handled through the OSHA requirements. Student incidents will be addressed in the Health Services Procedure Manual. A circular will be distributed to employees regarding student incidents.</p>	<p>BOE Policy Committee Members concurred.</p> <p>The full Board will receive the proposed Circular highlighting language changes along with the proposal to rescind the policy. Staff should look at present policies to see if this could be added as a standard and/or as a reference as was done with the Do No Resuscitate Policy.</p>
C.	Miscellaneous Policy Items – Board Discussion of	As requested by the full Board, the Board Policy Committee discussed the process of errata as determined at the June 7, 2010, BOE Policy Committee meeting. Policy 2020 Policy Development And Adoption was reviewed. The Errata list could	The Policy Committee agreed that the practice was of sufficient importance as to warrant	An action report will be presented to the full Board on October 21, 2010. Additional



Item	Subject	Discussion	Action/Status	Follow-up
	Procedures of 6/24/10 Board Meeting	be appended to the annual report, since it already includes the next year's policy review schedule which is also an Action item.	full Board approval. This procedure fits under Section V. Compliance D. of Policy 2020 Policy Development And Adoption.	changes or clarifications could be made when Policy 2020 is reviewed under the regular time cycle.
D.	Select Chairman of Committee	Mrs. French moved that Ms. Giles be Chairman of the Committee, with a second by Mrs. Gordon.	Motion approved 3/0.	
E.	General Discussion/ Other	Mrs. Hanks shared that all Policies Under Consideration are now on the BoardDocs Welcome Page.	Board Policy Committee praised the improvement.	
F.	Scheduling	Policy Committee Meetings are scheduled for the following dates. All meetings are from 1:00 p.m. to 3:00 p.m. in ML2.	November 8, 2010 March 14, 2011 May 16, 2011	Ms. Giles will convene the next meeting on 11/8/10.
G.	Adjournment	Meeting was adjourned at 4:15 p.m.	By Consensus	

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

September 20, 2010

The Board of Education of Howard County held a Work Session on proposed Policy 2070 Ethics on Monday, September 20, 2010, at 1:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Alexis N. Adams, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Linda Morgan, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 1:07 p.m., and Ms. Adams led the group in the Pledge of Allegiance.

### **Approval of Agenda**

*Action:* Dr. Siddiqui moved approval of the agenda. The motion was seconded by Mrs. Gordon and approved by the members of the Board (8/0).

### **Work Session – Proposed Policy 2070 Ethics and Ethics Regulations**

*Presenters:* Mr. Mark Blom, General Counsel, and Mrs. Fran Albert, Policy/Charter School Specialist

Mr. Blom provided a presentation summarizing topics that previously generated questions and discussion. The policy review committee's recommendations and some alternatives to addressing various issues were also included.

Mr. Blom explained that much of the language in the policy is derived from the Ethics Regulations, which contain the sum and substance, detail, and specific restrictions on ethics for employees and Board members. The Ethics Regulations are required by state law, and state law further contains specific elements that the proposed ethics policy must comply with. Any changes to the

Ethics Regulations must be approved by the State Ethics Commission before becoming effective.

Topic: Application to Volunteers

- Issue: Should the Ethics Regulations apply to volunteers?
- Committee Recommendation: Add volunteers to the Ethics Regulations.
- Other Proposal: Do not add volunteers.

By Board consensus, “volunteers” will not be included in the Ethics Regulations or proposed Policy 2070. Volunteers are already subject to all HCPSS policies and procedures.

Consultants

Mr. Blom noted that any third-party professional falls under the consultant category.

By Board consensus “consultants” will remain unchanged but will be defined. Additional language regarding Board of Education candidates will also be added.

Topic: Tutoring Standard

- Issue: Accept or revise committee’s recommendation.
- Committee Recommendation: A teacher cannot tutor a current student. In addition, an elementary or middle school teacher cannot tutor a student attending the same school and assigned to a lower grade. A high school teacher cannot tutor a student currently assigned to the same school as the teacher. This does not apply to teachers hired to provide tutoring or services by an independent entity.
- Other Proposals:
  1. A teacher cannot tutor a current student. This does not apply to teachers hired to provide tutoring or services by an independent entity.
  2. A teacher cannot tutor a student assigned to the same building as the teacher. This does not apply to teachers hired to provide tutoring or services by an independent entity.
  3. No restrictions on tutoring.

By consensus, Board members agreed to the following language: A teacher cannot tutor a current student for private compensation.

Further restrictions regarding third-party tutoring for private compensation will be forthcoming.

Topic: Purpose Statement

- Current Proposal: The purpose of this policy is to clarify that the Ethics Regulations apply to Board members and employees.
- Other Proposals:
  1. The purpose of this policy is to establish expectations for ensuring that standards of ethics are upheld by all Board members and employees.
  2. The purpose of this policy is to articulate the valuable role of ethical conduct in the governance and operation of the school system, establish standards of conduct, and publicize those standards to the school community.

Board members suggested that specific language be included to indicate that the purpose of the policy is to complement or support the Ethics Regulations by articulating the importance of ethical conduct in the governance and operation of the school system.

Topic: Receipt of Political Tickets

- Issue: May Board members and employees receive free tickets to political events?
- Existing Rule: Tickets may be accepted.
- Committee Recommendation: Prohibit receipt of free tickets. Board members and employees may attend but must pay the cost of the ticket.
- Other Proposals:
  1. Keep current provision (free tickets may be accepted).
  2. Keep current provision and add express disclosure requirement.

By Board consensus, this item will be left unchanged and allows gifts of tickets or free admission to be accepted by Board members and employees.

Topic: Definitions

- Issue: Terms are defined in the proposed policy and the Ethics Regulations.
- Proposal: Make definitions in the policy consistent with the Ethics Regulations.

Mr. Blom explained that the goal is to ensure that policy definitions are consistent with definitions in the regulations since that is the governing and essential document. Board members agreed with the committee's proposal.

Topic: Political Activity by Employees

- Committee Recommendation: Add language to the Ethics Regulations as follows: An employee may not involve any HCPSS students in political campaigns for him or herself or for any political party, candidate, or political

issue which the employee is promoting. This provision does not apply to students working in the political campaign of an immediate family member.

- Other Proposal: Delete committee's recommendation from the Ethics Regulations.

Board members suggested that social studies staff be consulted regarding specific language to be added and/or removed to further clarify the restrictions regarding this aspect of the policy.

Revised documents will be provided to Board members for review. The policy and regulations will be brought forth at a future Board meeting.

**Adjournment** – By Board consensus, the meeting was adjourned at 3:08 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

September 23, 2010

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, September 23, 2010, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq.  
Lawrence H. Cohen (afternoon session only)  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Alexis N. Adams, Student Member (left at 9:15 p.m.)

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 4:05 p.m., and Molly Coon, Student Government Association (SGA) President, Atholton HS, led the group in the Pledge of Allegiance.

### Public Forum

Kelly Schwab, Long Reach HS student, informed the Board of the group she co-founded, Teens Together, which is a support group for teens who have a friend or family member with cancer.

### Approval of Agenda

*Motion:* Mr. Dyer moved to add an agenda item to consider and vote on whether or not to cease document destruction of Howard County emails until the Board has a written records retention policy.

It was suggested that this item be placed on the quarterly agenda to allow time for better preparation, discussion, and input from staff on the implications involved. It was also noted that only emails that have already been deleted by the user are destroyed after 30 days.

The motion failed for lack of a second.

*Action:* Mr. Aquino moved approval of the agenda as presented. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/1), with Mr. Dyer voting no.

### **Superintendent's Report**

Dr. Cousin reported on the school system's support for the Day on the Farm program and the Distracted Driving event at Centennial HS. He also congratulated the following HCPSS students who are among 31 artists from Maryland with work on display at the United States Department of Education in Washington, DC:

- Briana Hanlon, Marriotts Ridge HS
- Katherine Chorosinski, Marriotts Ridge HS
- Jane Yoon, Marriotts Ridge HS
- Peter Favinger, River Hill HS
- Emily Pan, River Hill HS
- Joshua Tulkoff, Wilde Lake HS
- River Hill HS student Peter Favinger spoke at the show's opening reception on September 20.
- The Marriotts Ridge HS String Quartet, directed by Rosemary Lather, performed at the event.

Dr. Cousin also announced plans to close the Faulkner Ridge Center early in 2011, due to persistent infrastructure and parking issues, and move staff from that facility to the Ascend One Building and the Old Cedar Lane building.

### **Student Representative's Report – Atholton HS**

Molly Coon, SGA President, reported on recent and upcoming activities at the school. A primary goal is to increase community service. Molly emphasized that Atholton HS is a place to feel challenged, welcome, and proud.

### **Board Members' Reports**

Board members reported on their attendance at recent events and activities. Community members were recognized for their service, and the importance of civility was noted.

### **Signing of Contract Addendums**

Mrs. Sue Mascaro, Director, Staff Relations, presented for ratification and signature revised contract addendums for the following bargaining units:

- American Federation of State, County and Municipal Employees (AFSCME)
- Howard County Administrators Association (HCAA).

Mrs. Mascaro explained that all employee bargaining units have been asked to reopen negotiations in response to new federal regulations regarding medical benefits for part-time employees. All affected employees who increased employment to full time prior to this action will be guaranteed job interviews for any existing part-time positions that become available through December 31, 2010.

*Action:* Dr. Siddiqui moved approval of the addendum of the signing of the contracts for HCAA and AFSCME. The motion was seconded by Mr. Aquino and approved by the members of the Board (6/1\*), with Mr. Dyer voting no.

The agreement with the American Federation of State, County and Municipal Employees is dated July 1, 2009, to June 30, 2011; and the agreement with the Howard County Administrators Association is dated July 1, 2009, to June 30, 2011.

Appreciation was expressed to AFSCME and HCAA representatives for their promptness and cooperation regarding renegotiation. Negotiations with the Howard County Education Association (HCEA) and HCEA/ESP (Education Support Personnel) are currently underway.

### **Consent Agenda (Restricted\*)**

School Bus Contract Transfer and Confidential Closed Meeting Minutes of August 19, 2010.

*Action:* Mr. Aquino moved approval of the Restricted Consent Agenda. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0\*).

### **Consent Agenda**

Donations and Minutes of the Board of Education/Howard County Delegation/Howard County Council Meeting of September 8, 2010; and Regular Meeting Minutes of September 2 and August 19, 2010.

*Action:* Mr. Cohen moved approval of the Consent Agenda. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (8/0).

### **Bridge to Excellence: Master Plan 2010 Update – Draft**

*Presenters:* Dr. Theresa Alban, Chief Operating Officer, and Mrs. Caryn Lasser, Coordinator, Strategic Planning and System Improvement

The *Maryland Bridge to Excellence in Public Schools Act* requires that local school systems submit the annual update to their comprehensive master plans to



the Maryland State Department of Education (MSDE) for review by October 15, 2010, and in final form by November 22, 2010.

Mrs. Lasser provided details on the Executive Summary, Cross Functional High Leverage Strategies, and Division High Leverage Strategies. She also provided information on accountability, results, and grant-funded programs.

Dr. Alban noted that additional information will be added to the draft when received. MSDE will comment on the draft submission, and the final version will be ready in November.

*Discussion:*

Board members expressed appreciation to staff for their hard work in putting the BTE Master Plan together. It was noted that the plan showcases the school system's philosophy, goals, and objectives, and illustrates the alignment of efforts for student achievement.

*Action:* Dr. Siddiqui moved approval of the 2010 BTE Master Plan Update - Draft. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

**Proclamation: Learning disAbility Month**

This proclamation designates October 2010 as Learning disAbility month in the Howard County Public School System and acknowledges the numerous contributions made in support of students with disabilities.

*Action:* Mrs. Gordon moved approval of the proclamation. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

**Proclamation: National Principals' Month**

The National Association of Elementary School Principals and the National Association of Secondary School Principals have declared October as National Principals Month. The Board was asked to designate October as Principals Month in HCPSS as a way to express gratitude to school principals for their hard work and dedicated service on behalf of HCPSS students.

*Action:* Mr. Aquino moved approval of the proclamation. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

**\*Teaching American History Grant**

*Presenter:* Mr. Mark Stout, Coordinator, Advanced Programs and Secondary Social Studies

Mr. Stout presented background information regarding the grant for the project *History Labs: Inquiry-Based Teaching and Assessment of American History*. This project will focus on raising student achievement in American history through a sustained professional development program for a cohort of elementary, middle, and high school history teachers.

HCPSS partners in this grant are the Center for History Education at UMBC; the Maryland State Archives; educator, professor, and researcher Dr. Bruce VanSledright from UMCP; and The DBQ<sup>®</sup> (Document Based Questions) Project. The total grant award is \$999,446.

*Discussion:*

Mr. Stout pointed out that the original purpose of the grant was to enhance teacher knowledge of American history. The grants have evolved beyond that in teaching teachers how to teach history differently. It has been a great experience for the last three years, and staff is excited to get started again.

*Action:* Mrs. French moved approval of the Teaching American History Grant in the amount of \$999,446. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0\*).

**Extended Year Programs (Summer School)**

*Presenters:* Ms. Diane Martin, Director, Student, Family, and Community Services; and Ms. Caroline Walker, Coordinator, Academic Intervention and Title I Programs

During the summer of 2010, HCPSS offered a variety of extended year programs focused on maintenance, acceleration, and enrichment. These programs included the following:

- Academic Intervention Summer Programs (AI).
- BSAP (Black Student Achievement Program) Elementary Summer Learning Camp (SLC).
- BSAP Secondary Student Enrichment and Accelerating Achievement for Leadership (SEAL) Summer Program.
- The Career Academies Summer Camps.
- The Comprehensive Summer School Program.
- The Extended School Year Services (ESY).
- The G/T Summer Institutes for Talent Development (G/T).

- The Regional Early Childhood Center (RECC) Preschool-Kindergarten Program.
- The Science, Technology, Engineering, and Mathematics (STEM) Summer Institutes.

*Discussion:*

Staff reported that administrators of the program provide information on student progress, which is used for articulation from summer school to regular school. The school system's new data collection system makes this information readily available.

Board members commended staff for their work and expressed appreciation for their efforts in this area. It was noted that HCPSS has year-round school in various ways because many students and teachers are working all year.

### **Comprehensive Maintenance Program 2011**

*Presenters:* Mr. Ken Roey, Executive Director, Facilities Planning and Management; and Mr. Wayne Crosby, Director, School Facilities

Maintenance objectives and methods are reflected in the Comprehensive Maintenance Program with illustrations of some of the basic services, issues, and schedules necessary to keep facilities in as near original condition as possible to sustain a safe, attractive, and optimum learning environment for HCPSS.

*Discussion:*

It was noted that the Department of School Facilities is accomplishing approximately 40 percent more maintenance without increasing staff. School facilities are running more effectively and efficiently, and improvements in the operational efficiencies of the buildings are evident each year.

Dr. Cousin noted that the HCPSS Comprehensive Maintenance Program has served as a model for the state of Maryland. Much is accomplished with limited resources, which cannot continue indefinitely. Maintenance and facility renovation is a critical part of keeping buildings in the best shape, and the importance of using quality materials to ensure long, sustainable life was emphasized.

Board members and the Superintendent expressed appreciation to staff for their work.

*Action:* Mr. Aquino moved approval of the Comprehensive Maintenance Program for 2011. The motion was seconded by Mr. Dyer and approved by the members of the Board (8/0).

**2011/2012 Academic Calendar Committee – Charter**

*Presenter:* Mrs. Patti Caplan, Director of Public Relations

Mrs. Caplan presented the charter for Board. The proposed 2011/2012 Academic Calendar is scheduled for presentation to the Board on November 4, 2010. Calendar-related items suggested by the Board will be shared with the calendar committee for consideration.

*Discussion:*

Mr. Dyer requested that the committee develop two different calendars in order for the Board to make a final selection between the two versions.

Board members discussed the fact that certain things cannot be changed because of the mandated attendance requirement of 180 days for students and 192 days for teachers.

Mrs. Caplan explained that the committee is comprised of representatives from various groups, including PTA organizations, HCPSS curriculum staff, and the HCPSS Transportation Office.

Mr. Aquino requested information pertaining to the constraints that affect the scheduling of school days. Mrs. Caplan noted that there is a FAQ document that addresses such issues for public access posted on the HCPSS website.

*Motion:* Mr. Dyer moved that the calendar committee be tasked with providing two calendar alternatives for the upcoming year. The motion failed for lack of a second.

*Action:* Mrs. French moved approval of the Charter for the 2011-2012 Academic Calendar Committee. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/1), with Mr. Dyer voting no.

**Ombudsman Report**

*Presenter:* Mrs. Rose Dennison, Ombudsman

Mrs. Dennison presented an annual report on the number and type of cases brought to her during the 2009/2010 school year. Parents and extended family contact the Ombudsman most frequently regarding student concerns. During the last school year this group was the source of 94 percent of the cases. In previous years, cases from this group accounted for 87 percent in 2008-2009 and 96 percent in 2007-2008. The categories with the most frequently occurring

cases for this group from this past year are Enrollment/Residency (18 cases), followed by Bullying/Harassment and Discipline (14 cases each).

Mrs. Dennison reported that overall, she handled 100 cases last year brought to her by parents, community members, and HCPSS personnel. This number is up from 86 in 2008/2009 and 69 in 2007/2008.

### **\*Operating Budget Review Committee (OBRC) Recommendations for FY 2012**

*Presenter:* Mr. Ray Brown, Chief Financial Officer

The OBRC acts in an advisory capacity to the Board in the budget process. It is recommended that Howard County citizens be nominated for this committee from various stakeholder groups. Board members were asked to approve the composition of the FY 2012 OBRC.

*Discussion:*

*Motion:* Mr. Dyer moved that the Operating Budget Review Committee be approved with the amendment that meetings of the committee be televised.

Mr. Dyer indicated that televising the meetings would allow for more community involvement.

Dr. Siddiqui stated that previous committee members have said that continuous discussions are held outside of the structured meetings. She noted the importance of maintaining current practices to ensure a smooth process.

The motion failed for lack of a second.

*Action:* Mr. Aquino moved approval of the OBRC Charter as presented, as well as the membership recommendations. The motion was seconded by Mr. Cohen and approved by the members of the Board (6/1\*), with Mr. Dyer voting no.

### **Quarterly Agenda, October – December 2010**

*Presenter:* Mrs. Kathy Hanks, Administrative Specialist to the Board

Board members discussed and reviewed the quarterly agenda. The Superintendent's goals were added as a bulleted item and will be brought forth at a future meeting.

*Action:* Mr. Aquino moved approval of the Quarterly Agenda. The motion was seconded by Mrs. Gordon and approved by the members of the Board (8/0).

**Recess** - The meeting was recessed by the Chairman at 7:00 p.m. and reconvened at 7:35 p.m.

### **Public Forum**

Ms. Angela Render, HCPSS parent, requested that the Board lift the ban on use of computer labs after school.

### **Appointment – PTA Council of Howard County (PTACHC)**

Mr. John Hannay, PTACHC President, reported on the recent and upcoming activities of the council.

### **Public Hearing – Proposed FY 2012 Capital Budget and FY 2013 – 2017 Capital Improvement Program**

Ms. Jill Bateman, representing the Greater Elkridge Community Association, asked the Board to take a comprehensive look at where future schools will be placed in the eastern part of the county and set aside adequate funding for site acquisitions.

Mr. John Hannay, PTA Council President, testified in support of the funding for the renovation of schools, particularly Atholton HS, and in support of new schools in the northeast to address increasing enrollments.

Mr. Brian Meshkin recommended process improvements including providing more time between the public hearing and the vote on the budget, more capital investments in the Capital Budget to transform classrooms with technology, and the formation of a capital budget advisory committee.

Ms. Valerie McGuire spoke to the need to include funds to acquire four school sites and to keep site acquisition as a separate line item.

### **Public Hearing – New School Site**

Ms. Jill Bateman, representing the Greater Elkridge Community Association, asked for a third party safety study of the site and said the Association would like to see additional sites identified by the end of the year.

Ms. Leslie Kornreich expressed concern about the number of accidents on the rail line that runs next to the property.

Ms. Cynthia Vaillancourt expressed concern that the school system's enrollment projections for the area might be underestimated and noted the need for a future middle school in the area.

Ms. Valerie McGuire presented testimony indicating that the proposed property may better serve the community's needs as a middle or high school.

Mr. David Scheffenacker of Preston Partners, Inc., the developer of the community in which the proposed site is located, said he feels his company's proposal represents a positive public-private arrangement and hopes the Board decides to accept the site.

### **Program Agenda – Bridge to Excellence: An Energy Reduction Roadmap**

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management; and Mr. Wayne Crosby, Director, School Facilities

In FY 2010, the school system used approximately 1.5 percent fewer kilowatt hours of electricity on a square footage and weather normalized basis. These efforts have enabled the school system to reduce the FY 2011 operating budget for utilities by \$1,500,000. These savings are coupled with over \$200,000 in BG&E rebates, plus an additional \$135,000 in direct payments for participation in an energy curtailment program.

#### *Discussion:*

Staff explained that the external lighting of buildings has traditionally been on mechanical timers, which can fail. A recent initiative moves the exterior site lighting circuits to the controlled energy management system. If a system has a problem, an alarm informs staff that something is out of sequence. External lights are left on until all staff, including custodial staff, have left the building.

Mr. Roey stated that the key to future success in achieving energy conservation and reducing the carbon footprint will be the degree to which each employee takes ownership of the changes that must take place. HCPSS is already a nationally recognized leader in student achievement and hopes in the future to also be known as an education leader in sustainability practices.

### **Work Session – New School Site – Northeastern Region**

*Presenters:* Mr. Ken Roey, Executive Director, Facilities Planning and Management; and Mr. Joel Gallihue, Manager, School Planning

The need for a new elementary school in the northeastern region of the county has been determined due to overcrowding of existing schools and projected enrollment as documented in the Feasibility Studies of 2009 and 2010. A 20.2-acre school site and \$4 million is proposed for donation to the school system from Preston Capital Partners to facilitate inclusion of a school, which is located near the overcrowded schools of Bellows Spring ES and Elkridge ES.

Mr. Gallihue emphasized that the recommendation to the Board is for site acquisition only at this time. The Board will make the final decision on whether or not to build a school at this location at a future date.

*Highlights:*

Value

- 20.2 acres, includes space for three ball fields.
- Financial benefits include:
  - \$4 million towards construction.
  - Prepared site with utilities and access.
- Total value of over \$10 million.

Environmental Concerns

- Phase I and Phase II assessments on-line.
  - No existing issues.
  - No compounds exceed Maryland Department of the Environment (MDE) standards.
- Wetlands
  - Floodplain on northern property line.
  - Wetlands contained in non-buildable forest conservation area.

CSX Transportation on Rail Operations

- Current daily schedule:
  - 18 Passenger (Amtrak and MARC).
  - 12 Freight.
  - Most scheduled outside of school hours.
- Current freight cargo:
  - Mostly consumer goods.
  - No toxic/poison inhalation hazards.
  - No intermodal facilities planned in this area.

Gas Lines

- All gas transmission companies servicing this area were contacted.
- No high pressure gas lines are located anywhere near the Oxford Square project.
- Only local distribution lines are in vicinity.

Next Steps

- Board vote on October 7, 2010.
- Pending Board action, remainder of acquisition process will take approximately six months.
  - Site plan design.
  - Recordation of subdivision to create lot.
  - Sale transaction.



Recommendation

- Acquire parcel.
- Continue search for additional sites.
  - Reservation
  - Acquisition
  - Gift
- Final decision on the site for a new northeastern elementary school in spring of 2011.

*Discussion:*

Mr. Gallihue stated that schools should be operated between 90- and 110-percent utilization. Redistricting should be considered when projections indicate utilization above 110 percent.

In 2013, the following utilization percentages are projected for elementary schools in the northeast:

- Bellows Spring ES – 115 percent (with a new addition)
- Deep Run ES – 120 percent
- Elkridge ES – 121 percent

Board members discussed various issues related to situating a school on the proposed site. It was suggested that approval of the site acquisition be delayed so that the Board and community could receive additional information and answers to questions.

Staff was asked to provide information on the applicable code provisions regarding APFO (Adequate Public Facilities Ordinance) issues and implications.

*Motion:* Mr. Dyer moved that the Board lift the confidentiality on the site search for the purposes of the selection of a site for schools.

Mr. Aquino pointed out that the Board and the community are following an established process. The public is aware that the school system is searching for school sites. A number of sites have been recommended, but a variety of factors have contributed to those sites not being viable at this time. Additional sites are also being considered for acquisition.

The motion failed for lack of a second.

By consensus, Board members agreed to hold an additional work session for discussion and action on October 7, 2010. The Board urged community members who may be impacted by the Board's decision to provide comments to the Board.

**Work Session – FY 2012 Capital Budget and FY 2013-2017 Capital Improvement Program (CIP)**

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management

The capital budget is submitted earlier than the operating budget to accommodate deadlines associated with submission of the capital budget request to the Maryland State Department of Education (MSDE). In order to apply for state funding for eligible projects, it is necessary for the Board of Education to approve a priority listing for the FY 2012 Capital Budget.

- FY 2012 Capital Budget request totals \$97,307,000.
- FY 2013-2017 Capital Improvement Program request totals \$497,409,000.
- FY 2012-2021 Long-Range Master Plan totals \$966,874,000.

*Discussion:*

Staff explained that funds can only be transferred from one line item to another by the authority of Board approval. A school construction report is provided to the Board every month that explains how funds are being expended from each line item in the budget.

Mr. Ray Brown, Chief Financial Officer, explained that Board approval of the FY 2012 Capital Budget at this time is only to meet a state requirement to have a preliminary capital budget in place in order to qualify for state funding. The Board's formal capital budget request will be submitted to the county in February. There will be many opportunities for review and to consider whether to make changes to line items in terms of how they are identified and characterized in the budget.

*Action:* Dr. Siddiqui moved approval of the FY 2012 Capital Budget total request in the amount of \$97,000,307. The motion was seconded by Mrs. Gordon and approved by the members of the Board (6/0\*)

*Action:* Mr. Aquino moved approval of the FY 2013-2017 Capital Improvement Program in the amount of \$487,000,409. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (6/0\*).

*Action:* Mrs. French moved approval of the FY 2012-2021 Long-Range Master Plan in the amount of \$966,874,000. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (6/0\*).

*Action:* Dr. Siddiqui moved approval of the Priority Listing of FY 2012 State Capital Budget Request. The motion was seconded by Mr. Aquino and approved by the members of the Board (6/0\*).

## **Development of FY 2012 Budget Line Items for the Board of Education Office**

*Presenter:* Mrs. Kathy Hanks, Administrative Specialist to the Board

Mrs. Hanks provided a summary sheet of changes made to the budget and included placeholders for items that have been funded in the past but are not currently included in the budget due to fiscal constraints. This information will help in developing future budgets if additional funds become available.

*Discussion:*

Board members commended Mrs. Hanks on the development and presentation of the Board's budget.

Board members reviewed and discussed various items in past and present budgets. It was noted that a great deal of funds and expenses have been reduced over the years and that staff development and in-service training have been sacrificed. The importance of allowing enough money in the budget to accomplish Board business was noted.

By Board consensus, the FY 2012 Budget Line Items for the Board of Education Office were approved for submission and inclusion in the Superintendent's FY 2012 Operating Budget.

## **MABE (Maryland Association of Boards of Education) Resolutions**

Recommendations by the MABE Resolutions Committee for changes are submitted to individual Board members to review prior to the annual conference. Individual Board members will consider the recommendations of the committee and vote on the recommendations during the upcoming MABE conference.

**Adjournment** – By Board consensus, the meeting was adjourned at 10:43 p.m.

### **Information Items**

- A. 2010 Maryland School Assessment Results
- B. SAT Results for the Class of 2010
- C. IFAS Status Report

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

September 23, 2010

The Board of Education of Howard County met in closed session on September 23, 2010, at 2:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Dr. Siddiqui that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss the Superintendent's goals for the 2010-2011 school year. The motion was seconded by Mrs. Gordon and approved 5/0. Persons present: Board members Ellen Flynn Giles, Chairman; Janet Siddiqui, M.D., Vice Chairman; Allen Dyer, Esq.; Sandra H. French; and Patricia S. Gordon. Mr. Frank J. Aquino, Esq. was not present at the vote and joined the meeting at 2:20 p.m.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Sydney L. Cousin, Superintendent

The Board met with Dr. Cousin to discuss the Superintendent's 2010-2011 Goals. After comments and review, the Board approved the goals by consensus and agreed to place the Superintendent's Goals on the Board's agenda for discussion and approval at a future Board meeting.

Adjourned: 3:00 p.m.

Submitted by: \_\_\_\_\_  
Ellen Flynn Giles, Chairman  
Board of Education

**Quarterly Meeting of the  
Howard County Board of Education and  
Howard County Council**

Howard County Board of Education  
10910 Route 108  
Ellicott City, MD 21042

October 6, 2010  
8:15 a.m.

Attendees were as follows:

Board Members: Ellen Flynn Giles, Chairman; Frank J. Aquino, Esq.; Lawrence H. Cohen; Allen Dyer, Esq.; Sandra H. French; and Patricia S. Gordon

County Council: Courtney Watson, Chairperson; Mary Kay Sigaty, Vice Chairperson; Calvin Ball; Greg Fox; and Stephen LeGendre, Council Administrator

Council Staff: Jeff Meyers

County Exec. Staff: Jennifer Sager, Legislative Coordinator

School Staff: Sydney L. Cousin, Superintendent; Mamie Perkins, Chief of Staff; Raymond Brown, Chief Financial Officer; Terry Alban, Chief Operating Officer; Linda Wise, Chief Academic Officer; Clarissa Evans, Executive Director, Secondary Curricular Programs; Dan Furman, Staff Attorney

Board Staff: Kathy Hanks, Administrative Specialist

Chairman Ellen Giles called the meeting to order at 8:25 a.m.

## **1. Financial Literacy:**

Dr. Ball stated he was aware of new legislation and asked if the school system is in compliance with the law. Mrs. Wise stated it is a broad requirement. It can be a course or imbedded in the curriculum. Dr. Evans shared that the Howard County Public School System (HCPSS) has embedded financial literacy into the curriculum. HCPSS has a solid plan and it meets the COMAR requirements. HCPSS is offering professional development for social studies teachers who teach financial literacy in March. These teachers have already received materials developed by the Family Economics and Financial Education (FEFE) project of the University of Arizona.

## **2. MSA, HSA & AYP:**

Dr. Alban reviewed the test data. Public release of HSA's will be released October 6, 2010, at 10:00 a.m. The Goal 1 and Goal 2 reports, which will encompass greater detail, will be presented to the Board of Education in November and October. These Board Reports will be available on BoardDocs after they are presented to the Board of Education. Dr. Alban reviewed all the schools who did or did not make AYP and why. Dr. Cousin shared the special challenges that Howard County faces and the constant change in the measurable way the school system is critiqued.

Dr. Ball expressed his appreciation of what a great job the school system is doing and recognized the schools with difficulties is by a very small percentage. Dr. Ball asked about the interventions that those groups and schools are receiving to meet their goals. Ms. Wise stated that all schools have School Improvement Teams (SIT) that look at the school data and performance. Schools who do not make AYP receive more in-depth training. Schools that have not made AYP 3 years in a row have intense needs, and the school system works with MSDE. It is a broad view and a student by student view. There are many interventions in place and not just one will work. The school system also looks at what is happening before, during, and after school and works with the broader community. HCPSS is presently focusing on leadership training. HCPSS is not only looking at interventions, but also at staffing and training of staff. Mrs. Wise stated that when a school does not make AYP, it is very difficult for the school staff. The staff takes it very personally as all work extremely hard to help each student be successful.

Mr. Cohen reminded everyone that students are counted more than once which skews the statistics. Mr. Fox asked if a transient population affects assessments. Dr. Alban stated that there wasn't a statistical difference.

Ms. Watson asked if Teacher Ease has that been implemented at all schools? Dr. Alban stated it is used in all middle schools. The good news is our new student management system will provide this service. It will be tested in the spring and implemented in all schools fall 2011. Ms. Watson asked if Teacher Ease is mandatory for middle schools. Ms. Wise stated if the school uses it, all teachers must use it. Dr. Alban stated that HCPSS has a work group that will look at Teacher Ease and do a "Lessons Learned." Dr. Cousin and Mrs. Giles stated that the Bright Minds Foundation has provided approximately 300 computers and computer training to families in the community. This program has empowered these families and assisted them with programs such as Teacher Ease, Social Services, etc. There is still concern for those families who do not have access to technology. Dr. Ball asked HCPSS to inform the County Council if there are any ways in which Council could assist in supporting schools with achieving AYP and Ms. Sigaty concurred.

### **3. Information Requests:**

Ms. Perkins reviewed the information request process. In an effort to be more efficient, all information requests by County Council to HCPSS should be directed to Mrs. Hanks in the Board Office. Mrs. Hanks was requested to email the guidelines to the Council Mail email address so all Council assistants will have the procedures. Mrs. French requested that all Board Members be copied on all responses. All present were in consensus of the process.

### **4. Meeting Dates:**

Chairperson Watson shared that County Council was looking forward to hosting the next meeting in their newly renovated building. The Council is very aware that the Department of Education is also in need of a renovation. The following meeting dates were agreed upon:

Wednesday, January 12, 2011 (at County Council)  
Wednesday, April 6, 2011 (at BOE)  
Wednesday, June 15, 2011 (at County Council)  
Wednesday, October 5, 2011 (at BOE)

**Adjournment:** Chairman Giles adjourned the meeting at 9:15 a.m.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

October 7, 2010

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, October 7, 2010, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Alexis N. Adams, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 4:05 p.m., and Harsha Neerchal, SGA Board of Education (BOE) Representative and Centennial HS student, led the group in the Pledge of Allegiance.

## Public Forum

There was no one present to address the Board.

## Approval of Agenda

Delete: Item 9.A. Appointment - PTA Council of Howard County

*Motion:* Mr. Dyer moved that the BOE entertain a discussion and possible action relating to the destruction of documents without a retention policy in place and also the possibility of conflicts between the destruction and the role of the state archives. The motion failed for lack of a second.



*Action:* Dr. Siddiqui moved approval of the agenda as amended. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/1), with Mr. Dyer voting no.

### **Superintendent's Report**

Dr. Cousin reported on State Superintendent Dr. Nancy Grasmick's visit to Howard HS on Monday, October 4, 2010, to observe the school system's Technology and Engineering Education program. Assistant State Superintendent Ms. Kathy Oliver and MSDE Program Specialist Mr. Luke Rhine were also in attendance. Dr. Cousin thanked Principal Gina Massella and Howard's technology education teachers for representing the system in such an outstanding manner.

Dr. Cousin reported that he and Mrs. Linda Wise, Chief Academic Officer, attended an event at the Howard County Conservancy where an announcement was made that Howard County now has 34 "green" schools certified by the Maryland Association for Environmental and Outdoor Education. Of those 34 schools, 32 are part of the Howard County Public School System (HCPSS).

Dr. Cousin announced that earlier this week HCPSS received the 2010 Healthy Workplaces Gold Award from the Howard County Health Department. The award recognizes the school system for a commitment to employee health and wellness. He also congratulated the following staff and students:

- The entire Department of School Facilities for their fine showing on this year's State Maintenance Inspections. Of the 12 schools inspected, two received a superior rating (Mayfield Woods MS and Mount View MS), and eight others received scores above 90. The overall score of 92.4 was over two points higher than last year.
- Mr. Mike Williams, Athletics Coordinator, was recognized with a Certificate of Appreciation from the Brain Injury Association of Maryland for his unwavering commitment to the student-athlete and his vision to create a proactive and innovative concussion program in Howard County.
- Ms. Ketura Hearn, of Patuxent Valley MS, recently received an Outstanding Teacher Award from the Maryland Council of Teachers of Mathematics.

- Mr. Scott Sines, 4<sup>th</sup> grade teacher at Stevens Forest ES, received \$1,000 worth of supplies as part of the OfficeMax "A Day Made Better" program.
- Atholton HS seniors Celia Rozanski and Arjun Punjabi, were honored by the National Council of Teachers of English as outstanding writers in the Council's 2010 Achievement Awards in Writing.

### **Student Representative Report – Centennial HS**

Clare Boczon, SGA President; Justin Cosentino, PTSA Representative; Venki Sivasailam, Community Service Coordinator; Raymond Chang, Vice President of Public Relations; Harsha Neerchal, BOE Representative; and Michael Baruch, Treasurer, reported on recent and upcoming activities at the school. The main goal for this school year is to rejuvenate school spirit in both the students and the staff.

### **Board Members' Reports**

Board members reported on their attendance at the MABE (Maryland Association of Boards of Education) Conference in Ocean City and other school and community events. Mrs. French will chair MABE's Legislative Committee beginning in November 2010, and Mr. Aquino has been selected as MABE's representative to the State Task Force to Explore the Incorporation of the Principles of Universal Design for Learning.

### **Consent Agenda (Restricted\*)**

Staff Personnel; Bids and Contracts; School Construction Report; and Composition of Negotiating Teams

*Action:* Mr. Aquino moved approval of the Restricted Consent Agenda. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (6/0\*). Mrs. French was not present for the vote.

## Consent Agenda

Donations and minutes of the Work Session on Proposed Policy 2070 Ethics of September 20, 2010; BOE Policy Committee Meeting Minutes of September 20, 2010; and Regular Meeting Minutes of September 23, 2010

The BOE Policy Committee Meeting Minutes were pulled for voting purposes.

*Action:* Mr. Aquino moved approval of the Consent Agenda with the exception of the BOE Policy Committee Meeting Minutes. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0). Mrs. French was not present for the vote.

### BOE Policy Committee Meeting Minutes of September 20, 2010

*Action:* Mrs. French moved approval of the Policy Committee Meeting Minutes of September 20, 2010. The motion was seconded by Mrs. Gordon and approved (3/0) by the committee members (Mrs. French, Mrs. Gordon, and Mrs. Giles).

## \*Administrative Appointments and Promotions

*Presenter:* Mrs. Linda Wise, Chief Academic Officer

Mrs. Wise presented the appointment of Ms. Mary Weller to the position of Coordinator, Secondary Science.

*Motion:* Dr. Siddiqui moved approval of the appointment of Ms. Weller to the position of Coordinator, Secondary Science. The motion was seconded by Mr. Aquino.

*Discussion:*

Mr. Dyer suggested that approval of the appointment be postponed until the next BOE meeting so that Board members could get to know Ms. Weller.

Several Board members expressed confidence in staff's recommendation of Ms. Weller and apologized for any offense that may have been taken.

*Action:* The motion was approved by the members of the Board (6/1\*), with Mr. Dyer voting no.

### **Proclamation: Recognizing Educational Paraprofessional Day**

This proclamation designates November 17, 2010, as Educational Paraprofessional Day in the Howard County Public School System.

*Action:* Dr. Siddiqui moved approval of the proclamation. The motion was seconded by Mrs. Gordon and approved by the members of the Board (8/0).

### **Proclamation: Honoring Physical Therapists**

This proclamation designates the month of October 2010 as Physical Therapy Month in the Howard County Public School System.

*Action:* Ms. Adams moved approval of the proclamation. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

### **\*Hammond ES/MS Parking, Bus Loop, Storm Water Agreements**

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management

As part of the renovation project for Hammond ES and Hammond MS, a Maintenance Agreement is required for the storm water management facilities on the site.

*Action:* Mrs. French moved approval of the Hammond ES/MS Parking, Bus Loop, Storm Water Agreements. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0\*).

### **Standing Committee for Selection of Policies Requiring Revision – Charter**

*Presenter:* Ms. Fran Albert, Policy/Charter Schools Specialist

Ms. Albert presented the committee charter, which outlines the purpose, objectives, and membership of the committee charged with reviewing the oldest HCPSS/Board of Education policies to determine whether or not each will require review by a full committee.

Staff was asked to include language in the purpose of the charter indicating that the Superintendent will report the recommendations of the committee in the year-end policy report that is presented to the Board each June.

### **Policy 4000 Grants - Charter**

*Presenter:* Mrs. Juliann Dibble, Director, Professional and Organizational Development

Ms. Dibble presented the committee charter outlining the purpose, objectives, and membership of the committee charged with reviewing and revising Policy 4000 Grants.

### **Policy 4040 Fixed Assets - Charter**

*Presenter:* Mrs. Beverly Davis, Director of Finance

Ms. Davis presented the committee charter for the review and revision of Policy 4040 Fixed Assets. She noted that the policy does not need major revision; however, due to management reorganizations and changes in areas of responsibility over the years, it is necessary to update the policy.

Ms. Davis explained that this policy strictly addresses the accounting and safeguarding of fixed assets. From an accounting standpoint, the school system has fixed assets funded by both the capital and operating budgets.

### **Policy 5210 Pupil Transportation – Student Conduct - Charter**

*Presenter:* Mr. David Ramsay, Director of Transportation

Mr. Ramsay stated that the committee will make recommendations to follow current best practices, including the consideration of rescinding Policy 5210. At the time this policy was developed, transportation was not referenced within the student discipline policy or the Student Code of Conduct.

Mr. Ramsay noted that the Implementation Procedures for Policy 5200 Pupil Transportation will be updated to address the dissemination of information regarding other transportation policies, bus rules, etc.

**Policy 9210 Dress Code - Charter**

*Presenters:* Ms. Arlene Harrison, Administrative Director, Elementary Schools; and Mrs. Ronnie Bohn, Program Support Specialist

It was suggested that the committee discuss the creation of general guidelines to help direct principals and staff in individual schools. Ms. Harrison stated that the committee's work will also involve reviewing the law as it currently exists in this area.

Staff was also asked to include language recognizing the diversity of cultures and practices and to elevate the importance of a standard dress code in a professional setting to students.

Dr. Cousin noted that this policy may require review on a more frequent basis than the standard seven-year cycle and emphasized that an analysis of up-to-date legal requirements regarding dress codes will take place.

**Policy 9300 Homeless Student - Charter**

*Presenter:* Mrs. Pam Blackwell, Director, Student Services

Ms. Blackwell presented the charter and explained that this policy will be developed to provide guidance for staff regarding procedures for the enrollment and education of homeless children and youth.

Ms. Blackwell assured the Board that many procedures are currently in place that allow flexibility in addressing issues related to homeless students. Creating a policy will ensure that staff and the community have a clear understanding of the rules that must be followed and the considerations that must be made when a student becomes homeless.

**Recess** – The meeting was recessed by the Chairman at 5:25 p.m. and reconvened at 7:32 p.m.

**Public Forum**

Ms. Towanda Mitchell, parent, brought concerns to the Board about issues that she feels have not been addressed at Reservoir HS.

**Appointment – PTA Council of Howard County (PTACHC)**

PTACHC was unable to provide a report to the Board at this time.

**Work Session - \*New School Site**

*Presenter:* Mr. Joel Gallihue, Manager, School Planning; and Mr. Ken Roey, Executive Director, Facilities Planning and Management

A new elementary school is needed in the northeastern region due to projected enrollment (as noted in the 2009 and 2010 Feasibility Studies) and overcrowding in existing schools, namely Bellows Spring and Elkridge elementary schools.

A 20.2-acre parcel and a \$4-million donation to the Howard County Public School System is being offered by Preston Capital Partners, the developer of a mixed-use development on the adjacent property.

Information was provided to the Board in response to questions raised by the Board and community members regarding the recommendation to acquire this site. Acquisition of this land does not prevent consideration of other school sites, and the school system is continuing to evaluate other properties.

*Discussion:*

Dr. Cousin reminded the Board that the recommendation is to acquire this particular parcel for the land bank and not necessarily for the northeast elementary school. He emphasized that the acquisition of this site is at no cost to the school system.

Board members and staff discussed the information provided. It was noted that various scenarios have been tested that would situate a possible school as far away as 1,400 feet from the railroad tracks. Using a different scenario may allow for the placement of a school 1,500 feet away. Mr. Roey stated that many factors must be considered during a design phase, but it is possible to alter the footprint of the school to achieve the most desirable location.

The majority of Board members indicated that staff has done a good job in terms of evaluating the safety of the site at this time. The school system will continue to work with the Howard County Department of Planning and Zoning, and there is flexibility in terms of architecture and whether the site would be suitable for either an elementary or a middle school. Fiscal responsibilities were also noted, and it was pointed out that the school system still needs additional sites, which will require millions of dollars to purchase.

Due to concerns regarding rail traffic, Mr. Dyer suggested that the Board determine a specification for minimum standards to be used for all school sites with respect to proximity to rails. Mr. Dyer also stated that the Board has not gone the extra mile in determining what can be done to find a more appropriate site in the eastern part of the county, using the Board's power of condemnation if necessary.

*Motion:* Mr. Aquino moved that the school system accept staff's recommendation to accept this site into the land bank and to continue to take necessary actions to finalize the transaction with the proviso that at a later date, appropriate use of the site be designated with formal Board approval. The motion was seconded by Mr. Cohen.

*Discussion:*

Dr. Siddiqui noted the importance of delivering the academic program, and accommodations must be made for students in overcrowded schools, whether it is a new school site or redistricting. She stated her preference of redistricting before condemning any property. Mrs. Giles pointed out that capital projects for existing schools will be compromised if an additional \$10 million is needed for site acquisition. Mr. Aquino stated that approving the site acquisition for the land bank is the proper decision at this time with respect to fiscal and fiduciary obligations.

*Action:* The motion was approved by the members of the Board (6/1\*), with Mr. Dyer voting no.

**Adjournment** - By Board consensus, the meeting was adjourned at 8:24 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.



OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

October 14, 2010

The Board of Education of Howard County met in closed session on October 14, 2010, at 1:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Patricia S. Gordon that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss site acquisition. The motion was seconded by Janet Siddiqui, M.D. and approved 5-0. Persons present: Board members Ellen Flynn Giles, Chairman; Janet Siddiqui, M.D., Vice Chairman; Frank J. Aquino, Esq.; Lawrence H. Cohen; Allen Dyer, Esq.; and Patricia S. Gordon. Sandra H. French arrived at 1:10 p.m., after approval of the motion to close had been taken.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Sydney L. Cousin, Superintendent; Mamie Perkins, Chief of Staff; Theresa Alban, Chief Operating Officer; Raymond Brown, Chief Financial Officer; Linda Wise, Chief Academic Officer; Ken Roey, Executive Director, Facilities Planning and Management; and Joel Gallihue, Manager, School Planning

Staff presented an overview of a number of possible school sites under consideration for the land bank. Staff will continue to evaluate these sites and explore additional options.

Adjourned: 2:10 p.m.

Submitted by: \_\_\_\_\_  
Ellen Flynn Giles, Chairman  
Board of Education

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

October 21, 2010

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, October 21, 2010, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman (arrived at 4:48 p.m.)  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Alexis N. Adams, Student Member (left at 6:35 p.m.)

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Patti Caplan, Director, Public Relations  
Linda Morgan, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 4:10 p.m., and Caroline Shin, Glenelg HS student, led the group in the Pledge of Allegiance.

## Public Forum

The Alpha Foundation of Howard County presented a check in the amount of \$2,000 to the MESA program for expansion to the middle level at Cradlerock School.

## Approval of Agenda

*Motion:* Mr. Dyer moved that the Board discuss and act on an immediate cease and desist of destruction of public records. The motion failed for lack of a second.

Mrs. Giles explained that this issue has been referred to the school system's general counsel and external auditor. Assurance has been given that the school system is in compliance with COMAR and other applicable regulations. A document retention policy is on the development schedule for this year, and any issues that need to be addressed can be handled through the development of Policy 3050 Records Retention.

*Action:* Mr. Cohen moved approval of the agenda as presented. The motion was seconded by Mrs. Gordon and approved by the members of the Board (6/1), with Mr. Dyer voting no.

Approved – November 4, 2010

OAH-DYER-000858

## **Superintendent's Report**

Dr. Cousin updated the Board on the system's Race to the Top plan, which will be submitted to the Maryland State Department of Education by November 3. He also reported on his attendance at a superintendents' meeting in Annapolis regarding the fiscal outlook for the state.

Dr. Cousin expressed congratulations to the following:

Hannah McFadden, a 9th grader at Atholton HS, who was named to the All American Track and Field Teams by the U.S. Paralympics.

Lori Jenner of Longfellow ES, Patti Clifford of Pointers Run ES, and Julie Prince of Clarksville MS, who were selected as Maryland Elementary and Middle School Counselors of the Year by the Maryland School Counselor Association.

Centennial and River Hill high schools for sending more engineering students to the Clark School of Engineering at the University of Maryland than any other high schools in the state.

## **Student Representative's Report (Glenelg HS)**

Caroline Shin, Glenelg HS student, reported on recent and upcoming events at the school, including Homecoming and community service projects. Appreciation was also expressed to the Board for approving the school's new concession stand.

## **Board Members' Reports**

Board members reported on their attendance and participation in recent events and activities.

## **\*Signing of Contract Addendums**

Mrs. Sue Mascaro, Director, Staff Relations, presented for ratification and signature revised contract addendums for the following bargaining units:

- The Howard County Education Association (HCEA), dated July 1, 2010, to June 30, 2013.
- HCEA/ESP (Educational Support Personnel), dated July 1, 2010, to June 30, 2013.

Mrs. Mascaro explained that bargaining units were asked to reopen negotiations to address new federal regulations regarding health benefits for part-time employees. The contract addendums result in an improvement to health care premium coverage for part-time employees.

*Motion:* Mr. Aquino moved approval of the modifications under the contract addenda for HCEA and HCEA/ESP. The motion was seconded by Mr. Cohen.

*Discussion:*

Mr. Ray Brown, Chief Financial Officer, reported that additional cost-saving measures include claim and dependent audits as well as wellness initiatives that will assist with cost mitigation. Mr. Brown also noted that the audits will yield sufficient savings to address any shortfall from the contract changes.

*Action:* The motion was approved by the members of the Board (6/0\*).

### **Consent Agenda (Restricted\*)**

#### Bids and Contracts and Closed Meeting Minutes (Official and Confidential) of September 2 and September 23, 2010

*Motion:* Mrs. French moved approval of the restricted consent agenda. The motion was seconded by Mr. Aquino.

*Discussion:*

Mr. Dyer noted that the confidential closed meeting minutes do not contain any information that should be withheld and asked that they be released in order to give the public a better sense of the work of the Board and Superintendent. Mrs. Giles and Mr. Aquino disagreed with changing the standard practice for publishing closed meeting minutes. It was also noted that the topic of these particular closed meetings would be the subject of open discussion by the Board as part of the current meeting agenda.

*Action:* The motion to approve the restricted consent agenda was approved by the members of the Board (6/1\*), with Mr. Dyer voting no.

#### Donations; Minutes of the Board of Education/County Council Meeting of October 6, 2010; and Regular Meeting Minutes of October 7, 2010

*Motion:* Mr. Cohen moved approval of the consent agenda. The motion was seconded by Mrs. Gordon.

A minor amendment to the minutes of October 7 was requested to include the title of the state task force on which Mr. Aquino is serving.

*Action:* The motion to approve the consent agenda was approved by the members of the Board (7/0/1), with Mr. Dyer abstaining.

### **\*Administrative Appointment**

<u>Name</u>	<u>From</u>	<u>To</u>
Judith L. Pattik	Director, Department of Special Education Operations, Montgomery County Public Schools	Coordinator, Special Education

*Action:* Mrs. French moved approval of the appointment of Judith Pattik to Coordinator of Special Education. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (6/0/1\*), with Mr. Dyer abstaining.

### **Proclamation: American Indian Heritage Month**

American Indian Heritage will be celebrated during the month of November 2010.

*Action:* Ms. Adams moved approval of the proclamation. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

### **Proclamation: Honoring School Psychologists**

This proclamation honors the work of school psychologists and designates November 8-12, 2010, as School Psychology Week in HCPSS.

*Action:* Dr. Siddiqui moved approval of the proclamation. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

### **Bridge to Excellence Progress Report – Goal 2**

*Presenter:* Dr. Jose Stevenson, Director, Student Assessment and Program Evaluation; and Mr. Robert Motley, Principal, Patuxent Valley MS

Dr. Stevenson shared data on student attendance, student behavior, and responses to the 2010 school environment survey, which is used to monitor system progress.

All HCPSS schools met the satisfactory standard with an attendance rate of 94 percent or above. Forty-two schools met the excellent standard of 96 percent. All schools also met the Safe Student Behavior standard, with 2 percent or less of students demonstrating unsafe behaviors.

Every two years, the school system surveys staff and parents to gauge satisfaction with the school's welcoming environment, physical environment, nurturing learning environment, discipline, and diversity and commonality. The highest approval rating came from elementary parents, with 96.4 percent indicating that they are satisfied or highly satisfied with discipline in their child's

school. The lowest rating of 74.8 percent was from high school parents in the area of physical environment.

Staff, on the other hand, gave their highest rating to nurturing learning environment across all three levels. The lowest rating of 78.2 percent came from high school staff in the area of discipline.

Patuxent Valley MS Principal Robert Motley and Assistant Principal Josh Wasilewski reported on the strategies they used to increase attendance, reduce tardiness, and reduce suspensions by 57 percent in one year.

*Discussion:*

Mr. Dyer suggested that data collection for motor vehicle collisions at the high school level be added as a place to look for improvement in addressing safe and nurturing behavior.

Dr. Siddiqui asked about parent/community outreach efforts in terms of improving high school attendance. Mr. Motley stated that at the middle school level, improvement has occurred by opening communications through the utilization of Pupil Personnel Workers and families to determine underlying causes of tardiness and absenteeism. Dr. Siddiqui reminded parents to check attendance records as part of their child's report card.

Staff provided detailed information regarding the formation of the behavior team at Patuxent Valley MS, which has resulted in a reduction of student suspensions by over 50 percent.

Mrs. French referred to the school environment survey and pointed out that every high school increased in the strongly agree category in nurturing learning environment. She also noted that a high number of parents were in the strongly agree category regarding appreciation of diversity and commonality in the school system.

Mrs. Pamela Blackwell, Director of Student Services, spoke about bully prevention strategies and noted that consideration is being given to reconvening a committee to address issues of internet safety and cyberbullying, including community response and parent responsibility.

Board members commended staff on their success regarding Goal 2 and encouraged the public to view the entire report on BoardDocs.

**\*Superintendent's 2010-2011 Goals**

*Presenter:* Dr. Sydney Cousin, Superintendent

Dr. Cousin reported on four goals that will serve as his focus for the current school year. The Superintendent's goals are tied directly to the system's Goal 1 and Goal 2 and are designed to position the system for Race to the Top accountability and mandates. The Bridge to Excellence Master Plan outlines the strategies being used to achieve these goals. Dr. Cousin's goals for 2010-2011 are as follows:

1. To develop an evaluation tool for teachers and administrators that meets the criteria of state and federal mandates and which emphasizes the importance of student achievement.
2. To ensure that every racial/ethnic group is on track to reach the 100 percent proficiency rate expected for 2014 and thus eliminating the achievement gap.
3. To implement a comprehensive leadership development program and succession planning for all system leaders.
4. To develop a long-range plan for offering World Languages at the elementary level beginning in the 2011-2012 school year.

*Motion:* Mr. Aquino moved approval of the Superintendent's Goals as presented. The motion was seconded by Mr. Cohen.

*Discussion:*

Board members expressed appreciation to Dr. Cousin for his leadership and guidance and noted the importance of providing resources to assist in the accomplishment of these goals.

*Action:* The motion was approved by the members of the Board (7/0\*).

**\*Thunder Hill ES Construction Documents Report**

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management; and Mr. Mike Lahowin, TCA Architects, Inc.

The Construction Document (CD) brochure describes the additions and renovations to Thunder Hill ES. This project is utilizing the United States Green Building Council Leadership in Energy and Environmental Design (LEED) for Schools version 2009. The design intent is to achieve a LEED-Certified designation.

*Discussion:*

Staff noted that a construction phasing plan has been developed to minimize disruption to the school. The project will be constructed while the school is being

occupied by relocating students inside the building. There is ample space on site to provide portable classrooms in the event that the classroom alternates are not accepted.

*Action:* Dr. Siddiqui moved approval of the Construction Document brochure for the addition and renovation to Thunder Hill ES. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0\*).

### **\*Additions and Renovations to Bollman Bridge ES – Design Development Report**

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management; and Mr. Scott Washington, Department of School Construction

The Design Development (DD) brochure describes the additions and renovations to Bollman Bridge ES. Since the schematic design presentation, minor refinements have been made to the design, including improving the design of the HVAC system to reduce costs and allow for phasing of completion of the terminal distribution modifications in a more practical manner.

#### *Discussion:*

Mr. Roey stated that the geothermal field will be sized large enough to support both Bollman Bridge ES and Patuxent Valley MS.

*Action:* Dr. Siddiqui moved approval of the Design Development report for Bollman Bridge ES. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/0\*).

### **\*Atholton ES: Bioretention License Agreement**

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management

The Howard County government proposes to construct a bioretention facility that will provide water quality treatment for storm water runoff from a parking lot located on Atholton ES property, which serves the recreation facilities at Atholton Park, as well as the school. The county will design, construct, and maintain the facility. The Board was asked to approve the Bioretention License Agreement between Howard County, Maryland, and the Board of Education of Howard County.

#### *Discussion:*

Mr. Roey explained that the sequencing batch reactor (SBR) issues at Glenelg HS are more complicated than issues associated with the license agreement for Atholton ES. The SBR at Glenelg HS is a running plant, which



requires more attention both in terms of cost and resources. Discussions continue between the school system and county government regarding the responsibility of operations. The Atholton ES agreement is simply the maintenance agreement of a static pond.

*Action:* Mr. Aquino moved approval of the Bioretention License Agreement with Howard County at Atholton ES. The motion was seconded by Mrs. French and approved by the members of the Board (7/0\*).

### **Curriculum and Curriculum-Based Assessment Development 2010**

*Presenters:* Dr. Clarissa Evans, Executive Director; Secondary Curricular Programs; and Mrs. Marie DeAngelis, Director of Elementary Curricular Programs

Dr. Evans and Mrs. DeAngelis presented information regarding the development process designed to update curriculum and curriculum-based assessments. The following recommendations were requested of the Board:

1. Approve the HCPSS PreK-12 essential curriculum and curriculum-based assessments in accordance with Policy 8000 Curriculum (Appendices B and C).
2. Approve the addition and deletion of courses for the Catalog of Approved High School Courses for 2011-2012.
3. Approve English 12 and Algebra II as additional designated courses eligible for credit by examination.

#### *Discussion:*

Board members reported on their positive experiences in observing the curriculum writing workshops that are held each summer. Appreciation was expressed to teachers and staff for their hard work.

Mr. Bill Barnes, Coordinator, Secondary Mathematics, provided detailed information on the courses of Advanced Algebra and Functions and Discrete Mathematics. These courses will be offered at every high school, and the school system will continue to explore options to provide access for all students who want to take the classes, including hybrid models or online courses. Professional development will also be provided to staff members to increase the number of teachers who are qualified to teach these subjects.

*Motion:* Mrs. French moved approval of Appendix D, which includes the approval of two new courses and the deletion of four courses. The motion was seconded by Mr. Aquino.

Mr. Dyer offered an amendment to the motion that staff would provide a report to the Board regarding ways to provide all courses to all qualified students. The motion failed for lack of a second.

Dr. Siddiqui noted that many factors are involved when students choose their courses, and guidance counselors work with individuals to address issues that may arise.

*Action:* The motion to approve Appendix D was approved by the members of the Board (6/0/1), with Mr. Dyer abstaining.

*Action:* Dr. Siddiqui moved approval of the Pre-K-12 Essential Curriculum and Curriculum-Based Assessments in accordance with Policy 8000 Curriculum, Appendices B and C. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/0).

### English 12 and Algebra II - Credit by Exam

Staff explained that COMAR revisions indicate that full districts must provide an opportunity for students to earn credit by exam for Algebra II or English 12 so that students would have the possibility of being able to graduate early. In order to ensure that HCPSS is in alignment with COMAR and existing school system policies, Board approval was requested for students to earn credit by exam for Algebra II or English 12.

Dr. Evans stated that the advantage of the new regulations is that it offers an option for students and addresses college and career readiness.

*Action:* Mrs. Giles moved that the Board approve English 12 and Algebra II as additional designated courses eligible for credit by examination. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

### **High School Bridge Plans**

*Presenter:* Dr. Clarissa Evans, Executive Director, Secondary Curricular Programs

Dr. Evans reported on the status of the Bridge Plan for Academic Validation, an alternative route identified by the Maryland State Board for meeting the High School Assessment (HSA) requirement for graduation. She noted that HCPSS encourages students to continue to retake the HSAs while they work on Bridge Plan projects. A total of 89.3 percent of the Class of 2009 passed all HSAs, 8.6 percent met the requirement through the combined score option, and 1.5 percent completed Bridge Plan projects. A total of 86.4 percent of the Class of 2010 passed all HSAs, 10.6 percent met the requirement through the combined score option, and 2.9 percent completed Bridge Plan projects.

Currently, 95.7 percent of the Class of 2011 has met the HSA graduation requirement. Less than 5 percent of the class has not yet taken all four HSAs. Only 1.1 percent have met the requirement through the Bridge Plan option.

HCPSS is committed to continuing to provide appropriate support that enables all students to meet established graduation requirements, including the requirement that students demonstrate mastery of selected course content by passing a test or by completing a state-designed project.

*Discussion:*

Dr. Evans stated that students have said they gain a deeper understanding of the course content by working on Bridge Plans. She pointed out that much research discusses the importance of project-based learning.

**BOE Policy Committee Report**

Mrs. Giles presented for Board approval the errata process that will be used for any proposed change to an existing policy. This process is supported by the Board's Policy Committee.

*Action:* Mrs. Giles moved that the Board adopt the errata report component of the policy process. The motion was seconded by Mrs. Gordon and approved by the members of the Board (7/0).

**Appointment - Community Advisory Council (CAC) Monthly Report**

Mr. Ted Mallo, CAC Chairman, reported on activities of the council. He noted that presentations were recently provided to CAC by the school system's Ombudsman and the Board's Administrative Specialist. At the next CAC meeting, discussions will be held with the Chief Financial Officer and the Executive Director of Facilities Planning and Management regarding the operating and capital budget processes.

**Adjournment** – By consensus, the meeting was adjourned at 7:47 p.m.

**Information Item**

Participation & Performance in Advanced Placement Courses and Exams for 2010

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

November 4, 2010

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, November 4, 2010, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq. (afternoon session only)  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Alexis N. Adams, Student Member (left at 8:45 p.m.)

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 4:05 p.m., and Corey Andrews, Howard HS student, led the group in the Pledge of Allegiance. Members of the Centennial Lane ES Band and Orchestra performed the *Star Spangled Banner*.

## Public Forum

Ms. Michele Jackson testified on the benefits of school music and her interest in having a music grade noted on the front of the elementary report card.

## Approval of Agenda

Agenda Item 6.C. was moved to follow the Consent Agenda.

*Action:* Mr. Aquino moved approval of the agenda as amended. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (8/0).

## Superintendent's Report

Dr. Cousin commented on the Board's luncheon with student leaders and congratulated Aaron Gray, technology education teacher at Burleigh Manor MS, who received the Middle School Teacher Excellence Award from the Technology Education Association of Maryland.

Approved – November 18, 2010

OAH-DYER-000868

## **Board Members' Reports**

Board members reported on their attendance at recent events and activities.

## **Consent Agenda (Restricted\*)**

Staff Personnel; Bids and Contracts; Operating Budget Monthly Report; School Construction Report; and Closed Meeting Minutes of October 14, 2010 (Official and Confidential)

*Action:* Dr. Siddiqui moved approval of the restricted consent agenda. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0\*).

## **Consent Agenda**

Donations and Regular Meeting Minutes of October 21, 2010

*Action:* Mr. Cohen moved approval of the consent agenda. The motion was seconded by Mrs. Gordon and approved by the members of the Board (8/0).

## **Policy 7120 – Coaches and Advisors of High School Extracurricular Activities**

*Presenter:* Mr. Michael Williams, Coordinator of Athletics

*Highlights:*

### Policy

- Updates language throughout.
- Adds Board of Education and education-based extracurricular activity to the Policy Statement.
- Adds a Purpose statement.
- Reorders definitions.
- Removes definition of Athletic Director.
- Adds definition of Credentialed Coach and Approved Extracurricular Activity.
- Adds standards that explain protocols if a qualified and acceptable individual is not available as a credentialed coach.
- Adds standards requiring concussion education, CPR/AED course, child abuse training, and HR processing for coaches.
- Adds a Compliance section.
- Updates references.

### Implementation Procedures

- For clarity, reorders procedures for selection of coaches and advisors.
- Eliminates advertising vacancies within a school.
- Adds Coaches' Job Description, Code of Ethics, HC Coaches Evaluation Form, and HCPSS Handbook as part of the annual review by the school administrator.
- Adds a statement that reviews are carried out within 60 days of the end of a season.
- Updates language regarding non-appointment due to elimination of an activity.

### *Discussion:*

Mrs. French expressed concern with discontinuing the practice of advertising vacancies within a school and stated her preference of reaching out to the faculty in the building as a first priority. Mr. Williams explained that the change provides an equal opportunity to all certificated teachers in the school system and allows the school administrator the opportunity to find the best qualified and acceptable certificated educator to work with students. Dr. Cousin stated that the preference is for coaches and/or advisors to come from within the school, but there are situations that arise when that is not possible.

Staff was asked to consider including language in the policy indicating that the first priority is to reach out within a school to fill vacancies, which allows the principal as many options as possible to find the best person.

Mrs. French also expressed concern about the consistency of the child abuse training that is provided. Mr. Williams stated that each season, in-service training is provided that addresses issues such as privacy, the Internet, cell phones, appropriate relationships, etc., to ensure the safety of students.

It was noted that the policy does not contain the same level of detail regarding requirements for advisors as it does for coaches. Staff was asked to clarify in the policy that the standards are consistent for all positions.

### **Proclamation: In Honor of Veterans**

Veterans Day will be recognized on November 11, 2010.

*Action:* Mr. Dyer moved approval of the proclamation. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

**\*Triadelphia Ridge ES/Folly Quarter MS Wastewater Treatment Facility Schematic Design Brochure**

*Presenters:* Mr. Ken Roey, Executive Director, Facilities Planning and Management; and Mr. John Burnsworth, P.E., Senior Vice President, GMB Architects & Engineers

The existing wastewater facility for Triadelphia Ridge ES and Folly Quarter MS is not designed to meet new groundwater limits for nitrogen. The proposed design will meet the requirements established in the National Pollution Discharge Elimination System Permit executed on August 14, 2008, by the Maryland Department of the Environment (MDE) in an effective manner.

*Discussion:*

Mr. Roey explained that the Membrane Bio-Reactor (MBR) is more advanced than a sequencing batch reactor (SBR) and is also less costly. The control system also collects and saves all data that is monitored so that information can be compiled into reports if the Board chooses.

*Action:* Mrs. French moved approval of the Schematic Design Report for the Triadelphia Ridge ES/Folly Quarter MS Wastewater Treatment Facility. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0)\*

**\*Administrative Amendment to the Priority Listing of the FY 2012 State Capital Budget Request**

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management

Staff met with representatives of the state Public School Construction Program on October 14, 2010, to review the FY 2012 State Capital Budget submission. During the course of the review, several suggestions were received for improvement of the submission which may increase the probability of receiving the maximum amount of state funding. The priority list is developed based upon criteria of the Public School Construction Program and does not necessarily reflect local priority for the funding of capital projects.

*Discussion:*

Mr. Roey explained that changes in IRS regulations have resulted in how projects are determined as eligible for state funding. He noted the importance of close coordination with county government in the sequencing of bond sales and how capital projects are funded.

*Action:* Mr. Aquino moved approval of the Administrative Amendment to the Priority Listing of the FY 2010 State Capital Budget Request. The motion was seconded by Mr. Dyer and approved by the members of the Board (7/0\*).

### **Proposed 2011-2012 Academic Calendar**

*Presenter:* Mrs. Patti Caplan, Director of Public Relations

Mrs. Caplan presented the proposed academic calendar for the 2011-2012 school year. She noted that the desire for ending school as early in June as possible heavily influenced the recommendations of the Calendar Committee. The committee proposes having the first countywide professional development day on the Tuesday of the first teacher workweek. As a result, teachers would return on Monday, August 22. Students would return the following Monday, August 29.

The committee recommends that winter break be scheduled from December 24, 2011, through January 1, 2012. Spring break is proposed for March 31 through April 9, 2012. The final day of school is scheduled for Friday, June 8. June 11 through June 15 will be used as inclement weather makeup days if needed.

The Board will hold a public hearing on the proposed calendar on December 16, 2010. Action on the calendar is scheduled for January 13, 2011

*Discussion:*

It was noted that a strong requirement of Race to the Top will include additional professional development for staff, which needs to be considered and discussed because of its impact on future academic calendars.

### **Race to the Top (RTTP) – Scope of Work**

*Presenters:* Mrs. Linda Wise, Chief Academic Officer; Ms. Clarissa Evans, Executive Director of Secondary Curricular Programs; Ms. Marie DeAngelis, Elementary Curricular Director; Mr. William Ryan, Principal on Special Assignment; Ms. Juliann Dibble, Professional Development Director; and Ms. Caroline Walker, Academic Intervention and Title I Coordinator.

Mrs. Wise introduced a report on the school system's Scope of Work Plan, developed in response to the federal Race to the Top grant recently awarded to Maryland. The first draft of the Scope of Work Plan was submitted to the Maryland State Department of Education (MSDE) on November 3. The plans will be reviewed and returned to local school systems for revisions and resubmitted



to the state by November 17. All local plans for Maryland systems are due to the U.S. Department of Education by November 22.

The HCPSS committed to working collaboratively with MSDE to improve achievement outcomes for all HCPSS students. The school system will work with MSDE and local institutions of higher education to increase the percentage of students who graduate college and career ready and the percentage of students who graduate prepared for and interested in STEM (science, technology, engineering, and mathematics) career majors.

To that end, Howard County's Race to the Top targets mirror and exceed the state targets. HCPSS has set the following student achievement targets for 2020:

1. One hundred percent of students are proficient in English/language arts and mathematics.
2. Ninety-five percent of students in each student group graduate from HCPSS high schools, college and career ready.

Chairpersons of the committees charged to address the different sections of the Scope of Work Plan reported on the work of their committees. Areas covered in the plan include:

- State Success Factors
- Standards and Assessment
- Data Systems to Support Instruction
- Great Teachers and Leaders
- Turning Around the Lowest Achieving Schools

Dr. Cousin noted that the teacher evaluation component of Race to the Top has proven to be the most controversial aspect. Governor O'Malley and State Superintendent Nancy Grasmick convened the Educator Effectiveness Council to begin to work out details related to teacher evaluation.

MSDE has received funds for Race to the Top from the United States Department of Education (USDE) as part of the second round of competition. HCPSS is a "Participating Local Education Agency (LEA)" in the grant. Staff developed the required plan using input from a variety of stakeholders.

*Discussion:*

Board members and staff discussed the role of the Board's involvement regarding Race to the Top. Board members expressed concern about their current role, as well as the desire to be more involved in the process. Mrs. Wise stated that board members of local boards of education are participating on the Maryland Council for Educator Effectiveness, the committee for the Race to the Top grant. She added that two representatives participating on the council are

from Howard County. The duties of the council will terminate December 31, 2010.

Dr. Cousin pointed out that the purpose of the grant is to improve school systems in Maryland. This needs to be done in a collaborative and cooperative manner by all involved, or school systems will be forced into accepting requirements that do not meet their needs. He added that the idea is not to exclude programs but to incorporate more programs into an already crowded curriculum.

Staff reported that if negotiations with the bargaining units do not go well, school systems in Maryland will default to the state model. Dr. Cousin added that the counties that did not originally wish to be a participating LEA in the Race to the Top grant are still obligated to follow the requirements of the federal government and the state of Maryland, without the benefit of funds from the grant. HCPSS wants to have flexibility regarding evaluations of teachers, principals, and administrators. Mutual agreements will need to be made between the bargaining units involved. Dr. Cousin explained that as the school system receives periodic updates, the Board will be notified.

Ms. Adams expressed concern about how emphasizing student growth could be measured and incorporated into a teacher's evaluation and asked if student input would be considered. Staff explained that seven districts will do the initial piloting in schools as part of the process, and the idea of student input will be shared with the Howard County representatives to present to the full council for discussion.

### **Relocating Staff from Faulkner Ridge Center Report**

*Presenter:* Dr. Theresa Alban, Chief Operating Officer

Through collaboration with the Howard County Government, an opportunity to use space at the Ascend One building in Columbia was identified. This will enable HCPSS to move staff from the Faulkner Ridge Center as early as January 2011 and to ultimately accrue savings in both energy usage and maintenance costs. It also provides an opportunity for staff to develop a long-term plan for addressing the space needs of Central Office employees.

In addition, HCPSS Building Services staff will complete renovations to the old Cedar Lane School so that the International Student and Family Services Center and Teacher Resource Center can be relocated to that facility. It is anticipated that staff could begin moving by January 2011, with moves completed by the end of March 2011.

A long-term plan to address the need for administrative offices will be developed by a committee chaired by Ken Roey, Executive Director of Facilities

Planning and Management. The plan will be presented to the Superintendent in June 2011.

*Discussion:*

Dr. Alban explained that the site is not viable as a school building at this time given the need for costly renovations that the building would require. Current possibilities for the building include storage areas and a custodial training site.

**BOE Legislative Platform**

*Presenter:* Mr. Raymond Brown, Chief Financial Officer; Mr. Dan Furman, Staff Attorney; and Dr. Janet Siddiqui, Chairman of the Legislative Committee

The 2011 Legislative Platform has been reviewed by the BOE Legislative Committee. This platform is for the 2011 Legislative Session of the Maryland General Assembly. The Howard County BOE advocacy on the state budget and legislative issues can be increased through the development, adoption, and dissemination of position statements to the General Assembly during the legislative session.

The Legislative Platform for 2011 is an integral component of an overall strategy on issues significant to public education in Howard County. The perspective in the Legislative Platform reflects this focus and is intended to assist our elected representatives during the 2011 Maryland General Assembly Session.

*Action:* Dr. Siddiqui moved approval of the 2011 Legislative Platform. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

**Policy 9290 – Gangs and Gang-Related Activity Charter**

*Presenter:* Mr. William Ryan, Principal on Special Assignment

Mr. Ryan presented the charter for the development of Policy 9290, which is required as part of HB 1160, Safe Schools Act of 2010. The timeline for presentation of the proposed policy to the Board may have to be adjusted according to receipt of the model policy from MSDE.

*Discussion:*

Mr. Ryan stated that the committee will look at recommendations from local law enforcement in addition to working with curriculum staff to help target gang prevention and provide education on gang avoidance. Educational programs will

be geared toward students, parents, and the community; and regular professional development will be provided for staff.

### **Policy 5130 – Bloodborne Pathogens**

*Presenters:* Mr. Ronald Miller, Manager, Safety, Environment, and Risk Management; and Ms. Donna Heller, Coordinator of Health Services

It was the unanimous recommendation of the policy review committee to rescind Policy 5130. If approved by the Board, the protocols for occupational exposure incidents will be delineated in annual circulars. The protocols for non-occupational exposure incidents will be incorporated in the Health Services Requirements and Procedures manual.

#### *Discussion:*

Mrs. Heller explained that annual training is required and is provided by the nurses in each school to all school staff. More in-depth training is provided for all new staff as well. Consideration is also being given to providing web-based training. Students receive information and guidance in this area as part of the health education curriculum.

**Recess** – The meeting was recessed by the Chairman at 7:15 p.m. and reconvened at 8:07: p.m.

### **Public Forum**

No testimony was presented at Public Forum.

### **Appointment – PTA Council of Howard County (PTACHC)**

Mr. John Hannay, PTACHC President, spoke about recent activities of the council. He also provided a handout listing issues identified during solicitation for the October 2010 BOE Candidates Forum.

### **Policy 3050 – Records Retention Charter**

*Presenter:* Dr. Theresa Alban, Chief Operating Officer

Dr. Alban presented the charter for the development of Policy 3050. Charles County has pioneered in this effort, and the committee will have the benefit of reviewing the structure of that policy. Many resources have been made available to aid in the committee's work.

*Discussion:*

It was suggested that a different title be considered for the policy and that the historical aspects of what is already being done in this area by the school system and the financial impact of archiving also be considered in the committee's work. Mr. Dyer recommended including the records management employee for the Howard County Government as part of the committee.

**Policy 2070 Ethics and Ethics Regulations**

*Presenter:* Mr. Mark Blom, General Counsel

A report on Policy 2070 and the Ethics Regulations was presented to the Board on June 10, 2010. Public Hearings were held on July 15 and August 19, 2010. A Public Work Session was also held on September 20, 2010.

Additional revisions have been made as a result of the Board's work session. Standard IV.F. has been added, which provides that the Ethics Regulations prevail in the event of a conflict. The advertising procedure for an Ethics Panel vacancy has also been clarified.

Policy 2070 sets ethical standards for Board members, employees, and volunteers and spells out the expectation that employees conduct themselves in a trustworthy and ethical manner. Employees are encouraged to seek an advisory opinion from the Board's Ethics Panel when ethics questions arise.

The policy addresses fraud and abuse of system financial and material assets and includes protection against retaliation for anyone who reports suspected abuse. The policy includes standards that establish the role of the Ethics Panel in the event of a violation of ethics and adds compliance statements for legal counsel, members of the Ethics Panel, and the Office of Human Resources.

Related procedures describe the Ethics Panel, including its responsibilities, the process used for appointments to the panel, and explanations of the advisory opinion and formal hearings presented to the panel. The procedures clearly outline the procedures for formal hearings by the Ethics Panel and delineate the rules that govern hearings before the Ethics Panel, including investigations, procedures, due process, and findings.

The policy also provides a process for Board review of advisory opinions and an annual report to the Board.

The Ethics Regulations include:

- Definitions of Immediate Family, Outside Employment, and Tutoring.
- Provisions on conflict of interest voting by Board members.
- Restrictions on staff members tutoring students.

- Provisions requiring notice to bidders of gift restrictions.
- Restrictions on Board and staff members accepting complimentary tickets to political events.
- Provisions specifying that student records and HCPSS test data of students may not be disclosed for personal benefit.
- Guidelines for employees related to political activities.

The policy will be submitted to the State Ethics Commission for review and approval.

*Discussion:*

Further revisions were made for clarity and consistency between the policy and the Ethics Regulations. Once the Ethics Regulations are approved by the State Ethics Commission, Policy 2070 will become effective.

Mr. Dyer requested that a definition of “confidential” be included in the documents as clearly defined in law. The majority of Board members indicated that ethics goes beyond what is strictly prohibited by law and should be guided by concerns and in not causing harm to individuals or the school system.

*Action:* Mrs. French moved approval of Policy 2070 Ethics, its Implementation Procedures, and the Ethics Regulations as amended. The motion was seconded by Mrs. Gordon and approved by the members of the Board (5/1), with Mr. Dyer voting no.

### **Work Session – BOE Handbook**

*Presenter:* Mrs. Kathleen Hanks, Administrative Specialist to the Board

The Board of Education of Howard County Handbook was adopted on June 22, 2004. In accordance with Policy 2000 School Board Governance, the Board is required to develop and maintain a Board Handbook that catalogs a variety of Board processes and resources that support Board development.

*Discussion:*

Board members reviewed each chapter and suggested changes in the language to refine and bring current provisions and practices up to date. Board approval of the revised handbook is scheduled for November 18, 2010.

### **Adjournment**

*Action:* Mr. Dyer moved to adjourn the meeting at 9:30 p.m. The motion was seconded by Mr. Cohen and approved by the members of the Board (6/0).

**Information Items**

- A. Food and Nutrition Service Financial Report
- B. Annual Report – Policy 1030 Child Abuse and Neglect

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

Minutes of the Board of Education Policy Committee- November 8, 2010

ML2, 1:00 – 3:00 p.m.

Committee Members: Ellen Flynn Giles, Chairman; Sandra H. French; Patricia S. Gordon

Staff: Fran Albert, Policy Specialist; Mark Blom, General Counsel; Trudy Grantham, Administrative Secretary;

Board Staff: Kathy Hanks, Administrative Specialist

Item	Subject	Discussion	Action/Status	Follow-up
A.	1. Call to Order 2. Approval of Agenda	1. Meeting was called to order at 1:03 p.m. 2. Modifications will be made based upon staff availability.	1. By Consensus 2. By Consensus	
B.	Policy 2070 Ethics - Review	<p>Ms. Albert thanked Ms. Conway and Mrs. Grantham for their extraordinary dedication in preparing the documents for committee review in a day and a half.</p> <p>The committee reviewed the high-lighted policy copy to confirm that the changes from Thursday’s Board meeting were implemented correctly.</p> <p>In addition, staff will also:</p> <ul style="list-style-type: none"> <li>• Review the policy and change his/her to one’s.</li> <li>• On Page 15 change the order of B&amp;C to C&amp;B, to group these provisions as they apply to all employees or specific school officials.</li> <li>• Re-arrange the list of covered individuals on Page 10 of the Ethics regulations to reflect hierarchical levels and then alphabetical order.</li> <li>• Add Policy 1000 Civility and Policy 2000 School Board Governance to other Board Policy references.</li> </ul>		<p>1. The approved Ethics Policy will be posted on the HCPSS Website and on BoardDocs noting it is still pending State Ethics Commission approval.</p> <p>2. Mr. Blom will file with the Commission and keep the committee apprised of the status.</p> <p>3. Mrs. Giles will officially thank the Ethics Policy Advisory Committee and the Ethics Panel Members for their hard work in developing this policy</p> <p>4. In the committee report it will be noted that the current Ethics Regulations and procedures are still in effect until this policy is approved by the Commission.</p>



Item	Subject	Discussion	Action/Status	Follow-up
C.	Review Policy Schedule	<p>As the MSDE model policy for Gangs and Gang-Related Activity has not yet been released, Mrs. Albert recommended that the scheduled date for Board Report of this new policy be pushed out to June 9. However, Mrs. French noted that the MABE Legislative Committee was informed earlier that the final draft of the model policy is ready for review and that it might still be possible to meet the original scheduled report date of April 14. Given the importance of broad stakeholder participation and full Board discussion before the end of June to the development of an informed and effective policy for implementation in 2011-2012, she encouraged all efforts to keep to the original schedule.</p> <p>Additional discussion covered the need to consider appropriate alignment of the Dress Code Policy (9210) with Gangs and Gang-Related Activity provisions.</p>	<p>Mrs. Albert will monitor the GreenSheet Legislative Update Reports on the MABE website for policy impact.</p>	<p>1. Mrs. French will update Mrs. Albert on the status of the model following the December 6<sup>th</sup> MABE Legislative Committee Meeting.</p>
D.	General Discussion/ Other	<p>1. Mrs. Hanks presented a proposal to scan e-mail and public hearing testimony on policies for inclusion on BoardDocs to better inform the public. Testimony will be sequentially numbered, dated, and redacted, as appropriate, of e-mail contact addresses. The committee supported this recommendation, and the Board Office will start work on the process.</p> <p>2. Mrs. French noted that the General Assembly continues to be concerned with the issue of fees charged to public school students. Montgomery County has created a very detailed policy on Student Fees, and HCPSS should consider the addition of such a policy to the development schedule.</p>		
E.	Scheduling	<p>Policy Committee Meetings are scheduled for the following dates. All meetings are from 1:00 p.m. to 3:00 p.m. in ML2.</p>	<p>March 14, 2011 May 16, 2011</p>	
F.	Adjournment	<p>Meeting was adjourned at 2:20 p.m.</p>		

**MEETING OF THE BOARD OF EDUCATION OF HOWARD COUNTY - AUDIT COMMITTEE**

10910 Route 108, Ellicott City, MD 21042

Tuesday, November 9, 2010 – 8:00 a.m., ML2

Committee: Larry Cohen, Chairman; Ellen Flynn Giles; Allen Dyer

Staff: Raymond Brown, Chief Financial Officer; John Connors, Internal Auditor;

Kathy Hanks, Administrative Specialist (Board Office)

Guest: Matthew Birkelien, Partner, Clifton Gunderson LLP :

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
	Call to Order	Meeting called to order at 8:01 a.m.	By Consensus	
I	Approval of Agenda	Amended to reflect availability of staff.	By Consensus	
II	FY – 10 External Audit (M. Birkelien)	<p>Mr. Birkelien reviewed the external audit of the HCPSS financial statements of for the year ended June 30, 2010. The financial statements are in order and there were no material findings reported.</p> <p>However, Clifton Gunderson noted one significant finding regarding bus contracts and payments. They recommend that the HCPSS consider purchasing a new bus billing system with strong controls and capable of integration with the IFAS system.</p> <p>Mr. Brown reported that HCPSS is committed to the implementation of an application with stronger controls and IFAS integration to minimize the risks associated with these operations. To date, HCPSS has been unable to find an off the shelf system, so an in-house application is in development. The committee will be kept informed of the status of this application. Until the new system can be fully implemented, additional procedural controls and checks have been put in place to reduce the risks.</p> <p>Mr. Birkelien also reported to the committee that the mandated provisions in Sarbanes-Oxley regarding records management apply only to publicly traded companies and certain non-profits. They do not apply to government agencies.</p>		
III	Audits in process/scheduled – (J. Connors)	<p>1. School Activity Fund Audits have been completed at all schools with a principal change for 2010-2011.</p> <p>2. Internal Audits on bus billings/payments and purchasing cards are moving forward. Ms. Bowers of the Board Office staff will assist Mr. Connors with these internal audits.</p>	1. Exit conferences and draft reports are still pending.	

Approved – November 18, 2010

OAH-DYER-000882

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		3. Regarding Mr. Connors pending retirement in mid-2011, Mr. Brown stated that the position will be advertised in late Winter/early Spring. The plan is to have the new Internal Auditor have some overlap with Mr. Connors. As it is staff's recommendation that an experienced auditor be hired, a lengthy overlap will not be necessary for an effective transition.		
IV	Discussion – Whistleblower Hotline and Fraud Awareness Efforts (R. Brown/J. Connors)	<p>1. Staff recommended the hiring of an outside contractor to support a whistleblower hotline. Under contract, 24/7 coverage of a proprietary toll-free telephone number by a live operator and access to a web-based application would allow both employees and community members to report suspected fraud. For a one-time set-up fee of \$995, the annual cost of the application is estimated at \$7,000. Prince George County Public Schools is currently utilizing this service successfully and the cost for the service appears to be reasonable.</p> <p>2. Mr. Connors presented a report on which employee groups should receive specialized training on fraud awareness, ethics and internal controls. Modules would only be 30 minutes and on-line training options are available through MABE's Safe School subscription. Safe School application provides for registration and confirmation of training session participation. Training modules will now have to be developed by subject matter experts.</p>	<p>1. The committee supported the presentation of this recommendation to the full Board for action.</p> <p>2. The committee agreed with the proposed model for delivery of essential continuing education for identified staff.</p>	1. Establishment of appropriate processes and procedures for follow-up on reported allegations and complaints. Purchasing office involvement to ensure procurement rules are adhered to.
V	Adjournment	Meeting was adjourned at 8:50 a.m.	By Consensus	
VI	Scheduling	Next meeting will be held March 15, 2011 at 8:30 a.m. in ML2		

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

November 18, 2010

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, November 18, 2010, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Frank J. Aquino, Esq.  
Lawrence H. Cohen  
Allen Dyer, Esq.  
Sandra H. French  
Patricia S. Gordon  
Alexis N. Adams, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 4:06 p.m., and Hammond HS students Allan Nicholas and Richard Schroefer led the group in the Pledge of Allegiance.

## Public Forum

There was no one present to address the Board.

## Approval of Agenda

*Action:* Mr. Aquino moved approval of the agenda. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

## Superintendent's Report

Dr. Cousin congratulated staff who contributed to the system's *Race to the Top* Scope of Work Application and noted that last week the Maryland State Department of Education (MSDE) commended the Howard County Public School System (HCPSS) for submission of a complete and thorough plan. Dr. Cousin also provided information on the next round of the Bright Minds Computers for Students initiative. He congratulated Hammond HS Technology Education teacher Jeremy Cromer, who received the prestigious Armed Forces Communications Electronics Association Teaching Toolkit Award.

Approved – December 6, 2010

OAH-DYER-000884

### **Student Representative's Report (Hammond HS)**

Allan Nicholas, Hammond HS Student Government Association (SGA) President, and Richard Schrufer, Student Representative, reported on activities and events sponsored at Hammond HS. The varsity football team will participate in the playoffs for the first time since 1985. Appreciation was also expressed to the school's new principal, Ms. Marcia Leonard.

### **Board Members' Reports**

Mrs. Kitty Blumsack of the Maryland Association of Boards of Education (MABE) presented certificates to Mr. Cohen and Mrs. Gordon, honoring them for their service.

Mr. Aquino read the **Proclamation Honoring Lawrence H. Cohen** for his four years of dedicated service on the Board of Education.

*Action:* Mr. Aquino moved approval of the proclamation. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

Mrs. French read the **Proclamation Honoring Patricia S. Gordon** for her ten years of dedicated service on the Board of Education.

*Action:* Mrs. French moved approval of the proclamation. The motion was seconded by Ms. Adams and approved by the members of the Board (7/0).

Mrs. Gordon acknowledged some of the accomplishments that have taken place during her service on the Board and thanked everyone for their support over the years.

Mr. Cohen thanked his family, Board members, and staff for their support over the last four years while serving on the Board of Education.

Board members also reported on their attendance at recent events and activities.

### **Consent Agenda (Restricted\*)**

#### Bids and Contracts

There were no Closed Meeting Minutes for approval.

*Action:* Mr. Aquino moved approval of the Restricted Consent Agenda. The motion was seconded by Mrs. French and approved by the members of the Board (6/0\*).

**Consent Agenda General**

Donations; Regular BOE Meeting Minutes of November 4, 2010; BOE Policy Committee Meeting Minutes of November 8, 2010; and BOE Audit Committee Meeting Minutes of November 9, 2010

The BOE Audit and Policy Committee Meeting Minutes were pulled for voting purposes.

*Action:* Mr. Aquino moved approval of the Consent Agenda with the exception of the BOE Audit and Policy Committee Meeting Minutes. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

BOE Audit Committee Meeting Minutes of November 9, 2010

*Action:* Mr. Cohen moved approval of the BOE Audit Committee Meeting Minutes of November 9, 2010. The motion was seconded by Mr. Dyer and approved (3/0) by the committee members (Mrs. Giles, Mr. Cohen, Mr. Dyer).

BOE Policy Committee Meeting Minutes of November 8, 2010

*Action:* Mrs. Giles moved approval of the BOE Policy Committee Meeting Minutes of November 8, 2010. The motion was seconded by Mrs. Gordon and approved (3/0) by the committee members (Mrs. Giles, Mrs. Gordon, and Mrs. French).

**County Economic Outlook**

*Presenter:* Mr. Ray Wacks, County Budget Administrator

Mr. Wacks reported that Howard County should end the fiscal year with a balanced budget. Within the context of the past several years, revenue projections look good. Revenue from transfer tax is running above last year at this time and above this year's projections.

Mr. Wacks indicated that the county anticipates a slow turnaround for unemployment, so officials are not looking for dramatic growth in income tax. Property tax revenues will be the last to increase due to the three-year assessment cycle. In closing, he speculated that this economic picture might be the new normal.

**Bridge to Excellence: Goal 1**

*Presenters:* Mr. Jose Stevenson, Director of Student Assessment and Program Evaluation; Mr. Jonathan Davis, Principal, Bollman Bridge ES; Ms. Tricia McCarthy, Assistant Principal, Bollman Bridge ES; and Ms. Becky Krage, Reading Specialist Teacher

The Bridge to Excellence Goal 1 Progress Report offers a comprehensive summary of performance on the Goal 1 standards and the academic progress of HCPSS students. In presenting highlights of the report, Mr. Stevenson noted extremely positive trends across the system.

Challenges that remain include ensuring the success of every student group, adjusting to changes in the state testing program in response to *Race to the Top*, and supporting schools in their efforts to achieve AYP.

Mr. Davis and staff from Bollman Bridge ES reported on strategies that helped the school meet AYP (Adequate Yearly Progress) for the first time in four years. He indicated that Bollman Bridge ES staff had built a culture of instruction through collaboration and sharing. This occurs in a variety of ways, including weekly team planning sessions and a three-week cycle of professional development for purposeful instruction.

*Discussion:*

Board members and Dr. Cousin congratulated Bollman Bridge ES staff and students for their success and hard work. It was noted that the standard AMO (Annual Measurable Objectives) increase every year, which makes it a challenge for schools to achieve.

Mr. Davis explained how he and his staff are working to accelerate the Bollman Bridge ES Gifted and Talented program.

Mr. Stevenson reported that Atholton ES was the only Howard County elementary school to achieve the local standard of 70 percent of students in every student group to score proficient and/or advanced on the MSA in reading. Bushy Park ES, Northfield ES, Pointers Run ES, and Thunder Hill ES were the only Howard County elementary schools to meet the math standard. Dunloggin MS was the only Howard County middle school to meet the math standard.

Ms. Krage reported that Reading Specialist Teachers (RST) and math teachers share ideas in collaboration with other teachers throughout the county. Mr. Davis noted that Friday staff meetings emphasize what the students will be learning during the following two weeks. Ms. Krage stated that teachers plan as

a team, so if a teacher is absent, the remaining team can support the substitute teacher.

Staff explained that a variety of additional supports are provided to all students who are not meeting the standard. A homework club also provides additional support and instruction.

Ms. Adams suggested that the collaborative learning and teaching approach be applied to the secondary level as well.

**\*Centennial/Hammond HS Dance Studio Additions and Centennial HS Parking Plan Design Development/Construction Documents Report**

*Presenters:* Mr. Bruce Gist, Director of School Construction; Mr. Scott Washington, Manager of Design and Preconstruction Services; and Mr. Tony Machowski, SMG Architects

The dance studio additions will provide needed space to support this in-demand program. These independent additions will not compromise existing building space and will feature dedicated HVAC, sound, and audio visual systems.

The reconfiguration of the Centennial HS parking lot will be executed in coordination with this project. This project will address the issues of lot access and vehicle flow at Centennial HS and neighboring Burleigh Manor MS and will coincide with the installation of a new traffic signal on Centennial Lane.

The project is expected to bid in December 2010, with construction award currently scheduled for January 2011.

*Discussion:*

Mr. Washington explained that once the dance studios are completed, there will be no major differences in any of the HCPSS high school dance studios.

Board members and staff discussed the possibility of the student walking route changing due to the installation of a new traffic light. Dr. Cousin noted that no decisions on this issue has been made at this time.

Mr. Gist explained that there are nine spaces designated for handicapped parking in the new plan.

*Action:* Mr. Cohen moved approval of the Centennial/Hammond HS Dance Studio Additions and the Centennial HS Parking Plan Design Development/Construction Documents Report. The motion was seconded by Mr. Aquino and approved by the members of the Board (6/0\*).

Approved – December 6, 2010



## **Whistleblower Hotline Report**

*Presenters:* Mr. Raymond Brown, Chief Financial Officer, and Mr. John Connors, Internal Auditor

Having been instrumental in establishing an employee hotline at a federal department during his previous employment, Mr. Connors indicated that for a hotline to be an effective mechanism to report allegations of fraud, it should (1) provide the caller with the option to remain anonymous, (2) be staffed by a person, during regular business hours, who can ask questions and/or discuss the matter to obtain needed information, (3) be periodically publicized so that employees are aware of its existence, and (4) provide a mechanism for the employee making an allegation to obtain feedback. Using these criteria, the Internal Auditor recently discovered a reputable company that provides these services for what appears to be a reasonable price.

The BOE Audit Committee has reviewed the Whistleblower Hotline Report and recommends that the Board approve the establishment of a Whistleblower Hotline as detailed in the report. The committee will monitor results and keep the Board informed.

### *Discussion:*

Mr. Brown will identify a cost center to fund the start-up costs and prorated annual fee for this fiscal year, and funds for the hotline will be paid out of the operating budget for the Board office for FY 2012 and beyond. The hotline includes a web-based portal and a live operator as well for accessibility by employees and the public. Start-up costs will be \$1,000, with an approximate annual cost of \$7,000. Final contract award is subject to Board approval.

As part of the implementation process for the hotline, staff will address any issues or conflicts that may occur with the reporting requirements outlined in the annual circular to employees regarding the reporting of fraud and abuse.

*Action:* Mr. Aquino moved approval of the recommendation of the Audit Committee to proceed with the creation of a whistleblower hotline, subject to the constraints discussed. The motion was seconded by Mr. Dyer and approved by the members of the Board (6/0\*).

## **Board of Education (BOE) Handbook**

*Presenter:* Mrs. Kathleen Hanks, Administrative Specialist to the Board

The BOE of Howard County Handbook was adopted June 22, 2004. In accordance with Policy 2000 School Board Governance, the Board of Education

Approved – December 6, 2010

is required to develop and maintain a Board Handbook that catalogs a variety of Board processes and resources that support Board development.

Mrs. Hanks presented the revised Board Handbook for approval.

*Discussion:*

Mrs. French provided a history regarding the handbook and noted that the Board was criticized for not having its practices in writing. The way the Board operates should be documented and agreed to by the body so that practices are transparent to the public, as well as to the Board itself. Although this is a public document, it is written for Board members and community members who may be thinking about becoming a candidate for the BOE. Although COMAR takes precedence, the handbook explains how the Board behaves as a body, treats other Board members, and what is expected of each Board member.

Mr. Aquino thanked Mrs. French for the history of the Board Handbook and emphasized that the Board has the right, the obligation, and the authority to determine how it is going to govern itself as a Board.

*Motion:* Mr. Aquino moved approval of the Board Handbook as currently edited. The motion was seconded by Mr. Cohen.

*Discussion:*

Mr. Dyer expressed concern about the Board Handbook being a document that determines how the Board is governed. Board members discussed Mr. Dyer's concerns and agreed to proceed with the motion.

*Action:* The motion was approved by members of the Board (6/1), with Mr. Dyer voting no.

**Appointment – Community Advisory Council (CAC) Monthly Report**

Mr. Ted Mallo, CAC Chairman, reported on recent activities of the council.

**Adjournment** – By Board consensus, the meeting was adjourned at 6:45 p.m.

**Information Items**

- A. Success of the Athletic Trainer and Teams
- B. Update on Report of the SAT Results for the Class of 2010

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

Approved – December 6, 2010

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

December 6, 2010

The Board of Education of Howard County held a regularly scheduled meeting on Monday, December 6, 2010, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Ellen Flynn Giles, Chairman  
Janet Siddiqui, M.D., Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Sandra H. French  
Brian J. Meshkin  
Cynthia L. Vaillancourt  
Alexis N. Adams, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Ellen Flynn Giles called the meeting to order at 4:00 p.m. The Howard HS JROTC (Junior Reserve Officer Training Corps) performed a flag ceremony, and Earl Myers, Student Government Association (SGA) President of Howard HS, led the group in the Pledge of Allegiance.

## **Administration of Oath of Office to New Board Members**

Mrs. Margaret Rappaport, Clerk of the Circuit Court, administered the Oath of Office to newly and re-elected members of the Board of Education: Frank Aquino, Sandra French, Brian Meshkin, and Cynthia Vaillancourt. Each member thanked the community, and all who participated in the election.

## **Election of Board Chairman and Vice Chairman**

Dr. Cousin explained that Maryland law states that the Board of Education needs to elect a Chairman at the first meeting in December. In addition, a Vice Chairman needs to be elected for the Board to function effectively.

In light of a complaint filed by Mr. Dyer with the Open Meetings Compliance Board regarding the Board's standard process of casting secret ballots, Mrs. Giles recommended that Board members confirm their votes at the end of tabulation by a show of hands. By consensus, Board members agreed to the recommendation.

Approved – January 6, 2011

OAH-DYER-000891

Dr. Cousin opened nominations for the office of Chairman. Mr. Aquino nominated Dr. Siddiqui for Chairman, and Mr. Dyer nominated himself for Chairman. Nominations were closed, and a ballot was cast by each of the Board members. Dr. Siddiqui was declared duly elected as Chairman of the Board of Education by a vote of 6/2. A show of hands confirmed the election results.

Dr. Cousin opened nominations for the office of Vice Chairman. Mrs. Giles nominated Mrs. French for Vice Chairman, and Mrs. Vaillancourt nominated Mr. Meshkin for Vice Chairman. Nominations were closed, and a ballot was cast by each of the Board members. Mrs. French was declared duly elected as Vice Chairman of the Board of Education by a vote of 5/3. A show of hands confirmed the election results.

Dr. Siddiqui thanked the members of the Board for their vote of confidence and expressed appreciation to Mrs. Giles for her leadership over the past year. In addition, she welcomed Mr. Meshkin and Mrs. Vaillancourt to the Board and noted her expectations that Board members will continue the mission of the Board of Education with integrity, ethics, and high standards.

### **Public Forum**

There was no one present to speak at Public Forum.

### **Approval of Agenda**

*Action:* Mr. Aquino moved approval of the agenda. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

### **Superintendent's Report**

Dr. Cousin reported that fourth grade students at Longfellow ES have been selected to create the state tree ornaments for Maryland that will be featured at this year's National Christmas Tree Lighting event.

Talbott Springs ES will be honored as a recipient of the "Silver Hammer Award" from the Maryland Comptroller. The award is presented to schools that have demonstrated a commitment to fiscal responsibility through superior school maintenance.

Dr. Cousin expressed congratulations to the Wilde Lake MS Robotics Team and their coach, Chris Fox (who is also the robotics club sponsor at Atholton HS), for advancing to the state finals of the First Lego League competition in January. This is only the second year that the school has participated in the competition.

### Spirit of Improvement: Raising the Bar Recognition Award

HCPSS has emphasized “continuous improvement” as one of its high-leverage strategies for several years. Departments throughout the organization have used a variety of continuous improvement models to find efficiencies and enhance performance.

The “Spirit of Improvement: Raising the Bar Recognition Award” was established by the Facilities Office to recognize an individual or team who demonstrates a true commitment to building and sustaining a culture of improvement. The following HCPSS HVAC (heating, ventilating, and air conditioning) team members received Spirit of Improvement certificates: Bruce Erbe, Sandy Starnier, Rob Geelhaar, Gary Harrison, Mike Reid, Mark Valentine, Frank Mendez, Chris Mayne, Wayne Miles, and Mark Costley.

### **Student Representative’s Report (Howard HS)**

Earl Myers, Student Representative, reported on recent and upcoming activities at the school. He also introduced the members of the SGA Executive Board for Howard HS.

### **Board Members’ Reports**

Board members reported on their participation in recent activities and events.

### **Consent Agenda (Restricted\*)**

Staff Personnel; Bids and Contracts; Operating Budget Monthly Report; School Construction Report; and Appointment of Local Representative PL81-874 (Impact Aid)

*Action:* Mr. Aquino moved approval of the Restricted Consent Agenda. The motion was seconded by Mrs. French and approved by the members of the Board (7/0\*).

### **Consent Agenda**

Donations and Regular Meeting Minutes of November 18, 2010

*Action:* Mr. Aquino moved approval of the Consent Agenda. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

**\*FY 2010 Audit Report**

*Presenter:* Mrs. Beverly Davis, Director of Finance

Mrs. Davis reported that HCPSS received an unqualified opinion from Clifton Gunderson, LLP, who performed the external audit of the financial statements of the Board of Education of Howard County for the year ending June 30, 2010. The auditor noted one significant deficiency in internal control over financial reporting. Staff will provide the Board with a status report on the significant deficiency in April 2011.

*Discussion:*

Mrs. Davis explained that the deficiency relates to accounting and reporting of school bus vendor payments in the Transportation Office. The school system's Technology Department has been working with Transportation to develop new software that will meet specific needs as well as provide better reliability than the current system.

*Action:* Mrs. French moved acceptance of the Audit Report of June 30, 2010. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0\*).

**Stevens Forest ES Schematic Design Report**

*Presenters:* Mr. Bruce Gist, Director, School Construction; Mr. Scott Washington; Manager of Design and Preconstruction Services; and Mr. Dan Bailey, President, Penza Bailey Architects, Inc.

Mr. Gist presented highlights of the renovations and additions for Stevens Forest ES. Mr. Bailey reported on details of the design. It is the intent that the design and construction of this project achieve LEED (Leadership in Energy and Environmental Design) Certified designation.

A 100-seat classroom addition is being designed as an add-alternate in anticipation of continued growth in the Columbia East region.

*Discussion:*

Mr. Gist explained that an option for a geothermal water source heat pump system was investigated, but it was determined that this is not an economically viable option due to the restrictions of floor and ceiling space at the school. HVAC efficiency will be achieved using other methods.

Design plans also include upgrades and/or replacements of several systems, including security, data, and electrical services.

*Action:* Mrs. Giles moved acceptance of the Schematic Design Report for Stevens Forest ES. The motion was seconded by Mr. Meshkin and approved by the members of the Board (7/0\*).

### **Quarterly Agenda – January – March 2011**

*Presenter:* Mrs. Kathy Hanks, Administrative Specialist to the Board

Board members discussed the quarterly agenda. Action is scheduled for December 16, 2010.

**Adjournment** - By Board consensus, the meeting was adjourned at 5:21 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

December 15, 2010

The Board of Education of Howard County met in closed session on December 15, 2010, at 3:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss the initial negotiation parameters. The motion was seconded by Cynthia L. Vaillancourt and approved 4/0. Persons present: Board members Janet Siddiqui, M.D., Chairman; Allen Dyer, Esq.; Ellen Flynn Giles; and Cynthia L. Vaillancourt. Mrs. Sandra French arrived at 3:05 p.m. after the motion to close the meeting.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Sydney L. Cousin, Superintendent; Mamie Perkins, Chief of Staff; Theresa Alban, Chief Operating Officer; Mark Blom, General Counsel; Mike Johnson, Director, Business Systems; and Sue Mascaro, Director Staff Relations

Dr. Cousin and staff provided the Board with information related to upcoming negotiations with AFSME, HCAA, HCEA, and HCEA-ESP bargaining units. After in-depth discussion, the Board agreed to initial negotiation parameters.

Adjourned: 4:40 p.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education



# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

January 6, 2011

Rescheduled Meeting of December 16, 2010, and  
Presentation of the Superintendent's Proposed FY 2012 Operating Budget

The Board of Education (BOE) of Howard County held a rescheduled regular meeting on Thursday, January 6, 2011 (4:00 p.m.), and the regularly scheduled meeting on the Presentation of the Superintendent's Proposed FY 2012 Operating Budget (7:30 p.m.), in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt

Raymond H. Brown, Chief Financial Officer  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 4:05 p.m., and Maya Dawit, Student Government Association (SGA) President, Long Reach HS, led the group in the Pledge of Allegiance.

## Public Forum

There was no one present to address the Board.

## Approval of Agenda

*Action:* Mrs. French moved approval of the agenda. The motion was seconded by Mr. Meshkin and approved by the members of the Board (6/0).

## Superintendent's Report

On behalf of the Superintendent, Mrs. Mamie Perkins, Chief of Staff, reported that on February 7, 2011, the school system will be opening a new community-based learning center at the Owen Brown Community Association building. Appreciation was expressed to Nancy Thomas, Village Manager of the Owen Brown Community Association, for allowing the school system to use this space at no cost.

Mrs. Perkins also congratulated the following:

- Students, staff, and administration of Lime Kiln MS for being named a 2010-2011 Maryland Blue Ribbon School.
- Sally Livingston, theatre teacher at Marriotts Ridge HS, for her selection as a recipient of the 2011 Howie Award from the Howard County Arts Council for her significant contributions to arts education in Howard County.

### **Student Representative's Report (Long Reach HS)**

The SGA Executive Board Officers for Long Reach HS (Maya Dawit, President; Ryan Lester, Vice President; Nikki Abban, Secretary; Christine Kim, Treasurer; and Sabrina Shakoor, BOE Representative) reported on activities and events sponsored at the school. The SGA continues their involvement in implementing new programs at Long Reach HS. A major concern of the SGA is finding the best time to hold their meetings so that both current and new members are able to participate.

### **Board Members' Reports**

Board members reported on their participation in recent activities and events.

### **Consent Agenda (Restricted\*)**

#### Bids and Contracts and Closed Meeting Minutes (Official and Confidential) of December 5, 2010

*Action:* Mrs. French moved approval of the Restricted Consent Agenda as presented. The motion was seconded by Mrs. Giles and approved by the members of the Board (6/0).

### **Consent Agenda (General)**

#### Donations and Regular Meeting Minutes of December 6, 2010

*Action:* Mrs. French moved approval of the Consent Agenda. The motion was seconded by Mrs. Giles and approved by the members of the Board (6/0).

### **Proclamation: Designating January 2011 as Maryland Reading Month**

The State of Maryland's Reading Month promotes reading and community involvement in education.

*Action:* Mrs. Giles moved approval of the proclamation. The motion was seconded by Mr. Meshkin and approved by the members of the Board (6/0).

**Proclamation: The Alpha Phi Alpha Fraternity, Inc.**

The BOE of Howard County wishes to express appreciation to the Alpha Phi Alpha Fraternity as a partner in education and a positive influence on the youth of Howard County.

*Action:* Mrs. French moved approval of the proclamation. The motion was seconded by Mrs. Giles and approved by the members of the Board (6/0).

**\*Triadelphia Ridge ES/Folly Quarter MS Wastewater Treatment Facility Design Development/Construction Document**

*Presenters:* Mr. Bruce Gist, Director of School Construction; Ms. Jessica Wright, Project Manager, GMB Architects/Engineers; and Mr. Ken Roey, Executive Director of Facilities Planning and Management

The National Pollution Discharge Elimination System Permit requires that effluent from each school meet a limitation of 30 milligrams per Liter (mg/L) Biological Oxygen Demand (BOD), 30 mg/L Total Suspended Solids (TSS). The National Pollution Discharge Elimination System Permit also necessitates pre-treatment of wastewater discharges to remove at least 50 percent of the total nitrogen (total nitrogen is the sum of the concentrations of ammonia nitrogen, organic nitrogen, nitrite, and nitrate) from the wastewater. The proposed design will meet the requirements of the permit in an effective manner.

The project is scheduled to bid in April 2011, start construction in May 2011, with completion by August 2012.

*Discussion:*

The use of solar power has not been investigated for this project; therefore, the wastewater will not be used for purposes of producing energy for the treatment of the wastewater.

Board members discussed whether the school system has an obligation regarding the wells of the surrounding neighbors of both schools. Staff explained that the Maryland Department of the Environment (MDE) does not require the school system to test homeowners' fields.

*Action:* Mrs. Giles moved approval of the Triadelphia Ridge ES/Folly Quarter MS Wastewater Treatment Facility Design Development/Construction Document. The motion was seconded by Mrs. French and approved by the members of the Board (5/0/1), with Mr. Meshkin abstaining.

### **\*Additions and Renovations to Bollman Bridge ES Construction Documents Report**

*Presenters:* Mr. Ken Roey, Executive Director of Facilities Planning and Management, and Mr. Scott Washington, Manager of Design and Preconstruction Services

Minor changes between the Design Development phase and the Construction Document phase included the allocation and fitting-out of a specific room for the Academic Life Skills Program. This change required the relocation of the Gifted & Talented classroom as well as the relocation of the ESOL room.

The project is scheduled to go to bid in March 2011. The award is scheduled for April 2011. It is recommended that the Board approve the construction document report and allow staff to proceed to the bid phase.

*Discussion:*

Mr. Roey explained the different levels of LEED (Leadership in Energy and Environmental Design) Certification and added that as technology improves, it becomes harder to get a higher level of certification. LEED Certification is the intent of the Bollman Bridge ES project. Currently, there is no LEED requirement for school renovations, but LEED Silver is a requirement for new school construction.

Mr. Dyer expressed interest in having two options for LEED Certification presented to the Board on future renovations. Mr. Roey stated that typically three to five percent of a project's total is associated with the design cost. He explained that costs vary depending on which credits are sought after in a particular school that is being renovated. Some credits are harder to achieve than others.

Mrs. Giles pointed out that a specific level of LEED certification may be the intent at the beginning of a project, but the actual LEED status will depend on the performance of a building after it is in use.

Board members discussed the possibilities of the lack of Capital Budget funds to complete the Bollman Bridge ES project. Mr. Brown explained the previous practice with phase projects over multiple fiscal years and recommended that the Board approve the Bollman Bridge ES project.

*Action:* Mrs. Giles moved approval of the Additions and Renovations to Bollman Bridge ES Construction Document. The motion was seconded by Mrs. French and approved by the members of the Board (6/0).

## **Quarterly Agenda - January - March 2011**

*Presenter:* Mrs. Kathy Hanks, Administrative Specialist to the Board

Board members discussed the Quarterly Agenda, and the following items were placed in the bulleted list to be scheduled during this quarter:

- Board Retreat - Discuss Board Protocols.
- Board Report - Charter on long-term educational plan for the 2014 celebration of the 60th anniversary of Brown vs. Board of Education.

*Action:* Mrs. French moved approval of the Quarterly Agenda as amended. The motion was seconded by Mrs. Vaillancourt and approved by the members of the Board (6/0).

## **Policy 4050 Procurement of Materials, Supplies, Equipment and Services**

*Presenter:* Mr. Douglas Pindell, Director, Purchasing

Revised Policy 4050 includes the addition of a Purpose Statement and a Compliance section, streamlines standards, places emphasis on adherence to Maryland Law, and a title change to Procurement of Goods and/or Services.

*Discussion:*

Mr. Ray Brown, Chief Financial Officer, stated that all inquiries/proposals from individuals, vendors, or companies are to be referred to the Director of Purchasing, without exception.

Board members suggested changes to specific language and asked that Board direction/action be placed in the policy rather than the implementation procedures.

Mr. Pindell explained the difference between single-source and sole-source contracts and how those determinations are made.

Mr. Meshkin asked that the Board consider including a measurement component to policies that will allow staff the ability to report back in some way measurements of effectiveness related to the implementation of a policy. Dr. Siddiqui noted the importance of being careful not to place language in policy that could limit the Board in terms of measuring outcomes.

Mr. Pindell stated that approximately 10 to 15 percent of contracts are awarded under the threshold of \$25,000. Mr. Dyer suggested that the Board be advised on an annual basis of the number and percentage of contracts that are awarded under the \$25,000 threshold.

The Board agreed to hold an additional public hearing on January 27 in order to allow the community more time to comment before Board action on February 10, 2011.

### **Policy 4080 Disposition of Property**

*Presenter:* Mr. Douglas Pindell, Director, Purchasing

Revised Policy 4080 includes new standards related to the disposal of textbooks, other materials of instruction, and media materials. It also provides clarification regarding obsolete property in schools.

*Discussion:*

Mr. Meshkin suggested that a statement be added to the policy concerning measurement and how the Board can receive feedback on the implementation of the policy. Mr. Dyer expressed support for Mr. Meshkin's suggestion.

Mr. Dyer asked that consideration be given to adding language regarding the disposal of software that has reached its end of life. Mr. Pindell stated that he would consult with the Technology Office regarding this issue.

Board members provided suggestions about moving certain language to different sections of the policy. It was also suggested that some type of year-end report be provided to the Board regarding items that have been disposed of.

Public hearings will be held on January 13 and 27, with action scheduled for February 10, 2011.

### **Policy 9060 Rehabilitation Act of 1973 Compliance: 504 Policy**

*Presenter:* Ms. Patricia Daley, Director, Special Education

Revisions include updates to the policy and purpose statements and the addition of standards that clarify processes used to comply with Section 504 of the Rehabilitation Act of 1973.

*Discussion:*

Ms. Daley was asked to ensure that language exists stating that substitute teachers and anyone who provides services to students will receive information about accommodations that are needed for students with a 504 plan. Ms. Daley stated that this issue will be addressed in the manual used to provide training on a yearly basis. Possible wording for inclusion in the policy will also be considered.

In addition, it was requested that the definition and information regarding extracurricular activities be moved from the implementation procedures to the policy.

Mr. Meshkin asked that a statement be added regarding measurements of the policy, with the understanding that the language would not be confining, restrictive, or inefficient in any way. Mrs. French noted that the National School Board Association (NSBA) has training on how to put evaluation into policy. She suggested that this issue be addressed as part of the review of Policy 2020 Policy Development and Adoption.

### **Policy 10020 Use of School Facilities by Non-School Groups**

*Presenters:* Mr. Ken Roey, Executive Director for Facilities Planning and Management, and Mr. Charles Parvis, Specialist, Community Use of School Facilities Office

Mr. Roey reviewed proposed changes to Policy 10020. The Policy Statement has been shortened, Purpose and Compliance sections have been added, and standards have been developed for the application process, fee structure, scheduling priorities, and exceptions.

#### *Discussion:*

Mr. Meshkin expressed concerns about equity and asked that consideration be given to offering some type of allotment or credit to PTA groups to offset energy-use fees. He also asked that an explanation be given regarding the limits placed on profit-making organizations. Staff agreed to provide additional information to the Board.

Mr. Dyer also expressed concerns about equity and suggested that the model used to provide stadium lights to all high schools be considered to ensure that, as a community, PTA's work together and support each other so that no community is disadvantaged.

Board members encouraged the community and PTA organizations to provide testimony on proposed Policy 10020 and to share ideas, suggestions, best practices, etc. Public hearings will be held on January 13 and 27, with action scheduled for February 10, 2011.

**Recess** – The meeting was recessed by the Chairman at 7:10 p.m. and reconvened at 8:00 p.m.

**Public Forum**

Mr. Sean McGowan expressed his opinion that teachers should be required to include comments on elementary report cards and that students should not be allowed to go outdoors for recess when temperatures fall to 20° or lower.

**Appointment – PTA Council of Howard County (PTACHC)**

Mr. John Hannay, PTACHC President, reported on recent activities of the council. He complimented school psychologists on their recent presentation to the PTA Council on suicide and bullying.

**Appointment – Community Advisory Council (CAC) Monthly Report**

Mr. Ted Mallo, CAC Chairman, thanked Mrs. Linda Wise, Chief Academic Officer, and other staff members who spoke to the CAC regarding advanced placement courses, testing, and policies. He noted that members had concerns with the disparity among schools in the number of students taking exams.

**Public Hearing – Policy 5130 Bloodborne Pathogens**

No testimony.

**Public Hearing – Policy 7120 Coaches and Advisors of High School Extracurricular Activities**

No testimony.

**Public Hearing – Proposed 2011-2012 Academic Calendar**

Mr. Sean McGowan spoke in support of the proposed calendar but questioned the Board's decision last year not to shorten spring break.

**Presentation of the Superintendent's Proposed FY 2012 Operating Budget Request**

*Presenters:* Mrs. Mamie Perkins, Chief of Staff; Mrs. Linda Wise, Chief Academic Officer; Dr. Teresa Alban, Chief Operating Officer; and Mr. Raymond Brown, Chief Financial Officer

The economic climate, more than any other factor, influenced the development of the Superintendent's \$682.8 million Proposed FY 2012 Operating Budget. The budget represents an increase of \$7.5 million, which is slightly over one percent. This amount does not include any costs that may result from contract negotiations with bargaining units, which began this month.



Almost half of the increase is due to enrollment growth, including the addition of 46 school-based positions. Mandatory increases include costs associated with the growing number of retirements, social security, contributions to the Workers' Compensation Fund, and the addition of interscholastic athletic programs for students with disabilities.

Over \$3 million in reductions have been made across the budget and those funds repurposed to cover the mandatory increases. This includes the elimination of 9.0 positions.

There are also increased costs associated with maintaining programs at the current level of service. This includes picking up the cost of 4.5 positions previously paid for with Grant Funding, assuming funding for special education costs funded by the American Recovery and Reinvestment Act, and adding over \$2 million to the transportation budget.

Enhancements in the proposal are few and total only \$311,000 for funding such items as the planning associated with the elementary World Language Program, the establishment of a fraud hotline, and a 0.5 Science Resource teacher to support the Howard County Conservancy.

Approximately \$4 million remains in the FY 2010 fund balance, which has not been allocated in anticipation of a shift of pension funding from the state to the counties in FY 2012 or FY 2013. Using the fund balance for this purpose would require the Board's approval because amounts designated in the fund balance are to be used for one-time expenditures, according to Board policy. Funding the pension costs would obviously be more than a one-time cost.

The cost of assuming the employee pension fund anticipated in the FY 2012 budget is based on a proposal from the Maryland Senate last year. For Howard County, these costs are estimated at \$4.5 million. However, that amount could double should the decision be made to use a wealth equalization formula like the Department of Legislative Services did to derive their estimates. In that scenario, the cost increases to \$8.3 million.

By FY 2014, it is estimated that costs could increase between \$25 million and \$44 million, which would have devastating effects given the county's revenue projections and limited obligation to funding education.

The county is being asked to fund \$467.6 million, or 68 percent, of the budget. This represents nothing beyond maintenance of effort, which the county is obligated to fund according to Maryland law. Approximately 31 percent is anticipated from the state and less than one percent from other sources.

**Adjournment – By Board consensus, the meeting was adjourned at 8:02 p.m.**

**Information Items**

- A. Food and Nutrition Service Financial Report
- B. Proposed Instructional Materials and Review Schedule
- C. Class Size Report
- D. IFAS Update
- E. Annual Grants Report

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

January 13, 2011

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, January 13, 2011, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt  
Alexis N. Adams, Student Member

Mamie Perkins, Chief of Staff  
Raymond Brown, Chief Financial Officer  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 4:03 p.m., and Mr. Meshkin led the group in the Pledge of Allegiance.

### Public Forum

Mr. Harland Abraham expressed his concern about the decision-making processes related to inclement weather delays and closings.

### Approval of Agenda

Delete: Item 3.B. Bids and Contracts Item P-2 (Office Supplies).  
Delete: Item 4.B. 2010 Bridge to Excellence Annual Report (rescheduled to January 27, 2011).

*Motion:* Mr. Dyer moved that discussion for procurement of legal counsel for the Board be added to the agenda. The motion was seconded by Mrs. Vaillancourt.

### *Discussion:*

Mr. Dyer explained why he felt it was in the best interest of the Board to have the RFP (request for proposal) bids submission extended for a couple of weeks.

Approved – February 1, 2011

OAH-DYER-000907

Dr. Siddiqui explained that the RFP was reviewed by the Board member designated to serve on the review committee for this proposal.

The motion failed by a vote of 5/3, with Mr. Aquino, Mrs. French, Mrs. Giles, Dr. Siddiqui, and Ms. Adams voting no.

*Action:* Mrs. Giles moved approval of the agenda as amended. The motion was seconded by Mrs. French and approved by the members of the Board (7/1), with Mr. Dyer voting no.

### **Superintendent's Report**

On behalf of the Superintendent, Mrs. Mamie Perkins, Chief of Staff, reported on the new HCPSS (Howard County Public School System) Golden Opportunities program for senior citizens. She also noted that HCPSS TV has launched a new program entitled *Powerful Partnerships, Amazing Opportunities* that introduces viewers to the many educational and innovative partnerships taking place between the school system and local businesses and non-profit organizations.

Mrs. Perkins congratulated Ms. Brooke Kuhl-McClelland and the Hammond HS Dance Program for receiving the prestigious Maryland State High School Dance Showcase Performance and Professionalism Award at Goucher College on January 7, 2011.

### **Student Representative's Report (Marriotts Ridge HS)**

Amanda Grote, Student Government Association (SGA) President, reported on activities and events sponsored at the school. Marriotts Ridge HS has continued with past traditions and has also created new traditions.

### **Board Members' Reports**

Board members reported on their attendance and participation in recent events and activities.

### **Consent Agenda (Restricted\*)**

Staff Personnel; Bids and Contracts; Operating Budget Monthly Report; and School Construction Report

The Bids and Contracts Purchasing Bid Recommendation P-1 On-line Physical Activity Health Program was pulled for discussion.

*Motion:* Mrs. Giles moved approval of the Restricted Consent Agenda as amended. The motion was seconded by Mr. Aquino.

*Discussion:*

Mr. Meshkin suggested that areas of active cost savings in the Operating Budget Monthly Report be highlighted for easier recognition by viewers.

*Action:* The motion was approved by the members of the Board (7/0\*).

\*Bids and Contracts Purchasing Bid Recommendation P-1 On-line Physical Activity Health Program

Mr. Brown provided a history of the Comprehensive Employee Wellness Program. He said the Board is being asked to approve the healthy activity vendor, Virgin HealthMiles, Inc.

*Discussion:*

Mr. Dyer suggested that the Board hold off on approving the employee health program at this time and provide a health program that includes students, the community, and stakeholder groups, as well as employees. Mr. Brown explained that the component associated with students is embedded in the Board's existing Wellness Policy. He said it is important that the Board move on the recommendation because it will improve employee health, as well as reduce and mitigate cost increases in the health program.

Mrs. Beverly Davis, Director of Finance, explained that Virgin HealthMiles, Inc., was selected due to their success at achieving high rates of participation at the companies, school districts, and organizations they have worked with. The On-line Physical Activity Health Program will initially be targeting the employee base. Funding will initially be provided from the health and dental internal service fund. Eventually the school system does plan to partner with county government and the Howard County General Hospital. The RFP respondents will include in their proposals health risk and wellness assessments and incentive programs. Mrs. Davis added that an ambitious goal is to have a world class wellness program in Howard County.

Board members expressed appreciation to staff for the comprehensive wellness program proposal and are looking forward to its success.

*Action:* Mr. Aquino moved approval of the On-line Physical Activity Health Program. The motion was seconded by Mr. Meshkin and approved by the members of the Board (7/0\*).

**Consent Agenda (General)**Donations

*Action:* Mrs. Giles moved acceptance of the Consent Agenda. The motion was seconded by Mr. Aquino and approved by the members of the Board (8/0).

**Proclamation: Employee Appreciation Week**

The Board of Education of Howard County designates the week of February 7 - 11, 2011, as Employee Appreciation Week.

*Action:* Mr. Aquino moved approval of the proclamation. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

**Proclamation: African American History Month**

The Board of Education of Howard County designates the month of February 2011 as African American History Month in the Howard County Public School System.

*Action:* Ms. Adams moved approval of the proclamation. The motion was seconded by Mrs. Giles and approved by the members of the Board (8/0).

**Proclamation: National School Counseling Week**

The Board of Education of Howard County designates February 7 – 11, 2011, as National School Counseling Week in the Howard County Public School System.

*Action:* Mrs. Giles moved approval of the proclamation. The motion was seconded by Ms. Adams and approved by the members of the Board (8/0).

**Proclamation: Gifted and Talented Education Month**

The Board of Education of Howard County designates the month of February 2011 as Gifted and Talented Education Month in the Howard County Public School System.

*Action:* Mrs. French moved approval of the proclamation. The motion was seconded by Mr. Aquino and approved by the members of the Board (8/0).

**Renaming of Cradlerock School Charter**

*Presenter:* Ms. Marion Miller, Administrative Director, Elementary Schools

Ms. Miller presented the charter for the establishment of a committee for renaming the Cradlerock School and provided background information on the school. In July 2003, Dasher Green ES and Owen Brown MS were merged into a PreK-8 school,

subsequently named Cradlerock School. In June 2010, the Board approved returning Cradlerock to two separate elementary and middle schools, effective July 1, 2011.

*Discussion:*

Ms. Miller stated that a variety of geographical names have been submitted for renaming the schools. A video featuring the elementary and middle school students of Cradlerock School will be presented to the Board on March 10, 2011.

Board members suggested that consideration be given to the possibility of Board action taking place the same night the public hearing is scheduled (April 14, 2011).

### **Proposed 2011-2012 Academic Calendar**

*Presenter:* Mrs. Patti Caplan, Director, Public Relations

Mrs. Caplan provided historical information on the HCPSS Academic Calendar and explained the various criteria and considerations that the committee takes into account when making the recommendation on the calendar. These include requirements for hours and number of student days required by the state, as well as the 192 days required by the teacher contract. The goal is to develop a school calendar with the least amount of disruption possible while also considering provisions for staff development, student transportation, school construction, report card processing, and the needs and challenges that face today's families.

Comments were received from the public regarding the length of the winter break as proposed, which allows for five days, excluding weekends. There is a precedent for the Board approving a calendar with a five-day winter break in 1988, which began on December 24 and ended January 1.

#### Calendar Proposal:

- The first day for staff will be August 22, 2011, with the Countywide Professional Development Day scheduled for August 23.
- School opens for students on Monday, August 29.
- Winter Break begins on December 24 and runs through January 1.
- Second quarter ends on January 20, with the Professional Work Day following on January 23.
- Spring Break extends from March 31 through April 9.
- The last student day is scheduled for June 8, 2012.

*Discussion:*

Mr. Dyer asked about the possibility of extending the school day in order to make up inclement weather days. It was noted that school systems are expected to make every effort to meet the requirement for number of instructional days first, and if there

are extraordinary circumstances, the state may grant a waiver request. It was also noted that extending the school day in the past was not a popular option, but it was implemented because HCPSS had already used the inclement weather days included in the school calendar.

Board members reviewed each month of the proposed calendar. Comments of note are included below:

### **August 2011**

Starting the school year earlier in August would result in pushing back the start date for teacher orientation to very early in August. There are also conflicts with testing windows, school construction schedules, payroll, etc.

### **September 2011**

No discussion

### **October 2011**

Except for state-mandated holidays, those holidays that fall outside of the school week will be listed at the top of the monthly calendar page. Information listed on specific dates is usually limited to that which impacts the academic day.

### **November 2011**

Consideration is given to scheduling Professional Development Days to coincide with federal holidays. The Professional Development/Work Day in November is specifically designated to occur at the end of the third quarter. If the Professional Development Day occurred on Veterans Day in 2011, that would extend the end of the marking period and also have a great impact on teachers, report cards, etc. Survey results did not show strong support for accommodating Veterans Day in the academic calendar.

### **December 2011**

December 23 has always been an instructional day, with the exception of the year 1977. The importance of keeping the continuity of the instructional program rather than accommodating travel plans was emphasized.

### **January 2011**

The proposal to return students to school on January 2 was discussed, along with the impact of designating that day as a holiday and ending school on Monday, June 11. It was noted that Fridays in December have much higher substitute teacher



needs than December 23. Data was not readily available related to absenteeism on January 2.

Some Board members expressed concern with designating January 2, 2012, as an instructional day. Mr. Aquino pointed out that the proposed calendar provides an opportunity to compress as many instructional days in the school year with as few breaks as possible. He also noted that if the last day of school is moved to June 11, inclement weather makeup days may extend into the following week. Mrs. Vaillancourt expressed agreement and stated that collecting data related to absenteeism, student learning, etc., would help determine the success of the proposed calendar.

### **February 2012**

No discussion.

### **March 2012**

Maryland School Assessment (MSA) testing windows occur in March.

### **April 2012**

It was noted that when a previous calendar proposal included a shortened spring break, there was extremely strong community support against it. It was also noted that the Countywide Professional Development Day in April is scheduled to coincide with national "Take Your Child to Work Day" due to extremely high absenteeism that has occurred in the past when that day was designated for instruction.

### **May 2012**

The arrangement with Merriweather Post Pavilion regarding high school graduation dates was explained. It was noted that the organization has been very generous in providing space for these events and has been wonderful to work with. Mrs. Caplan agreed to provide information to the Board regarding the costs associated with holding graduations at this venue.

### **June 2012**

It was suggested that the notation of inclement weather makeup days be shown more prominently on the calendar page in order to better inform the school community.

*Motion:* Mrs. French moved adoption of the 2011-2012 Academic Calendar as proposed. The motion was seconded by Mr. Aquino.

*Discussion:*

Due to employee contracts, the school system cannot extend the end of the school year by five days and then waive those days if not needed for inclement weather. It would be necessary to pay salaries for that period of time, at a cost of approximately \$3 million per day.

*Action:* The motion was approved by the members of the Board (8/0).

Board members expressed appreciation to the committee members for their work.

**Policy 9210 Dress Code**

*Presenter:* Mrs. Arlene Harrison, Administrative Director, Elementary Schools

Revisions include changing the name of the policy from Dress Code to Student Dress Code. Additionally, the definition of Attire has been expanded, and prohibitions covering footwear have been added. Definitions have also been added for Health, Parent, Religious Obligation, Head Coverings, Safety, and School-Related Activities. The policy also prohibits attire that promotes illegal or harmful activities or that damages school property.

*Discussion:*

In response to Ms. Adams, Mrs. Harrison stated that she would ask the review committee to reconsider the need for language regarding attire that may be worn for cultural reasons. Mrs. French indicated that legally, it is the principal of the school who has the final authority regarding appropriate attire, and local boards cannot be more specific in what policy dictates.

Mrs. Harrison clarified that clothing that can cause damage includes attire that contains spikes, studs, chains, etc.

Mr. Dyer questioned the need for including a prohibition on attire that promotes harmful activities and expressed concern with violating civil liberties. Mr. Dan Furman, Staff Attorney, responded that the term harmful was meant to protect against messages that may be directed toward a particular group of students and cause a disruption within the school.

Mrs. French requested that language be added to the policy indicating that the Superintendent/Designee is responsible for ensuring that this policy is uniformly applied to all schools.

Ms. Adams questioned the use of the dress code policy with regards to school dances. Mr. Furman indicated that there is some educational value to after-school activities and noted the importance of maintaining consistent standards not only

throughout the school district, but throughout the entire school day, which may extend into extracurricular activities.

Mr. Meshkin requested that a statement be included in the policy under Compliance stating that the Superintendent/Designee is responsible for measuring the implementation of the policy and reporting back so that there is a collection of data over a period of time that can be used whenever the policy is re-evaluated.

Mr. Brown stated that staff would put together information to report to the Board in terms of performance measures, operational measures, Board oversight, etc., and integrating that with evaluating the effectiveness of Board policies. That information will be provided to the Board so that to the extent that language is included in policy, it is meaningful and helpful in terms of making an assessment about a policy's effectiveness.

Dr. Siddiqui stated that the measurement issue could be dealt with on a policy-by-policy basis until a solution is found. The time to make a recommendation in terms of measurements is when a charter is presented for a committee on a certain policy. The Board will look at overall policies in terms of guidelines for looking at measures in the future.

The Board will hold a public hearing on February 10 and take action on March 10, 2011.

**Recess** – The meeting was recessed by the Chairman at 6:45 p.m. and reconvened at 7:31 p.m.

Dr. Siddiqui recognized members of Boy Scout Troop #75 from Columbia.

### **Public Forum**

There was no one present to address the Board.

### **Public Hearing – Policy 4050 Procurement of Materials, Supplies, Equipment and Services**

No testimony.

### **Public Hearing – Policy 4080 Disposition of Property**

No testimony.

### **Public Hearing – Policy 9060 Rehabilitation Act of 1973 Compliance: Section 504 Policy**

No testimony.

**Public Hearing – Policy 10020 Use of School Facilities by Non-School Groups**

No testimony.

**Adjournment** – By Board consensus, the meeting was adjourned at 7:35 p.m.

**Information Items**

- A. Food and Nutrition Service Financial Report
- B. Fundraising/Donation Annual Report

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

January 19, 2011

The Board of Education of Howard County met in closed session on January 19, 2011, at 3:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Frank J. Aquino that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss to discuss the HCAA, HCEA, and HCEA-ESP initial proposals and the Superintendent's recommendation. The motion was seconded by Cynthia L. Vaillancourt and approved 6/0. Persons present: Board members, Janet Siddiqui, M.D., Chairman; Sandra H. French, Vice Chairman; Frank J. Aquino, Esq.; Allen Dyer, Esq.; Ellen Flynn Giles; and Cynthia L. Vaillancourt.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Mamie Perkins, Chief of Staff; Theresa Alban, Chief Operating Officer; Linda Wise, Chief Academic Officer; Mark Blom, General Counsel; Sue Mascaro, Director Staff Relations; and Mike Johnson, Director, Business Systems

Mrs. Perkins and staff provided the Board with information related to negotiation proposals from HCAA, HCEA, and HCEA-ESP bargaining units. After in-depth discussion, the Board then voted to accept, reject, and/or change each of the recommendations.

Adjourned: 5:15 p.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education

**Minutes of the Board of Education Legislative Committee**

**January 19, 2011 – 2:15 p.m. – Board Planning Room**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino, Sandra H. French, Raymond H. Brown

*Staff:* Mark Blom, General Counsel; Kathy Hanks, Administrative Specialist (Board Office)

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
I	<b>Call to Order</b>	Meeting called to order at 2:21 p.m.	By Consensus	
II	<b>Approval of Agenda</b>	Will be amended as needed.	By Consensus	
III	<b>Ethics Regulations</b>	<p>1. Mr. Blom reviewed the proposed action on the ethics regulations. Generally, government agencies submit draft documents with highlighted changes. This document was totally rewritten. Mr. Blom stated he reviewed the document and 95% of this proposal already exists. Mr. Blom then reviewed the changes with the committee.</p> <p>2. Mr. Blom recommended that the committee review the Appendix A Model Policy, which is what the HCPSS Ethics Policy is based. He also stated that the regulations and statutes do not match and create confusion. The Appendix A Model Policy provides clarity.</p> <p>3. It was recommended that Mr. Blom submit a Board Report as an Information Item on the February 10, 2011 Board meeting. A second Board report will then be presented for Action on February 24, 2011.</p>	The Board Report will summarize the document, provide the BOE Legislative Committee’s recommendation, and provide potential testimony. The full Board will decide how to proceed at the February 24, 2011, Board meeting.	The deadline to submit testimony to the state is February 28, 2011.
IV	<b>General</b>	Mr. Brown recommended pulling the Legislative report from the January 27 <sup>th</sup> Board agenda as there is nothing to report at this time.		
V	<b>Scheduling</b>	Next meeting will be held on Wednesday, February 2, 2011 at 2:30 p.m. in the Board Planning Room.		
VI	<b>Adjournment</b>	Meeting adjourned at 3:05 p.m.	By Consensus	

Approved – February 1, 2011

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

February 1, 2011

The Board of Education of Howard County met in closed session on February 1, 2011, at 2:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss the Superintendent's medical leave, filling Deputy Superintendent position, and related personnel issues.. The motion was seconded by Sandra H. French and approved 5/0. Persons present: Board members, Janet Siddiqui, M.D., Chairman; Sandra H. French, Vice Chairman; Frank J. Aquino, Esq.; Allen Dyer, Esq.; Ellen Flynn Giles. Brian J. Meshkin arrived at 2:31 p.m. after the vote to close.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Also present: Judy Bressler of Carney, Kelehan, Bresler, Bennett & Scherr LLP

1. The Board took action regarding the Superintendent's medical leave request.
2. The Board reviewed the Superintendent's recommendation and associated hiring procedures of the Deputy Superintendent Position.

Adjourned: 3:20 p.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education

Approved – February 24, 2011

OAH-DYER-000919

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 1, 2011  
Rescheduled Meeting of January 27, 2011

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, February 1, 2011, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Alexis N. Adams, Student Member

Linda Wise, Chief Academic Officer  
Patti Caplan, Director, Public Relations  
Kathy Hanks, Administrative Specialist/Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 4:04 p.m., and Robbie Suchocki, Mt. Hebron HS student, led the group in the Pledge of Allegiance.

### Public Forum

Mr. David Palmer, a Reservoir HS parent, expressed his concerns with teacher turnover and the suspension rate at Reservoir HS.

Dr. Siddiqui stated that the Board acknowledges the issues at Reservoir HS and has confidence in the Superintendent's administrative team to work collaboratively with students, parents, teachers, the community, and the Board to resolve issues and produce positive results.

Mr. Stephen Blaes presented his plan for a school supported agriculture program.

### Approval of Agenda

Add: 7.B. Education Jobs Funds Grant/Bridge to Excellence Foundation Grant

Delete: 10.A. Community Advisory Council Monthly Report

*Motion:* Mr. Aquino moved approval of the agenda as modified. The motion was seconded by Mrs. French.

Approved – February 24, 2011



*Motion:* Mr. Dyer moved that the Board include a discussion on the agenda to decide whether or not to form a committee of Board members to discuss issues regarding Reservoir HS. The motion was seconded by Mr. Meshkin. The motion failed (2/4\*) with Dr. Siddiqui, Mrs. French, Mr. Aquino, and Mrs. Giles voting no.

*Action:* The Board approved the agenda as amended (5/2), with Mr. Dyer and Mr. Meshkin voting no.

### **Superintendent's Report**

Mrs. Perkins, Deputy Superintendent, reporting on behalf of Superintendent Dr. Cousin, shared that HCPSS student athletes worked with HCPSS TV to produce six public service announcements on sportsmanship in the stands entitled: "I Wish My Parents Knew..." The spots will be shown on HCPSS TV and may be shown during state championship contests as well.

Mrs. Perkins thanked the custodial and maintenance staff for their efforts during the recent snowstorms.

Mrs. Perkins also congratulated the following individuals:

- Alexis Adams, student member to the Board of Education, for her testimony at the Capital appeal before the Board of Public Works in Annapolis
- David Robb, technology teacher at Bellows Spring ES, for being honored as the 2011 Maryland Educator Using Technology by the Maryland Society for Educational Technology
- Michelle Wong, student at Lime Kiln MS, who was selected as a winner of Arena Stage's 2011 Student Playwright Project 10-Minute Play Competition

The following middle school students for taking first place in Howard County's Young Author's Contest:

- Connor Dobson and Nicholas Balmadier, Wilde Lake
- Daniel Garvey, Patuxent Valley
- Cecelia Hsu, Burleigh Manor
- Emily Anderson, Mount View
- Patricia Elia, Glenwood
- Students Brandon O'Toole, Patapsco MS, and Tatiana Williams, Mt. Hebron HS, for their winning entries in the Martin Luther King, Jr. Holiday Commission Essay Competition

The recipients of Bright Minds Foundation grants:

- Eric Cullings, Hammond HS teacher
- Joan M. Fox, Burleigh Manor MS teacher
- Brad Herling, Centennial Lane ES principal
- Rachel Kastner and Juliet Wilson, Stevens Forest ES teachers
- Judy Lerner-Eastland, Harpers Choice MS teacher
- Anne Stroyk, Howard County Conservancy resource teacher

### **Student Representative's Report (Mt. Hebron HS)**

Robbie Suchocki, Mt. Hebron HS student, reported on activities and events sponsored at the school. He updated the members of the Board on the renovation process taking place, and he shared information about the school's newest project, *Hebron for Hope*.

### **Board Members' Reports**

Board members reported on their attendance at recent school and community events.

Chairman Dr. Siddiqui reported that earlier today, Board members met in closed session regarding Dr. Cousin, who has requested a medical leave of absence until March 1, 2011. Dr. Cousin is battling a rare form of cancer and cited the need to focus on his health. He has asked for patience, prayers, and privacy during this difficult time. He has been on leave since January 5, 2011, and the Board looks forward to his speedy recovery and wishes him the best.

### **Consent Agenda (Restricted\*)**

#### Bids and Contracts, and Official Closed Meeting Minutes of January 19, 2011

*Action:* Mr. Aquino moved approval of the Consent Agenda Restricted. The motion was seconded by Mrs. Giles and approved by the members of the Board (6/0\*).

### **Consent Agenda General**

#### Donations; 2010 Bridge to Excellence (BTE) Annual Report; Regular BOE Meeting Minutes of January 6, 2011 and January 13, 2011; and Legislative Committee Meeting Minutes of January 19, 2011

The Regular BOE Meeting of January 6, 2011, and the Legislative Committee Meeting Minutes were pulled for voting purposes.

*Action:* Mr. Aquino moved approval of the Donations Report, the 2010 BTE Annual Report, and the Regular BOE Meeting Minutes of January 13, 2011. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).

*Action:* Mrs. Giles moved acceptance of the Regular Meeting Minutes of January 6, 2011. The motion was seconded by Mrs. French and approved by the members of the Board (5/0), with Mr. Aquino and Ms. Adams abstaining due to absence from the meeting.

*Action:* Dr. Siddiqui moved approval of the Legislative Committee Meeting Minutes. The motion was seconded by Mr. Aquino and approved (3/0) by the committee members (Dr. Siddiqui, Mrs. French, and Mr. Aquino).

Mrs. French noted that the 2010 BTE Annual Report *Teaching Green, Working Green* will be posted on the HCPSS website. Mrs. Perkins recognized the wonderful work of the Public Information Office.

**\*Administrative Promotion**

Mrs. Wise presented the following Administrative Promotion for Board's approval:

<u>Name</u>	<u>From</u>	<u>To</u>
Patricia L. Otero	Resource Teacher Professional & Organizational Development	Facilitator Professional & Organizational Development

*Action:* Mrs. Giles moved approval of the administrative promotion. The motion was seconded by Mr. Aquino and approved by the members of the Board (6/0\*).

Mr. Brown presented the following Administrative Promotion for the Board's approval:

<u>Name</u>	<u>From</u>	<u>To</u>
Mamie J. Perkins	Chief of Staff	Deputy Superintendent

Dr. Siddiqui explained that the interviewing process transpired in December 2010, and assured everyone that the process was followed accurately.

*Motion:* Mrs. French moved approval of the administrative promotion. The motion was seconded by Mr. Aquino.

*Discussion:*

Mr. Dyer said he congratulated Mrs. Perkins on her nomination but due to his denial of access to examine additional official records and papers, he must vote against the recommendation.

Mr. Aquino reassured everyone that the interview process was completed appropriately. He added during the interview process, extra details were included to ensure that the appropriate candidate was selected. He said that he objects to Mr. Dyer's continued actions in trying to paint the Board in a manner that suggests the Board acted in some way improperly. He added that Mr. Dyer continues to refuse to accept the fact that the Board has an obligation to govern itself, and that governance comes essentially through majority vote.

Dr. Siddiqui stated that the Board is not in the process of nominating a Deputy Superintendent. The additional official records requested by Mr. Dyer were not needed to move forward with the Superintendent's recommendation.

*Action:* The Board moved in favor of Mrs. Perkins as the next Deputy Superintendent of the HCPSS (5/1\*), with Mr. Dyer voting no.

### **Bridge to Excellence: Replacement Plan 1.0 for Instructional Labs and Teacher Laptops**

*Presenters:* Mr. Michael Borkoski, Technology Officer; Jennifer Elam, eLearning Coordinator; and Mr. Timothy Guy, eLearning Facilitator

The Replacement Plan 1.0 project replaces standard general purpose desktop and mobile computer labs used by students in all elementary and middle schools, along with most teacher laptops. By using Netbooks instead of laptops, the number of computers in each mobile lab has increased from 15 to 30. The project has been underway since October 25, 2010, and the total cost is \$6,426,758. The project is within budget and on schedule to complete as planned on March 23, 2011.

The Replacement Plan 1.5 is scheduled for next year pending funding. It will replace the remaining teacher laptops, technology teacher mobile labs in all elementary schools, and general purpose fixed and mobile labs in all high schools.

#### *Discussion:*

Mrs. Elam explained that Mr. Guy introduced a learning management system at Mt. View MS that is being considered to be used on a larger scale at all of the Howard County public schools. Professional development webinars are currently available online for teachers. She added that eventually eLearning wants to make an impact directly with students.

Mr. Aquino asked if our infrastructure has the capacity to handle 50,000 students. Mr. Borkoski reported that the network upgrade is almost completed in all of the Howard County public schools, which will satisfy the requirements for online learning. He added that the replacement plan is focused on computers for schools, and that the use of netbooks has been very positive.

Mr. Borkoski explained that the school system has policies in place that offer guidelines on what computer equipment can and cannot be purchased by the schools, using school funds. For security and liability reasons, schools are not to allow people other than designated HCPSS employees, access to the systems computers.

Mr. Dyer asked if information regarding the number of students not having access to computers after school hours is on file. Mr. Borkoski and Mrs. Giles explained that the organization *Bright Minds* works with individual schools to identify students that

have a need for a computer after school hours. *Bright Minds* has a partnership with the HCPSS and provides computer equipment to homes where the most impact will be made. The *Bright Minds* approach is to make it a family commitment and to help the family understand the technology.

Mr. Dyer asked if students are receiving good keyboarding skills in school at an early age. Mrs. Elam said keyboarding skills did not fall in her area. Ms. Adams said that while she was in elementary school, her class would go to the computer lab and receive typing instruction. She added that software application classes are offered in higher grade levels.

Mrs. French asked if Board members could have access to the webinars, quick reference cards, the HCPSS TV video tutorials, web help, etc. that is being offered. Mrs. Elam said she would take care of this.

Ms. Adams asked if students were allowed to bring and use their own computers in school. Mr. Borkoski explained that students being able to use their own computers while in school may be allowed in the future, but not currently.

Mr. Meshkin challenged Mr. Borkoski and his department to continue to do the work that is currently being done, and to look at ways of using technology to save money. Mr. Borkoski said his department is always looking for different ways to be innovative.

Board members expressed their appreciation to Mr. Borkoski and his department for a job well done.

### **Interscholastic Athletics Concussion Program**

*Presenter:* Mr. Michael Williams, Coordinator of Athletics

HCPSS implemented the Concussion Program in the fall of 2007. The latest recommendations from the International Concussion in Sport Group consensus meeting in Zurich, indicate that student-athletes 18 years and below who experience any of the signs or symptoms of a concussion after a bump, blow, or jolt to the head should be kept from practice or game play until cleared by a qualified health professional. "When in doubt, sit them out."

Recent research indicates that:

- Adolescent brains are developing throughout the high school years, and may be particularly vulnerable to a concussion.
- Up to 90% of students with a concussion exhibit cognitive/ learning challenges during their recovery.

The report provided background information on concussion signs and symptoms and described the implementation of a concussion education and management program in the HCPSS

In order to promote Goal One (meet rigorous performance standards) & Goal Two (a safe and nurturing school environment) HCPSS will:

- Continue the Sports Concussion Education and Testing Program as an eligibility requirement for participation in Interscholastic Athletics for selected sports. Other participants may voluntarily take part in the program.
- Continue the Concussion Education & Certification for coaches.
- Continue the Parent and Student Concussion Management Education program.

On March 19, 2011, between 40 and 70 pediatricians along with Mr. Williams, the HCPSS athletic trainers, and Dr. Gerry Gioia, Chief of the Division of Pediatric Neuropsychology at Children's National Medical Center will be holding a collaborative dinner meeting at Howard HS. The most asked question asked when it comes to concussions "who has the final say on return to play", is hoped to be answered.

*Discussion:*

Board members expressed their appreciation to Mr. Williams for the exemplary Interscholastic Athletics Concussion Program that he has spearheaded in the HCPSS.

Mr. Williams reported that he attended a national forum on *Concussion Management*, on January 14, 2011, at the Children's National Medical Center in Washington, DC. Attendees included the NFL (National Football League), the NHL (National Hockey League), USA Football, the National Association of Board of Education, the National Federation of High Schools, college professors, and a range of national experts.

Mr. Meshkin suggested that Mr. Williams pursue the idea of having the *Interscholastic Athletics Concussion Program* published.

Mrs. French expressed the need for protective head gear in sports programs that currently do not require it. Mr. Williams stated that data shows that the number of concussions generally rises when sports are required to use protective head gear. He said that once the protective head gear is on, an athlete may see themselves as invincible, so the likelihood of head injuries actually increases. Most sport related concussions occurring in the HCPSS are in football, followed by wrestling.

Mr. Williams said he would provide to the Board the concussion data report for the past year.

**\*Education Jobs Funds Grant/Bridge to Excellence Foundation Grant**

*Presenter:* Mrs. Kathleen Swinson, Budget Director

The HCPSS has received a restricted Education Jobs Fund grant award from the Maryland State Department of Education (MSDE) funded under the new Education Jobs Fund in the amount of \$8,527,602. The Education Jobs fund is to be used only for salaries and fringe benefits for school-level positions.

At the same time, the State Bridge to Excellence (BTE) Foundation formula unrestricted grant has been reduced by 80 percent of the amount of the Education Jobs fund grant (\$6,822,082). The BTE State formula grant savings are being reserved to help fund fiscal 2012 education expenses.

The \$1,705,520, difference between the Education Jobs Fund grant and the reduced BTE State formula grant, will provide an increased fund balance in the Health and Dental Fund due to a reduction of claims being paid from the Education Jobs Fund grant.

*Motion:* Mr. Aquino moved acceptance of the grant. The motion was seconded by Mrs. French.

*Discussion:*

Mr. Meshkin reaffirmed that the \$1,705,520 funds, the difference between the Education Jobs Fund grant and the reduced BTE State formula grant, would provide an increased fund balance in the Health and Dental Fund.

*Action:* The motion was approved by the members of the Board (6/0\*).

**Recess** – The meeting was recessed by the Chairman at 6:04 p.m. and reconvened at 7:30 p.m.

**Public Forum**

Ms. Linda Turner, a parent, addressed the Board with her concerns about staff accountability and not being given adequate notice of a meeting.

**Public Hearing – Policy 4050 Procurement of Materials, Supplies, Equipment and Services**

No testimony.

**Public Hearing – Policy 4080 Disposition of Property**

No testimony.

**Public Hearing – Policy 9060 Rehabilitation Act of 1973 Compliance: Section 504 Policy**

No testimony.

**Public Hearing – Policy 10020 Use of School Facilities by Non-School Groups**

John Hannay representing PTA Council of Howard County

PTA Council has the following concerns and recommends amendments to the Policy.

- Clarify definition of School-Related Support Organization.
- Coverage of costs of facilities and the ability for some PTA's to be able to cover them. Recommend addressing this in an amendment to Fee Structure under IV. Standards.

**Public Hearing – Superintendent's Proposed FY 2012 Operating Budget**

Sarina Raman, Mt. Hebron HS, Student Representative for Science Advisory Committee

- Thanked the Board for its longstanding support of the science program in the HCPSS
- Expressed support to include a half-time environmental resource teacher in the 2012 Operating Budget.

Janet Crouch, Longfellow ES Parent

- Thanked the Board for its continued support of the library media program of the HCPSS.

Elise Crouch, Longfellow ES Student

- Advocated to keep the library media budget of the HCPSS intact.

Russ Poch, Science Advisory Committee (SAC), HCC Professor

- Thanked the Board for its past support of the many science initiatives funded in last year's budget.
- Stated that it is important, as noted in the Superintendent's proposed budget, we need to continue funding materials of instruction for students.
- Advocated support to include a half-time environmental resource teacher in the 2012 Operating Budget.

Raymond Chong, Wilde Lake HS Graduate, Johns Hopkins University Student

- Speaking in support of the Superintendent's budget as a whole and, in particular, to speak in support of the continued budget for the Gifted & Talented Program.

Joan Webb Scornaienchi, Executive Director of HC DrugFree, Representing the Student Services/Alternative Education Advisory Committee

- Requested the Board maintain current level of funding in the proposed operating budget for the 2011-2012 school year.



- Thanked the Board for its continued support for the outstanding work that is being done by the staff in the Office of Student Services and Alternative Education.

Colleen Morris, Representative Howard County Education Association (HCEA)

- Asked the Board to show the same dedication to HCPSS employees in the operating budget that they provide daily to the HCPSS students. It is people that make programs and learning successful.

Paul Lemle, Representative Howard County Education Association (HCEA)

- Advocating that the budget include more computers to replace textbooks, and better software to increase teacher productivity and time.
- Asked that the Board create more teamwork by allowing students and teachers to give the Board ideas.

Maleeta Kitchen, Third Grade Teacher, Running Brook ES

- Appealed to the Board not to make any cuts that would have a direct impact on student learning, specifically overcrowded classrooms and reducing or eliminating summer school.

Donna Schulz, Paraeducator Phelps Luck ES

- Challenged the Board to look at the budget to see where it can make cuts without taking it from employees' salaries.
- Advocated not to include a 2% increase in pension contribution.

Lisa Reeves, Parent Triadelphia Ridge ES

- Expressed support of the full funding of the Superintendent's 2012 proposed budget, and specifically the Board's support of the county-wide Gifted & Talented program.

Tom Grobicki and Steve Estomin, Co-Chairs of the FY2012 Operating Budget Review Committee

- Presented a preliminary report Superintendent's FY2012 proposed budget. A final report will be given on Tuesday, February 15, 2011, prior to Budget Work Session III.
- Shared opinions of the committee regarding the proposed budget, new initiatives, retirement costs, and the executive summary.
- Top concerns are strategies for future revenue, eLearning, excessive use of contract employees and consultants, and vehicle use.

John Hannay, Representing the PTA Council of Howard County

- Expressed great concern about the deference of the maintenance of buildings and fleet vehicles.
- Reducing of paraeducator positions at Cedar Lane School.
- Reducing Special Education Summer School from 5 weeks to 4 weeks.
- Encouraged the Board to keep our schools a centerpiece of our county, culturally, and economically by using innovations. Do not accept the new norm

and mediocrity. PTA Council is ready to meet with the Board to explore new opportunities for the future.

Jane Chambers, Chair of the Education and Youth Issues Committee of the Arc of Howard County

- Advocated that the Board restore the fifth week of summer services for special education.
- Provide additional teaching staff for special education school-based services.

Chris Wertman, Individual

- Expressed appreciation to the Board for supporting the stipend for the Robotics Advisors.
- Encouraged the Board that as the school system brings technology into the classroom that academics not be forgotten.

**Adjournment** – By Board consensus, the meeting was adjourned at 8:36 p.m.

**Information Item**

- A. Educational Foundation Annual Audit Report

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 3, 2011

The Board of Education of Howard County held Public Work Session I on the Superintendent's Proposed FY 2012 Operating Budget on Thursday, February 3, 2011, at 7:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin

Mamie Perkins, Deputy Superintendent  
Theresa Alban, Chief Operating Officer  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 7:02 p.m., and Mr. Aquino led the group in the Pledge of Allegiance.

## **Approval of Agenda**

*Action:* Mrs. French moved approval of the agenda. The motion was seconded by Mr. Aquino and approved by the members of the Board (6/0).

## **Work Session I**

### **Revenues**

Mr. Raymond Brown, Chief Financial Officer, provided an update on FY 2012 revenue projections, which can change a number of times during the budget process. He also noted that the General Assembly has not determined details regarding a shift in pension costs to local governments, which will affect future budgets.

### **Administration**

#### **Program 0101 – Board of Education**

- Funds are included for the establishment of a hotline for reporting allegations of fraud.

Approved – February 24, 2011

OAH-DYER-000931

- Bid proposals for the Board's legal services have been extended to February 23, 2011.
- Requests for appeals continue to increase annually, and any decrease in Legal Fees is not recommended.

Program 0102 – Office of the Superintendent

No discussion.

Program 0103 – Staff Relations/Equity Assurance

No discussion.

Program 0104 – Legal Services Office

- One staff attorney position has been added to provide legal services normally contracted to outside counsel.

Program 0105 – Partnerships Office

- Relationships with community organizations benefit everyone in the school system.
- Supplies for the staff recognition program have been moved to the Public Information budget due to a transfer in personnel.

Program 0201 – Business Services and Operations

No discussion.

Program 0203 – Budget Office

No discussion.

Program 0204 – Payroll Services

No discussion.

Program 0205 – Purchasing Services

- Work continues with the Curriculum Office to identify cost-saving measures for textbooks.

Program 0206 – Accounting Services

No discussion.

Program 0302 – Public Information Office

No discussion.

Program 0303 – Human Resources

- Secretarial positions in this program support multiple functions, e.g., position control, certification, tuition reimbursement, temporary and permanent hires, substitute teachers, etc.
- An online application process for teachers was implemented on February 1, 2011.

Program 0305 – Other Support Services

No discussion.

Program 0502 – Student Assessment and Program Evaluation

No discussion.

**Transportation**

- The budget impact of increasing walking distances for students has not been formally studied.
- Approximately 40,000 students are transported on a daily basis; an additional 10,000 students are not eligible for transportation services.

Subprogram 3324 - Early Childhood Services

- Discussion involved cost savings and safety issues related to changing the current practice of transporting four-year-old PreK students on special education buses.

Program 6701 – Pupil Transportation Office

No discussion.

Program 6801 - School Bus Operations - Regular

No discussion.

Transportation - OtherSubprogram 6101 - Pupil Personnel Services

- Cost savings have occurred by optimizing bus runs for the transportation of displaced students.

Subprogram 3328 - Special Education Nonpublic/Community

- Funding in 2009 represented summer services only.
- Staff is confident that the FY 2012 budget request is adequate for year-round services.

**Operation of Plant**Program 7101 - Custodial Administration and Training

No discussion.

Program 7102 – Custodial Services

No discussion.

Program 7201 – Utilities

No discussion.

Program 7301 – Warehousing

No discussion.

Program 7401 – Risk Management

- The FY 2012 budget request is slightly lower than the FY 2011 authorization.
- A decrease has occurred partially due to a reduced number of pre-employment physicals.
- Funds are included for training to reduce/prevent injuries.

Program 7501 – Other Operation of Plant

No discussion.

**Maintenance**Program 7601 – Buildings/Ground Maintenance Administration

No discussion.

Program 7602 – Building Maintenance

- Maintenance is only deferred for aesthetic items, and safety is not sacrificed due to budget constraints.

Program 7701- Networks and Technology Support Services

- Possible issues related to software compatibility between the school system and the public will be reviewed by staff.

Program 7801 – Grounds Maintenance

- The County Executive has expressed appreciation for the services provided by the school system in assisting with snow/ice removal.

Program 7901 – Environmental Maintenance

No discussion.

**Fixed Charges**Program 8001 – Fixed Charges

- This category contains funding that is provided as a revenue source to the Workers' Compensation Internal Service Fund.
- A savings of approximately \$2 million was realized by retaining grandfathered status under the new national health plan.
- An employee wellness program and other initiatives help reduce the payment of claims, which is reflected in Restricted Funds.

**Community Services**Program 9101 – Nonpublic School Transportation Services

No discussion.

Program 9201 – Community Services – Grounds Maintenance

No discussion.

Program 9301 – Community Use of Facilities

- No financial impact is expected as a result of proposed changes to Policy 10020 Use of School Facilities by Non-School Groups.

Program 9401 – Other Community Services

- Transportation for the infants in the Teen Parenting Program is included in this budget.

Program 9501 - International Student Services

- This program provides funding for document translation to meet the needs of the school system's diverse community.

**Capital Outlay**Program 0202 – School Construction

- In-house services provide for planning and constructing facility improvements.
- The majority of projects are completed on time and under budget, with no compromise in safety.

Program 0212 – School Planning

- Funding for site acquisition is contained in the capital budget.

**Restricted Funds (except Printing Services)**Program 8301 – Food and Nutrition Service

- Regulations pertaining to the Healthy, Hungry-Free Kids Act will not be finalized for approximately 18 months.
- No financial incentives are provided for the sale of any particular food item.

Program 9714 – Information Technology - Information Management Fund

No discussion.

Program 9715 – Health and Dental Self-Insurance - Health Insurance Fund

No discussion.

Program 9716 – Workers' Compensation Fund

No discussion.

Grants Fund

- As grants are phased out, some positions are transferred to the operating budget.

- It was noted that the Title II, Part A: Teacher Quality Program grant may not be renewed due to a possible switch to competitive grants as a result of Race to the Top.

The next public work session on the FY 2012 Proposed Operating Budget is scheduled for Tuesday, February 8, 2011, at 1:00 p.m., and includes the Printing Fund, Student Services, Instruction, and Special Education.

**Adjournment:** The meeting was adjourned by the Chairman at 8:38 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.



## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 8, 2011

The Board of Education of Howard County held Public Work Session II on the Superintendent's Proposed FY 2012 Operating Budget on Tuesday, February 8, 2011, at 1:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt

Mamie Perkins, Deputy Superintendent  
Theresa Alban, Chief Operating Officer  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 1:03 p.m., and Mr. Meshkin led the group in the Pledge of Allegiance.

### Approval of Agenda

The following change was made to the agenda:

Add: Budget Review Process Presentation

*Action:* Mr. Aquino moved approval of the agenda. The motion was seconded by Mr. Meshkin and approved by the members of the Board (7/0).

### Work Session II

Ms. Kathleen (Woody) Swinson, Budget Director, reviewed the budget process that all account managers began in August 2010.

Mr. Dyer asked if the budget forms could be placed on the website for the public to submit ideas. Dr. Siddiqui noted that the opportunity for community input is currently provided through the Operating Budget Review Committee (OBRC) and the public hearing process.

Approved – March 10, 2011

OAH-DYER-000937

*Motion:* Mr. Dyer moved that the Board direct Mr. Brown's office to place on the HCPSS website interactive internal budget forms for community use. The motion was seconded by Mrs. Vaillancourt.

*Discussion:*

Mr. Meshkin asked for further explanation of the budget forms. Mr. Brown explained that these forms are internal work products. The request sheets do not parallel the Superintendent's proposed budget.

*Action:* The motion failed by a vote of 2/4/1, with Mr. Aquino, Mrs. French, Mrs. Giles, and Dr. Siddiqui voting no. Mr. Meshkin abstained.

**Restricted Funds:**

Program 9713 - Printing Services - Printing and Duplicating Fund

- The rental of seven high-speed copiers is under a five-year lease.
- Staff is forming a committee and looking into preparing a training DVD through HCPSS TV for computer-to-plate technology. Staff was asked to provide a copy of the DVD to the Board when completed.

**Pupil Personnel**

Program 6101 - Pupil Personnel Services

- Although the number of homeless students continues to rise, staff is confident that needs can be met with the current allotment of 20 Pupil Personnel Workers (PPWs).
- Services for students are also coordinated with other agencies in Howard County.
- Current law allows displaced students to remain in their home schools, if desired, and provides for reimbursement of transportation costs by the school system.
- A Homeless Advisory Committee meets monthly to discuss integration of resources and to determine the most efficient and effective ways of carrying out the school system's mission.
- The Homeless Education Assistance Program provides funds to help offset the costs related to educating homeless students.
- It is illegal for the school system to track undocumented immigrant students.
- Tuition is assessed to parents living outside Howard County who place their children in HCPSS. The Finance Office works with families on payment plans when necessary.

Program 6102 - Student Accounting Services

No discussion.

Program 6103 - Teenage Parenting and Child Care

- The current enrollment capacity is serving the program well.
- The graduation rate for students participating in this program is exemplary.

### **Health Services**

#### **Program 6401 - Health Services**

- An influenza vaccination program, including H1N1, was provided in all elementary schools this year.
- Expansion of the vaccination program to middle and high schools would involve coordination with the health department in providing additional vaccine and staff.
- Expansion of the dental clinic to all elementary schools would also involve coordination with the local health department.
- Nurses work with teaching staff to share information with pregnant students and students in the Teenage Parenting & Child Care program.

### **Instruction**

#### **Program 3401 - Saturday/Evening School**

- Evening school provides a program for students who are serving extended suspensions as well as a program for students to receive original credit or credit recovery.
- Transportation is provided for special education students (approximately 30 to 40 percent of the enrollment). Transportation costs could double if provided to all students in the program.

#### **Program 3402 - Homewood Center**

- One classroom teaching position provides music instruction for students in the middle school programs.
- Music is an elective course that meets the Fine Arts requirement for high school students.

#### **Program 3403 - Alternative In-School Programs**

- It is anticipated that computer-based instruction will play a bigger role in the future in providing supplemental academic options to students.
- One major initiative in the area of dropout prevention is the identification of at-risk cohorts of students as they move from 5th to 6th grade and from 6th to 9th grade. Performance is monitored so that any necessary interventions can begin as soon as possible.

#### **Program 5601 - School Counseling**

- Counselors are working at the middle and high school levels to assist in teaching lessons on academic integrity.
- Staff agreed to look into the possibility of providing materials to students in a digital format for help in college planning, etc.
- One additional counselor has been added to address enrollment growth at one particular school and is based on a staffing formula.

#### **Program 5701 - Psychological Services**

No discussion.

**Special Education**

- Most of the funding that was previously provided through the American Recovery and Reinvestment Act (ARRA) has now been placed in the operating budget.
- One particular legal case cost approximately \$130,000 in FY 2011.
- Help from an additional staff attorney has resulted in a savings of approximately \$50,000 this year.

**Program 3320 - Countywide Services**

- Reading difficulties, including dyslexia, are addressed through various resources and services throughout the budget.
- Optimization of travel/mileage costs is accomplished by assigning staff to specific geographical areas of the county.
- Year-round services are provided in the birth to age 3 program. From age 3 to 21, an extended school year (ESY) is provided as needed.
- Staff is confident in the ability to meet student needs even though the summer ESY summer program has been reduced from five weeks to four.

**Program 3321 - Special Education School-Based Services**

- Staff provided information about American Recovery and Reinvestment Act (ARRA) funding and its placement and impact on the budget.

**Program 3322 - Cedar Lane Program**

- This program helps reduce the number of nonpublic placements for students who require a highly specialized, comprehensive program in a special school setting.
- A student's IEP (Individualized Educational Program) drives the placement of a student in order to achieve the best results in the least restrictive environment.

**Program 3323 - Bridges Program at Homewood**

- Staff is confident that three regional programs are sufficient to provide appropriate services for students with emotional disabilities.
- Homewood staff reaches out to families to encourage participation in school activities such as Family Night, etc.
- A formal PTA does not exist at the school due to its transitory nature and the importance of keeping students connected to their home schools.

**Program 3324 - Regional Early Childhood Services**

- Extended school-year programs and services have been realigned to coincide with other summer programs and services in the school system.
- Applied Behavioral Analysis (ABA) is provided on a limited basis in the home, as determined by the IEP team.
- The majority of ABA is offered through MINC (Multiple Intense Needs Classes) as a school-based program in addition to family training and support.
- Regional Early Childhood Center (RECC) programs provide opportunities for typical peers to participate in these programs as well.

Program 3325 - Speech, Language, and Hearing Services

- Consultant fees include funds for bilingual evaluators and consultants for professional development.
- Services are provided that benefit students as well as their families.

Program 3326 - Special Education Summer Services

- HCPSS has six different programs for extended school year services.
- Staffing varies from program to program depending on the number of students attending.
- This program serves students who need the most intense services, both instructional and behavioral.

Program 3328 - Nonpublic and Community Intervention

- Reciprocal agreements exist between counties for nonpublic placements and out-of-county transfers.
- Tuition is also received from other counties that have placed students in HCPSS.

Program 3330 - Special Education Central Office

- Staff recommended that the position of Staff Attorney in Program 0104 - Legal Services Office be transferred to this program to more accurately reflect the duties of the position.
- Board members discussed concerns related to the Staff Attorney position.
- It was noted that the school system must comply with special education statutes and regulations, and this program provides services as mandated by law.

Program 3390 - Home and Hospital

- Expansion of eLearning services is anticipated, and a committee has convened to look into this area.

Program 3391 - Psychological Services

- A report will be brought to the Board providing information about the progress that has been made in addressing learning disabilities, including ADHD (attention deficit hyperactivity disorder).

It was noted that the National School Board Association (NSBA) is lobbying on Capitol Hill in support of full funding for special education. Although the law calls for 40 percent funding, the school system has never received more than 17 or 18 percent. Authorizations do not always come with the appropriations necessary to meet the services, but HCPSS continues to meet the needs of students every day.

**Adjournment:** By consensus, the meeting was adjourned at 3:41 p.m.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

February 10, 2011

The Board of Education of Howard County met in closed session on February 10, 2011, at 2:30 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Mrs. Sandra H. French that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss negotiations with bargaining units.. The motion was seconded by Mrs. Ellen Flynn Giles and approved 7/0. Persons present: Board members, Janet Siddiqui, M.D., Chairman; Sandra H. French, Vice Chairman; Frank J. Aquino, Esq.; Allen Dyer, Esq.; Ellen Flynn Giles; Brian J. Meshkin; and Cynthia L. Vaillancourt.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Mamie Perkins, Chief of Staff; Theresa Alban, Chief Operating Officer; Raymond Brown, Chief Financial Officer; Linda Wise, Chief Academic Officer; Mark Blom, General Counsel; Mike Johnson, Director Business Systems; and Sue Mascaro, Director Staff Relations

Staff presented the HCEA-ESP and AFSCME proposals and the Superintendent's recommendations. The Board then voted to accept, reject, or change each of the recommendations.

Adjourned: 3:43 p.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education

Approved – February 24, 2011

OAH-DYER-000942

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 10, 2011

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, February 10, 2011, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt  
Alexis N. Adams, Student Member (arrived at 4:06 p.m. and left at 6:40 p.m.)

Mamie Perkins, Deputy Superintendent  
Raymond Brown, Chief Financial Officer  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 4:00 p.m., and Alexis Anthony, Oakland Mills HS student, led the group in the Pledge of Allegiance.

### Public Forum

Ms. Colleen Morris shared her concerns regarding the Board members' public behavior and suggested it would better serve the system if they could work together in a more civil manner.

### Approval of Agenda

Delete: Item 3.E. - Closed Meeting Minutes.

Revision: Item 3.B. - Bid and Contracts – A revised report was provided to Board members.

*Action:* Mr. Aquino moved approval of the agenda as amended. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).

## **Superintendent's Report**

Mrs. Perkins presented the Superintendent's Report and congratulated the following:

- Alan Hansen and Kenton Grander of the Grounds Services Department, who successfully completed the requirements by the National Recreation and Park Association and received certification as Certified Playground Safety Inspectors.
- The teams from Burleigh Manor MS and Patapsco MS for taking first place and third place respectively in the Baltimore-Chesapeake Regional Math Counts Competition. In the individual competition, students from Burleigh Manor MS finished in the first four places. Ashi Agrawal took first place, Suzie Byun came in second, Sarah Byun came in third, and Chris Cha took fourth place.

As part of the Superintendent's Report, Board members viewed two of six public service announcements entitled "I Wish My Parents Knew..." that were created by student athletes with the help of Brian Bassett from HCPSS TV Services.

Mrs. Perkins introduced Ms. Pam Blackwell, Director of Student Services, who announced the winners of this year's Safe Schools Poster Contest:

- Julie Wang, Grand Prize Winner, Centennial Lane ES, Grade 5
- Keerthana Pagidela, K-2 Winner, Veterans ES, Grade 2
- Joshua Yang, 3-5 Winner, Gorman Crossing ES, Grade 4
- Madeleine Bennett, Middle School Winner, Ellicott Mills MS, Grade 8

For the first time, the selection committee presented an award for the best slogan to Syndi Thomas, sixth grader from Murray Hill MS, for her slogan "You Can't Erase in Cyberspace."

## **Student Representative's Report (Oakland Mills HS)**

Alexis Anthony, Student Government Association (SGA) Commissioner of Finance, and Jill Self, Student Representative, reported on recent and upcoming events at the school. Two goals for this school year include enforcing the dress code and focusing on leadership

## **Consent Agenda (Restricted\*)**

Staff Personnel; Bids and Contracts; School Construction Reports; and the Operating Budget Monthly Report

*Action:* Mr. Aquino moved approval of the Restricted Consent Agenda. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0\*).



Staff Personnel - Approved by the Board.

**Resignations-Violation of Contract**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Reason</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
Hopple, Todd	VES	Elem. Ed.	Other Employment	8.5	01/28/11
Tilley, Brooke	ReHS	WLA	Pursue Other Career	6.5	01/28/11

**Resignations**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Reason</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
Norris, Courtney	VES	Spec. Ed.	Relocation	2.5	01/28/11

**Contracts**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Place of Last Teaching Assignment</b>	<b>Step</b>	<b>Effective Date</b>
Billingsley, Eileen	WLMS	SPE	Springfield, Virginia	C-07	01/10/11
Dewitt, Amanda	JHES	ELE	--	A-01	12/16/10
Evans, Heather	GCES	ECE	--	C-01	11/19/10
Farrell, Ann	FRES	ESL	HCPSS Paraeducator	A-05	01/04/11
Hall, James	NES/WOES	MUS	--	C-01	02/07/11
Halperin, Dana	SFES	ELE	--	A-01	12/02/10
Herman, Stacey	SJES	SPE	--	A-01	01/10/11
Horenstein, Emily	JHES	ECE	--	C-01	12/22/10
Knighton-Wisor, Sarah	VES	SPE	HCPSS Paraeducator	B-04	02/07/11
Lahori, Pooja	VES	ELE	--	C-01	01/27/11
Minge, Jessica	GHS	CRD	--	C-01	01/11/11
Walsh, Kelin	WTES	ECE	Anne Arundel County	C-12	01/06/11
Walter, Kristyn	WTES	ELE	--	A-01	12/09/10

**Leaves of Absence**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
Berlin, Carolyn	LES	Elem. Ed.	8.0	01/03/11
Callender, Christian	WLHS	Social Studies	9.0	01/03/11
Seidman, Dawn	LFES	Kindergarten	9.0	01/19/11

**Retirement**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
Dailey, Gary	TH/AES	Music	18.6	03/01/11

Bids and Contracts - Approved by the Board.

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
P-1	<b>BASKETBALL OFFICIATING SERVICES</b> District of Columbia Approved Basketball Officials Association, Inc.	\$61,000.00

Approved – March 10, 2011

P-2	<b>CELLULAR VOICE TELEPHONE SERVICES</b> AT&T	\$131,707.00
P-3	<b>PRIMARY RATE INTERFACE (PRI) TELEPHONE VOICE SERVICES</b> Verizon Business	\$55,879.00
P-4	<b>WEB HOSTING SERVICES</b> Verio	\$12,627.96
P-5	<b>ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM</b> SunGard Public Sector	\$239,094.00
P-6	<b>CUSTODIAL EQUIPMENT</b> City Group, Inc. Viking Chemical, Inc. <b>TOTAL AWARD AMOUNT</b>	<b>(annual estimate) \$50,000.00</b>
P-7	<b>ON-CALL PAINTING SERVICES</b> Colossal Contractors EARN Contractors JNA Painting & Contracting Co. Inc. RE Meador Painting & Wallcovering, Inc. Tito Contracting <b>TOTAL AWARD AMOUNT</b>	<b>(annual estimate) \$750,000.00</b>

School Construction Monthly Report - Accepted by the Board.

Operating Budget Monthly Report - Accepted by the Board.

### **Consent Agenda General**

#### Donations and BOE Legislative Committee Meeting Minutes of February 2, 2011

The BOE Legislative Committee Meeting Minutes were pulled for voting purposes.

#### BOE Legislative Committee Meeting Minutes of February 2, 2011

**Action:** Mr. Aquino moved approval of the Legislative Committee Meeting Minutes. The motion was seconded by Mrs. French, and approved (3/0) by the committee members (Dr. Siddiqui, Mr. Aquino, Mrs. French).

Approved – March 10, 2011

Donations

The following donations have been received:

Waterloo ES: Target – Take Charge of Education, in the amount of \$1,151.12, designated for the purchase of supplies to be used for STEM activities.

Burleigh Manor MS: Music Parents, Inc., in the amount of \$526.50, designated for the purchase of cummerbunds and bowties.

Centennial HS: Horizon Foundation of Howard County, in the amount of \$600, designated for the Horizon Club.

Glenelg HS: PTSA, in the amount of \$750, designated for the student services “Fast Five” Program.

Hammond HS: APL, Federal Credit Union, in the amount of \$500, designated for the Robotics Team.

Corman Construction, in the amount of \$500, designated for the purchase of supplies and materials for the Robotics Team.

Howard HS: National Semiconductor, in the amount of \$500, designated for the purchase of supplies for the Theatre Department.

Marriotts Ridge HS: Boosters, in the amount of \$1,397.98, (\$737) designated for the purchase of incentives used for recognition of 1<sup>st</sup> quarter honor roll students, and (\$660) to pay the registration fee for students in the Model United Nations Club to attend the Ivy League Model United Nations Conference.

Reservoir HS: Laura Antoine of Absolute Staffers, LLC, in the amount of \$15,000 designated for the football team, Science Department, Theatre Department and the Music Department.

River Hill HS: Boosters, in the amount of \$1,645, designated to pay tournament entry fees for the wrestling team.

*Action:* Mr. Aquino moved approval of the Donations report. The motion was seconded by Mr. Meshkin and approved by the members of the Board (8/0).

Approved – March 10, 2011

**Proclamation: Youth Art Month**

In honor of Youth Art Month, Mr. Gino Molfino, Fine Arts Resource Teacher, introduced Esha Ponnuri, Thunder Hill ES, and Genisis Henriquez, Howard HS, who displayed and explained the composition of their art work.

The Howard County Board of Education designates March 2011 as Youth Art Month in the HCPSS.

*Action:* Mrs. French moved approval of the proclamation. The motion was seconded by Mrs. Giles and approved by the members of the Board (8/0).

**Proclamation: Read Across America**

March 2, 2011, will be recognized as Read Across America Day in the HCPSS.

*Action:* Ms. Adams moved approval of the proclamation. The motion was seconded by Mrs. Giles and approved by the members of the Board (8/0).

**\*Phelps Luck ES Schematic Design Report**

*Presenters:* Mr. Bruce Gist, Director of School Construction; Mr. James Emr; President of SEI Architects; and Mr. Scott Washington, Manager of Design and Preconstruction Services

Overview

- A complete renovation of the existing building, including new mechanical, electrical, IT systems, and open space conversion.

Another HCPSS LEED-Certified project:

- Replacement of the original school's exterior deteriorating masonry wall will increase wall energy from R-5 to R-20.

Base bid additions include:

- New administrative suite provides "visitor through the office first" feature.
- New Occupational Therapy and Physical Therapy addition will combine similar programs into one space.
- Alternative Education addition for dedicated instruction.

Add alternates include a parking lot expansion and a 100-seat classroom addition, which will provide space relief for the many special programs located at Phelps Luck ES

Schedule:

- Requested funds in the FY 2012 Capital Budget

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- Project bids in November 2011; completion in August 2013
- Request approval of schematic design report and allow staff to proceed to design development phase

*Discussion:*

Board members reviewed the general scope of work for Phelps Luck ES, including programmatic and systemic upgrades.

The planning committee for this project, consisting of PTA and staff members, offered many recommendations that were incorporated in the schematic design.

Board members discussed the possibility of having more views of the courtyard. Mr. Emr said he would look into strategically locating more windows in the corridor to provide views through the adjacent classrooms and spaces that are adjacent to the courtyard. He reminded the Board that design is always a series of compromise.

Mr. Dyer asked that an alternative schematic design with respect to the courtyard also be presented to the Board for consideration. Mr. Gist agreed to the request.

*Action:* Mrs. Giles moved approval of the Phelps Luck ES Schematic Design Report. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0\*).

### **Legislative Report/2011 General Assembly**

*Presenters:* Mr. Raymond Brown, Chief Financial Officer; Mr. Mark Blom, General Counsel; and Dr. Janet Siddiqui, Board Chairman

The Maryland General Assembly 2011 session convened in early January, and there are no legislative initiatives to report on at this time.

The Maryland State Ethics Commission has issued proposed regulations governing local Board of Education Ethics Regulations. The proposed regulations were initiated in response to the General Assembly's passage of SB (Senate Bill) 315 during the 2010 session. The State Ethics Commission, however, took SB 315 as an opportunity to totally rewrite their regulations concerning local Board of Education Ethics Regulations. As a result, the proposal from the State Ethics Commission contains not only provisions brought on by the passage of SB 315, but also a complete redrafting of the existing regulations. Since the Commission's redrafting was comprehensive, they did not utilize the customary regulatory approach of publishing a "red-line" document, i.e., one using a format that conspicuously identifies the proposed additions or deletions.

The Legislative Committee has reviewed the proposed regulations and recommends that the Board submit written comments as indicated in the topic sheets. Written comments are due by February 28, 2011.

*Discussion:*

After a lengthy discussion regarding the topic of "Post-Employment" in the proposed Ethics Regulations, it was recommended that the BOE Legislative Committee provide language clarification, as well as examples for illustration, and set a timeframe of no less than one year for post-employment restrictions.

*Motion:* Mr. Meshkin moved acceptance of the recommendations of the committee with the addition of "to be limited to a specific period of time" to the topic regarding Post-Employment. The motion was seconded by Mrs. French.

*Discussion:*

Mr. Blom was asked to omit "support" for the new language included in Post-Employment as the Board is asking the BOE Legislative Committee for language clarification.

*Action:* The motion was approved by the members of the Board (8/0).

### **Policy 5210 Pupil Transportation - Student Conduct**

*Presenter:* Mr. David Ramsay, Director, Transportation

The policy review committee recommended that Policy 5210 Pupil Transportation - Student Conduct be rescinded and that pertinent language be incorporated into the implementation procedures of Policy 9200 Discipline. A public hearing on the policy will be held on March 10, with action scheduled for April 14, 2011.

*Discussion:*

Bullying incidents that are brought to the attention of school administration are treated individually, taking into account all events and circumstances surrounding the issue. The school system only has jurisdiction while a student is physically on the school bus, in school, or on school property.

Information regarding the transportation of students by staff members is handled through the office of Safety, Environment, and Risk Management.

**Policy 5130 Bloodborne Pathogens**

*Presenters:* Mr. Ronald Miller, Manager, Safety, Environment, and Risk Management; and Ms. Donna Heller, Coordinator, Health Services

Staff recommended that the Board rescind Policy 5130 Bloodborne Pathogens, effective July 1, 2011. Necessary information will be placed in annual circulars, the Health Services Requirements and Procedures manual, and in Policy 5100 School Health Services.

*Motion:* Mrs. Giles moved acceptance of the recommended action to rescind Policy 5130.

*Discussion:*

It was noted that this policy has gone through extensive review, and suggestions that came forward through the review process have been taken into consideration by staff.

*Action:* The motion was seconded by Mr. Aquino and approved by the members of the Board (8/0).

**Policy 5100 School Health Services**

*Presenter:* Ms. Donna Heller, Coordinator, Health Services

Revisions have been made to Policy 5100 School Health Services to include language from rescinded Policy 5130 Bloodborne Pathogens.

*Action:* Mrs. Giles moved acceptance of the changes to Policy 5100. The motion was seconded by Mr. Meshkin and approved by the members of the Board (8/0).

**Policy 4050 Procurement of Materials, Supplies, Equipment and Services**

*Presenter:* Mr. Douglas Pindell, Director, Purchasing

The revised policy includes a Compliance section, streamlines standards, and specifies that the Chairman of the Board of Education signs all contracts. A change in title to Procurement of Goods and/or Services was also proposed.

*Motion:* Mrs. French moved that the Board adopt revised Policy 4050, including a change in title to Procurement of Goods and/or Services, effective July 1, 2011. The motion was seconded by Mr. Aquino.

*Discussion:*

Mrs. Giles suggested that language be revised in Policy Standard IV.D. to state "...and all required contracts will be executed by the Board Chairman."

*Action:* Mrs. French amended her motion to include the word "required" in Standard IV.D. The motion to adopt revised Policy 4050 was seconded by Mrs. Giles and approved by the members of the Board (8/0).

**Policy 4080 Disposition of Property**

*Presenter:* Mr. Douglas Pindell, Director, Purchasing

This policy now includes a standard for the disposal of media materials and provides clarification on disposal of obsolete property at schools.

*Action:* Mr. Dyer moved approval of Policy 4080. The motion was seconded by Mrs. Vaillancourt and approved by the members of the Board (8/0).

**Policy 9060 Rehabilitation Act of 1973 Compliance: Section 504 Policy**

*Presenter:* Ms. Patricia Daley, Director, Special Education

The revised policy clarifies that students eligible for 504 Plans will be able to participate in extracurricular activities and includes a Compliance statement regarding professional development. The implementation procedures streamline the referral, evaluation, and eligibility process, and a provision has been added to ensure that substitute teachers receive information concerning 504 plans.

*Discussion:*

Additional changes in language were proposed and discussed, including a revision to the definition of retaliation.

Ms. Daley stated that staff will be informed during training sessions about the extra care that needs to be taken with substitute teachers, especially those who have students with Individualized Educational Programs (IEPs) and 504 Plans in the classroom, so they fully understand students' needs.

*Action:* Mrs. Giles moved acceptance of the recommended changes to Policy 9060. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).



**Policy 10020 Use of School Facilities by Non-School Groups**

*Presenters:* Mr. Ken Roey, Executive Director, Facilities Planning and Management; and Mr. Charles Parvis, Specialist, Community Use of School Facilities Office

Proposed revisions to the policy include standards for the application process, fee structure, scheduling priorities and exceptions, and a change in title to Use of School Facilities. The implementation procedures clarify the use of facilities during school closures and specify that the James Rouse Theatre operates under a Memorandum of Understanding.

*Motion:* Mrs. French moved adoption of Policy 10020, including a change in title to Use of School Facilities. The motion was seconded by Mr. Aquino.

*Discussion:*

Discussion involved fees and processes for the use of facilities by school-related support organizations.

*Motion:* Mr. Meshkin proposed an amendment to Mrs. French's motion to move Item V.D. from the implementation procedures to the policy. Mrs. French agreed to the amendment.

Staff was asked to move Item V.D. to the top of the list under Item IV.F. in the policy.

*Action:* The motion to approve the revised policy and implementation procedures as amended was approved by the members of the Board (7/0).

**Policy 7120 Coaches and Advisors of High School Extracurricular Activities**

*Presenter:* Mr. Michael Williams, Coordinator, Athletics

Proposed revisions include a requirement that all coaches are to be processed through the Office of Human Resources, receive concussion education, child abuse training, and take a CPR/AED course.

*Discussion:*

Board members discussed various parts of the policy and suggested some changes in the language for clarification.

It was noted that Policy 9080 Interscholastic Athletic Activities specifically states that the Board does not authorize middle schools sports. It would be necessary to revise Policy 9080 if the Board decides to expand extracurricular sports activities to the middle school level.

Approved – March 10, 2011

*Action:* Mr. Dyer moved acceptance of Policy 7120. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

**Recess** – The meeting was recessed by the Chairman at 7:22 p.m. and reconvened at 8:00 p.m.

### **Public Forum**

There was no one present to speak at Public Forum.

### **Public Hearing – Policy 9210 Dress Code**

No testimony.

### **Projection Accuracy Report**

*Presenters:* Mr. Ken Roey, Executive Director, Facilities Planning and Management; and Mr. Joel Gallihue, Manager of School Planning

Mr. Roey reported on the accuracy of the school system's enrollment projections for the past decade. He noted that the projection error rates at the organizational level were no higher than 0.6 percent this year.

Of the 71 schools for which the system provides annual projections, 58 had error rates at or below 5 percent, and none exceeded 10 percent. The "per school" mean absolute percentage error was 2.9 percent. The error rates for the 2010 projections compare favorably with the experience of the past decade and demonstrate that the model is providing consistent estimates. Accurate projections are critical because annual operating and capital budgets, as well as any school attendance area adjustments, are developed using student enrollment projections.

#### *Discussion:*

Causes of error rates include:

- Very high transient levels at some schools.
- Underestimated projections coming from a new housing development.
- Neighborhood turnover.

Mr. Gallihue explained that staff developed a projection for each school before developing a projection for the entire county, and a ratio based upon what has happened in the past is used to assist with projections.

Mrs. Wise added that staffing is a year-round process, and information provided by school-based administrators assists in determining causes of enrollment discrepancies.

Approved – March 10, 2011

Mr. Gallihue explained how BRAC (Base Realignment and Closure) will affect HCPSS, as well as Howard and surrounding counties. An APFO (Adequate Public Facilities Ordinance) determines how many new homes can be built in the county, which will limit the number of residents the county can accommodate. It is expected that people will also seek housing in counties other than Howard. Transportation planners that modeled the BRAC traffic flows suggested that Howard County will receive about 50 percent of the traffic caused by BRAC.

### **Update on Relocating Staff from Faulkner Ridge Center**

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management

Mr. Roey updated the Board on the relocation of staff from the Faulkner Ridge Center. To date, 72 employees have moved to the second floor of the Ascend One building. Construction drawings for a first floor conference area are 85 percent complete.

Minor renovations are being completed at the Old Cedar Lane building, and relocation of the remaining staff from the Faulkner Ridge Center to that facility will occur in May. Plans are to have the Faulkner Ridge Center completely vacated by June 30, 2011.

Mr. Roey explained that the move would save the school system close to \$3 million in operating expenses, as well as nearly \$6 million in short- and long-term capital improvement costs over the next ten years. The expenses related to the Ascend One move total \$419,000.

Mr. Roey will head a committee charged with the development of a long-term plan to address the need for administrative offices. Dialogue has begun with County Government officials to explore the use of shared facilities in order to achieve efficiencies and save on major renovation costs for Central Office. The long-term plan will be presented to the Superintendent in the summer of 2011.

#### *Discussion:*

Mr. Dyer asked if consideration has been given to turning the Faulkner Ridge Center into a swing school for use during renovations of other buildings. Mr. Roey explained that a considerable amount of money would have to be invested to allow the site to contain instruction. He stated that a cost analysis for rehabilitating the current building could be provided to the Board.

Mr. Roey noted that the Faulkner Ridge Center will still be used as a storage area and, the school system will continue to monitor the security and cleanliness of the grounds.

Dr. Siddiqui thanked the County Executive and County Government for the leasing agreement provided to the school system for the Ascend One building.

### **Board Members' Reports**

By Board consensus, the Board Members' Reports were deferred until the next regular Board meeting.

### **Adjournment**

By Board consensus, the meeting was adjourned at 8:35 p.m.

### **Information Items**

- A. Food and Nutrition Service Financial Report.
- B. Thunder Hill ES Addition/Renovation Construction Document Submission Comments from Maryland Department of General Services.
- C. Bollman Bridge ES Addition/Renovation Design Development Submission to MSDE (Maryland State Department of Education).
- D. Centennial/Hammond HS Dance Studio Addition Projects Combined Design Development/Construction Document Submission to MSDE.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 15, 2011

The Board of Education of Howard County held Public Work Session III on the Superintendent's Proposed FY 2012 Operating Budget on Tuesday, February 15, 2011, at 7:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt

Mamie Perkins, Deputy Superintendent  
Linda Wise, Chief Academic Officer  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 7:00 p.m., and Mr. Dyer led the group in the Pledge of Allegiance.

### **Approval of Agenda**

*Action:* Mrs. Giles moved approval of the agenda. The motion was seconded by Mr. Meshkin and approved by the members of the Board (6/0). Mr. Aquino was not present for the vote.

### **Presentation of the Operating Budget Review Committee (OBRC) Report**

*Presenters:* Mr. Tom Grobicki and Mr. Steve Estomin, Co-Chairs of the OBRC

Mr. Grobicki presented the OBRC report on the Superintendent's Proposed FY 2012 Operating Budget. The report also included the results of a survey of its members based on observations collected from a review of the proposed budget and during meetings with school system staff. The committee strongly supports the proposed budget.

The OBRC is concerned that the foundation of this year's budget and future budgets will change due to potential revenue shortfalls and actions that may be taken by the General Assembly. The report stated that continued efforts to identify methods to

improve the effectiveness and efficiency within the system on a continuous basis are critical to deal with these changes, and such focus should not take place only during the budget review process.

## **Public Work Session III on the Superintendent's Proposed FY 2012 Operating Budget**

### **Instruction**

#### Program 0601 - Art

No discussion.

#### Program 0701 - Elementary Programs

- Staff expressed confidence in the ability to purchase sufficient numbers of textbooks with funds provided in the proposed budget.
- Textbooks are necessary and important, as every grade level does not have access to computers at this time.
- It has been proposed that Curriculum Development and Instructional Technology teams design a series of public domain resources for 8th grade U.S. History that would be piloted in a select number of classes. Public domain resources would be used in lieu of textbooks.
- Textbook publishers charge at least the same price for digital versions, with some charging more than the cost of a textbook.
- Staff is looking into partnerships with some nontraditional content providers to determine more cost-effective measure than simply using an online version of a textbook.
- Elementary students need to learn how to use a variety of tools, including traditional types of books.

#### Program 0801 - Business & Computer Management Systems

- Online resources are used in the classroom, but there is no associated cost savings.
- A decrease in enrollment has occurred due to phasing out the Software Applications course, which is the result of a state change in the technology education graduation requirement.

#### Program 0901 - Language Arts

- An innovative high school journalism advisor is the first in the county to produce the school's newspaper and yearbook online.
- Professional development is being offered to help train and enlighten other sponsors in ways to take advantage of technology in this area.

#### Program 1001 - World Languages

- It may be possible to use eLearning to provide courses where there is insufficient enrollment to offer a full class.
- There is a marked increase in the number of students beginning world language study at the middle school level and continuing through high school.

Approved – March 24, 2011

- Extensive work has been done with differentiation to help teachers work with different learning styles and modalities that students need in order to be successful.
- The sign language program has been expanded to Oakland Mills HS.

#### Program 1002 - English for Speakers of Other Languages (ESOL)

- Possible strategies to reduce the per-pupil cost of this program were discussed, including the use of volunteers.
- It was suggested that more in-depth information regarding this program be requested as a staff report through the Board's quarterly agenda process.

#### Program 1101 - Health Education

- Periodically it is necessary for staff to receive updates from experts in the health field due to the constantly changing nature of the industry.

#### Program 1201 - Technology Education

No discussion.

#### Program 1301 - Kindergarten/Prekindergarten

- Last year, 82 percent of kindergarten students in HCPSS were fully ready upon entering kindergarten, as assessed by the Maryland Model for School Readiness. This is an increase over the last ten years.

#### Program 1401 - Mathematics

- A state graduation requirement for four math credits has been delayed, but HCPSS still recommends that student take four years of math in high school.
- Staff continues to work in preparing the high school course sequence and the middle school program so that students are prepared to take four years of math at the high school level.

#### Program 1501 - Library Media

- Staff is exploring additional uses of technology in this area but noted funding limitations.

#### Program 1601 - Music

- It is the philosophy of the HCPSS that all students in all schools deserve high quality music programs.

#### Program 1701 - Physical Education

- Elementary students in HCPSS receive 90 minutes of physical activity and education, which is the highest amount throughout the state.
- A variety of data sources are used to identify strengths and areas for continuous improvement.

#### Program 1801 - Reading

- An advanced reading program is being piloted at Mount View and Wilde Lake middle schools.

Program 1901 - Science

- Funds are included in this program for high school students to take the Maryland Department of Education (MSDE) online course in Biology if necessary to meet the graduation requirement.
- A number of online resources are available to provide an alternative experience for students who are averse to performing actual dissections in the classroom.

Program 2001 - Social Studies

- It was noted that an instructor is also required for students who take the MSDE online courses.
- A Resource Teacher has been transferred from this program and upgraded to a Facilitator in Program 0304.

Program 2201 - Theater and Dance

- Staff is working with Guidance Counselors to inform middle school students and parents about the feasibility of four-year sequences in Theater and Dance programs at the high school level in efforts to improve enrollment.

Program 2301 - Gifted and Talented

- Expansion of the debate program allows participation for every middle school.
- Many Gifted and Talented projects are geared towards service learning.

Program 2401 - Summer School

- Approximately 60 students were able to graduate last year due to the summer school program.
- A planning phase is currently underway for a pilot program offering English 9 and an American Government class through distance learning or eLearning.

**Recess** - The meeting was recessed by the Chairman at 9:00 p.m. and reconvened at 9:11 p.m.

Program 2501 - Instructional Technology

- The focus of Instructional Technology is on researching opportunities for online virtual learning, continuing to imbed technology into content areas, and to provide job-imbedded professional development to teachers to enhance student learning.
- The school system currently has several applications that are site licensed and allow students access from home.

Program 3010 - Elementary Staffing

- Clarifying information was provided regarding staffing ratios.



Program 3020 - Middle School Staffing

- Two intervention teaching positions are provided at each middle school for academic intervention and to provide assistance to students who are below grade level in math or reading.

Program 3030 - High School Staffing

No discussion.

Program 3201 - Other Regular Programs

- Staff provided detailed information regarding the staffing pool and differentiated staffing.
- The staffing pool is used to meet instructional needs based on enrollment.
- Differentiated staffing is used to provide schools with extra help for students who are below grade level in reading and/or math.
- The SEED School of Maryland provides a residential program for students who have challenging situations that interfere with their ability to succeed in school.

Program 3205 - Junior Reserve Officers Training (ROTC)

- The majority of students enrolled in ROTC also attend a variety of summer camps that are supervised by HCPSS instructors.
- Workshop wages pay for instructors to participate in the summer camps, and the transportation budget provides some funding for the transportation of students.

Program 3501 - Academic Intervention Services

- This program provides academic services for students during the day, extended day, extended week, and Saturday programs, as well as summer programs for academic intervention.
- Staff continually evaluates programming and looks to modify programs for efficiencies.

Program 3701 - Career Connections

No discussion.

Program 3801- Centralized Career Academies

- A variety of career academies are available to HCPSS students.
- The decision to house specific academies at the ARL is based on the cost of implementation for the program, specialized equipment that is necessary, and the need for specialized teachers.
- Staff was asked to provide a list of programs, capacity, and enrollment data.

Program 4401 - Family and Consumer Sciences

- School facilities are heavily used by the Howard County Department of Recreation and Parks for culinary classes.
- Summer camps are also offered by the school system.

Program 8601 - Interscholastic Athletics

- The cost of the Allied Sports Program is approximately \$200,000.
- One middle school interscholastic basketball program would cost between \$650,000 and \$700,000.

Program 8701 - Intramurals

- Approximately 40 percent of students participate in intramural activities.

Program 8801 - Cocurricular Activities

- Each middle school is provided ten academic activities with pay for sponsors, and all activities are being utilized.

Program 8601 - Health Services - Athletics

- This program funds certified athletic trainers for 12 high schools.

Program 9501 - Community Services - International Student Services

- Staff holds family nights where information is shared regarding curriculum, high school assessments, Maryland state assessments, interactions in the schools, and the support that can be provided to families from different cultures.
- Spanish-speaking liaisons (13 assigned to 17 schools) connect with parents and the community and also educate staff about students and their families.
- The school system does not currently have bilingual education.
- As parents graduate from the International Parent Leadership Program, they become a resource for other parents in need in the community.

**Mid-Level Administration**Program 0304 - Central Office Instructional Personnel

- Specialist positions provide support for student services, community outreach, Hispanic achievement, BSAP (Black Student Achievement Program), etc.
- The Principal on Assignment works closely with schools, school-based administrators, and curriculum offices on several systemic initiatives.

Program 0411 - Curriculum & Curriculum-Based Assessments

No discussion

Program 1503 - Media Technical Services

- One Specialist position has been moved to Information Technology to support the replacement plan and testing of software.

Program 2701 - Cable Television/Video Production

- Student interns work with staff on various productions.
- Discussion involved specifics related to resources that would be required in order to broadcast Board meetings from locations other than the Central Office.

Program 3204 - Temporary Services Office

- There are 2,300 active substitute teachers on the roster, and the school system's fill rate is approximately 97 percent.
- Human Resources is still hiring substitutes, although no new applications are being accepted at this time.
- Orientation sessions are held twice a month and are filled for the rest of the year.
- Substitute teachers are considered temporary employees and are not eligible for health insurance through HCPSS.

Program 4701 - School-Based Administration

- The Leadership Intern Program has been very successful.
- Funds have been moved from Workshop Wages to Temporary Help to more accurately reflect expenditures.
- Commencements for 12 high schools are held at Merriweather Post Pavilion at a cost of \$70,000, which is less costly and more convenient than other venues that have been considered.
- The ability to record and broadcast graduations has been a great success.
- Funds for Service Learning provide training for school-based Student Service Learning Coordinators.

Program 4801 - Professional and Organizational Development

- Staff provided details on professional development sessions that are held throughout the year.
- Staff provided examples of online training that is available for all employees.
- There are many offices and programs in the school system that offer customized professional development experiences to meet a variety of teacher needs.

Board members were asked to provide any questions to staff prior to the final budget work session on Thursday, February 17. Approval of the FY 2012 Proposed Operating Budget and FY 2012 Capital Budget Request is scheduled for Tuesday, February 22, 2011, at 9:00 a.m.

**Adjournment** - By Board consensus, the meeting was adjourned at 10:46 p.m.

**Minutes of the Board of Education Legislative Committee**

**February 16, 2011 – 3:30 p.m. – ML2**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino, Sandra H. French, Raymond H. Brown

**Staff:** Dan Furman, Staff Attorney; Kathy Hanks, Administrative Specialist (Board Office)

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
I	<b>Call to Order</b>	Dr. Siddiqui called the meeting to order at 3:40 p.m.		
II	<b>Approval of Agenda</b>		By consensus	
III	<b>Review of Legislation, and Staff Position/ Recommendation</b>	<p><b>HB 1</b> Education-Youth Athletes-Concussions</p> <p><b>HB2</b> Elections-Candidates-Filing Fees</p> <p><b>HB 26</b> Education Funding Formula-Average Daily Attendance</p> <p><b>HB 37</b> State Government-Access to Public Records – Electronic Documents</p> <p><b>HB 44/SB 53</b> Education - Waiver from Maintenance of Effort Requirement – Process and Factors</p> <p><b>HB 70/SB 85</b> Budget Bill Fiscal Year 2012</p> <p><b>HB 71/SB 86</b> Creation of State Debt – Maryland Consolidated Capital Bond Loan of 2011, and the Maryland Consolidated Capital Bond Loans of 1996, 2003, 2004, 2005, 2006, 2007, 2008, 2009, and 2010</p> <p><b>HB 72/SB 87</b> Budget Reconciliation and</p>	<p>Support with no amendments.</p> <p>Oppose</p> <p>Oppose</p> <p>HB37 - Mr. Furman will send the entire bill to the committee members for review.</p> <p>Support</p> <p>Support with amendments</p> <p>Support</p> <p>Support with amendments.</p>	

**Minutes of the Board of Education Legislative Committee**

**February 16, 2011 – 3:30 p.m. – ML2**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino, Sandra H. French, Raymond H. Brown

**Staff:** Dan Furman, Staff Attorney; Kathy Hanks, Administrative Specialist (Board Office)

Item	Subject	Discussion	Action/Status	Follow-up
		Financing Act of 2011		
		<b>HB 73</b> – Vehicle Laws – School Buses – Prohibition on permitting Sitting on floor or Standing	HB73 - Mr. Furman will send the entire bill to the committee members for review.	
		<b>HB 127/SB 262</b> State Board of Education – Financial Literacy Curriculum – Graduation Requirement	Oppose	
		<b>HB 168</b> Student Health and Fitness Act	Oppose	
		<b>HB 191</b> Public Schools – Student Attendance – Preventing Chronic Absenteeism	Oppose	
		<b>HB 231/SB 123</b> Education – Public Charter School Facility Revolving Loan Fund	Oppose	
		<b>HB 232/SB 129</b> Task Force to Study the Development of Wetland Teaching Projects at Secondary Schools	Oppose	
		<b>HB 364</b> Student Participation in High School Sports – Academic Requirements	Oppose	
		<b>HB 386</b> Education – Tween/Teen Dating Violence (Kristin Marie Mitchell Law)	Oppose	

**Minutes of the Board of Education Legislative Committee**

**February 16, 2011 – 3:30 p.m. – ML2**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino, Sandra H. French, Raymond H. Brown

**Staff:** Dan Furman, Staff Attorney; Kathy Hanks, Administrative Specialist (Board Office)

Item	Subject	Discussion	Action/Status	Follow-up
		<b>HB 462</b> Vehicle Laws – Overtaking and Passing School Vehicles – School Bus Monitoring Cameras	Support	
		<b>HB 500</b> Public Schools – Extracurricular Activities – Students in Home Instruction Programs	Oppose	
		<b>HB 525</b> Public School Personnel – Grounds for Suspension or Dismissal - Ineffectiveness	Oppose	
		<b>HB 528</b> Education – Open Space on Public School Property – Planting and Maintaining Gardens	Oppose	
		<b>HB 530</b> Public Charter Schools – Occupation and Use of School Sites and Buildings	Oppose	
		<b>HB 644/SB 492</b> Education – County School Board Budgets Transparency	Oppose as unfunded mandate	
		<b>HB 650</b> County boards of Education – Green Product Cleaning Supplies – Written Policies	Oppose	
		<b>SB 187</b> Procurement – Prevailing Wage – School Construction	Support	

**Minutes of the Board of Education Legislative Committee**

**February 16, 2011 – 3:30 p.m. – ML2**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino, Sandra H. French, Raymond H. Brown

**Staff:** Dan Furman, Staff Attorney; Kathy Hanks, Administrative Specialist (Board Office)

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		<p><b>SB 315</b> Building Opportunities for All Students and Teachers (Boast) in Maryland Tax Credit</p> <p><b>SB 625</b> State Payments of Public School Construction Costs – Remittance of Reimbursement to County</p> <p><b>SB 626</b> Public School Construction Funding Reform Act of 2011</p>	<p>Oppose</p> <p>Oppose</p> <p>Oppose</p>	
IV	<b>Scheduling</b>	Next meeting will be Wednesday, March 2, 2011 at 3:30 p.m. in ML2.		
V	<b>Adjournment</b>	Meeting adjourned at 4:35 p.m.	By consensus	

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

February 16, 2011

The Board of Education of Howard County met in closed session on February 16, 2011, at 6:50 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss Dyer vs. Board of Education Lawsuit. The motion was seconded by Sandra H. French and approved 6/0/1 with Mr. Dyer abstaining. Mr. Dyer recused himself and did not go into closed session with the rest of the Board. Persons present: Board members, Janet Siddiqui, M.D., Chairman; Sandra H. French, Vice Chairman; Frank J. Aquino, Esq.; Ellen Flynn Giles; Brian J. Meshkin; and Cynthia L. Vaillancourt.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Judy Bresler, Carney, Kelehan, Bresler, Bennett & Scherr LLP

The Board received a review of and legal advice about Dyer vs. Board of Education lawsuit.

Adjourned: 8:30 p.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education

Approved – March 10, 2011

OAH-DYER-000968



## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 16, 2011

The Board of Education of Howard County met on February 16, 2011, at 4:45 p.m. in the Board Room of the Department of Education, 10910 Route 108, Ellicott City, Maryland. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss the Dyer vs. Board of Education lawsuit. The motion was seconded by Frank Aquino and the motion failed 4/3 due to lack of majority. Mr. Dyer stated that the Education Article states that the Student Member of the Board may vote on this issue. Therefore, 5 votes are needed to go into closed session. Mr. Meshkin, Mrs. Vaillancourt, and Mr. Dyer voted against going into closed session. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt

Mamie Perkins, Deputy Superintendent  
Raymond Brown, Chief Financial Officer  
Mark Blom, General Counsel  
Kathleen V. Hanks, Administrative Specialist/Recording Secretary

Mr. Dyer stated that the Open Meetings Act Law has provisions for this subject to be discussed in open session. He stated that the subject of the meeting is regarding functioning of the Board, destruction of public records, rights of individual Board members and their rights to access to public records, and litigation against Ms. Bresler of Carney, Kelehan, Bresler, Bennett & Scherr LLP. Therefore, it is a matter of public interest. Mr. Dyer had filed a motion before Circuit Court to disqualify Ms. Bresler as the Board's legal counsel. Mr. Dyer urged the Board to keep the meeting open.

Mr. Aquino stated that Mr. Dyer gave up his rights as a Board member when he brought suit against the Board. Mr. Aquino disagreed with keeping the meeting open as he felt the Board needed legal counsel.

Mr. Meshkin stated that he is embarrassed by the lawsuits but feels that unequal access to documents is unfair to new Board members. Mrs. French shared that the practice of the Board has been that Board members only have access to confidential

closed minutes during the time they are actually a member of the Board and that all Board members have been treated the same. Mr. Meshkin then asked the entire Board if they believed the Board could make progress if they did go into closed session. Mr. Aquino stated that he believed the Board could make progress.

There was additional discussion regarding access to documents. By consensus the Board agreed to schedule a retreat within the next three weeks to discuss protocols and procedures particularly on access to closed confidential minutes.

The discussion then changed to who had hired Ms. Bresler to represent the Board as their legal counsel in Dyer vs. Board of Education. Mr. Dyer believed she was representing an individual Board member and not the entire Board.

Mr. Mark Blom, General Counsel for the Howard County Public School System (HCPSS), stated that he has authority, which is given to him by the Board of Education, to assign counsel to the Board. When Mr. Dyer filed his lawsuits against the Board, Mr. Blom requested Carney, Kelehan, Bresler, Bennett & Scherr LLP to respond to Mr. Dyer's lawsuits on the Board's behalf.

There was then in-depth discussion on Mr. Dyer's lawsuit. The discussion focused primarily on the destruction of public documents, particularly emails.

*Motion:* Mr. Dyer moved that the Board cease the destruction of public records until the Board has an updated retention schedule approved by the State Archivist. There was a second by Mr. Meshkin.

*Discussion:*

Mrs. Giles stated that it is not clear if the Education Article Mr. Dyer referenced applies to HCPSS. Maryland Association of Boards of Education (MABE) has been working with the State Archives to receive clarification. At present, HCPSS is one of only a few Maryland counties with a records retention schedule, and one of a small number of counties currently working on a records retention policy.

Mrs. Vaillancourt asked Mr. Blom if this is true. Mr. Blom confirmed that Mrs. Giles' statement was true, but there may be additional information of which he has not been made aware. Mr. Blom stated that HCPSS has also reviewed the email retention procedures, and HCPSS is in compliance with the law.

Mr. Dyer disagreed. He stated that HCPSS is not in compliance with the State Archives, and he has not seen anything from Mr. Blom's office stating such.

Mr. Blom disagreed and stated that because Mr. Dyer has not seen a report stating that HCPSS is in compliance does not mean that HCPSS is not in compliance. The full Board has not requested this information.

Mr. Aquino stated that when Mr. Dyer disagrees, he is going to make a motion and then he will file suit. Mr. Aquino stated that he needs to have legal counsel to see what his rights are as an individual and what the rights are as a Board.

Mrs. Vaillancourt asked if any direction has been received from the state.

Mrs. Giles explained that she served on a MABE committee that worked very closely with the Maryland State Department of Education (MSDE), the State Archivist, and all the other Maryland School Boards on records retention guidelines. All the information from this committee has been forwarded to the present policy committee that is working on the HCPSS Records Retention Policy.

Mr. Blom stated that the committee will come forward with a recommendation to the Board, but in the meantime, HCPSS is following the law.

Mr. Dyer stated that HCPSS does not have a policy.

Mrs. Giles stated that HCPSS does have a policy. It may need to be updated, but there is a policy. She explained that the public record is the document and not the medium. Mrs. Giles and Mrs. French both stated that because of Mr. Dyer's lawsuit, the HCPSS email system has become very slow due to the retention of all emails of senior staff including all spam.

Mr. Meshkin asked Mr. Dyer if he would accept the vote of the full Board.

Mr. Dyer stated that it depended on the discussion.

Mrs. Giles reiterated that Mr. Dyer did not answer the question.

Mrs. Vaillancourt asked Mr. Dyer if there is something the Board could do or possibly amend the motion.

Mr. Dyer asked if there could be a liaison to the State Archivist.

Mrs. Vaillancourt asked if there is something else that would be more reasonable.

Mr. Dyer stated it is clear cut.

Mrs. French said to Mr. Dyer that he had never given an example of something that had been destroyed.

Mr. Dyer stated that he had asked Mr. Borkoski, Technology Officer, about an email archive. Mr. Borkoski stated that HCPSS does not have one.

Mr. Blom stated that Mr. Dyer expects that HCPSS is to keep all email. HCPSS focuses on substance and not on the medium, which is in compliance with the State Archive.

Mrs. Vaillancourt asked again, if HCPSS has deleted any public record.

Mr. Blom stated that HCPSS has not.

Dr. Siddiqui called the question.

*Action:* Mr. Dyer's motion failed 2/5 with Mr. Aquino, Mrs. French, Dr. Siddiqui, Mrs. Giles, and Mr. Meshkin opposed.

The discussion moved on to new Board members being able to view minutes of past confidential closed meetings that occurred before they became official Board members.

Mr. Blom stated that according to the Open Meetings Act Law, the confidential closed minutes are sealed. He recommended that the Board receive legal counsel on this topic. He stated that any Board member can have access to past confidential closed minutes that are sealed if they are called upon to make a decision and the information in the minutes is relevant to that decision. If a Board member asked to see them for no reason that would be unacceptable.

Mrs. Vaillancourt believed if they were going to be sealed, they should be sealed for everyone.

Mrs. French and other Board members were agreeable to Mrs. Vaillancourt's suggestion. Mrs. French also suggested that the confidential closed minutes be destroyed after one year, as is recommended by the Open Meetings Act Law.

The question was asked if the confidential closed minutes are being destroyed. Mr. Blom stated that they are not because the Board has not given instruction to do so.

The discussion turned to Mr. Dyer's lawsuits against the Board. Mr. Blom stated that if the lawsuits continue, the Board will continue to run up costly legal fees and waste taxpayer dollars.

Mr. Dyer stated that he would stay all proceedings depending on his motion.

There was in-depth discussion and no progress was made with Mr. Dyer.

Mr. Blom advised the Board to reaffirm the Board's appointment of Carney, Kelehan, Bresler, Bennett & Scherr LLP as the Board's legal counsel in Dyer vs. Board of Education.

*Motion:* Mrs. Giles moved that the Board reaffirm the appointment of Carney, Kelehan, Bresler, Bennett & Scherr LLP to represent the Board in Dyer vs. Board of Education. The motion was seconded by Mrs. French.

*Discussion:*

Mr. Dyer recommended that the Board vote against this motion as he believes it is unethical. In his opinion, there has been no communication with the Board and legal counsel cannot represent an individual Board member. He indicated that Ms. Bresler of Carney, Kelehan, Bresler, Bennett & Scherr LLP has a conflict of interest.

Mr. Aquino stated that Mr. Dyer cannot be a plaintiff, appellant, judge, and Board member. He believes that Mr. Dyer certainly has a conflict of interest.

Dr. Siddiqui called the question.

*Action:* Mrs. Giles motion passed 5/1/1. Mrs. Vaillancourt opposed and Mr. Dyer abstained.

There was further discussion on who could see past confidential closed minutes. Mr. Meshkin suggested that the Board go into closed session to receive legal counsel. He asked Mr. Dyer if he would accept the Board's vote on Carney, Kelehan, Bresler, Bennett & Scherr LLP and recuse himself from the closed session, noting it is clearly a conflict of interest. Mr. Dyer indicated he would not recuse himself.

Dr. Siddiqui asked Mr. Dyer why he would go into a closed meeting about his lawsuit against the Board as it is definitely a conflict of interest, and she strongly encouraged him to recuse himself.

Mr. Dyer stated that he is an elected official and this is about Board governance.

Mr. Blom advised the Board to ratify past actions taken by Carney, Kelehan, Bresler, Bennett & Scherr LLP up to this point as legal counsel for the Board on Dyer vs. Board of Education.

Several Board members wanted to know if this would stop Mr. Dyer from further lawsuits. Mr. Blom said no but believed the ratification was important.

*Action:* Mrs. Giles moved that the Board ratify the Board's confidence in and actions taken by Carney, Kelehan, Bresler, Bennett & Scherr LLP as legal counsel on Dyer vs. Board of Education. The motion was seconded by Mrs. French and passed 5/2 with Mrs. Vaillancourt and Mr. Dyer opposed.

Mr. Blom explained to the Board some of the legal timelines of Dyer vs. Board of Education. Mr. Blom stated that most of the responses were perfunctory due to deadlines involved.

Dr. Siddiqui asked Mr. Blom if there was a provision that the Board could request the Attorney General to have Mr. Dyer barred from closed session. Mr. Blom stated yes, but it is not binding. For this to be binding, it would take a judge's ruling. The Board could request Ms. Bresler to file with the judge on Dyer vs. Board of Education.

Mr. Dyer stated that he would recuse himself if there was a letter from the Attorney General and a vote from the full Board.

Mr. Meshkin stated that Mr. Dyer clearly has a conflict. There are people on the Board who want to resolve the issue. Mr. Meshkin asked Mr. Dyer to please recuse himself so that the Board could move forward rather than wait to contact the Attorney General.

Mr. Dyer stated that he would recuse himself only if Ms. Bresler would step down and no longer represent the Board of Education. He also stated that he would agree to a stay on all proceedings when there is a ruling on Ms. Bresler.

*Action:* Mrs. French moved that the Board send a letter to the Attorney General requesting that Mr. Dyer not be permitted to attend closed session regarding Dyer vs. Board of Education. The motion was seconded by Mr. Meshkin and passed 7/0.

Mrs. Vaillancourt asked Mr. Dyer if he would consider a stay on all proceedings until after the Board retreat and the Board can meet with Ms. Bresler to receive legal counsel.

*Action:* In response to Mrs. Vaillancourt's question, Mr. Dyer moved that the Board consult with independent counsel instead of Carney, Kelehan, Bresler, and Scherr regarding Dyer vs. Board of Education. The motion was seconded by Mrs. Vaillancourt and failed with only Mr. Dyer voting for the motion.

Dr. Siddiqui stated that Mr. Dyer is wasting taxpayer dollars and taking money away from HCPSS students.

Mrs. French stated that Mr. Dyer is denying her access to legal counsel so she can do her job as a Board member. Mr. Dyer has an unfair advantage as he is a lawyer and she is not.

*Action:* A motion was made in public in the Board Room by Mrs. Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss the Dyer vs. Board of Education lawsuit. The motion was seconded by Mrs. French and passed 6/0/1 with Mr. Dyer abstaining. Mr. Dyer recused himself and did not go into closed session with the rest of the Board.

Meeting was adjourned to closed session at 6:50 p.m.

**MEETING OF THE BOARD OF EDUCATION OF HOWARD COUNTY - AUDIT COMMITTEE**

10910 Route 108, Ellicott City, MD 21042

Thursday, February 17, 2011, 11:00 a.m., Board Room A

Committee: Allen Dyer, Chairman; Ellen Flynn Giles; Cynthia Vaillancourt

Attendees: Allen Dyer, Ellen Flynn Giles, Cynthia Vaillancourt

Staff: Raymond Brown, Chief Financial Officer; John Connors, Internal Auditor;

Kathy Hanks, Administrative Specialist (Board Office)

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
	Call to Order	Meeting called to order at 11:05 a.m.	By Consensus	
I	Election of Chairman		Mr. Dyer was elected Chairman of the Committee by consensus.	
	General Discussion	<p>(a) Mr. Brown recommended that this be brought forward to the full Board as an Audit Committee recommendation. Currently under the committee structure this is not appropriate. Mrs. Giles does not feel this is a benefit. Concerns were raised about the cost and Mrs. Vaillancourt questioned whether or not the committee should investigate further.</p> <p>(b) There were concerns expressed about the meeting being recorded and sensitive information being shared. Mr. Dyer raised questions about the committee structure in general because the committee cannot enter into closed session. Staff stated if a closed session were needed, they would contact the Chairman of the Audit Committee, and then the Chairman of the Audit Committee would contact the Chairman of the Board to arrange a closed meeting.</p> <p>Mr. Dyer stated he believed that the Audit Committee needs to operate as a whole board committee. He believes that the full Board should seek legal counsel regarding the reworking of the audit charter and committee as a whole.</p> <p>(c) Mr. Brown stated that if the Audit Committee is going to pursue restructuring, there are two things that govern the Audit Committee. Therefore, the committee must ask the Board to review the Audit Committee Structure, Protocols; and the Charter of the Internal Auditing Office.</p>	<p>(a) Mr. Dyer moved that the Audit Committee have a public recording of the meeting and set it up on the website on an ongoing basis. Mrs. Vaillancourt seconded.</p> <p>Mr. Dyer modified his motion to move that the Audit Committee recommend to the full Board that the recordings of the proceedings of the Audit Committee be available to the public via the board's website in a timely fashion. Mrs. Vaillancourt seconded. Motion passed 2/1 with Mrs. Giles opposed.</p> <p>(b) Mr. Dyer moved that the Board consider making the Audit Committee a committee of the entire Board because there are times when the Audit committee needs to receive information in closed session.</p> <p>Mr. Dyer removed his motion.</p> <p>(c) Mrs. Vaillancourt moved that the full Board review the Audit Committee Structure, Protocols; and the Charter of the Internal Auditing Office. Mrs. Vaillancourt rescinded her motion.</p>	

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		(d) Mr. Dyer tabled this item so it can be discussed in further detail at a later time.	(d) Committee agreed by consensus.	
II	Approval of Agenda	Mrs. Giles moved that the agenda be approved as amended with a second by Mr. Dyer.	Motion passed 3/0.	
III	Internal Audit Office Transition Plans (R. Brown)	Mr. Brown presented a draft of the internal auditor job description. He recommended that the position be changed to a higher grade level of 27 so that the school system can attract quality candidates. He also recommended that this position be advertised immediately. Mr. Brown will keep the Audit Committee apprised of the process. The Audit Committee will be involved in the interview process. Mr. Dyer expressed concerned with the higher pay grade considering the budget constraints. Mr. Brown stated he will advertise the position at its present grade level. There was discussion regarding additional expenses if re-advertisement was necessary. Mr. Brown stated it would be minimal. The Board also has the option of making an offer at a higher pay grade.	Mrs. Giles moved that we agree to forward to the full board the recommendation.  Ms. Giles amended her motion to advertise using the current pay grade and job description. Motion approved by consensus.	
IV	Recommendation of Hotline Services Vendor (R. Brown/ J. Connors)	Mr. Brown recommended Global Appliance to be the vendor. It is in the amount that was in the parameters set by the full Board. Mr. Connors pointed out one issue with the two vendors. There is a hidden cost in both of them. If the hotline is very active and there are an over abundance of complaints, the cost will increase.	By consensus the Audit Committee agreed to recommend the report to the full Board.	
V	Adjournment	Meeting was adjourned at 12:10 p.m.	By consensus	
VI	Scheduling	Next meeting will be held Tuesday, March 1, 2011, at 8:30 a.m. in the Board Planning Room.  Previously scheduled meetings are: March 15, 2011 at 8:30 a.m. in ML2 and June 7, 2011 at 8:30 a.m. in ML2.		Mr. Dyer requested Mrs. Hanks to schedule another committee meeting in two weeks.



# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 17, 2011

The Board of Education of Howard County held Public Work Session IV on the Superintendent's Proposed FY 2012 Operating Budget on Thursday, February 17, 2011, at 1:00 p.m., in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman (arrived at 1:35 p.m.)  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt

Mamie Perkins, Deputy Superintendent  
Linda Wise, Chief Academic Officer  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 1:08 p.m., and Mrs. Vaillancourt led the group in the Pledge of Allegiance.

## Approval of Agenda

*Action:* Mr. Aquino moved approval of the agenda. The motion was seconded by Mrs. Giles and approved by the members of the Board (6/0).

## Public Work Session IV - Superintendent's Proposed FY 2012 Operating Budget

Staff presented budget score sheets to the Board, which provided a review of the budget in summary by program and category. Mrs. Kathleen (Woody) Swinson, Budget Officer, presented the following changes:

- Revised revenue estimates received from the Maryland State Department of Education (MSDE) show a reduction in state revenue of \$1,635,210, for a revised total revenue of \$681,171,710.
- The new Staff Attorney position has been moved from Legal Services to Special Education.
- A reduction of \$1,700,000 is proposed for the Health and Dental Fund due to the receipt of a Jobs Fund grant, which will offset reduced revenues.

Approved – March 24, 2011

OAH-DYER-000977

Each category was reviewed, and the following proposed changes were noted:

Revenues (General Fund)

- Revised revenue total: \$681,171,710.

Administration – Program 0104 – Legal Services

- Move Staff Attorney to Special Education (\$55,000).

Special Education – Program 3330

- Add new Staff Attorney - \$55,000

Fixed Charges

- Reduction to payment for Health and Dental Fund (\$1,635,210)

Board Request:

Administration	\$10,852,310
Mid-Level Administration	\$52,043,110
Instructional Salaries	\$289,020,820
Instructional Supplies	\$12,536,530
Instructional Other	\$2,675,540
Special Education	\$84,088,150
Pupil Personnel	\$2,793,820
Health Services	\$6,065,790
Transportation	\$35,406,460
Operation of Plant	\$42,779,590
Maintenance of Plant	\$20,977,530
Fixed Charges	\$115,064,680
Community Services	\$6,020,350
Capital Outlay	<u>\$847,030</u>
Total:	\$681,171,710

Health and Dental Self-Insurance Fund

Due to the receipt of a Jobs Fund grant:

- Adjustments made in FY 2011 for Payment of Claims.
- Adjustments made to FY 2012 to Beginning Fund Balance, Payment from General Fund, End Balance, and Total Uses and Balance.

*Discussion:*

Board members were asked to present any proposals for consideration prior to approval of the FY 2012 budget on February 22, 2011.

Mr. Meshkin proposed that the Board consider hiring a Six Sigma trained continuous improvement coordinator who can build on cost savings and

customer service, improving LEAN projects that have already been piloted. He indicated that this proposal could result in multimillion-dollar savings. Mr. Meshkin also noted that this suggestion has been proposed by the Operating Budget Review Committee (OBRC) for the past two years. To help offset this cost, Mr. Meshkin also proposed that the Board consider eliminating or delaying the hiring of a Chief of Staff.

Mrs. Perkins expressed concern regarding the elimination of a position under the Superintendent's purview. By consensus, the Board asked that input from the Superintendent be received prior to any decision making regarding the Chief of Staff position.

By consensus, the Board asked Mrs. Perkins and her staff to evaluate the creation of a continuous improvement coordinator position in FY 2012 (consistent with the high-leverage strategy of the Bridge to Excellence plan) that would be responsible for scaling pilots that have already been successfully implemented by Mr. Roey in order to realize cost savings beginning in FY 2011.

Mr. Meshkin proposed that transportation for four-year-old preschool students be changed from special education buses to regular buses, as is done with kindergarten students. He indicated that this change will occur anyway in the future when mandatory preschool is implemented and could provide substantial savings by implementing the practice in FY 2012.

Several Board members expressed concerns with safety issues related to the transport of four-year-olds and noted that universal PreK has not yet been mandated and may move to more of a community-based program. The need for community input on this issue was also noted. In addition, the purpose of having a PreK program that includes special education, as well as non-disabled peers, is to have a truly inclusive regional program.

Mr. Meshkin proposed asking the Maryland State Department of Education (MSDE) for a waiver of the two inclement weather days that have been used this year in an effort to save the costs of opening schools on makeup days in June. It was explained that waivers are granted only in unusual circumstances, and the importance of adhering to 180 instructional days for students was noted. It was also pointed out that instructional and other salaries would still have to be paid for those days, and energy costs would still be incurred. Therefore, any savings would be minimal. Mr. Meshkin expressed appreciation for the feedback on this issue.

Mr. Meshkin asked that the process for rolling out a health risk assessment questionnaire be expedited so that savings can be realized in the current fiscal year in the Health and Dental Insurance Fund. Mr. Brown explained the current plan and stated that savings would not materialize until the latter part of FY 2013. A comprehensive wellness report will be brought to the Board in the form of a

Bridge to Excellence (BTE) report this fiscal year to inform the Board on next steps. Mr. Brown agreed with the importance of the wellness plan and in ensuring that it is implemented correctly.

Mr. Meshkin also suggested that the school system put together a \$1 million education innovation fund to test new ideas and programs in the schools. He indicated that tremendous improvements could be realized by having an actual structured research and development process with a funding mechanism.

Mrs. Wise pointed out that innovations are always occurring in the school system, and there are grant opportunities where schools with innovative ideas can apply for funds. She stated that staff is being very conscious of budget constraints. Mrs. Perkins noted that the Educational Foundation has also funded ideas that have been proposed by teachers. Mr. Brown pointed out that funding for innovation would also require a commitment to fund those ideas on an ongoing basis.

Referring to a presentation provided at a recent Public Forum, Mr. Meshkin proposed that the school system consider a growing classroom pilot, with a startup cost of approximately \$80,000 to \$90,000, to develop a one-acre working produce farm on school grounds. The farm would generate revenue to offset costs of some related programs that can contribute value as a revenue source to culinary arts and the health education curriculum. Mr. Meshkin approximated that the revenue could also fund a registered dietician position to guide improvements in school nutrition, as well as provide a local contribution to improving school lunch and breakfast programs without using tax dollars as a revenue source. Dr. Siddiqui supported the idea of getting students involved with health education and noted that projects are already occurring through Master Gardeners and other community organizations. She suggested that grant funding be sought if staff is interested in pursuing this matter.

Mr. Meshkin asked that an eLearning pilot be initiated where 10 percent of junior and senior students are enrolled in one eLearning class. As part of the pilot, a learning management system would provide teachers with an online curriculum medium to offer blended learning opportunities. He stated that this would allow for inclement weather days to become eLearning days, as well as provide better instruction for Home and Hospital care and alternative in-school programs. The costs for this are estimated at \$450 per student, per class. These costs could be offset by not having to provide classroom instruction.

Mrs. Vaillancourt pointed out that eLearning could be beneficial for some of the language offerings that do not have adequate enrollment to provide a class. ELearning opportunities would also be of value for AP courses that are not offered at all schools, in addition to enhancing Home and Hospital teaching opportunities.

Mr. Dyer stated that some elected officials and citizens have expressed concerns to him that HCPSS is not pursuing eLearning as quickly as it should. Mrs. Wise noted that a report on eLearning in HCPSS will be brought to the Board in the fall.

Appreciation was expressed to Mr. Meshkin for proposing new ideas, which may be possible to implement in a different economic environment and after full research of the costs, savings, and benefits.

Motion: Mr. Meshkin moved that the Board ask Mr. Ramsay, Transportation Director, to report on savings that would be realized by changing the transportation process to accommodate universal PreK by changing the policy of transporting non-special education four-year-old students on special education buses and transport them like five-year-olds on regular buses. The motion was seconded by Mr. Dyer.

*Discussion:*

It was noted that this proposal involves a number of areas in the budget and also involves safety issues. It was suggested that this matter be considered as part of a long-term strategy for the suspected implementation of universal PreK. It was also suggested that this item be placed on the Board's quarterly agenda as a future report.

Mr. Meshkin withdrew his motion, and by consensus, the Board agreed to place this item as a bullet on the quarterly agenda to ask staff for a detailed report on all issues involved with this transportation proposal.

Motion: Mr. Meshkin moved that the Board ask staff, led by Mrs. Perkins and Mr. Brown, to carve out \$1 million in the existing budget to create a \$1 million education and innovation fund and determine administration details prior to a July 1, 2011, start date. The motion was seconded by Mr. Dyer.

*Discussion:*

It was noted that the Educational Foundation awarded roughly \$25,000 in grants this fiscal year.

Mrs. French opposed the motion and pointed out that the Board is still in the negotiations process with employee bargaining units regarding salaries, etc. She stated that teachers come first and HCPSS teachers are very innovative, individually and collectively. Mrs. Giles agreed that innovation, change, and listening to best practices is continuous in the school system, and it is very difficult to find a funding source in terms of this budget.

Mr. Dyer stated that the school system owes it to the community to look at innovative ways to provide better techniques of learning to students and ways to develop education programs that do not exist at this time. He expressed strong support for the idea of an innovation fund in this fiscal year and beyond.

Mr. Meshkin stated that his suggestions regarding Six Sigma and transportation could provide substantial savings and fund other proposals such as the innovation fund and would not take money away from teacher salaries.

Action: Mr. Meshkin's motion failed by a vote of 3/4, with Mr. Aquino, Mrs. French, Mrs. Giles, and Dr. Siddiqui voting no.

Mrs. Perkins stated that staff would ensure that the report on innovations in the school system contains all the information desired by Board members. Mr. Meshkin also suggested that the Board consider adopting a policy on eLearning and noted that the Board's Policy Committee could review this possibility at its next meeting.

Mr. Dyer expressed concern about the creation of a new Staff Attorney position in the FY 2012 Operating Budget, given the current budget situation. Concerns were also expressed regarding lines of authority and if the position would be answerable directly to the Board or the Superintendent. Mr. Dyer expressed his belief that the services of the attorney may not save the school system the \$55,000 that has been indicated. He stated that this position could remain as contracted labor, with additional contracted services for special education if needed.

Motion: Mr. Dyer moved that the Staff Attorney position requested for Program 3330 - Special Education be deleted from the budget and maintained as contracted services. The motion was seconded by Mrs. Vaillancourt.

*Discussion:*

Mr. Brown disagreed with Mr. Dyer's suggestion that the Staff Attorney position would not save the school system money. This position would be housed in the Special Education Budget, under the guidance from a legal perspective of Mr. Blom, General Counsel. It is believed that the Staff Attorney position will generate cost savings in the long term.

Mrs. French and Mrs. Vaillancourt indicated that the Staff Attorney position should be split between Legal Services and Special Education, as services would be provided to both programs. Mrs. French noted the value that this position brings to the legislative process.

It was noted that this position was considered in terms of cost efficiencies, and that in-house services reap tremendous savings. Mr. Blom provided detailed

information on the savings that have been realized through this position so far in the current fiscal year. Mr. Dyer expressed his belief that the position is controversial in terms of reporting authority and stated that he is not convinced from a financial standpoint that the position will save the school system money.

Action: Mr. Dyer's motion failed by a vote of 1/6, with Mr. Aquino, Mrs. French, Mrs. Giles, Mr. Meshkin, Dr. Siddiqui, and Mrs. Vaillancourt voting no.

Motion: Mr. Dyer moved that \$537,020 from Program 9101 - Nonpublic Transportation be added to Program 3501 - Academic Intervention, to provide more services to struggling students and to pay existing teachers to provide services on Saturdays that cannot always be accomplished in the regular school day. The motion was seconded by Mrs. Vaillancourt.

*Discussion:*

Mr. Brown confirmed that the funds for nonpublic transport are appropriated by the county government for that purpose only and cannot be transferred to fund another program.

Action: Mr. Dyer's motion failed by a vote of 1/6, with Mr. Aquino, Mrs. French, Mrs. Giles, Mr. Meshkin, Dr. Siddiqui, and Mrs. Vaillancourt voting no.

### **Superintendent's Proposed FY 2012 Capital Budget - Work Session**

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management

Mr. Roey presented the following changes that have occurred in the Superintendent's Proposed FY 2012 Capital Budget:

- New total of \$92,137,000 - a reduction of \$5,170,000.
- Proposal to accelerate and place planning funds in the FY 2012 budget. (Construction funds may also be moved to the FY 2013 budget, depending on enrollment projections.)
- An increase of \$1.4 million for the parking lot expansion, which will allow full funding to build dance studio additions at Hammond and Centennial high schools, as well as the parking lot modifications at Centennial HS.
- Recommend postponement of the renovation and addition for Central Office until FY 2014, in light of the county's purchase of the Ascend One building.
- Increase to the Clarksville ES HVAC request for a total of \$5,932,000 (sufficient to bring the infrastructure up to date.)
- Recommend deferring Talbott Springs ES HVAC work until FY 2014 (no compromise in safety).
- Increase FY 2013 funds for Elkridge ES HVAC work by \$1.8 million.
- Add funds for the renovation of offices at Cradlerock School to support the conversion back to separate elementary and middle schools.





*Discussion:*

Mr. Roey was asked about the implication of separating the Site Acquisition & Construction Reserve line item into two lines. Mr. Roey explained that the line item serves dual purposes and can be used for either purpose at the school system's discretion. If separated into two lines, any needed transfer of funds would require County Council approval, a legislative process involving several months. Keeping the funds as one line item provides flexibility in the expenditure of funds.

It was noted that community members have expressed concern about this line item, and staff acknowledged the need to continue to provide information to the public in an effort to keep them better informed about processes and procedures.

Mr. Dyer expressed appreciation for the convenience of keeping the Site Acquisition and Construction Reserve funds together but also expressed confidence in the County Council's response to school system needs. He stated that the need for County Council approval allows the community to know that action is being taken and the reason for that action.

Motion: Mr. Dyer moved that the site acquisition and construction reserve funds be separated into two lines in the capital budget. The motion was seconded by Mrs. Vaillancourt.

*Discussion:*

Mrs. French indicated that the immediate flexibility that is currently available is sometimes critical to staff. Mrs. Giles noted that keeping the construction and site acquisition funding together provides an effective and efficient use of taxpayers' money.

Action: The motion failed by a vote of 1/6, with Mr. Aquino, Mrs. French, Mrs. Giles, Mr. Meshkin, Dr. Siddiqui, and Mrs. Vaillancourt voting no.

Board approval of the proposed FY 2012 Operating and Capital Budgets is scheduled for Tuesday, February 22, 2011, at 9:00 a.m.

**Adjournment:** By Board consensus, the meeting was adjourned at 3:31 p.m.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

February 22, 2011

The Board of Education of Howard County met in closed session on February 22, 2011, at 10:00 a.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss site acquisition, personnel, and Dyer versus Board of Education lawsuit. The motion was seconded by Sandra H. French and approved 7/0. Mr. Dyer recused himself from the Dyer versus Board of Education part of the meeting. Persons present: Board members, Janet Siddiqui, M.D., Chairman; Sandra H. French, Vice Chairman; Frank J. Aquino, Esq.; Allen Dyer, Esq.; Ellen Flynn Giles; Brian J. Meshkin; and Cynthia L. Vaillancourt.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present:

Dyer vs. Board of Education & Personnel: Judy Bresler, Esquire of Carney, Kelehan, Bresler, Bennett & Scherr LLP

Site Acquisition: Mamie J. Perkins, Deputy Superintendent; Theresa Alban, Chief Operating Officer; Raymond Brown, Chief Financial Officer; Linda Wise, Chief Academic Officer; Ken Roey, Executive Director, Facilities Planning and Management; Bruce Gist, Director School Construction; Joel Gallihue, Manager School Planning

1. The Board received updates and additional legal advice concerning Dyer vs. Board of Education lawsuit.
2. The Board received an update regarding the Superintendent's medical leave.
3. Staff presented an update of possible school sites under consideration for the northeast region. Staff will continue to evaluate these sites and explore additional options.

Adjourned: 1:07 p.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 22, 2011

The Board of Education of Howard County held a meeting to adopt the Superintendent's Proposed FY 2012 Operating and Capital Budgets, FY 2013-2017 Capital Improvement Program Request, and FY 2012-2021 Long-Range Master Plan on Tuesday, February 22, 2011, in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt

Mamie Perkins, Deputy Superintendent  
Raymond Brown, Chief Financial Officer  
Kathleen V. Hanks, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 9:20 a.m., and Mrs. Giles led the group in the Pledge of Allegiance.

### **Approval of Agenda**

*Action:* Mr. Aquino moved approval of the agenda. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).

### **FY 2012 Operating Budget Request**

Ms. Kathleen (Woody) Swinson, Budget Director, noted that the new Staff Attorney position has been split between two categories:

- Administration - 30 percent
- Special Education - 70 percent

## Revenues

*Action:* Mrs. French moved approval of revenue sources as follows:

County Appropriation	\$467,617,041
State Sources	208,159,359
Federal Sources	\$370,000
Other Sources	<u>\$5,025,310</u>
 Total Board Request	 \$681,171,710

The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

## Administration

*Motion:* Mr. Aquino moved approval of the Administration budget in the amount of \$10,868,810. The motion was seconded by Mrs. Giles.

### *Discussion:*

Mr. Dyer expressed numerous concerns with splitting the new Staff Attorney position between two programs. He stated that this position could relieve much of the burden of paying outside counsel when the Board hears student appeals and would represent fairly significant cost savings. He also expressed concern about the bookkeeping entailed with specifying a certain amount of time that the attorney would be split between Special Education and Administration in the event of a federal audit.

Dr. Siddiqui noted that this issue has been discussed at length by the Board and staff, and the importance of splitting this position is to allow for services to be provided to the Board's Legislative Committee through Legal Services, and the portion designated for Special Education would reduce costs to the school system in that area.

*Action:* Mr. Dyer moved that full funding for the new Staff Attorney position be moved to the Administration budget, Program 0101 - Board of Education. The motion was seconded by Mrs. Vaillancourt and failed by a vote of 2/5, with Mr. Aquino, Mrs. French, Mrs. Giles, Mr. Meshkin, and Dr. Siddiqui voting no.

### *Discussion:*

Mr. Meshkin asked about the status of the Board's request for staff to consult with the Superintendent regarding his proposal to add a continuous improvement coordinator position to Program 0201 - Business Services, and the proposal to eliminate the Chief of Staff position to help offset costs.

Mrs. Perkins stated that the Superintendent's response was to keep the Chief of Staff in the budget, as he intends to fill that position. He also did not feel that this would be an appropriate time to add a continuous improvement coordinator position to the budget.

Mr. Meshkin stated that the Operating Budget Review Committee (OBRC) has recommended that the school system move in the direction of hiring a continuous improvement coordinator and expressed his belief that this is a critically important issue at this time, even though resources are constrained.

*Motion:* Mr. Meshkin moved that the Board transfer \$100,000 (designated for Travel-Conferences) from Program 3201 - Other Regular Programs to Program 0201 - Business Services and Operations, to provide for a continuous improvement coordinator position. The motion was seconded by Mr. Dyer.

*Discussion:*

Mr. Brown pointed out that the amount designated for Travel-Conferences in Program 3201 is for negotiated agreements and cannot be removed from that particular budget. Mr. Meshkin suggested that consideration be given to transferring other funds from this particular category.

Mrs. French indicated that moving funds from Instruction to the Administration category would be a highly unpopular concept and noted that staff is very dedicated to ensuring efficiency and cost effectiveness. She did not support the motion.

Mrs. Vaillancourt expressed support for Mr. Meshkin's motion and stated that this is an opportunity to exponentially increase savings for the school system. She stated that the small investment and bigger reward would be supported by good leadership even though it may not be a popular proposal.

Mrs. Giles pointed out that in addition to pilots that have begun in this area, education programs are in place within various departments to provide training on using these concepts to aid in developing budgets. She stated that there may be a priority for a position elsewhere in the budget and that she sees this as more a part of a strategic plan.

Mrs. Theresa Alban, Chief Operating Officer, provided detailed information on what is currently happening in the school system by staff who have been trained in either the LEAN process or the Baldrige continuous improvement model. She stated that given the constraints of the budget, there are ways that staff is working to support and grow LEAN, which can continue without necessarily adding a position at this time.

Mr. Aquino indicated a need for additional information and suggested that an update on LEAN initiatives be provided to the Board.

Mr. Meshkin expressed concern that the Board does not have a way to increase revenues and indicated that a continuous improvement coordinator would be an investment in an initiative that has proven successful in HCPSS and in the business environment to find additional resources.

Mr. Dyer supported the notion of a continuous improvement coordinator position and noted the cost-saving success of LEAN initiatives that Mr. Roey, Executive Director, Facilities Planning and Management, has presented to the Board. Mr. Dyer pointed out the importance of the Board's responsibility for being cost-effective stewards of the public's tax dollars.

Dr. Siddiqui added that there are many variables in education, and it may be necessary to choose a combination of different methods to achieve the desired results.

*Action:* Mr. Meshkin's motion failed by a vote of 3/4, with Mr. Aquino, Mrs. French, Mrs. Giles, and Dr. Siddiqui voting no.

By consensus, the Board requested that staff provide additional information on this subject as a report to the Board prior to June 1, 2011.

*Action:* Mr. Aquino's motion to approve the Administration budget in the amount of \$10,868,810 was approved by a vote of 4/3, with Mr. Dyer, Mr. Meshkin, and Mrs. Vaillancourt voting no.

#### Mid-Level Administration

*Action:* Mrs. French moved approval of Mid-Level Administration in the amount of \$52,043,110. The motion was seconded by Mrs. Giles and approved by a vote of 4/3, with Mr. Dyer, Mr. Meshkin, and Mrs. Vaillancourt voting no.

#### Instructional Salaries

*Motion:* Dr. Siddiqui moved approval of Instructional Salaries in the amount of \$289,020,820. The motion was seconded by Mrs. French.

#### *Discussion:*

Mrs. Vaillancourt stated that the process of presenting a budget while salary negotiations have not been completed seems illogical. She indicated that finding ways to pay for commitments related to negotiated agreements after preliminary approval of the budget also seems somewhat illogical. Mr. Dyer agreed with

Mrs. Vaillancourt's concerns and stated his preference to find a way to segregate budget items that will be impacted by collective bargaining agreements. Mr. Aquino cautioned Board members that discussion of particular positions on negotiations could result in an unfair labor practice claim.

Dr. Siddiqui noted that the budget situation with negotiated agreements is a fluid process and once final decisions are made, adjustments to the budget will be made accordingly. Mrs. French pointed out that the Board has a responsibility by law to adopt a budget and submit it to the County Executive by a certain deadline, regardless of the status of negotiations. Any future changes in the budget would be submitted to the County Executive.

*Action:* The motion to approve Instructional Salaries was approved by the members of the Board (7/0).

#### Instructional Texts/Materials

*Action:* Mrs. Giles moved adoption of the Instructional Texts/Materials in the amount of \$12,536,530. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

#### Instructional Other

*Action:* Mr. Meshkin moved passage of Instructional Other in the amount of \$2,675,540. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).

#### Special Education

*Motion:* Mrs. Vaillancourt moved acceptance of the Special Education budget in the amount of \$84,071,650. The motion was seconded by Mrs. French.

#### *Discussion:*

Mr. Dyer reiterated his concern about designating a percentage of the new Staff Attorney's salary in the Special Education budget.

*Action:* The motion was approved by a vote of 6/1, with Mr. Dyer voting no.

#### Pupil Personnel

*Action:* Mr. Dyer moved approval of the Pupil Personnel budget in the amount of \$2,793,820. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).

### Health

*Action:* Mr. Aquino moved approval of the Health category budget in the amount of \$6,065,790. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

### Transportation

*Action:* Mrs. French moved adoption of the Transportation budget in the amount of \$35,406,460. The motion was seconded by Mrs. Giles and approved by a vote of 6/1, with Mr. Meshkin voting no.

### Operation of Plant

*Motion:* Dr. Siddiqui moved approval of the Operation of Plant budget in the amount of \$42,779,590. The motion was seconded by Mrs. Giles

### *Discussion:*

Mr. Meshkin stated that PTA Council and the CAC (Community Advisory Council) have expressed concerns about delaying maintenance timelines, which is an issue that is somewhat confusing to the citizens. He indicated that this is an area where some process improvement could benefit from a continuous improvement coordinator.

*Action:* The motion was approved by a vote of 5/2, with Mr. Meshkin and Mrs. Vaillancourt voting no.

### Maintenance of Plant

*Action:* Mrs. Giles moved adoption of the Maintenance of Plant budget in the amount of \$20,977,530. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

### Fixed Charges

*Action:* Mr. Meshkin moved approval of Fixed Charges in the amount of \$115,064,680. The motion was seconded by Mrs. Vaillancourt and approved by the members of the Board (7/0).

### Community Services

*Motion:* Mr. Dyer moved that the funding shown for nonpublic student transport in Program 9101 be removed from the budget and that funding for a .5 transportation staff person be added to provide liaison and coordination for any



nonpublic student transport funding that might be provided in the County Council's budget. The motion was seconded by Mrs. Vaillancourt.

*Discussion:*

Mrs. Vaillancourt stated that her objection to the current process is that the transportation of nonpublic school students is a misnomer because not all nonpublic school students have equal access to this benefit. Mr. Dyer indicated the need for County Council to reexamine this area and for the Board to provide an opportunity for them to decide whether or not they want to provide for the transportation of students in Howard County. He stated that this is an economic reality the county must deal with, and the notion of providing special privileges to only some religious schools goes against Supreme Court Law.

*Action:* The motion failed 2/5, with Mr. Aquino, Mrs. French, Mrs. Giles, Mr. Meshkin, and Dr. Siddiqui voting no.

*Action:* Mr. Aquino moved approval of the Community Services budget in the amount of \$6,020,350. The motion was seconded by Mrs. Giles and approved by a vote of 5/2, with Mr. Dyer and Mrs. Vaillancourt voting no.

Capital Outlay

*Action:* Mrs. Vaillancourt moved acceptance of the Capital Outlay budget in the amount of \$847,030. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).

**Approval of FY 2012 Operating Budget – Categorical Total**

*Motion:* Mr. Dyer moved approval of the total categorical budget for FY 2012 in the amount of \$681,171,710. The motion was seconded by Mrs. Giles.

*Discussion:*

Mr. Meshkin stated that he would vote against the overall budget at this time on the principle that the Board needs to challenge themselves to find resources for cost-saving initiatives in the budget. He stated that the HCPSS has one of the best Chief Financial Officers for a school system in the state and an extremely capable senior management team, led by Dr. Cousin. He indicated the need to find additional resources between now and the final budget approval in June.

Although Mr. Dyer expressed some concerns regarding the budget, he stated that staff and the Superintendent presented the Board with an outstanding effort, which includes the start of World Language at a much earlier age. He expressed

approval for the budget in spite of misgivings on several items because he felt that staff brought a solid budget to the Board.

*Action:* The motion was approved by a vote of 5/2, with Mr. Meshkin and Mrs. Vaillancourt voting no.

#### Food and Nutrition Services Fund

*Motion:* Mr. Aquino moved approval of the Food and Nutrition Services Fund in the amount of \$11,103,020. The motion was seconded by Mrs. French.

#### *Discussion:*

Mr. Meshkin asked that a report on Food and Nutrition Services be brought to the Board to include information regarding the work of the Food and Nutrition Advisory Committee and the effects of the Healthy and Hunger Free Kids Act on the Food and Nutrition Services Fund.

*Action:* The motion was approved by a vote of 6/1, with Mr. Meshkin voting no.

#### Printing and Duplicating Fund

*Action:* Mrs. French moved approval of the Printing and Duplicating Fund in the amount of \$2,583,850. The motion was seconded by Mrs. Giles and approved by a vote of 6/1, with Mr. Meshkin voting no.

#### Information Management/Computer Services Fund

*Action:* Dr. Siddiqui moved approval of the Information Management/ Computer Services Fund in the amount of \$5,407,860. The motion was seconded by Mr. Meshkin and approved by the members of the Board (7/0).

#### Health and Dental Self-Insurance Fund

*Action:* Mrs. Giles moved approval of the Health and Dental Self-Insurance Fund in the amount of \$99,680,050. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

#### Worker's Compensation Self-Insurance Fund

*Action:* Mr. Meshkin moved approval of the Worker's Compensation Self-Insurance Fund in the amount of \$2,742,820. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

### Grants Fund

*Action:* Mrs. Vaillancourt moved acceptance of the Grants Fund in the amount of \$43,700,000. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

### **FY 2012 Capital Budget Request**

*Action:* Mr. Aquino moved approval of the FY 2012 Capital Budget Request in the amount of \$92,137,000. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

### **FY 2013-2017 Capital Improvement Program Request**

*Motion:* Mrs. French moved approval of the FY 2013-2017 Capital Improvement Program Request in the amount of \$508,361,000. The motion was seconded by Mr. Aquino.

#### *Discussion:*

Board members spoke about the need for future discussion on the following aspects of the capital budget:

- Possible changes to funding capital expenditures over the next few years.
- Ways to work with elected officials regarding capital funding.
- Continued vigilance and exploration of funding alternatives.
- The importance of requesting funding for exactly what is needed.
- Whether or not changes are needed to the current funding mechanism.

It was noted that the capital budget is based on the school system's current feasibility study and the Gilbert Study, which was completed several years ago and determined issues that need to be addressed from a modernization/renovation standpoint. It was emphasized that any deferrals of maintenance have not in any way impacted the safety of students or staff at any of the school system's buildings.

Dr. Siddiqui pointed out that the Board has many opportunities throughout the year, both formally and informally, to express HCPSS needs to state and local officials.

*Action:* The motion was approved by the members of the Board (6/0). Mr. Aquino was not present for the vote. (\*see note on page 10)

### **FY 2012-2021 Long-Range Master Plan**

*Action:* Mrs. Giles moved approval of the FY 2012-2021 Long-Range Master Plan in the amount of \$975,214,000. The motion was seconded by Mrs. French

and approved by the members of the Board (6/0). Mr. Aquino was not present for the vote. (\*see note on page 10)

### **Comments**

Board members expressed appreciation to staff for their expertise in developing and presenting the budget.

On behalf of the Superintendent, Mrs. Perkins expressed appreciation to the Board and staff their work and efforts regarding the budget. She assured the Board that the Superintendent's budget is one that is child centered and represents what the school system believes to be the best in the state. Conversations regarding innovations and recommendations by the OBRC are taken seriously and will be considered as necessary.

Mrs. French noted the importance of the BTE Comprehensive Master Plan in setting the tone for the budget and indicated the need for the Board to place an item on the quarterly agenda for discussion of the plan. She suggested that each Board member adopt one section to carefully analyze and discuss.

Dr. Siddiqui stated that this maintenance-of-effort budget still meets the goals of the Superintendent in regards to safety and academic achievement. She thanked staff again for all their efforts.

*\*Note:* Although he was not present for the vote, Mr. Aquino noted his approval of the FY 2013-2017 Capital Improvement Program Request and the FY 2012-2021 Long-Range Master Plan.

**Adjournment:** By Board consensus, the meeting was adjourned at 11:07 a.m.

### **Attachments**

- A. FY 2012 Operating Budget Request Summary
- B. FY 2012 Capital Budget Request
- C. FY 2012-2017 Capital Improvement Program Request
- D. FY 2012-2021 Long-Range Master Plan
- E. FY 2012-2017 Long-Range Systematic Renovations Projects

Howard County Public Schools		Fiscal 2012	Operating Budget	
Category	Superintendent	Reductions	Additions	Board Request
Administration	\$10,907,310	(\$38,500)	\$0	<b>\$10,868,810</b>
Mid-Level Admin.	\$52,043,110	\$0	\$0	<b>\$52,043,110</b>
Instructional Salaries	\$289,020,820	\$0	\$0	<b>\$289,020,820</b>
Instructional Supplies	\$12,536,530	\$0	\$0	<b>\$12,536,530</b>
Instructional Other	\$2,675,540	\$0	\$0	<b>\$2,675,540</b>
Special Education	\$84,033,150	\$0	\$38,500	<b>\$84,071,650</b>
Pupil Personnel	\$2,793,820	\$0	\$0	<b>\$2,793,820</b>
Health Services	\$6,065,790	\$0	\$0	<b>\$6,065,790</b>
Transportation	\$35,406,460	\$0	\$0	<b>\$35,406,460</b>
Operation of Plant	\$42,779,590	\$0	\$0	<b>\$42,779,590</b>
Maintenance of Plant	\$20,977,530	\$0	\$0	<b>\$20,977,530</b>
Fixed Charges	\$116,699,890	(\$1,635,210)	\$0	<b>\$115,064,680</b>
Community Services	\$6,020,350	\$0	\$0	<b>\$6,020,350</b>
Capital Outlay	\$847,030	\$0	\$0	<b>\$847,030</b>
<b>Totals</b>	<b>\$682,806,920</b>	<b>(\$1,673,710)</b>	<b>\$38,500</b>	<b>\$681,171,710</b>

# FY 2012 Capital Budget

Board of Education's Requested 2/22/11

(Estimated Cost in Current Dollars - Thousands (000) Omitted)

Prior Authorization																	FY 2012 Funding							
Prior A.																	YTD							FY 2012
Grades	Capacity	Project	Occupancy Date	Project TOTAL	State	Local Bonds	TranTax	Zbond	Paygo	Total	State	Local	Codes	Trans. Tax	Zbond	Paygo	Total							
9-12		Atholton HS Renovation	Aug-14	21,583		6,362				6,362		15,221	(C)				15,221							
K-5	600	New Northeastern ES	Aug-13	19,474		2,696				2,696		16,778	(C,E)				16,778							
K-5	100	Phelps Luck ES Renovation	Aug-13	10,514								10,514	(C)				10,514							
K-5	173	Gorman Crossing ES Addition	Aug-14	810								810	(P)				810							
		Systemic Renovations/Modernizations		199,387	53,690	85,446	6,100	26,323	1,855	173,414		25,973	(P,C,E)				25,973							
		Roofing Projects		27,977	1,649	13,577	3,251	4,500		22,977		5,000	(P,C,E)				5,000							
		Playground Equipment		1,980		1,200	580			1,780		200	(E)				200							
		Relocatable Classrooms		11,610		7,710	1,100	1,100		9,910		1,700					1,700							
		Site Acquisition & Construction Reserve		23,153	911	8,425	8,817			18,153		5,000					5,000							
		Technology		18,827		4,986	4,500			9,486		9,341					9,341							
		School Parking Lot Expansions		4,200		2,800				2,800		1,400					1,400							
		Barrier Free		5,003		3,250	1,250		303	4,803		200					200							
<b>TOTALS</b>				<b>\$344,518</b>	<b>\$56,250</b>	<b>\$136,452</b>	<b>\$25,598</b>	<b>\$31,923</b>	<b>\$2,158</b>	<b>\$252,381</b>		<b>\$92,137</b>					<b>\$92,137</b>							
												<b>\$92,137</b>					<b>\$92,137</b>							
(P) Planning (C) Construction (E) Equipment																								

# FY 2013-2017 Capital Improvement Program

**Board of Education's Requested 2/22/11**

(Estimated Cost in Current Dollars - Thousands (000) Omitted)

Grades	Capacity	Project	Occupancy Date	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total
9-12		Atholton HS Renovation	Aug-14	35,517 (C,E)					35,517
K-5	600	New Northeastern ES	Aug-13	7,191 (C,E)					7,191
K-5	100	Phelps Luck ES Renovation	Aug-13	7,009 (C,E)					7,009
K-5		Longfellow ES Renovation	Aug-14	9,039 (C)	6,026 (C,E)				15,065
K-5	173	Gorman Crossing ES Addition	Aug-14		6,412 (C,E)				6,412
N/A		Maintenance/Warehouse Facility	Aug-15		14,112 (C,E)	9,408 (C,E)			23,520
6-8	662	New Northeastern MS	Aug-15	2,858 (P)	18,093 (C,E)	7,754 (C,E)			28,705
N/A		OLD Cedar Lane Addition/Reno Phase I / II				3,252 (P)	15,631 (C,E)	15,631 (C,E)	34,514
9-12		Hammond HS Renovation	Aug-18				5,972 (P)	32,492 (C,E)	38,464
9-12		Centennial HS Renovation	Aug-21						
		Systemic Renovations/Modernizations		20,748 (P,C,E)	39,518 (P,C,E)	65,246 (P,C,E)	54,809 (P,C,E)	46,143 (P,C,E)	226,464
		Roofing Projects		5,000 (P,C,E)	5,000 (P,C,E)	5,000 (P,C,E)	5,000 (P,C,E)	5,000 (P,C,E)	25,000
		Playground Equipment		200 (E)	200 (E)	200 (E)	200 (E)	200 (E)	1,000
		Relocatable Classrooms		1,100	1,100	1,100	1,100	1,100	5,500
		Site Acquisition & Construction Reserve		2,000	2,000	2,000	2,000	2,000	10,000
		Technology		8,500	6,000	7,000	9,000	9,500	40,000
		School Parking Lot Expansions		600	600	600	600	600	3,000
		Barrier Free		200	200	200	200	200	1,000
		<b>TOTALS</b>		\$99,962	\$99,261	\$101,760	\$94,512	\$112,866	\$508,361
(P) Planning (C) Construction (E) Equipment									

# FY 2012-2021 Long-Range Master Plan

**Board of Education's Requested 2/22/11**

(Estimated Cost in Current Dollars - Thousands (000) Omitted)

Project	Occupancy Date	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Atholton HS Renovation	Aug-14	15,221 (C)	35,517 (C,E)								
New Northeastern ES	Aug-13	16,778 (C,E)	7,191 (C,E)								
Phelps Luck ES Renovation	Aug-13	10,514 (C)	7,009 (C,E)								
Longfellow ES Renovation	Aug-14		9,039 (C)	6,026 (C,E)							
Gorman Crossing ES Addition	Aug-14	810 (P)		6,412 (C,E)							
Maintenance/Warehouse Facility	Aug-15			14,112 (C,E)	9,408 (C,E)						
New Northeastern MS	Aug-15		2,858 (P)	18,093 (C,E)	7,754 (C,E)						
OLD Cedar Lane Addition/Reno Phase I / II					3,252 (P)	15,631 (C,E)	15,631 (C,E)				
Hammond HS Renovation	Aug-18					5,972 (P)	32,492 (C,E)	21,662			
Centennial HS Renovation	Aug-21								6,019	32,742	21,828
Systemic Renovations/Modernizations		25,973 (P,C,E)	20,748 (P,C,E)	39,518 (P,C,E)	65,246 (P,C,E)	54,809 (P,C,E)	46,143 (P,C,E)	50,487	55,536	58,313	61,229
Roofing Projects		5,000 (P,C,E)	5,000 (P,C,E)	5,000 (P,C,E)	5,000 (P,C,E)	5,000 (P,C,E)	5,000 (P,C,E)	5,000	5,000	5,000	5,000
Playground Equipment		200 (E)	200 (E)	200 (E)	200 (E)	200 (E)	200 (E)	200	200	200	200
Relocatable Classrooms		1,700	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100
Site Acquisition & Construction Reserve		5,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Technology		9,341	8,500	6,000	7,000	9,000	9,500	7,000	8,000	6,000	9,500
School Parking Lot Expansions		1,400	600	600	600	600	600	600	600	600	600
Barrier Free		200	200	200	200	200	200	200	200	200	200
<b>TOTALS</b>		\$92,137	\$99,962	\$99,261	\$101,760	\$94,512	\$112,866	\$88,249	\$78,655	\$106,155	\$101,657
Ten-Year Long-Range Master Plan =				\$975,214							
(P) Planning (C) Construction (E) Equipment											



# FY 2012-2017 Long-Range Systemic Renovation / Modernization Projects

**Board of Education's Requested 2/22/11**

(Estimated Cost in Current Dollars - Thousands (000) Omitted)

Project	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Totals
Administration Building (CO) Reno I/Add II			8,212 (C)	10,611 (C,E)			18,823
Thunder Hill ES	5,554 (C,E)						5,554
Bollman Bridge ES	10,137 (C,E)						10,137
Clarksville ES (HVAC)	5,932 (C)						5,932
Oakland Mills HS (Limited Reno)	2,000 (C,E)						2,000
Talbott Springs ES - HVAC			750 (C,E)				750
Elkridge ES - HVAC	600 (C,E)	1,800 (C,E)					2,400
Cradlerock School	250 (C,E)						250
Stevens Forest ES		8,601 (C,E)					8,601
Deep Run ES		1,256 (P)	7,027 (C)	4,685 (C,E)			12,968
Patuxent Valley MS		1,891 (P)	10,333 (C)	6,888 (C,E)			19,112
Swansfield ES			1,651 (P)	9,053 (C)	6,035 (C,E)		16,739
Wilde Lake MS			2,592 (P)	13,987 (C)	9,325 (C,E)		25,904
Waverly ES + Phase II Addition			1,753 (P)	9,211 (C)	6,140 (C,E)		17,104
Oakland Mills MS				2,233 (P)	12,721 (C)	8,481 (C,E)	23,435
Patapsco MS				1,878 (P)	10,269 (C)	6,846 (C,E)	18,993
Dunloggin MS					2,163 (P)	11,753 (C)	13,916
Jeffers Hill ES					1,456 (P)	8,037 (C)	9,493
Talbott Springs ES						2,163 (P)	2,163
Hammond MS						2,163 (P)	2,163
Energy Projects	500 (P,C,E)	500 (P,C,E)	500 (P,C,E)				1,500
Other Systemic	1,000 (C)	6,700 (C)	6,700 (C)	6,700 (C)	6,700 (C)	6,700 (C)	34,500
<b>TOTALS</b>	\$25,973	\$20,748	\$39,518	\$65,246	\$54,809	\$46,143	\$252,437

(P) Planning (C) Construction (E) Equipment

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

February 24, 2011

The Board of Education of Howard County met in closed session on February 24, 2011, at 1:30 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss negotiations. The motion was seconded by Cynthia L. Vaillancourt and approved 5/0. Persons present: Board members, Janet Siddiqui, M.D., Chairman; Frank J. Aquino, Esq.; Allen Dyer, Esq.; Ellen Flynn Giles; and Cynthia L. Vaillancourt. Sandra H. French, Vice Chairman arrived at 3:00 p.m. after the vote to close.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Theresa Alban, Chief Operating Officer; Raymond Brown, Chief Financial Officer; Linda Wise, Chief Academic Officer; Mark Blom, General Counsel; Mike Johnson, Director, Business Systems; and Sue Mascaro, Director Staff Relations

Staff presented the AFSCME, HCAA, HCEA, and HCEA-ESP proposals and the Superintendent's recommendations. The Board then voted to accept, reject, or change each of the recommendations.

Adjourned: 3:30 p.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 24, 2011

The Board of Education of Howard County (BOE) held a regularly scheduled meeting on Thursday, February 24, 2011, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman (left at 6:25 p.m.)  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt  
Alexis N. Adams, Student Member

Mamie Perkins, Deputy Superintendent  
Anna Gable, Communication Specialist  
Barbara Bowers, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 4:05 p.m., and Mr. Aquino led the group in the Pledge of Allegiance.

### Public Forum

Dillon Goldberg, Howard Community College Student, and mentor students Rodrigo Futema of Wilde Lake HS and May Yang of Centennial HS asked the Board and community for support of their project, *Foods for Tomorrow*. Accompanying them was their mentor, Mrs. Mary Kay Sigaty, County Council member.

Ms. Jill Bateman voiced concerns regarding the potential Oxford Square school site in ElkrIDGE.

### Approval of Agenda

Delete: Item 2.A. Superintendent's Report

Move: Item 7.E. Legislative Report/2011 General Assembly to Item 7.B.

Pull: Item 3.A. Bids and Contracts P-5 for discussion

*Action:* Mr. Aquino moved approval of the agenda as amended. The motion was seconded by Mrs. Giles and approved by the members of the Board (8/0).

Approved – April 14, 2011

OAH-DYER-001003

### **Student Representative's Report (Reservoir HS)**

Zachary Darnell, Student Government Association (SGA) Vice President, and Maryam Alli, SGA Public Relations/Secretary, reported on recent and upcoming activities at the school and said that students feel that Reservoir HS has a positive and safe environment.

### **Board Members' Reports**

Board members reported on their attendance at recent school and community events.

### **Consent Agenda (Restricted\*)**

Bids and Contracts; Closed Meeting Minutes (Official and Confidential) of February 1, 2011, and February 10, 2011

Bids and Contracts - P-5 was pulled for discussion.

*Action:* Mrs. Giles moved approval of the Restricted Consent Agenda as amended. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0\*).

*Bids and Contracts – Approved by the Board.*

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
P-1	<b>ON-CALL CARPET/TILE INSTALLATION, SERVICE &amp; REPAIR</b> Carpet Experts Inc. Carpet Fair CB Flooring, LLC CRS Flooring America L & R Floors of Washington, Inc <b>TOTAL AWARD AMOUNT (annual estimate)</b>	\$750,000.00
P-2	<b>CONSTRUCTION MANAGER SELECTION FOR THE RELOCATION OF PORTABLE CLASSROOMS</b> J. Vinton Schafer & Sons, Inc.	\$53,000.00
P-3	<b>REQUEST FOR PROPOSALS FOR HTML WEB DEVELOPMENT SERVICES</b> AP Ventures	\$79,000.00
P-4	<b>CENTENNIAL AND HAMMOND HIGH SCHOOL DANCE STUDIO ADDITIONS AND PARKING LOT IMPROVEMENTS AT CENTENNIAL HIGH SCHOOL</b>	

Approved – April 14, 2011

OAH-DYER-001004

<b>Contract Package 1A - General Trades</b>	
MRP Contractors, LLC	\$ 749,800.00
<b>Contract Package 2A – Site Work</b>	
Ross Contracting	\$1,600,000.00
<b>Contract Package 15A – Mechanical</b>	
G. H. Nitzel	\$ 245,400.00
<b>Contract Package 16A - Electrical</b>	
Action Electrical Contractors	\$ <u>333,006.00</u>
<b>TOTAL PROJECT AWARD AMOUNT</b>	<b>\$2,928,206.00</b>

Bids and Contracts - P-5

P-5	<b>FRAUD PREVENTION HOTLINE SERVICES</b>	
	Global Compliance	\$ 995 one time
		<u>6,850</u> annually
	<b>TOTAL AWARD AMOUNT</b>	<b>\$7,845 first year</b>

At its last meeting, the BOE Audit Committee approved the recommendation to award a contract to Global Compliance to establish a hotline for fraud prevention for HCPSS.

*Action:* Mr. Dyer moved approval of the Confidential Hotline bid to be awarded to Global Compliance as recommended by the Purchasing department. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0\*).

**Consent Agenda General**

Donations; Regular Meeting Minutes, February 1, 2011; Minutes of Public Work Session I on the Superintendent's Proposed FY 2012 Operating Budget, February 3, 2011; Minutes of the BOE Legislative Committee Meeting, February 16, 2011; and Minutes of the BOE Audit Committee Meeting, February 17, 2011

Minor revisions were made to the Regular Meeting Minutes of February 1, 2011.

The Minutes of the BOE Legislative Committee Meeting (February 16, 2011) and the BOE Audit Committee Meeting (February 17, 2011) were pulled for voting purposes.

*Action:* Mr. Aquino moved approval of the General Consent Agenda as amended. The motion was seconded by Mr. Meshkin and approved by the members of the Board (8/0).

Donations – Approved by the Board.

The following donations have been received:

Running Brook ES: J. Paul and Evelyn Bolduc, in the amount of \$1,000, designated to subsidize field trips.

Approved – April 14, 2011

OAH-DYER-001005

Rebecca Norlander, in the amount of \$3,000, designated to subsidize field trips.

Triadelphia Ridge ES: PTA, in the amount of \$670, designated for the purchase of Lego We Do It Kits that will be used by the GT students.

Folly Quarter MS: Friends of Folly Quarter Musicians, in the amount of \$1,375, designated to pay for the buses that will transport the band students to the Jazz Festival at Towson University.

Centennial HS: Music and Arts Center, in the amount of \$500, designated to pay concert expenses.

Mt. Hebron HS: Fidelity Charitable Gift Fund, in the amount of \$5,000, designated for the James R. McCrumb Memorial Scholarship Fund.

River Hill HS: Boosters, in the amount of \$4,000, designated to pay the showing fee of the documentary, "Race to Nowhere," and to upgrade the auditorium sound system.

PTSA, in the amount of \$1,750, designated to pay the showing fee of the documentary, "Race to Nowhere."

Wilde Lake HS: Tom Klotz of KIK, Inc., in the amount of \$1,000, designated for the purchase of 3-A football championship rings for the football team.

#### BOE Legislative Committee Meeting Minutes

Dr. Siddiqui reviewed the minutes of the BOE Legislative Committee Meeting of February 16, 2011.

*Action:* Dr. Siddiqui moved approval of the BOE Legislative Committee Meeting Minutes of February 16, 2011. The motion was seconded by Mr. Aquino and approved (3/0) by the committee members (Dr. Siddiqui, Mr. Aquino, and Mrs. French).

#### BOE Audit Committee Meeting Minutes

Mr. Dyer reviewed the minutes of the BOE Audit Committee Meeting of February 17, 2011.

*Action:* Mr. Dyer moved approval of the BOE Audit Committee Meeting Minutes of February 17, 2011. The motion was seconded by Mrs. Vaillancourt and approved (3/0) by the committee members (Mr. Dyer, Mrs. Vaillancourt, and Mrs. Giles).

**Proclamation: Music in Our Schools**

March 2011 has been designated as Music in Our Schools month.

*Action:* Mr. Meshkin moved approval of the proclamation. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

**Proclamation: National Women's History Month**

March 2011 has been designated as National Women's History Month.

*Action:* Mrs. Giles moved approval of the proclamation. The motion was seconded by Mr. Aquino and approved by the members of the Board (8/0).

**Bridge to Excellence: Kindergarten: Maximizing Each Child's Potential**

*Presenters:* Ms. Lisa Davis, Coordinator, Early Childhood Programs; Ms. Kym Nwosu, Resource Teacher, Early Childhood Programs; and Ms. Lauren Tillman, Resource Teacher, Early Childhood Programs

Staff provided an overview of the HCPSS kindergarten program and described how the program addresses the diverse needs of students. Staff emphasized that developing a strong educational foundation at an early age is critical to school success and lifelong learning. The Office of Early Childhood Programs collaborates with content area programs and offices within and outside of the school system to create exemplary programming for kindergarten, which is the first year of mandatory schooling. High quality instruction, ongoing assessment, and developmentally appropriate practices that meet the needs of every learner are hallmarks of the HCPSS kindergarten program.

Mrs. Davis presented data showing gains for kindergarteners in recent years. Eighty-two percent of last year's kindergartners (2009-2010) were deemed "fully ready" for school, which represents an increase from 76 percent in 2008-2009 and 60 percent in 2002-2003. The increased readiness of students for school is a tribute to the collaborative efforts of the early care and education community, service providers, the school system, and families of children ages birth to five.

Mrs. Davis reported that 1,000 parents of incoming kindergarteners recently attended one of several information sessions offered by Early Childhood staff to learn how they can help prepare their children for kindergarten.

*Discussion:*

Mr. Meshkin asked if there are any specific characteristics that can be identified to target interventions for those students leaving kindergarten who are performing below grade level, and what specific adjustments/investments are being done for these students. Mrs. Davis explained that the transition work her staff is doing includes seeking out students who are not accessing the Pre-K services, head-start programs, or early intervention programs before starting kindergarten. She said that taking this proactive approach and offering students early intervention from birth to 5 years of age group may help these students be successful in school. Determining who these children are, as well as their individual instructional needs, will help with their academic success.

Mr. Dyer asked if children are being offered World Language at this level. Mrs. Davis explained that the World Language initiative will include kindergarten students, but this has not yet been discussed for the Pre-K level.

Mrs. Davis explained that the Office of Early Childhood Programs collaborates with area programs rather than creating a separate curriculum for kindergarten. She added that preschool providers, family daycare providers, and Head Start programs are all working from the same state curriculum objectives.

**\*Atholton HS Schematic Design Report**

*Presenters:* Mr. Bruce Gist, Director, School Construction; Mr. Michael Lahowin, Principal, TCA Architects; Ms. Robyn Toth, Project Architect; and Mr. Scott Washington, Manager of Design and Preconstruction Services

The general scope of work for Atholton HS is the modernization of the mechanical, electrical, and IT (Information Technology) infrastructure of the building. The project is seeking a LEED (Leadership in Energy and Environmental Design) Silver Certification. Key elements to the modernization include: replacing the aging heating and cooling system (with a partial geothermal system, if possible), upgrading the plumbing and sprinkler systems, providing new data technology and security systems, installing new interior finishes throughout building, making the building ADA (Americans with Disabilities Act) compliant, and reorganizing partitions in select areas to address program deficiencies.

Atholton HS houses both an Academic Life Skills (ALS) and a JROTC program; this project will add much needed space to both programs. The school site traffic circulation will be addressed in this project, as will items such as the stadium's visitor bleachers and running track. A new concession stand with toilet rooms for the stadium will be bid as an add alternate.



The project goals will be accomplished by demolishing approximately 8,220 sq. ft. of existing building and adding additions of 52,513 sq. ft., making the total school size 250,599 sq. ft.

The project is scheduled to bid in January 2012. The project completion date is scheduled for August 2014. It is recommended that the schematic design report for Atholton HS be approved as presented and allow staff to proceed to the design development phase.

*Discussion:*

Board members discussed the schematic design as presented. Staff explained that the planning advisory committee has been very helpful in offering their ideas and recommendations throughout the process thus far.

Mrs. Vaillancourt asked why 5 of the 7 special education rooms on the first floor are designated "undersized" on the schematic design. Ms. Toth explained that the planning committee chose to modify the spaces for the special education classrooms to fit the needs of the population at the school, and square footage for the special education department has not been deprived. Mr. Lahowin explained that there is an accordion partition between two of the special education rooms, which will allow staff both flexibility and more efficient use of the space.

Mr. Lahowin explained that the data technology system for Atholton HS will be a brand new system, due to the multiple problems that exist with the current system in place.

Mr. Lahowin reported that although the Atholton HS project is currently seeking a LEED Silver Certification in the schematic design report, there is a possibility that Gold Certification may be achieved.

Mr. Lahowin explained that the concession stand that will be constructed at Atholton HS is the model that has been used at other HCPSS high schools.

*Action:* Mrs. French moved approval of the Atholton HS Schematic Design Report. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0\*).

**Legislative Report/2011 General Assembly**

*Presenters:* Mr. Dan Furman, Staff Attorney; Mr. Ray Brown, Chief Financial Officer; and Dr. Janet Siddiqui, BOE Legislative Committee Chairman

The following bills and recommended positions were presented for Board approval:

- HB 1 – Education - Youth Athletes-Concussions
  - Recommendation – Support
- HB 2 – Education - Candidates – Filing Fees
  - Recommendation – Oppose
- HB 26 – Education Funding Formula – Average Daily Attendance
  - Recommendation – Oppose
- HB 44/SB 53 – Education – Waiver From Maintenance of Effort Require – Process and Factors
  - Recommendation – Support
- HB 70/SB 85 – Budget Bill Fiscal Year 2012
  - Recommendation – Support With Amendments
- HB 71/SB 86 – Creation of State Debt-Maryland Consolidated Capital Bond Loan of 2011
  - Recommendation – Support
- HB 72/SB 87 – Budget Reconciliation and Financing Act of 2011
  - Recommendation – Support With Amendments (consistent with HB 70/SB 85)
- HB 127/SB 262 – State Department of Education – Personal Financial Literacy State Curriculum
  - Recommendation – Oppose
- HB 168 – Student Health and Fitness Act
  - Recommendation – Oppose
- HB 191/SB 262 – Public Schools – Student Attendance – Preventing Chronic Absenteeism
  - Recommendation – Oppose
- HB 231/SB 123 – Education – Public Charter School Facility Revolving Loan Fund
  - Recommendation – Oppose
- HB 232/SB 129 – Task Force to Study The Development of Wetland Teaching Projects at Secondary Schools
  - Recommendation – Oppose
- HB 364 – Student Participation in High School Sports – Academic Requirements
  - Recommendation – Oppose

- HB 386 – Education – Tween/Teen Dating Violence
  - Recommendation – Oppose
- HB 462 – Vehicle Laws – Overtaking And Passing School Vehicles – School Bus Monitoring Cameras
  - Recommendation – Support
- HB 500 – Public Schools – Extracurricular Activities – Students In Home Instruction Programs
  - Recommendation – Oppose
- HB 528/SB 791 – Education – Open Space on Public School Property – Planting and Maintaining Gardens
  - Recommendation – Oppose
- HB 530/SB 609 – Public Charter Schools – Occupation and Use of School Sites and Buildings
  - Recommendation – Oppose
- HB 644/492 – Education – County School Board Budgets – Transparency
  - Recommendation – Oppose
- HB 650 – County Boards of Education – Green Product Cleaning Supplies – Written Policies
  - Recommendation – Oppose
- SB 187 – Procurement – Prevailing Wage – School Construction
  - Recommendation – Support
- SB 315/HB 932 – Building Opportunities for All Students and Teachers (BOAST) in Maryland Tax Credit
  - Recommendation – Oppose
- SB 625 – State Payments of Public School Construction Costs – Remittance of Reimbursement to County
  - Recommendation – Oppose
- SB 626 – Public School Construction Funding Reform Act of 2011
  - Recommendation – Oppose

*Discussion:*

The following bills were pulled for voting purposes:

- HB 644/SB 492 – Education – County School Board Budgets – Transparency
- SB 315/HB 932 - SB 315/HB 932 – Building Opportunities for All Students and Teachers (BOAST) in Maryland Tax Credit

*Action:* Mrs. Giles moved acceptance of the Legislative Platform/2011 General Assembly with the exception of HB 644/SB 492 and SB 315/HB 932. The motion was seconded by Mr. Aquino and approved by the members of the Board (8/0).

HB 644/SB 492 - Education - County School Board Budgets - Transparency

Mr. Dyer expressed concern regarding the BOE Legislative Committee recommendation to oppose HB 644/SB 492.

The rationale for opposing the bill was discussed, including:

- This is an unfunded mandate. The amount of resources and finances that will be needed at the local level to implement the bill is beyond the school system's capacity.
- The bill is extraordinarily vague, and in order to be compliant:
  - Administrative resources would have to be re-appropriated to accomplish the task.
  - School principals would have to assume a much larger role in budget accounting, which would detract from their primary task of ensuring the orderly operation of the school.

Mr. Dyer suggested that an amendment be added to the bill requiring a monetary limit on a per-student basis for each school district.

*Motion:* Mr. Dyer moved that the recommendation for HB 644/SB 492 be changed to a recommendation for supporting with amendments. The motion was seconded by Mr. Meshkin.

*Discussion:*

Mr. Brown explained how the word "transparency" will ultimately change the way the budget approach currently is practiced by the school system. He said the school system would have to move from a centralized budget approach to a decentralized site-based budget approach. The Board would have to allocate resources to upgrade the financial system because currently this is not a requirement. He added that passage of this bill would require the principal at each individual school location to manage an elaborate, detailed budget.

Mrs. Vaillancourt suggested striking the word "all" from the line listed under rationale to oppose HB 644/SB 492 that reads, "The current budget process allows for a wide variety of **all** pertinent budget data to be distributed to the public." Board members and staff discussed the request and agreed that the word "all" should be removed from the rationale for opposing this bill.

*Action:* The motion failed by a vote of 1/7, with Ms. Adams, Mr. Aquino, Mrs. French, Mrs. Giles, Mr. Meshkin, Dr. Siddiqui, and Mrs. Vaillancourt voting no.

SB 315/HB 932 Building Opportunities for All Students and Teachers (BOAST) in Maryland Tax Credit

Mr. Meshkin expressed concern regarding the BOE Legislative Committee's recommendation to oppose SB 315/HB 932. He stated that this bill may provide opportunities for some struggling school systems in the state.

The rationale for opposing the bill was discussed:

- Could result in a large decrease from the State's General Fund.
- Could adversely affect available money for local BOEs to fulfill their constitutional and statutory obligations of providing quality education to the students of Maryland.
- Consistent with BOE legislative platform and previous BOE positions on nearly identical legislation in the 2010 session.

*Motion:* Mr. Meshkin moved that the Board take a "no position" recommendation on SB 315/HB 932. The motion was seconded by Mr. Dyer.

*Discussion:*

Mr. Dyer indicated that although this bill might impact state revenue, he did not see the rights of a public school system to oppose this legislation.

Mr. Aquino explained that this bill would ultimately impact available money for the public school systems in Maryland and added that the HCPSS Board does not support aid to nonpublic schools.

*Action:* The motion failed by a vote of 3/5, with Ms. Adams, Mr. Aquino, Mrs. French, Mrs. Giles, and Dr. Siddiqui voting no.

*Motion:* Mrs. Giles moved that the Board approve the stated position in the legislative report to oppose SB 315/HB 932. The motion was seconded by Mrs. French.

*Discussion:*

Mr. Meshkin expressed sympathy for school systems that are not as fortunate as the HCPSS and stated that this bill could provide a vehicle for students trapped in failing schools to be able to go elsewhere. He strongly urged Board members to oppose the motion on the table.

Chairman Siddiqui reminded Board members that supporting this bill would go against the Board's legislative platform.

*Action:* The motion passed by a vote of 5/3, with Mr. Dyer, Mrs. Vaillancourt, and Mr. Meshkin voting no.

HB 644/SB 492 - Education - County School Board Budgets - Transparency

*Motion:* Mrs. French moved approval of the committee's recommendation to oppose HB 644/SB 492. The motion was seconded by Mrs. Giles.

Mrs. Vaillancourt noted that the word "all" would be removed from the rationale for opposing this bill.

*Action:* The motion was approved by a vote of 7/1, with Mr. Dyer voting no.

**Recess** – The meeting was recessed by the Chairman at 6:25 p.m. and reconvened by the Vice Chairman at 6:38 p.m.

**Hiring and Separation Report**

*Presenters:* Mr. Kirk Thompson, Director of Human Resources; Mr. Ernesto Diaz, Manager, Teacher Recruitment and Retention; and Ms. Kim Mahle, Manager, Employee Services and Instructional Support

The Office of Human Resources continues recruiting efforts to secure a highly qualified and diverse staff that is reflective of Howard County's schools and community. Hiring for this school year proved to be a greater challenge than usual due to 262 employee retirements last spring.

A total of 289 teachers, 42 more than last year, were hired between October 1, 2009, and September 30, 2010. Of the 289 new teachers, 54.3 percent had prior teaching experience; 15.9 percent are minority educators; 16 began as HCPSS paraeducators; 68 were graduates of the school system; and 73 completed internships in Howard County.

The shortage of teaching candidates in critical shortage content areas continues throughout Maryland and across the United States. More than 54 percent of all teachers hired by the HCPSS were employed to teach in critical shortage content areas. Mr. Thompson and Mr. Diaz reported on various strategies being used to attract highly qualified and diverse teachers, including programs that help the system "grow its own," the Future Educators Association (FEA), and the HCPSS Teacher Career Academy.

In an effort to streamline the application process, the Human Resources office launched a new online employment application for selected positions in October 2010, and for additional positions in February 2011.

*Discussion:*

Ms. Adams asked for the statistics on the demographic breakdown of new hires, including teachers and staff members. Mr. Thompson said he would provide the requested information.

Ms. Juliet Han, a first-year 8<sup>th</sup> grade math teacher at Mayfield Woods MS, spoke to the Board about her experience as a former student of the HCPSS and now as a teacher.

Mr. Dyer asked about the procedures used when hiring a long-term substitute for a teacher due to an unexpected leave of absence. Mr. Thompson explained the process used by Human Resources to find the best person for the position. He added that working directly with the school administrators can assist with the process as well.

Vice Chairman French recognized County Council member Mrs. Courtney Watson in the audience.

**\*Approval of New Northeastern ES Site**

*Presenters:* Mr. Ken Roey, Executive Director, Facilities Planning and Management; Mr. Joel Gallihue, Manager, School Planning; and Mr. Christopher Patusky, Director of Real Estate for MDOT (Maryland Department of Transportation)

The need for a new elementary school in the northeastern region of Howard County has been determined due to overcrowding of existing schools and projected enrollment as documented in the Feasibility Studies of 2009 and 2010. This need has been particularly evident at schools such as Bellows Spring ES and Elkridge ES. The Board had previously approved accepting land from a developer of a mixed use development proposed on Coca Cola Drive in Elkridge, Maryland. The offer includes a 20.2 acre parcel and \$4 million from Preston Capital Partners to facilitate inclusion of a school in this community. Staff has worked with the developer and the Department of Planning and Zoning (DPZ) to optimize the location of the parcel within the development, and the subdivision plat has been submitted to DPZ for approval. Designation of this parcel as the new Northeastern ES site is recommended by staff to allow preliminary planning by the architect to proceed and to mitigate construction schedule risks for an August 2013 opening. The final sales transaction is expected to be completed by June 2011.

Items presented to the Board for review include:

- Offer letter from Preston Capital Partners.
- Illustrative Concept Plan of Oxford Square Parcel B depicting school location on the proposed site.
- Geographical location of site within current attending areas (Coca-Cola Property Proposed Elementary School Site).

Staff's recommendation:

- Approval of the parcel designated as "B," as the New Northeastern ES site.
- Contingent upon final approval of the site as recorded.
- Will allow school construction planning process to move forward and mitigates schedule risk.

*Discussion:*

Mr. Roey explained that if planning was not started for a 600-student school, with or without a designated site, the new school would not be ready for an August 2013 opening. He encouraged the Board to move forward with plans, which can be adapted for another site, if necessary. However, any change in venue would delay the school opening by a year.

Board members discussed the following concerns:

- If the Board were to approve staff's recommendation of parcel "B," would there be no recourse.
- The need for more information regarding the possible Intermodal Container Transfer Facility (ICTF) existence.
- The need for more information regarding the possible Trans-flow Transfer Facility system existence.
- Length of time for NEPA (National Environmental Policy Act) to make a decision regarding site approval of the transfer facility.
- The need for knowledge of all available options for the Board to consider.
- Risk factors to the HCPSS.
- Not having an alternative school site for consideration.

Mr. Roey said that if the Board were to approve the new northeastern elementary school site on the Coca Cola property as presented by staff, this would not make the deal complete. He explained that meetings of the Interagency Committee on Public School Construction (IAC) and NEPA would have to take place first. The risk that will be taken by the HCPSS if the Board approves the recommendation made by staff would be the commitment to construction dollars. If the Board does not approve the recommendation, the risk will involve the number of relocatables that will have to be moved to the overcrowded schools. He added that with the knowledge of information that has been brought to his attention regarding the site, he would still recommend the site as a school site. He noted that at this point in time, no other site other than the Coca Cola property would allow for a school opening in August 2013.

Mr. Roey and Mr. Gallihue presented other points of interest:

- A capital project including an interchange design of Hanover Road and the Baltimore Washington Parkway as a possibility of mitigating traffic flow.
- Two of the 12 Maryland potential ICTF sites being looked at by CSX are located in Howard County.



Mr. Patusky explained MDOT's position in CSX's ICTF process as being a sponsor for the request for federal funding. By doing so, MDOT will have the ability to make sure that everything is done in a very thorough and robust way. He explained what an ICTF is and how it works, offered some history on the CSX process, and spoke about the undisclosed potential site location. He said the potential site will not handle hazardous materials of the dangerous kind. He added that with an ICTF site and the public process involved, amenities in public enhancements will come to the area, including:

- Improvements to the roads.
- Improvements to bike and walking trails.
- Improvements to the community.

Mr. Brown reminded Board members that if they were to approve the site, it would not be a "done deal." The IAC can either accept or reject the site as a school site. If the IAC were to approve the site as a school site, then the schematic design would also have to be approved by the IAC. He suggested that the Board allow staff to move forward through the IAC process, then staff would come back to the Board and share the information provided by the IAC.

*Action:* Mrs. Giles moved that the Board authorize the assembly of a planning committee and a planning structure to go forward on an elementary school plan, consistent with the educational specifications for a 600-student enrollment building, a prototype, which is not site specific. The motion was seconded by Mr. Meshkin and approved by the members of the Board (6/0\*).

*Motion:* Mr. Dyer moved that staff move forward with all due deliberate speed to bring a second site for an elementary school site forward to the Board in an effort to allow the Board to choose between two sites prior to the May 12, 2011, BOE meeting. The motion failed for lack of a second.

### **Charter: Commemoration of the 60<sup>th</sup> Anniversary of Brown vs. Board of Education**

*Presenters:* Dr. Mark Stout, Coordinator, Advanced Programs and Secondary Social Studies, and Ms. Zeleana Morris, Coordinator, Secondary Language Arts

Staff reported on a Charter Committee that is being established to commemorate the 60th anniversary of the historic Brown vs. Board of Education Supreme Court decision in 2013-14. This committee will develop recommendations to help instructional staff establish educational outcomes, acknowledging this historic event as it relates naturally to existing curricula. Special attention will be given to the impact and consequences of this decision in Howard County.

*Discussion:*

Board members discussed the direction and purpose of the Charter Committee. Mr. Dyer expressed concern that the charter does not reference the consideration of an apology for segregation from the BOE.

The committee's charge includes a direct involvement of students in understanding the past, how it impacts the future, and what the obligation is of the school system, the community, and future students.

Dr. Stout stated that if Board members have suggestions or ideas for the makeup of the committee, to forward them to the Board Chairman for staff to review.

**Proposed Textbooks/Instructional Materials**

*Presenter:* Dr. Clarissa Evans, Executive Director, Secondary Curricular Programs

The proposed textbook list, consisting of 39 additions and 1 deletion, was presented to the BOE on January 6, 2011. In compliance with Policy 8040 Selection of Instructional Materials, proposed instructional materials were displayed from December 17, 2010, to February 15, 2011, at the Department of Education.

The proposed textbooks were also displayed at the Howard County Central Library and at the Howard Community College Library beginning January 21, 2011. All displays ended on February 15, 2011.

There were no comments or requests for reevaluation for any of the proposed textbooks.

*Discussion:*

Mr. Dyer suggested that staff make an effort to locate readily distributable electronic textbooks that could be placed online or copies that could be given away for free or at a minimal cost.

*Action:* Mrs. Giles moved that the BOE approve the Proposed Textbook List. The motion was seconded by Mr. Meshkin and approved by the members of the Board (7/0).

**BOE April – June Quarterly Agenda**

*Presenter:* Mrs. Kathy Hanks, Administrative Specialist to the Board

Board members discussed the Quarterly Agenda, including changes and request for future reports. Action is scheduled for March 10, 2011.

**Appointment – Community Advisory Council (CAC) Monthly Report**

CAC was unable to provide a report to the Board at this time.

**Adjournment** – By Board consensus, the meeting was adjourned at 9:08 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

**MEETING OF THE BOARD OF EDUCATION OF HOWARD COUNTY - AUDIT COMMITTEE**

10910 Route 108, Ellicott City, MD 21042

Tuesday, March 1, 2011, 8:30 a.m., Board Planning Room

Committee: Allen Dyer, Chairman; Ellen Flynn Giles; Cynthia Vaillancourt

Attendees: Allen Dyer, Ellen Flynn Giles, Cynthia Vaillancourt

Staff: Raymond Brown, Chief Financial Officer; John Connors, Internal Auditor;

Kathy Hanks, Administrative Specialist (Board Office)

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
	Call to Order	Mr. Dyer called the meeting to order at 8:30 a.m.		
I	Approval of Agenda	Mr. Dyer asked if there were any additions and discussed how the agenda was established. Mr. Brown explained that it is not necessary for a Chief Financial Officer general report. Therefore, item #3, Chief Financial Officer Report, should be removed. Mr. Connors explained that there is always an Internal Auditor's Report and it is on particular topics, but if there are guests giving a report, they would go first.	Agenda was approved as amended by consensus.	
II	Internal Auditor's Report (J. Connors)	<p><b>A. State of Risk Assessment:</b> The interviews have been completed, which included four schools, all directors in Central Office, the Audit Committee members, and the Chiefs. Clifton Gunderson is compiling and analyzing the information and developing a summary of information that may disclose risks. There may be additional interviews and some testing of the information. Possibility of a report by March 15. The bulk of the work is completed.</p> <p><b>B. Compliance Report:</b> Mr. Dyer asked as part of the risk assessment, is Board Governance being reviewed. Mr. Dyer asked if the Internal Auditor has a role in Board Governance compliance. Mr. Connors was unclear about this agenda item. Mr. Dyer believes that Board non-compliance falls under the purview of the Audit Committee and referenced the compliance role of board audit committees for publicly traded corporations vis a vis the Sarbanes-Oxley Act. Mr. Dyer stated he wants to make certain the Board is in compliance with both state and federal laws. Mr. Connors stated that this has not been discussed before and that public education does not come under the Sarbanes-Oxley Act. Mr. Brown asked how this relates to the role of the Audit Committee as defined in the charter and the procedures. Mr. Brown also stated that HCPSS is not subject to the Sarbanes-Oxley Act. Mr. Brown asked Mr. Dyer if he was suggesting that the Audit Committee recommend to the</p>		Mr. Brown will provide information on how long HCPSS has had Clifton Gunderson as a partner.

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		<p>full Board that the Board itself follow the Sarbanes-Oxley Act. If this is the case, that would take the full Board changing the Audit Committee charter and procedures. Mr. Dyer stated he is talking about best practices and understands the HCPSS is not subject to the Sarbanes-Oxley Act.</p> <p>Mr. Brown asked Mr. Dyer which best practices he was referring to that are not already being adhered to. Mr. Dyer referred to the Legislative Audit - board governance, performance measures and reporting. Another item would be audit firm rotation every five years, which is a practice/mandate in the Sarbanes-Oxley Act. Currently, the solicitation for bids for an external audit occurs every 3-5 years. There was discussion regarding the pros and cons of this practice. Mr. Brown stated that HCPSS is in compliance. The Audit Committee has already recommended to the Board in the past to have the RFP for the external audit renewed every 3-5 years. Mr. Connors stated that when the legislative auditor was here, the Sarbanes-Oxley Act was not raised as an issue, nor have they cited Sarbanes-Oxley Act as a best practice for a school system. There was further discussion and this item was tabled until the next meeting.</p> <p>The discussion turned to committee procedures and committee member handbooks. Presently there is no Audit Committee Member Manual. This will possibly be discussed at a later date as this is considered Audit Committee procedures.</p>		
III	Status of Internal Audit Office Transition Plans (R. Brown/ J. Connors)	<p>Mr. Brown stated the job description and the request to post the position had been sent to Human Resources, and the position will be advertised this weekend. Both Mr. Brown and Mr. Connors have been networking with potential candidates. Mr. Connors has also compiled practices and procedures for this position.</p> <p>Mr. Connors brought forward a study of salaries that was done two years ago. Howard County was the lowest paying county. Mr. Dyer recommended that this information be taken to the full Board to</p>	Ms. Giles moved that the Audit Committee recommend to the Board that the pay grade of the Internal Auditor should be advertised at a grade level of 27. Mrs. Vaillancourt seconded the motion. Motion passed 3/0.	

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		<p>raise the pay grade to the higher pay grade. Different options were discussed. Mr. Brown stated that if the Audit Committee agrees to the higher pay grade, the committee can request that the Board take a poll so that it can be advertised this weekend. The poll can then be ratified in the Board meeting on March 10. The Chairman of the full Board will poll the Board and the vote will be ratified in public on March 10<sup>th</sup>. As long as the full Board agrees with the change, staff will advertise the position beginning the weekend of March 5, 2011. Mr. Dyer is against this as he does not believe it is legal to take action based on a poll of the Board. The question was asked why staff could not wait to post the position. Staff responded that it would be at least 3 weeks before the position could be advertised, which would then delay the new internal auditor's start date and possibly eliminate training with the current internal auditor.</p> <p>There was further discussion as to whether or not the Board has the legal authority to take action based on a poll of the Board in between Board meetings. Mr. Dyer suggested we seek advice from the state on the Open Meetings Act. Ms. Vaillancourt stated this is just an advertisement, not a major policy. She understood the point, but did not believe that this would set precedence. Mr. Dyer repeated that he does not believe that the Board has the legal authority to take action based on a poll of the Board.</p> <p>Ms. Giles temporarily left the meeting to seek legal advice from Mr. Blom but he was not immediately available. Shortly after returning to the meeting, Ms. Giles received a call on her cell phone and she then announced to the Audit Committee that legal counsel stated that it was appropriate to poll the Board, but it must be initiated by the Chairman of the Board. Mr. Dyer stated he still had concerns about any Board action based on a poll. The Audit Committee voted 2 to 1, with Mr. Dyer in dissent, to request Mrs. Hanks to contact Dr. Siddiqui, Chairman of the Board, to initiate the poll.</p>	<p>Mrs. Giles moved that the Audit Committee recommend to the Board through email that they confirm the Audit Committee's recommendation and that it be ratified at the March 10, 2011, open meeting so that Staff can move forward with the advertisement. Mrs. Vaillancourt seconded the motion. Motion passed 2/1 with Mr. Dyer opposed.</p>	

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
IV	Status of Response to the General Assembly Audit (R. Brown/ J. Connors)	<p>Mr. Brown stated that the committee received an update at the last meeting. At this time, the Board governance still has an open item. Mr. Connors has discussed this item with staff and these measures are part of the strategic plan. This will come before the full Board not through the Audit Committee, but as part of the strategic plan. After in-depth discussion, Mr. Brown stated he will provide a preliminary report at the June 7, 2011, Audit Committee meeting, on measures that relate to the Audit Committee.</p> <p>Mr. Connors stated that HCPSS has no control over the Information Technology recommendations for disaster recovery. HPCSS is waiting for the Maryland State Department of Education (MSDE) to update their plan so that HCPSS is in alignment with MSDE.</p>		Mr. Connors will send report to Mrs. Hanks to post on BoardDocs.
V	Audit Committee Procedures	Posting of meeting recordings was discussed. Mr. Dyer requested that the recordings be posted on-line. Ms. Giles stated that this was a decision to be made by the full Board as it would be a change in the protocols that were adopted by the Board. This is outside of the scope. Mrs. Hanks shared that the Board Office does not have the software to load audio files into BoardDocs. The Board Office is currently researching audio recordings in BoardDocs. Mr. Dyer will present this recommendation to the Board at the March 10 <sup>th</sup> Board of Education meeting.		
VI	Adjournment	Meeting was adjourned at 9:42 p.m.	Mrs. Vaillancourt moved adjournment. Mrs. Giles seconded the motion. Motion passed 3/0.	
VII	Scheduling	Next meeting will be held March 15, 2011, at 8:30 a.m. in ML2		

**Minutes of the Board of Education Legislative Committee**

**March 2, 2011 – 3:30 p.m. – ML2**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino, Sandra H. French, Raymond H. Brown

**Staff:** Dan Furman, Staff Attorney; Kathy Hanks, Administrative Specialist (Board Office)

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
I	<b>Call to Order</b>	Dr. Siddiqui called the meeting to order at 3:44 p.m.		
II	<b>Approval of Agenda</b>		By consensus.	
III	<b>Review of Legislation, and Staff Position/ Recommendation</b>	<p><b>HB 37</b> State Government-Access to Public Records – Electronic Documents</p> <p><b>HB 73</b> Vehicle Laws-School Buses-Prohibition on Permitting Sitting on Floor or Standing</p> <p><b>HB 86/SB 122</b> Creation of a State Debt – Qualified Zone Academy Bond</p> <p><b>HB 334/SB 360</b> State Retirement and Pension system – Completing and Submitting an Application for Service Retirement</p> <p><b>HB 525/SB 608</b> Budget Public school Personnel – Grounds for Suspension or Dismissal - Ineffectiveness</p> <p><b>HB 526/SB 610</b> Education – Public Charter Schools – Hiring of Certificated Employees</p> <p><b>HB 685/SB 549</b> Education – Bullying Safety Risks and Health Problems – Parental Information</p>	<p>Support with amendments.</p> <p>Oppose</p> <p>Support with Amendments.</p> <p>Support</p> <p>Oppose</p> <p>Oppose</p> <p>Oppose</p>	Mr. Furman will contact Mr. Ramsey for additional information.

Approved – March 10, 2011

OAH-DYER-001024



Item	Subject	Discussion	Action/Status	Follow-up
		<b>HB 751</b> Agriculture – Jane Lawton Farm-to-School Program - Reporting	Oppose	
		<b>HB 895</b> Public schools – Substitute Teachers – Qualifications, Training, and Study	Oppose	
		<b>HB 977</b> Public Schools – Enrollment and Transfer – Parental Decision	Oppose	
		<b>HB 1062</b> Public Schools – Meal Menus – Nutrition Information	Oppose	
		<b>HB 1067</b> Education – Public Charter Schools – Appeals, Policies, and Regulations	Oppose	
		<b>HB 1081</b> Education – Public Schools – Petitions for Intervention	Oppose	
		<b>SB 6</b> Optional Retirement program – State and Participating Governmental Unit Employees - Participation	Oppose	
		<b>SB 41</b> Education – Age for Compulsory Public School Attendance – Exemptions	Support	
		<b>SB 284</b> Education – High School Graduation Records – Collection, Maintenance, Analysis, and Reporting	Support	
		<b>SB 369</b> Education – School Buses – Fire Safety Standards	Support	

Approved – March 10, 2011

Item	Subject	Discussion	Action/Status	Follow-up
		<p><b>SB 617/HB 812</b> Public Schools – Dating Violence – Policy and Disciplinary Standards</p> <p><b>SB 628</b> Education – State Health and Retirement Benefits – Public Employees and Retirees</p> <p><b>SB 687</b> Militia – Employment for Military Spouses – Teachers, Health Care Practitioners, and Business Occupations and Professions</p> <p><b>SB 776</b> Parent Empowerment Act of 2011</p> <p>Mrs. French brought to the attention of the committee HB59 Anne Arundel County Transfer of Funds Between Major Categories. Ms. Teresa Birge, of Anne Arundel County Board of Education, asked for the Board’s support as she believes it could have a state-wide impact. After in-depth discussion, the committee agreed that it is premature to have a position on this bill.</p>	<p>Oppose</p> <p>Oppose</p> <p>Oppose</p> <p>Oppose</p> <p>Mrs. Hanks will scan and forward a copy of the bill to all committee members.</p>	
IV	<b>Scheduling</b>	Next meeting will be Wednesday, March 16, 2011 at 3:30 p.m. in ML2.		
V	<b>Adjournment</b>	Meeting adjourned at 4:46 p.m.	By consensus	

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

March 10, 2011

The Board of Education of Howard County met in closed session on March 10, 2011, at 2:40 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss the release of confidential information. The motion was seconded by Sandra H. French and approved 5/3 with Mr. Dyer, Mr. Meshkin, and Mrs. Vaillancourt opposed. Persons present: Board members, Janet Siddiqui, M.D., Chairman; Sandra H. French, Vice Chairman; Frank J. Aquino, Esq.; Allen Dyer, Esq.; Ellen Flynn Giles; Brian J. Meshkin; Cynthia L. Vaillancourt; and Alexis N. Adams, Student Board Member.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Eric Brousaides, Esquire of Carney, Kelehan, Bresler, Bennett & Scherr LLP

The Board received legal advice regarding the release of confidential information.

Adjourned: 3:08 p.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education

Approved – April 14, 2011

OAH-DYER-001027

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

March 10, 2011

The Board of Education of Howard County met on March 10, 2011, at 2:20 p.m. in the Board Room of the Department of Education, 10910 Route 108, Ellicott City, Maryland. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session to discuss the release of confidential information pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland, (1) (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or (ii) An other personnel matter that affects one or more specific individuals.; (7) To consult with counsel to obtain legal advice; (8) To consult with staff consultants, or other individuals about pending or potential litigation; and (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter. The motion was seconded by Mrs. French. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt  
Alexis N. Adams, Student Member

Mark Blom, General Counsel  
Eric Brousaides, Carney, Kelehan, Bresler, Scherr, LLP  
Kathleen V. Hanks, Administrative Specialist/Recording Secretary

### *Discussion:*

Mr. Dyer disagreed with the phrasing of the motion. He stated under Section 10-508(a) (i) and (ii) this provision applies to employees or officials over whom it has jurisdiction. This is not an appointment, employment, assignment, promotion of an employee or an official that this Board has jurisdiction and should be stricken from the motion. The next provision, 10-508(a) 7 to consult with counsel for legal advice. Mr. Dyer did not believe that the Board is at the point where the Board should be seeking legal advice. Mr. Dyer believes before the Board can go into closed session to seek legal advice, the Board should specify what type of legal advice they are seeking. Regarding 10-508(a) 8 to consult with staff consultants, or other individuals about pending or potential litigation. He was not aware of any lawsuits. Article 10-508(a) 13 to comply with specific constitutional, statutory, or judicially imposed requirement that

prevents public disclosures about a particular proceeding or matter. Mr. Dyer does not know of any constitutional statutory or judicially imposed requirement that governs or prevents public disclosure of communications between fellow Board members. Mr. Dyer stated there have been communications, a couple of phone conversations, between him and Ms. Adams. The conversations were part of the political process. Dr. Siddiqui interrupted Mr. Dyer and reminded him that this is a confidential matter. Mr. Dyer strongly disagreed and stated he can talk about anything he wants any time and no one can prohibit him. Dr. Siddiqui reminded him again that this was a confidential matter. Mr. Dyer continued to strongly disagree and stated this is covered under legislative privilege. Mr. Dyer stated the Board has spent three months on a witch hunt regarding a telephone conversation that is not confidential. Dr. Siddiqui asked Mr. Dyer to please stop as the other party involved was present. Mr. Dyer asked what other party. Mr. Dyer accused Board Member Giles of being involved in the case. Mr. Aquino called the question. Mr. Dyer stated the Student Board Member was not a party. He stated the only party at the meeting was himself and there is no confidentiality. Mr. Dyer waived confidentiality and demanded an open meeting of the ethics proceedings. Dr. Siddiqui then used the gavel and called Mr. Dyer to order.

Dr. Siddiqui stated there is a motion by Mrs. Giles and a second by Mrs. French.

*Discussion:*

Mr. Meshkin asked if the Board will be addressing the release of confidential information that occurred prior to Mr. Dyer's release of confidential information.

Dr. Siddiqui stated the reason for closing is to discuss Mr. Dyer's disclosure of information as it relates to the rules of the Ethics Panel. The other release of confidential information is part of the timeline.

Mr. Meshkin asked if the Board could amend the motion to include discussion on that release of confidential information as well. He stated he has been trying to keep up with all the information that had been released and asked other Board members if they agreed. Other Board members were not aware of everything that had transpired and, they just wanted to receive information. Mr. Meshkin was concerned that the Board's discussion would be constrained if limited to Mr. Dyer's actions. Mrs. French stated she did not believe that the Board would be constrained in their discussion.

Mr. Blom stated that Dr. Siddiqui would read a statement to the Board that will reference the release of confidential information prior to Mr. Dyer's release of confidential information. It is in the public domain as a fact that there was a brief posting on a web blog and referenced that a complaint had been filed against Mr. Dyer and referenced the Student Board Member by name. It is unknown where this information came from. Mr. Blom acknowledged that Mr. Meshkin had indicated there was a leak from the Ethics Panel. Mr. Blom stated that it is unknown if there was a leak from the Ethics Panel. He stated the Board could discuss it, but the prime reason for the meeting, as was reflected in the motion, was for the Board to consider action

where there is a known person and a known questionable activity. The Board can certainly discuss it, but there is a distinction between the anonymous and Mr. Dyer. Also, that anonymous person may or may not be subject to the rules of the Ethics Panel.

Mr. Meshkin asked about how an Ethics Panel hearing functions. Is attendance taken, minutes taken, videotaped, etc. Mr. Blom stated he did not attend the hearing, but there was a record created. A court recorder transcribes the hearing and presumably the transcription lists the attendees. He also stated that the hearing is not videotaped. Mr. Meshkin asked if one of the attendees could have leaked what happened at the hearing. Mr. Blom stated not necessarily because people who know about this may have told other people and that could have been the source. Mrs. Vaillancourt asked who would have known about it. Mr. Blom stated that the Board should not take his statement as an allegation or an insinuation, but if you have five members of the Ethics Panel, Mr. Dyer, Mr. Dyer's attorney, Andy Nussbaum, Mr. Blom, the complainants, any of one of these people may have told someone. Mr. Meshkin would like to define the universe as the Ethics Panel, but any of the 10-12 people could have, in the last three months, told somebody. So the universe is infinite. Mr. Meshkin asked if this would have been a violation of confidentiality if it had been done over the past three months. Mr. Blom stated yes he believes it would.

Mr. Meshkin stated from his standpoint based upon his understanding, the Board has authority over personnel or over a process that appoints the Ethics Panel. Therefore, the Board members are the ones putting their credibility on the line and saying that this Ethics Panel process is a credible process with integrity, which is now the inciting incident that has resulted in the issue that is now being brought forward to go into a closed meeting. Mr. Meshkin does not understand how the two can be separated.

Mr. Blom said that will be up to the board. You can certainly bring that up, but it is two questions.

Mrs. Vaillancourt asked would this be one of those situations that the Board may go into closed meeting but does not have to go into closed meeting.

Mr. Blom stated all the provisions in the Open Meetings Act that permit the Board to meet in closed session, none of them require the Board to meet in closed session.

Mrs. Vaillancourt asked would it be reasonable to ask Ms. Adams if she has an objection to keeping the meeting open before we act on her behalf. I hate to put her in that position, but if she doesn't mind and Mr. Dyer doesn't mind, that is just information that the Board should have in making the decision.

Mr. Blom stated he would think Ms. Adams' vote will reflect her decision. The Student Member is permitted to vote on this matter.

*Action:*

Dr. Siddiqui called the question. There is a motion by Mrs. Giles to go into closed session and a second by Mrs. French. Motion passes 5/3 with Mr. Dyer, Mr. Meshkin, and Mrs. Vaillancourt opposed. Mr. Dyer stated that he considered going into closed session a violation of the Open Meetings Act Law.

Meeting was adjourned to closed session at 2:40 p.m.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

**March 10, 2011**

The Board of Education of Howard County (BOE) held a regularly scheduled meeting on Thursday, March 10, 2011, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq. (afternoon session only)  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt  
Alexis N. Adams, Student Member (left at 8:30 p.m.)

Mamie Perkins, Deputy Superintendent  
Linda Wise, Chief Academic Officer  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 4:00 p.m., and Connie Chen, River Hill HS student, led the group in the Pledge of Allegiance.

## **Public Forum**

There was no one present to speak at Public Forum.

## **Approval of Agenda**

It was requested that Item 3.B. Bids and Contracts be deferred until the meeting of March 24, 2011.

Mr. Dyer requested that a discussion item be added to the agenda regarding the request by the State Superintendent that all local boards of education review their policies for zero tolerance. Mrs. Perkins explained that staff is waiting on additional information and data from the state and will provide information to the Board as it becomes available.

*Action:* Mr. Aquino moved approval of the agenda as amended. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).



## Superintendent's Report

On behalf of the Superintendent, Mrs. Perkins congratulated the following individuals:

- Samuel Osheroff, seventh grade student at Clarksville MS, who won the Howard County Library Spelling Bee on March 4.
- Centennial HS sophomore Min Joo and junior Pingfan Tang, who won the 37th Annual Harvard High School Junior Varsity Debate Tournament and the Centennial team of senior Dan Li and sophomore Srinidhi Muppalla, who were invited to the prestigious Harvard Round Robin, which takes place prior to the tournament.
- Wilde Lake HS students Zach Bennett and Matt Shin, who recently took 1st place at the Central Maryland Physics Olympics and received a \$1,000.00 check for the Wilde Lake Science Department.
- The team of Jeannette Van Sickle and Simon Fines, also from Wilde Lake HS, who took first place in the Cargo Airplane Challenge, as part of the Maryland Engineering Challenges sponsored by the Baltimore Museum of Industry.
- The management team from the Office of Custodial Services, including Olivia Claus, Valerie Beyers, Ed Nicholson Sr., Debbie Poe, Bob White, and Mario Williams, for receiving the Facilities Department's "Continuous Improvement: Raising the Bar Award."

Mrs. Perkins also introduced the ten HCPSS teachers who recently achieved National Board Certification:

- Christiana Dellota, Cradlerock School
- James Fisher, River Hill HS
- Megan Hartten, Jeffers Hill ES
- Elizabeth Hughes, Bellows Spring ES
- Alicia Laboissonniere, Atholton ES
- Amanda McKay, Stevens Forest ES and Harper's Choice MS
- Robert Mitchell, Pointer's Run ES
- Stacy Paré, Patapsco MS
- Lauren Rifkin, Triadelphia Ridge ES
- Matthew Winner, Longfellow ES

HCPSS now has 85 teachers who are National Board Certified.

## Student Representative's Report

The following students from the River Hill HS Student Government Association (SGA) reported on activities and events sponsored at the school: Kurt Anderson, Michiel Ayub, Krysten Badey, Connie Chen, Lizzy Cho, Jack Fitzpatrick, Tatiana Hill, Cristi Hovet, Joey Milici, Kristin Mitchell, Leticia Murakami, Sean Salisbury, Sydney Sanial, Harrison Suh, and Foluke Tuakli,

The students reported that the school has applied for the National Gold Council of Excellence Award. The school has met 53 of 56 indicators suggested for award application.

## Board Members' Reports

Ms. Adams reported that the Student Member of the Board of Education (SMOB) Committee met on Wednesday, March 16, 2011, and selected the following candidates for the 2011/2012 school year:

- Russell Rollo, Wilde Lake HS
- Tomey Williams, River Hill HS

Board members also reported on their attendance at recent activities and events.

## Consent Agenda (Restricted\*)

Staff Personnel; Bids and Contracts; School Construction Monthly Report; Operating Budget Monthly Report; Reaffirm Internal Auditor Salary Grade; and Closed Meeting Minutes (Official and Confidential) of February 16, February 22, and February 24, 2011

- Item 3.E. Reaffirm Internal Auditor Salary Grade was pulled for discussion.
- Item 3.F. Closed Meeting Minutes were pulled for voting purposes.

*Action:* Mr. Aquino moved approval of the Restricted Consent Agenda as amended. The motion was seconded by Mrs. French and approved by the members of the Board (7/0\*).

Staff Personnel – Approved by the Board.

### Resignations-Violation of Contract

Name	School	Grade or Subject	Reason	Years in Howard County	Effective Date
Huett, Heidi	SJES	Elem. Ed.	Other Employment	4.0	02/25/11

Contracts

Name	School	Grade/ Subject	Place of Last Teaching Assignment	Grade/Step	Effective Date
Curtis, Kaitlyn	WLHS	English	--	C-01	02/01/11
Flinchbaugh, Brent	AES/THES	Elementary	--	B-01	02/28/11
Haas, Carolyn Rose	SJES	Elementary	--	A-01	02/24/11
Jones, Christine	MWES	ESOL	--	A-01	02/18/11
Sosoo, Barbara	LFES	ECE	--	C-01	02/07/11

Leaves of Absence

Name	School	Grade or Subject	Years in Howard County	Effective Date
Schott, Erin	ELMS	World Lang.	4.0	03/02/11
Varaly, Lorayne	CRS	Elem. Ed.	11.0	03/01/11
Whitby, Sheree	VES	Alt. Ed.	8.0	08/22/11

Retirement

Name	School	Grade or Subject	Years in Howard County	Effective Date
Stevenson, Jose	C.O.	Director, Student Assessment	4.6	02/01/11

School Construction Monthly Report - Accepted by the Board.Operating Budget Monthly Report - Accepted by the Board.Reaffirm Internal Auditor Salary Grade

The BOE Audit Committee recommended approval of a grade change for the Internal Auditor position to Grade 27 on the Administrative Management and Technical Salary Scale.

*Action:* Mr. Meshkin moved approval of the Internal Auditor Salary Grade. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0\*).

Closed Meeting Minutes (Official and Confidential) of February 16, February 22, and February 24, 2011.

Approval of the Closed Meeting Minutes was deferred to the evening session.

**Consent Agenda General**

Donations and Regular Meeting Minutes - Budget Work Session II of February 8, 2011; Regular Meeting of February 10, 2011, BOE Open Meeting of February 16, 2011; BOE Audit Committee Meeting of March 1, 2011; and BOE Legislative Committee Meeting of March 2, 2011

Donations - Approved by the Board.

Approved – April 28, 2011

The following donations have been received:

- Manor Woods ES: PTA, in the amount of \$1,675, (\$1,000) designated for the purchase of ink cartridges and (\$675) designated for the Cultural Arts Program, *Spencer Johnson on the Ball, Spinny*.
- Running Brook ES: Martek Biosciences Corporation, in the amount of \$1,000, designated for professional development courses/seminars for staff.
- Glenelg HS: Boosters, in the amount of \$5,000, designated for the purchase of supplies and materials for various academic clubs.
- Marriotts Ridge HS: Michael and Katrina Bender, in the amount of \$750, designated for the purchase of dugouts.
- Howard County Youth Program, Inc., in the amount of \$1,500 (\$750) designated for the purchase of dugouts and (\$750) designated for the baseball team.
- Kyle and Donna Miller, in the amount of \$750, designated for the purchase of dugouts.
- Mount Hebron HS: Verizon, in the amount of \$750, designated for the purchase of technology equipment for the audio and visual classes.
- Oakland Mills HS: Boosters, in the amount of \$1,532, designated for the purchase of wrestling equipment.

*Action:* Mrs. Giles moved approval of the Donations report. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

*Meeting Minutes - Budget Work Session II of February 8, 2011; Regular Meeting of February 10, 2011, BOE Open Meeting of February 16, 2011; BOE Audit Committee Meeting of March 1, 2011; and BOE Legislative Committee Meeting of March 2, 2011*

Budget Work Session II of February 8, 2011; Regular Meeting of February 10, 2011, and BOE Open Meeting of February 16, 2011;

*Action:* Mrs. Giles moved approval of the meeting minutes of Budget Work Session II of February 8, 2011; Regular Meeting of February 10, 2011, and BOE

Open Meeting of February 16, 2011. The motion was seconded by Mrs. French and approved by the members of the board (8/0).

#### BOE Legislative Committee Meeting of March 2, 2011

*Action:* Mr. Aquino moved approval of the March 2, 2011, BOE Legislative Committee Meeting minutes. The motion was seconded by Mrs. French and approved (3/0) by the committee members (Mr. Aquino, Mrs. French, and Dr. Siddiqui).

#### BOE Audit Committee Meeting of March 1, 2011

*Action:* Mr. Dyer moved approval of the BOE Audit Committee Meeting Minutes of March 1, 2011. The motion was seconded by Mrs. Vaillancourt and approved (3/0) by the committee members (Mr. Dyer, Mrs. Giles, and Mrs. Vaillancourt).

Mr. Dyer noted that he was directed by the Audit Committee to bring a recommendation for consideration by the full Board to post the recordings of the Audit Committee meetings either to the HCPSS Website or to BoardDocs.

Dr. Siddiqui suggested that this topic be discussed as an item to be added to the Quarterly Agenda and to allow for the collection of data and additional information.

#### **Proclamation: Honoring Occupational Therapists Month**

The Month of April 2011 will be proclaimed Occupational Therapy Month in the Howard County Public School System.

*Action:* Mrs. Giles moved the approved of the proclamation. The motion was seconded by Ms. Adams and approved by the members of the Board (8/0).

#### **Proclamation: School Library Media Month**

School Library Media Month is an annual observance to recognize school library media specialists for their dedication and commitment to our students, staff, families, and school community. The month of April acknowledges the significant impact school library media specialists have in supporting student achievement.

*Action:* Mr. Meshkin moved the approval of the proclamation. The motion was seconded by Mrs. Giles and approved by the members of the Board (8/0).

**Proclamation: Mathematics Awareness Month**

The Howard County Public School System's Mathematics Awareness Month promotes mathematics and community involvement in education.

*Action:* Mr. Aquino moved the approval of the proclamation. The motion was seconded by Mrs. Giles and approved by the members of the Board (8/0).

**Cradlerock Transition Update**

*Presenters:* Ms Arlene Harrison, Administrative Director, Elementary Schools, and Mr. Dan Michaels, Administrative Director, Secondary Schools

Administrative Directors Arlene Harrison and Dan Michaels updated the Board on steps that have been taken to ensure the smooth transition of Cradlerock School back to two separate schools next year. This year, separate school improvement teams have been established, and school improvement snapshots have been posted on the shared website. The assignment of two principals has allowed an intensified focus on Goals 1 and 2. Comprehensive elementary and middle school structures, such as elementary and middle school Instructional Leadership Teams, have been instituted and are aligned with Howard County's organizational structure. Support staff have been reassigned to specifically serve either the lower or upper school, facilitating service to students, parents, and teachers.

In support of Goal 1, after-school programs have been revitalized and expanded. The Mathematics Engineering and Science Achievement (MESA) and the Bridges Programs have been expanded to include enrichment, as well as intervention support for students. Elementary students have been given the opportunity to participate in voluntary after-school World Language offerings.

The administrative teams have also focused on Goal 2, resulting in a reduction in habitual tardiness from 123 students to 22, and a reduction in student office referrals by 14 percent for grades K-5 and by 55 percent for grades 6-8.

In preparation for next year, the Howard County PTA Council has provided guidance and assistance to the upper and lower schools for establishing two separate PTAs. This process will be completed by July 1, 2011. The Cradlerock principals have worked with the Office of Facilities to determine minor renovations needed to establish two separate administrative offices and, where appropriate, to support shared spaces.

*Discussion:*

Staff members explained that the unique needs of Cradlerock are met in the same way that various needs are met at all HCPSS schools: through reviewing data; carefully setting goals, objectives, and measures; reviewing programming implementation and effectiveness; and reallocating resources if necessary. Separating Cradlerock into two schools also provides opportunities for qualification of Title I resources.

**Renaming of Cradlerock School**

*Presenter:* Marion Miller, Administrative Director, Elementary Schools

In anticipation of Cradlerock School becoming two separate schools in July 2011, a 20-member naming committee has recommended that the schools be named Cradlerock Elementary School and Lake Elkhorn Middle School. The committee, chaired by Marion Miller, included both principals of Cradlerock School, three principals from the feeder elementary schools, three parents (including the president of the school's Parent-Teacher Association), six Cradlerock School teachers, and two community members.

The committee met to review suggestions for names generated by community members, students, staff members, parents, and fifth grade students from the three feeder elementary schools. The committee distilled all suggested names to three names for each school, and ballots were prepared. Ballots were distributed to students, parents, and staff members. At the second meeting, the committee members unanimously decided to select the names that received the highest total number of votes for each school.

The Board will hold a public hearing on the recommendation on April 14 and take action that same evening. The name change will be effective July 1, 2011.

**2011-2012 Anticipated School Opening/Closing Times (David Ramsay)**

*Presenter:* David Ramsey, Director of Transportation

Mr. Ramsay stated that the start times for the Cradlerock upper and lower schools will be staggered next year by 15 minutes, and both will close at the same time. The elementary school day will be 8:15 a.m. - 2:45 p.m., and the middle school day will be 8:00 a.m. - 2:45 p.m. This decision was made after extensive discussion, input from staff and parents, an analysis of traffic patterns and logistics, careful consideration of the needs of families, and maximizing the opportunities for continued coordination between the two schools. Mr. Ramsay noted that this is the only recommended change in school start and closing times for next year.

*Discussion:*

Discussion involved issues related to a later start time for high schools. It was suggested that this subject be addressed at an upcoming meeting with the Community Advisory Council (CAC) and PTA Council leaders. Both groups were involved in a study of this topic several years ago.

**Policy 4000 Grants**

*Presenter:* Ms. Julianne Dibble, Director, Professional and Organizational Development

Proposed changes to the policy include expanding definitions, updating references, reorganizing the implementation procedures into five sections, and updating processes for seeking grants.

*Discussion:*

Ms. Dibble explained that the review committee discussed increasing the \$5,000 threshold for annual reporting to the Board. She noted that salaries and wages are often included in these grants, so for accountability purposes, it was felt that it was critical to keep the \$5,000 threshold to ensure the prudent use of funds.

Mr. Meshkin asked that consideration be given to providing information in the annual report on the successful use of grant funds that ties to the high-level strategies of the BTE (Bridge to Excellence) Plan.

Ms. Dibble stated that the school system would need an identified funding source in order to provide its own grants. Smaller grant opportunities are available to schools within the system through various internal departments.

**Policy 4040 Fixed Assets**

*Presenter:* Ms. Beverly Davis, Director of Finance

Proposed changes include clarifying definitions, adding standards, and updating references. Also included is clarification that a principal/account manager/designee at each school is accountable for the disposal of fixed assets.

*Discussion:*

Ms. Davis pointed out that when this policy was first adopted in 2002, Technology and Finance were under the same area of responsibility. At that time, language was added to the Fixed Asset policy to assign responsibility for



tracking and inventorying computers. Since then, the responsibility has moved to the Technology Office and is addressed within those policies.

### **Policy 9300 (new) Homeless Children and Youth**

*Presenters:* Ms. Pamela Blackwell, Director, Student Services, and Dr. Craig Cummings, Coordinator, Pupil Personnel Workers and Alternative Education Programs

New Policy 9300 provides guidelines to ensure that children and youth who are homeless and eligible to attend public school in Howard County are enrolled and educated in compliance with the McKinney-Vento Homeless Assistance Act. Accompanying procedures delineate processes for identifying and enrolling homeless students and for resolving disputes regarding enrollment, school selection, and appropriate services.

#### *Discussion:*

Dr. Cummings stated that the school system does a good job of identifying homeless students and families. This policy encourages all school staff to be vigilant about homelessness and to work in sharing information with Pupil Personnel Workers to support the student and family more effectively.

Staff assured Board members that a process is currently in place where all students are provided with access to appropriate food services as soon as they are enrolled.

Mr. Meshkin asked that consideration be given to revising part of the Policy Statement to read ". . . the Board seeks to eliminate all barriers to the enrollment . . ." He also asked that a statement be added somewhere in the documents indicating that on-going support of the family and the student is provided by working with other county agencies.

Discussion also involved the possible need to include language in the proposed policy that addresses eligibility for participation in extracurricular activities.

### **Policy 9210 Dress Code**

*Presenters:* Ms. Arlene Harrison, Administrative Director, Elementary Schools, and Ms. Ronnie Bohn, Program Support Specialist

The proposed policy expands the definition of attire and adds definitions for religious obligation, gang-related attire, and head coverings. The policy prohibits attire that promotes illegal and harmful activities or could damage school property. The policy also clarifies exceptions for medical or religious reasons.

*Discussion:*

Mrs. French asked that language be reworded in section V. Compliance to indicate the importance of the Superintendent/Designee and the principals/designees in being responsible for the implementation of this policy

*Action:* Mrs. Giles moved acceptance of Policy 9210 as amended. The motion was seconded by Mr. Aquino and approved by the members of the Board (8/0).

**Recess** – The meeting was recessed by the Chairman at 6:54 p.m. and reconvened at 7:47 p.m.

**Public Forum**

Mr. Chris Wertman reported on the upcoming FIRST Robotics Regional Competition.

**Appointment – PTA Council of Howard County (PTACHC) Monthly Report**

The PTACHC Monthly Report was rescheduled to a future meeting.

**Public Hearing – Policy 5210 Pupil Transportation-Student Conduct**

No testimony.

**Assignment of Relocatable Classrooms**

Presenter: Mr. Joel Gallihue, Manager, School Planning

Mr. Gallihue recommended that nine relocatable classrooms be moved this summer to schools that are currently overenrolled. Talbott Springs ES, Dunloggin MS, and Ellicott Mills MS will receive one classroom each. Elkridge ES, Laurel Woods ES, and Elkridge Landing MS will receive two classrooms each. The Board is scheduled to take action on the recommendation on April 14.

**Revision to the 2011-2012 Academic Calendar: Primary Election Day**

*Presenter:* Ms. Patti Caplan, Director of Public Relations

Ms. Caplan presented a revision to the 2011-2012 Academic Calendar to include Primary Election Day, which the Howard County Board of Elections anticipates occurring on March 6, 2012.

*Note:* Primary Election Day was subsequently scheduled by the Board of Elections for April 3, 2012, which requires no revision to the 2011-2012 calendar as it will occur during spring break.

### **Legislative Report/2011 General Assembly**

*Presenters:* Mr. Raymond Brown, Chief Financial Officer, Dr. Jane Siddiqui, BOE Legislative Committee Chairperson, and Mr. Dan Furman, Staff Attorney

The following bills and recommended positions were presented for Board approval:

- HB 37 - State Government - Access to Public Records - Electronic Documents
  - Recommendation - Support with Amendments
- HB 73 - Vehicle Laws - School Buses - Prohibition on Permitting Sitting on Floor or Standing
  - Recommendation - Oppose
- HB 86/SB 122 - Creation of a State Debt - Qualified Zone Academy Bond
  - Recommendation - Support with Amendments
- HB 334/SB 360 - State Retirement and Pension System - Completing and Submitting an Application for Service Retirements
  - Recommendation - Support
- HB 525/SB 608 - Budget Public School Personnel - Grounds for Suspension or Dismissal - Ineffectiveness
  - Recommendation - Oppose
- HB 526/SB 610 - Education - Public Charter Schools - Hiring of Certificated Employees
  - Recommendation - Oppose
- HB 685/SB 549 - Education - Bullying Safety Risks and Health Problems - Parental Information
  - Recommendation - Oppose
- HB 751 - Agriculture - Jane Lawton Farm-to-School Program - Reporting
  - Recommendation - Oppose
- HB 895 - Public Schools - Substitute Teachers - Qualifications, Training, and Study
  - Recommendation - Oppose
- HB 977 - Public Schools - Enrollment and Transfer - Parental Decision
  - Recommendation - Oppose
- HB 1062 - Public Schools - Meal Menus - Nutrition Information
  - Recommendation - Oppose
- HB 1067 - Education - Public Charter Schools - Appeals, Policies, and Regulations
  - Recommendation - Oppose
- HB 1081 - Education - Public Schools - Petitions for Intervention
  - Recommendation - Oppose

Approved – April 28, 2011

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- SB 6 - Optional Retirement Program - State and Participating Governmental Unit Employees - Participation
  - Recommendation - Oppose
- SB 41 - Education - Age for Compulsory Public School Attendance - Exemptions
  - Recommendation - Support
- SB 284 - Education - High School Graduation Records - Collection, Maintenance, Analysis, and Reporting
  - Recommendation - Support
- SB 369 - Education - School Buses - Fire Safety Standards
  - Recommendation - Support
- SB 617/HB 812 - Public Schools - Dating Violence - Policy and Disciplinary Standards
  - Recommendation - Oppose
- SB 628 - Education - State Health and Retirement Benefits - Public Employees and Retirees
  - Recommendation - Oppose
- SB 687 - Militia - Employment for Military Spouses - Teachers, Health Care Practitioners, and Business Occupations and Professions
  - Recommendation - Oppose
- SB 776 - Parent Empowerment Act of 2011
  - Recommendation - Oppose

*Discussion:*

Mr. Dyer expressed concerns with requiring amendments to HB 37 and indicated his support for the bill as written. He disagreed with amendments that would prevent the release of metadata, which he considers to be valuable information.

Mr. Furman explained various concerns related to the release of metadata and also noted that metadata is not fully representative of a final document. This bill is an unfunded mandate that could require the creation of new reports and the need for additional staff to respond to public information requests.

Regarding HB 1062, Mr. Meshkin stated that the Board should consider listing calorie counts on the cafeteria menu that is published at each school as part of the school system's overall wellness program.

Mr. Dyer asked that HB 37 be pulled for voting purposes.

*Action:* Mrs. Giles moved that the Board approve the BOE Legislative Committee recommendations as provided in the report, with the exception of HB 37. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

*Action:* Mr. Dyer moved that the Board support HB 37 without amendments. The motion was seconded by Mr. Meshkin and failed by a vote of 2/5, with Ms. Adams, Mrs. French, Mrs. Giles, Dr. Siddiqui, and Mrs. Vaillancourt voting no.

*Action:* Mrs. Giles moved that the Board support HB 37 with amendments, as contained in the Legislative Report. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

### **April - June BOE Quarterly Agenda**

*Presenter:* Mrs. Kathy Hanks, Administrative Specialist to the Board

Board members reviewed the Quarterly Agenda and added topics for future reports.

*Action:* Mrs. Giles moved approval of the Quarterly Agenda as amended. The motion was seconded by Mr. Dyer and approved by the members of the Board (6/0).

### **Consent Agenda (Restricted\* - Continued)**

#### Closed Meeting Minutes of February 24, 2011 (Official and Confidential)

*Action:* Mrs. Giles moved approval of the Closed Meeting Minutes (Official and Confidential) of February 24, 2011. The motion was seconded by Mr. Meshkin and approved by a vote of 5/0/1, with Mrs. French abstaining.

#### Closed Meeting Minutes of February 16, 2011 (Official and Confidential)

*Action:* Mrs. Giles moved approval of the Closed Meeting Minutes (Official and Confidential) of February 16, 2011. The motion was seconded by Mr. Meshkin and approved 5/0/1, with Mr. Dyer abstaining due to his absence from the meeting.

#### Closed Meeting Minutes of February 22, 2011 (Official and Confidential)

#### Pages 1 and 3 (February 22, 2011)

*Action:* Mrs. Giles moved approval of Closed Meeting Minutes (Official and Confidential) Pages 1 and 3 of February 22, 2011. The motion was seconded by Mr. Meshkin and approved by the members of the Board (6/0).

Pages 1 and 2 (February 22, 2011)

*Action:* Mrs. Giles moved approval of the Closed Meeting Minutes (Official and Confidential) Pages 1 and 2 of February 22, 2011. The motion was seconded by Mrs. French and approved by a vote of 5/0/1, with Mr. Dyer abstaining due to his absence from the meeting.

**Adjournment** – By Board consensus, the meeting was adjourned at 8:39 p.m.

**Information Items**

- A. Food and Nutrition Service Financial Report
- B. Stevens Forest ES Renovation/Addition SD Comments

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

Minutes of the Board of Education Policy Committee- March 14, 2011

ML2, 1:00 – 3:00 p.m.

Committee Members: Ellen Flynn Giles, Chairman; Sandra H. French; Brian J. Meshkin

Staff: Linda Wise, Chief Academic Officer; Mark Blom, General Counsel; Fran Albert, Policy Specialist; Board Staff: Kathy Hanks, Administrative Specialist

Item	Subject	Discussion	Action/Status	Follow-up
A.	1. Call to Order 2. Approval of Agenda	1. Meeting was called to order at 1:05 p.m.	2. Agenda approved as amended by consensus.	
B.	Board, Legislative and/or Regulatory impact on 2012 schedule (Fran Albert) (Linda Wise)	<b>Zero Tolerance Policies:</b> Mrs. Wise shared that in the wake of a student suicide in Virginia that has been attributed to the implementation of a zero tolerance, MSDE has asked that all Maryland school systems to review their zero tolerance policies. Committee members had questions about the broad definition of zero tolerance, the appropriate standard for evaluating our policies standards, and the possible impact on our review schedule.	Staff is awaiting more information from MSDE to provide further direction.	Mrs. Wise will communicate concerns about the definition of zero tolerance to the state.
C.	Review of 2010-2011 policy schedule (Fran Albert) (Mark Blom)	<b>3050 - Records Retention:</b> Mr. Blom discussed the status of collaborative efforts by a work group of local jurisdictions to obtain advice and guidance from the state regarding the interpretation of existing regulations. To date, Baltimore City’s request for guidance from MSDE has not been answered, and the State Archivist has informed Baltimore City verbally that his office does not want to archive or process their documents marked for disposal, additional clarification is necessary  <b>9300 - Homeless Students and Youth &amp; 9290- Gangs and Gang Activity:</b> As these new policies were added to the schedule through actions by the state legislature, Mrs. French asked if it would be possible to schedule a work session on both of them to ensure comprehensive discussion. Mrs. Giles asked that copies of the MSDE Models be provided for review.		Mr. Blom is seeking a consultation with the State Archivist.  The Committee will recommend to the Board that a Work Session consider such an addition to the Board’s evening agenda on May 26th.

Item	Subject	Discussion	Action/Status	Follow-up
D.	Review of Policy 2020 standards and preliminary 2012 schedule (Fran Albert)	<p>Mrs. Albert reviewed elements in the preliminary policy schedule for 2011-2012. The Standing Committee for Review established by the Board has reviewed the oldest policies for the next cycle and is recommending that not all of the policies need to have a full committee review. A number have been preliminarily identified as needing no more than minor clerical adjustments.</p> <p>Preliminary planning calls for introduction of policy charters for 2011-2012 to be split between the first two Board meetings in September to accommodate community participation in the work of the committees.</p> <p><b>Policy 2000 – School Board Governance</b> is included in the preliminary schedule since it must be updated to reflect the role of the Student Member and related provisions of <b>2010 – Student Representation</b>. Additional research and discussion is necessary to address questions about the appropriate application of the standards of <b>Policy 2020 – Policy Development and Adoption</b> in a review of the Board’s overall governance policy.</p> <p>In response to questions regarding changes to the approved policy schedule, it was noted that new mandates or information received can result in additions or postponements over the course of the year. Usually amendments or updates to existing policies can be accommodated over that period, but the development of a new policy usually requires a two-year commitment.</p>		<p>The Standing Committee’s rationale and recommendations will come to the next Policy Committee meeting.</p> <p>Mrs. Albert and Mrs. Hanks will find out how Policy 2000 was originally developed and bring that information to the next committee meeting.</p>
E.	General Discussion/ Other	<p>The committee discussed recommending that the Board ask for an updated report from staff regarding the addition of a fourth math credit in Grade 12 for graduation and the implications for <b>Policy 8030 - Graduation Requirements</b>.</p>		



Item	Subject	Discussion	Action/Status	Follow-up
F.	Scheduling	The next Policy Committee Meeting is scheduled for the following date. All meetings are from 1:00 p.m. to 3:00 p.m. in ML2.	May 16, 2011	
G.	Adjournment	Meeting was adjourned at 3:20 p.m.		

**MEETING OF THE BOARD OF EDUCATION OF HOWARD COUNTY - AUDIT COMMITTEE**

10910 Route 108, Ellicott City, MD 21042

Tuesday, March 15, 2011, 8:30 a.m., ML2

Committee: Allen Dyer, Chairman; Ellen Flynn Giles; Cynthia Vaillancourt

Attendees: Allen Dyer, Ellen Flynn Giles, Cynthia Vaillancourt

Staff: Raymond Brown, Chief Financial Officer; John Connors, Internal Auditor;

Kathy Hanks, Administrative Specialist (Board Office)

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
	Call to Order	Mr. Dyer called the meeting to order at 8:34 a.m.		
I	Approval of Agenda	<p>Mr. Brown requested clarification of a number of items on the agenda as some do not fall under the purview of the committee charter. Mr. Connors stated that it is hard to prepare for the meeting when the agenda is not clear.</p> <p>Items two and five can be combined as they relate to the audit work plan.</p> <p>There was discussion on item four. Mr. Dyer stated in the past there has been discussion on whether or not PTA and Boosters have been subject to the internal audit. Mr. Brown stated that these organizations are external organizations and did not believe this was in the purview of the Audit Committee. Mr. Dyer stated he would like to discuss in case the Audit Committee wants to make a recommendation.</p> <p>Mr. Brown stated Item 9 Health Insurance Benefits Program is not in the purview of the committee. It is a budget finance issue. Mr. Dyer stated it is an education item that he is interested in. Mr. Brown stated it is not in the purview and it strays outside of the Board approved committee responsibilities. Mr. Dyer stated he wanted to know about the risk associated with it and if the Internal Auditor should have a role. Mr. Dyer believes the committee needs to be educated. He has a concern about self insurance in this area of the budget, and he needs more information as to whether or not there is a potential risk. Mr. Brown stated he would provide Mr. Dyer with all the information. The Board has contracted Clifton Gunderson to do a risk assessment and benefits had not been listed as a high risk area. Mr. Brown is concerned that in every meeting there will be a discussion on an operating budget item, which is not in the purview of the Audit Committee. Mr. Dyer stated that Item 9 will be listed as Audit Committee Member Continuing</p>	After in-depth discussion, the agenda was approved by consensus.	

	Subject	Discussion	Action/Status	Follow-up
		Education. Health Insurance will be combined with items 2 and 5. Mr. Connor stated he needed to discuss an overview of the hotline. The title of the agenda item should be changed to Hotline Services Overview.		
II	A. Status of Financial Reporting Oversight (R. Brown/J. Connors)	<p><b>A. Review procedure for setting Fiscal 2012 Audit Schedule.</b>            Mr. Connors reviewed the Audit Plan Overview and its purpose. Mr. Connors stated that whenever there is turnover/change at a school, he schedules and performs an audit. The exception is if he has audited that school in the past two years. An audit may also be scheduled if there are significant changes in financial balances, which could indicate a potential risk. He then solicits Board and staff recommendations for audit. The last thing that is considered is the risk assessment. After reviewing all of these items, the audit plan is prepared to present first to the Audit Committee and then to the full Board for approval.</p> <p>The majority of the Internal Auditor's time is spent on audits. The biggest unknown in 2012 is the Hotline Contract Management. Mr. Dyer discussed the possibility of providing an assistant to the auditor. There was in-depth discussion regarding how many people are necessary to do a thorough job and what other counties do. Mr. Connors stated that it would be difficult to establish a planned cycle of audits with a staff of one. If you want to put school audits on a schedule or cycle, you will need additional audit staff. Mr. Dyer asked if Mr. Brown would be interested in including performance audit functions. Mr. Brown stated that that would compete against other needs. He stated that he has higher priority needs in the financial area, and it is necessary to work within the Board's limited budget. Mr. Brown and Mr. Connors will develop an audit staffing plan based on the completed risk assessment and establishing an audit cycle for school audits. Mr. Brown shared that the Legislative Auditors were amazed with the effectiveness of the HCPSS financial operations considering the limited staff and the size of the HPCSS organization. Mr. Brown stated it would be more important to properly staff the financial area. Mr. Brown shared that the original recommendation was for the Board to have two auditors, but the Board only approved one. Mr. Dyer stated he would like to see a plan before Mr. Connors retires.</p>	Mr. Brown and Mr. Connors will develop an audit staffing plan based on the completed risk assessment and establishing an audit cycle for school audits.	

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
	B. Items Outside of Approved Audit Plan	<p><b>B. What is the procedure for initiating a review that is not already on the approved audit plan?</b></p> <p>Each quarter Mr. Connors brings to the committee an update on the annual audit (audits completed and planned for the next quarter) with recommended plan adjustments. The Audit Committee is given an opportunity to comment and make suggestions each quarter. Specific examples were given to explain this process.</p>		
III	Status of Internal Audit Office Transition Plans (R. Brown)	The position has been posted and a number of quality candidates have applied.		
IV	School Related Support Organizations	<p><b>Discussion Re: Policy 10020, the Role of Favored Status, and Audit Requirement</b></p> <p>Ms. Vaillancourt inquired if PTA's are required to open their account books to PTA members. It is her belief that if PTA's are not transparent, then they should not be allowed to fundraise in the school. Mr. Dyer stated there is a significant amount of money that flows into the schools from the outside organizations. Mr. Dyer asked what types of controls are in place to prevent fraud. He also stated since they receive favorable status in use of school facilities, they should be required to provide their books to the internal auditor. Mr. Connors asked why the school system would ask the PTAs to make their books available, if the internal auditor is not going to do anything with them. Mr. Connors stated that these organizations only purpose is to fundraise and donate. If undue burdens are placed on these organizations, they will not fundraise. All fundraising must have prior approval according to policy. Each school also submits donation reports. At the end of the year PTAs and Boosters submit reports documenting fundraising and donations. PTA by-laws require a budget and a report back to their membership. PTA's have guidelines, boosters do not. Mr. Brown stated that the Board does not have any legal authority to monitor this. This discussion will be continued at the next meeting.</p>		Mr. Dyer asked Ms. Vaillancourt to formulate a proposal to be voted on at the next meeting.

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
VI	State of Hotline Services Procurements (R. Brown/ J. Connors)	This subject was not discussed as Mr. Connors had requested so he provided a draft of the statement of work and his vision for the hotline case management and asked members to provide comments to him as soon as possible since hotline operations cannot begin until the contract is signed. In order to sign the contract, certain protocols need to be established within HCPSS as well as with the Contractor. Mr. Connors will await the Audit Committee input before proceed further.		
X	Adjournment	Meeting adjourned at 9:49 a.m.		
XI	Scheduling	There is a meeting scheduled for June 7, 2011 at 8:30 a.m. in ML2		Mrs. Hanks will schedule another meeting in approximately 4 weeks.

**Minutes of the Board of Education Legislative Committee**

**March 16, 2011 – 3:30 p.m. – ML2**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Sandra H. French

Staff: Raymond H. Brown, CFO

*Attendees:* Janet Siddiqui, Chairman; Sandra H. French, Raymond H. Brown

**Staff:** Dan Furman, Staff Attorney; Kathy Hanks, Administrative Specialist (Board Office)

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
I	<b>Call to Order</b>	Dr. Siddiqui called the meeting to order at 3:35 p.m.		
II	<b>Approval of Agenda</b>		By consensus	
III	<b>Review of Legislation, and Staff Position/ Recommendation</b>	<p><b>HB 636/SB 189</b> Public Schools – State Aid for School Construction – Planning and Design Costs</p> <p><b>HB 704/ SB 683</b> Equity in Education Funding Act of 2011</p> <p><b>HB 907</b> Employment Discrimination – Criminal Convictions</p> <p><b>HB 945</b> Education – Foundation Program – Per-Pupil Adjustment for Salaries</p> <p><b>HB 1305</b> Safe Schools – Reportable Offenses</p> <p><b>SB 737</b> Education – Foundation Program – Per-Pupil Adjustment for Salaries</p> <p><b>SB 825</b> Education – Development and Review of Content Standards for Chess Instruction</p>	<p>Support</p> <p>Oppose</p> <p>Oppose</p> <p>Oppose</p> <p>Oppose</p> <p>Oppose</p>	Staff will continue to track.

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
	<b>Updates</b>	<p>Mr. Furman shared that the House Appropriations is recommending restoring \$58.5M to the education budget. This would provide \$2.7M to the HCPSS 2012 operating budget. The assumption is this will be done through the Budget Reconciliation Financing Act (BRFA), but no amendments have been published at this time. Staff is tracking pensions and will provide updates as they become available.</p> <p>Mr. Brown and Mr. Furman will setup meetings with Delegate Guzzone, Senator Robey, Senator Kasemeyer and Delegate Deboy to discuss budget and pension issues. The committee was in agreement and stated they would accompany them if schedules permitted.</p>		
IV	<b>Scheduling</b>	The committee decided that the meeting on Wednesday, March 23, 2011 at 3:30 p.m. in ML2, is not necessary and, therefore, canceled.		
V	<b>Adjournment</b>	Meeting adjourned at 4:10 p.m.	By consensus	

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

March 24, 2011

The Board of Education of Howard County (BOE) held a regularly scheduled meeting on Thursday, March 24, 2011, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman (arrived at 4:05 p.m.)  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt  
Alexis N. Adams, Student Member (arrived at 4:09 p.m.)

Mamie Perkins, Deputy Superintendent  
Theresa Alban, Chief Operating Officer  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 4:00 p.m., and Mrs. Giles led the group in the Pledge of Allegiance.

### Public Forum

There was no one present to address the Board.

### Approval of Agenda

The agenda was amended as follows:

- Move Item 7. Community Advisory Council (CAC) Monthly report to Item 6.
- Move Item 5. Bridge to Excellence (BTE) Report to Item 7.
- Move Items 6. A. & B., both Proclamations, to Items 5. A & 5. B.
- Move Item 6. C. Legislative Report to Item 8. A.
- Move Item 3. A. P-2 of Bids and Contracts to Item 9.

*Action:* Mr. Aquino moved approval of the agenda as amended. The motion was seconded by Mrs. Giles and approved by the members of the Board (5/0/1), with Mr. Dyer abstaining.



## Superintendent's Report

Presenting the Superintendent's report, Mrs. Perkins reported that the Howard County Public School System (HCPSS) is one of 388 school districts nationwide named by the College Board to the Advanced Placement Program's AP Achievement District Honor Roll for 2011. She also noted that the school system has been honored by the Sunshine Review with a Sunny Award for having one of the 100 most transparent government websites in the country. Forty-two HCPSS schools were honored for the academic performance of their students as part of the Maryland State Department's Recognition Program.

Mrs. Perkins also congratulated the River Hill HS Student Government Association (SGA) and advisor Kristin Mitchell, for earning a 2010-2011 National Gold Council of Excellence Award from the National Association of Student Councils; and Dr. Siddiqui, for being named one of Maryland's Top 100 Women for 2011 by the Daily Record.

## Board Members' Reports

Board members reported on their attendance at recent school and community events.

## Consent Agenda (Restricted\*)

### Bids and Contracts; School Bus Contract Transfer; and Closed Meeting Minutes (Official and Confidential) of March 10, 2011

The Closed Meeting Minutes (official and confidential) of March 10, 2011, were moved to the Consent Agenda General, allowing Ms. Adams to vote.

*Action:* Mr. Aquino moved approval of the Restricted Consent Agenda, excluding the Closed Meeting Minutes and P-2 of Bids and Contracts. The motion was seconded by Mrs. French and approved by the members of the Board (7/0\*).

### Bids and Contracts – Approved by the Board.

<u>Action</u>	<u>Description</u>	<u>Vendor/Agency/Contract</u>	<u>Amount</u>
PR-1	Mitigation of water damage to structure, documents and electronics due to broken water pipe at River Hill High School	PBI Restoration Resources University of Maryland at Baltimore Contract term: Expires 6/30/2011 Savings: Time and administrative cost to bid. Pricing based on an estimating tool called Xactware which is a widely accepted tool for estimating water mitigation costs by insurance companies across the county.	\$ 85,679.00

PR-2	Office & Educational Supplies	Office Depot National IPA/State of Florida Contract #618-001-10-1, Office & Educational Consumables. Contract term: 1/02/2011 - 12/31/13, with the Option to renew for up to 3 additional years. Savings: Time and administrative cost to bid. Estimated annual savings over existing contract will be \$44,043. Pricing is based on a discount from List Price; 16,000+ core and non-core items; significant discounts on furniture, copy/print services; technology products; and detailed reporting.	\$888,900.00
PR-3	SVL75HC Kubota Compact Track Loader with 15" Tracks, Cab with Heat and A/C, Hydraulic Quick Coupler	Gaithersburg Farmers Supply, Inc. GSA Contract #GS-30-F0010K Contract term: 3/5/2007 – 3/5/2012 Savings: Time and administrative cost to bid. Suggested Retail Price:\$55,025.00 Savings: \$14,014.51	\$ 41,010.49

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
P-1	Request for proposals for web E-Learning Development Services Cancelled	\$ 0.00

School Bus Contract Transfer – Accepted by the Board.

<u>Contract #</u>	<u>Old Contractor</u>	<u>New Contractor</u>	<u>Total # of Contracts Pending this Assignment</u>
R0719	F. Hunt Transportation		0
R0719		Bowen's Bus Service, Inc.	62

**Consent Agenda General**

Donations; Minutes of the Budget WS III dated February 15, 2011; Minutes of the Budget WS IV dated February 17, 2011; BOE Open Meeting Minutes of March 10, 2011; BOE Legislative Committee Meeting Minutes of March 16, 2011; and the Closed Meeting Minutes (Official and Confidential) of March 10, 2011

The BOE Legislative Committee Meeting Minutes of March 16, 2011, were pulled for voting purposes.

*Action:* Dr. Siddiqui moved approval of the BOE Legislative Committee Meeting Minutes of March 16, 2011. The motion was seconded by Mrs. French and approved

(2/0/1) by the committee members (Dr. Siddiqui and Mrs. French), with Mr. Aquino abstaining due to his absence from the meeting.

By Board consensus, the Closed Meeting Minutes of March 10, 2011, were deferred until a future BOE meeting.

*Action:* Mr. Aquino moved approval of the Consent Agenda as amended. The motion was seconded by Mr. Meshkin and approved by the members of the Board (8/0).

*Donations – Approved by the Board.*

The following donations have been received:

- Clarksville MS: Jessica Bienstock and Arnie Sheetz, in the amount of \$2,500, designated for the Science Department.
- Wilde Lake MS: TriCerat, in the amount of \$2,000, designated to subsidize the outdoor education field trip.
- ARL: Gunnar Lauenstein, a 1994 Mercury 45 valued at \$1,200, designated for the Automotive Department.
- Atholton HS: Industrial Bank, in the amount of \$500, designated for the track and field team.
- Howard HS: Music Boosters, in the amount of \$7,584.98, designated to assist with expenses for the Spring Band Trip in Boston, MA.
- Long Reach HS: Boosters, in the amount of \$1,625, designated for the purchase of field hockey equipment.
- Big Lots, Inc., in the amount of \$2,500, designated for the purchase of security cameras.
- SAME – Baltimore Post, in the amount of \$2,000, designated for the Robotics Club.
- Marriotts Ridge HS: Boosters, in the amount of \$2,000, designated for the purchase of study guides and to pay conference registration fees for students in the FBLA Club.
- Caffes-Steele Windows and Doors, in the amount of \$750, designated for the purchase of dugouts.

River Hill HS: Boosters, in the amount of \$9,695, (\$1,000) designated for the purchase of wireless microphones and (\$8,695) designated for the purchase of uniforms and equipment for various athletic teams.

J. Miles Reidy, in the amount of \$5,000, designated for the purchase of robots and equipment for the Robotics Club.

Minutes - Budget WS III dated February 15, 2011; Budget WS IV dated February 17, 2011; and BOE Open Meeting Minutes of March 10, 2011 – Approved by the Board.

### **Proclamation: National Administrative Professionals' Week**

The week of April 24-30, 2011, will be recognized as National Administrative Professionals Week.

*Action:* Mrs. French moved approval of the proclamation. The motion was seconded by Mr. Aquino and approved by the members of the Board (8/0).

### **Proclamation: National Volunteers/Partnership Recognition**

The week of April 10-16, 2011 will be recognized as National Volunteers/Partnership Recognition Week.

*Action:* Mr. Meshkin moved approval of the proclamation. The motion was seconded by Mrs. Giles and approved by the members of the Board (8/0).

Mrs. Perkins recognized and thanked the following HCPSS Community Partners for their help in preparing future teachers, as well as providing continuous professional development for existing teachers:

- Ms. Fran Kroll of Howard Community College
- Ms. Veronica Gugliucciello of Johns Hopkins University

Mrs. Perkins also recognized and thanked Ms. Mirin Phool, from the Kaur Foundation. The foundation supports the school system's efforts to ensure effective cross-cultural interactions among employees, students, and the community.

### **Appointment – Community Advisory Council (CAC) Monthly Report**

Mr. Chris Wertman, reporting for Chairman Ted Mallo, reported on recent activities of the council.

## **Bridge to Excellence (BTE): Professional and Organizational Development Strategic Plan**

*Presenters:* Mrs. Julianne Dibble, Director, Professional and Organizational Development (POD); Mr. John Krownapple, Coordinator, POD; Mr. Glen Heisey, Coordinator, POD; and Ms. Corinne Gorzo, Coordinator, POD

Mrs. Dibble and the Coordinators of POD presented the school system's plan to ensure the continuous professional learning of all staff in the HCPSS. The *Long Range Plan for Professional and Organizational Development* includes four broad goals:

- Goal 1: Align systemic professional development.
- Goal 2: Develop commitment to cultural proficiency.
- Goal 3: Build leadership capacity.
- Goal 4: Standardize exemplary teaching and learning.

The *Long-Range Plan* contains indicators of success related to implementation of the plan's strategies. POD is working with SAPE (Student Assessment and Program Evaluation) to examine direct links between professional development, staff evaluations, and student achievement outcomes. As the school system refines ways to measure staff, school, and program effectiveness, the indicators of success will be refined and strengthened.

Beginning in the 2011-12 school year, each division within the school system will develop and implement operational plans that align with *The Long-Range Plan for Professional and Organizational Development*. The Office of POD will use *The Long-Range Plan* to ensure the continuous professional learning of all staff of the HCPSS.

### *Discussion:*

Mrs. Dibble explained the difference between the current goals and the four goals of the *Long Range Plan for Professional and Organizational Development*. She added that they are working very closely with the technology officer and with instructional technology to ensure that the way the content is being delivered is progressing.

Mr. Krownapple explained that Georgetown University developed a pre-post assessment tool that is being used nationally entitled, "Promoting Cultural Competence and Cultural Diversity in Early Intervention and Early Childhood." Using this tool, the POD Strategic Planning Committee coded the items on the assessment by the five essential elements of cultural proficiency. The five essential elements show statistically significant positive change data in behaviors that are in alignment with cultural competence. The behaviors are not what is taught in the sessions, but are behaviors that come out of a mindset that is aligned with cultural proficiency, resulting in people taking ownership and changing their behaviors to better serve their students and families.

Staff from Atholton HS and Atholton ES gave examples of how being a part of the POD Strategic Plan team has benefited their lives personally and others around them.

Mrs. Dibble explained that although cultural proficiency training is not currently mandatory, the need for certain positions is recognized and training is being provided. She will provide a copy of the POD report presented last fall to Board members.

Dr. Siddiqui said that Mrs. Hanks is in the process of scheduling Cultural Proficiency training for Board members.

### **Legislative Report/2011 General Assembly**

*Presenters:* Mr. Dan Furman, Staff Attorney; Mr. Ray Brown, Chief Financial Officer; and Dr. Janet Siddiqui, BOE Legislative Committee Chairman

The following bills and recommended positions were presented for Board approval:

- HB 636/SB 189 – Public Schools – State Aid for School Construction – Planning and Design Costs
  - Recommendation – Support
- HB 704/SB 683 – Equity in Education Funding Act of 2011
  - Recommendation – Oppose
- HB 907 – Employment Discrimination – Criminal Convictions
  - Recommendation – Oppose
- HB 945 – Education – Foundation Program – Per-Pupil Adjustment for Salaries
  - Recommendation – Oppose
- HB – 1305 – Safe Schools – Reportable Offenses
  - Recommendation – Oppose
- SB – 737 – Education – Foundation Program – Per-Pupil Adjustment for Salaries
  - Recommendation – Oppose
- SB 825 – Education – Development and Review of Content Standards for Chess Instruction
  - Recommendation – Oppose

#### *Discussion:*

SB 825 was pulled for discussion.

*Action:* Mrs. Giles moved acceptance of the BOE Legislative Committee recommendations, with the exception of SB 825. The motion was seconded by Mr. Aquino and approved by the members of the Board (8/0).

SB 825 – Education – Development and Review of Content Standards for Chess Instruction

Mr. Dyer expressed concern regarding the BOE Legislative Committee recommendation to oppose SB 825.

The rationale for opposing was discussed, including:

- Curriculum is matter of local control. The Board has a long-standing position to not have curriculum legislated.
- The BOE currently has sufficient legal authority to implement a chess curriculum if desired.

*Motion:* Mrs. Giles moved acceptance of the BOE Legislative Committee recommendation regarding SB 825. The motion was seconded by Mr. Aquino.

*Discussion:*

Mr. Dyer stated that the use of chess instruction in the public schools would provide a level playing field for students, regardless of their culture.

*Action:* The motion was approved by the members of the Board (7/1), with Mr. Dyer voting no.

**Adjournment** – By Board consensus, the meeting was adjourned at 5:48 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

March 31, 2011

The Board of Education of Howard County met in closed session on March 31, 2011, at 3:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss negotiations and Geigan vs. Board of Education and bidding issues. The motion was seconded by Frank J. Aquino and approved 6/0 with Mr. Meshkin being absent from the meeting. Persons present: Board members, Janet Siddiqui, M.D., Chairman; Sandra H. French, Vice Chairman; Frank J. Aquino, Esq.; Allen Dyer, Esq.; Ellen Flynn Giles; and Cynthia L. Vaillancourt.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Mamie Perkins, Deputy Superintendent; Theresa Alban, Chief Operating Officer; Raymond Brown, Chief Financial Officer; Mark Blom, General Counsel; Kathy Hanks, Recording Secretary

**Geigan vs. Board of Education and Bidding Issues:** Douglas Pindell, Director Purchasing; and Bruce Gist, Director, School Construction

**Negotiations:** Mike Johnson, Director, Business Systems; and Sue Mascaro, Director Staff Relations

Staff reviewed with the Board pending bid matters and the Superintendent's recommendation regarding Geigan vs. Board of Education.

Staff presented the AFSCME, HCAA, HCEA, HCEA-ESP proposals and the Memorandum of Understandings for the Howard County Home and Hospital Teachers Association, and the Howard County School Food Service Association; and the Superintendent's recommendations. The Board then voted to accept, reject, or change each of the recommendations.

Adjourned: 4:32 p.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education



## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

March 31, 2011

The Board of Education of Howard County (BOE) held an open meeting on Thursday, March 31, 2011, at 4:35 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt

Mamie Perkins, Deputy Superintendent  
Raymond Brown, Chief Financial Officer  
Kathleen V. Hanks, Administrative Specialist/Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 4:35 p.m.

### **Approval of Agenda**

*Action:* Mr. Giles moved approval of the agenda as presented. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

### **Consent Agenda (Restricted\*)**

#### Bids and Contracts

##### Bids and Contracts P1

*Motion:* Mrs. Giles moved acceptance of the Superintendent's recommendation to accept the bids on 1A, 2A, 4A, and 15A; and to reject all bids on items 7A and 16A of the Restricted Consent Agenda. The motion was seconded by Mrs. French.

#### *Discussion:*

Mr. Gist reviewed the revised timeline of the Thunder Hill ES project. It has been affected by seven weeks. Staff will recover the seven weeks without bringing in relocatable classrooms. Pending Board approval today, construction will begin on May 20, 2011, beginning with Phase I. Phase II will begin approximately October 7, 2011. Phase II, III, and IV are being compressed. Phase V is planned for

the summer of 2012 and double shift activity is planned. Staff is very comfortable with the schedule and believes it has minimal impact on acceleration claims by the contractors. Mr. Pindell reviewed the bidding schedule. The rejected bids would go out for rebid immediately and come back to the Board for approval by the April 28<sup>th</sup> Board meeting. The packages would be submitted to the State and then brought up-to-speed with the rest of the project.

Mrs. Vaillancourt asked if contractors would request additional acceleration costs. Mr. Gist responded that the previous schedule was already robust. Contractors like tight schedules. He believed that if the contractors did request additional funds, they would be very minor.

Mrs. Giles asked if the bidding schedule allowed appropriate time to cure the Minority Business Enterprise (MBE) requirements. Mr. Gist assured her that it did.

*Action:* Motion was approved by the members of the Board (7/0\*).

*Bids and Contracts – Approved by the Board.*

Exhibit	Description	Amount
P-1	<b>THUNDER HILL ELEMENTARY ADDITIONS AND RENOVATIONS</b>	
	<b>Contract Package 1A – General</b>	
	Bob Porter Co.	\$ 3,213,000.00
	<b>Contract Package 2A – Site Work</b>	
	Urban N. Zink, Inc.	706,500.00
	<b>Contract Package 4A - Masonry</b>	
	Gordon H. Ragan, Inc.	725,000.00
	<b>Contract Package 7A - Roofing</b>	
	Reject all bids	
	<b>Contract Package 15A - Mechanical</b>	
	Heer Brothers, Inc.	2,401,400.00
	<b>Contract Package 16A - Electrical</b>	
	Reject all bids	
	<b>TOTAL PROJECT AWARD AMOUNT</b>	<b>\$7,045,900.00</b>

**Adjournment** – By Board consensus, the meeting was adjourned at 4:47 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

**April 1, 2011**

The members of the Board of Education of Howard County held a retreat on Friday, April 1, 2011, at 1:00 p.m. in the Potomac Room of the Faulkner Ridge Center, 10598 Marble Faun Court, Columbia, Maryland. The meeting was open to the public. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq. (left at 3:10 p.m.)  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt

Ms. Kitty Blumsack, Facilitator, Maryland Association of Boards of Education (MABE)

Judith S. Bresler, Esq., of Carney, Kelehan, Bresler, Bennett & Scherr LLP

Mark Blom, Esq., HCPSS General Counsel

Kathy Hanks, Administrative Specialist to the Board of Education  
Barbara Bowers, Administrative Secretary  
Susan Clime, Administrative Secretary

Dr. Janet Siddiqui, Chairman, called the meeting to order at 1:15 p.m. and reviewed the goals of the retreat. Ms. Kitty Blumsack discussed and established the ground rules for the retreat.

## **1. Closed Meeting Minutes:**

Board member access to past closed confidential meeting minutes was discussed. Mrs. Hanks reviewed the current practice that Board members can see minutes if they were a member of the Board during the time of the meeting. Ms. Bresler reviewed the Open Meetings Act Law, which states that minutes are sealed and should be maintained for at least one year. After in-depth discussion, the Board decided to establish a new practice regarding the closed confidential minutes. The minutes will be considered sealed when they are approved by the Board. Once sealed, no Board member will have access unless authorized by the vote of the Board, in accordance with the law. The minutes remain confidential and sealed to the public under the law. The Board Office Staff will no longer post the approved Closed Meeting Minutes on CLC and the minutes are not to be destroyed. This will be addressed in the upcoming Record Retention Policy.

*Action:* Mrs. French moved that once the confidential closed minutes are sealed, no Board member has access unless authorized by the vote of the Board in accordance with the law. The minutes will remain confidential and sealed to the public under the law. The motion was seconded by Mr. Aquino and approved by the members of the Board (6/1), with Mr. Dyer voting

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no. Mr. Dyer believes that Board members should have access to all documents, and that is part of his lawsuit against the Board.

## **2. Expense Reports**

There was discussion on meeting deadlines for submission of expense reports and what are reimbursable expenses. Board members agreed with current practice of not reimbursing Board members to attend fundraisers. Board Staff is also to change the budget line item of Other Meetings to Board Approved Meetings.

## **Email Responses to Board Office**

Mrs. Hanks requested Board members to respond in a timely fashion on email as that is the main means of communication. Board members requested when sending Urgent emails, they also receive a phone call. All were in agreement.

## **3. Scheduling**

Board members gave their scheduling preferences to Board staff. Mrs. Hanks will be emailing the Board to schedule a number of upcoming meetings over the next few months. Board members are to forward their summer vacation plans to Mrs. Hanks as soon as possible.

## **4. Board Handbook**

The following items were brought to everyone's attention:

- Chairman and Vice Chairman Elections
- The length of Board Member Reports

Ms. Blumsack suggested that each Board member review the handbook and forward questions/suggestions to Mrs. Hanks for discussion at a future retreat.

## **5. Open Items**

### Deputy Superintendent Position

Mrs. Vaillancourt requested to see the resumes of all the candidates who applied for the position of Deputy Superintendent. There was in-depth discussion on the topic.

*Action:* Mrs. Vaillancourt moved that all the resumes of the candidates, with names on, relating to the Deputy Superintendent position be available for review in Human Resources by Board of Education members. The motion was seconded by Mr. Meshkin and approved by the members of Board (5/2) with Dr. Siddiqui and Mrs. French voting no.

### School Events

Mrs. French requested that invitations to school events be sent to the Board 2-3 weeks prior to the event. In an effort to be "Green", she also requested that the invitations be sent to the BOE email instead of paper invitations. Mrs. Hanks will work with the Chiefs to accommodate this request.

### Professional Development

Mrs. Vaillancourt asked how to address issues that teachers may have with professional development. Mrs. French suggested that Mrs. Vaillancourt attend the professional development sessions and ask "How does this meet the goals of the Superintendent and was it effective?" She

also suggested attending the curriculum writing workshops over the summer as they are very informative. If there are still concerns, Mrs. French recommended that Mrs. Vaillancourt request an appointment with Mrs. Wise, Chief Academic Officer.

Mr. Meshkin asked why the recent Bridge to Excellence: Professional Development Board Report was a Report and not an Action by the Board. Mr. Blom responded that there are certain reports that the Board must approve by law. There is also a process in place with the Quarterly Agenda, Draft Agenda, etc. The Bridge to Excellence is a new era. If the Board decides they need to approve other items, a discussion needs to take place with the Superintendent regarding new protocols.

#### Email from Staff

Concerns were raised about an email regarding staff meetings with Board members. Questions revolved around apparent inconsistencies between the email and the application of the 30-minute rule for routine Board inquiries of staff, the impact on Board-staff interactions during school site visits, and the desire to understand the context for the communication. Dr. Siddiqui will address the situation immediately with the Deputy Superintendent.

#### Future Board Retreats

It was decided to have another retreat in the very near future. Mrs. Hanks will schedule another date. Topics to be discussed are as follows:

- Handbook Review
- What does the Board approve
- What is read as an informational item – HCPSS senior staff will be involved in this part of the discussion
- To whom does the Board speak/ask questions/make requests

Adjournment: The retreat was adjourned by consensus at 3:45 p.m.

**Quarterly Meeting of the  
Howard County Board of Education and  
Howard County Council**

Howard County Board of Education  
10910 Route 108  
Ellicott City, MD 21042

April 6, 2011  
8:15 a.m.

Attendees were as follows:

Board Members: Dr. Janet Siddiqui, Chairman; Sandra H. French, Vice Chairman; Ellen Flynn Giles; Brian J. Meshkin; and Cynthia L. Vaillancourt

County Council: Dr. Calvin Ball, Chairperson; Jen Terrasa, Vice Chairperson; Greg Fox; Mary Kay Sigaty; and Courtney Watson  
Stephen LeGendre, Council Administrator

Council Staff: Jeff Meyers; Haskell Arnold, Auditor

County Exec. Staff: Jennifer Sager, Legislative Coordinator

School Staff: Mamie Perkins, Chief of Staff; Raymond Brown, Chief Financial Officer; Terry Alban, Chief Operating Officer; Linda Wise, Chief Academic Officer; Juliann Dibble, Director, Professional and Organizational Development; John Krownapple, Coordinator, Cultural Proficiency; Ken Roey, Executive Director, Facilities Planning and Management; Joel Gallihue, Manager School Planning; Pamela Blackwell, Director Student Services; and Dan Furman, Staff Attorney

Board Staff: Kathy Hanks, Administrative Specialist

Chairman Janet Siddiqui called the meeting to order at 8:20 a.m. Introductions were made and new Board members were welcomed.

### **1. Cultural Proficiency Update:**

John Krownapple and Juliann Dibble presented historical background, program highlights, and the strategic plan for Cultural Proficiency. The Howard County Public School System (HCPSS) made cultural proficiency part of its mission, if not its mandate, in response to the growing diversity of its student population.

Dr. Ball asked how cultural proficiency is affected since Howard County is now a minority majority. Mr. Krownapple stated that Cultural Proficiency brings more attention to the need. HCPSS receives many calls from all over the nation and Canada regarding its model on this subject.

Ms. Watson asked how new teachers and PTAs get involved with cultural proficiency. Mr. Krownapple responded that approximately 300 people per year are provided a high quality cultural proficient experience. The Cultural Proficiency Office can handle 6 cohorts per year working around major dates and staffing. New Teacher Orientation is also utilized to introduce Cultural Proficiency to staff new to HCPSS. Schools are using cadres that include a 5-day experience spread out over the school year. Ms. Watson asked if the Professional Development Department is limited by the budget in providing a highly qualified experience. Ms. Dibble stated that the issue is complicated and can be affected by the budget, as well as by the limit of highly qualified instructors. Ms. Watson asked if the Campbell-Jones is still involved and are other Maryland counties involved with Cultural Proficiency. Mr. Krownapple stated that Campbell-Jones acts as a mentor/consultant to HCPSS. They assist with expansion of the program and going deeper. Other school systems consult with HCPSS regularly about its model. The biggest piece of the model that is so unique is having County leadership, Board leadership, and HCPSS leadership all involved with the program.

In response to Ms. Watson's concerns about limited capacity, Mr. Meshkin explained that the school system was looking into ways to utilize eLearning and distance learning technologies to expand access and that Cultural Proficiency training could benefit from this effort. Ms. Watson suggested that Mr. Meshkin go through the training before suggesting use of this type of technology. HCPSS is looking into possibilities for leveraging technology with components of our level 2 and level 3 trainings, but not for level 1 (awareness) trainings. Distance between participants does not help the process during the "awareness" experiences.

County Council expressed their appreciation to HCPSS staff and commended them for their work and being leaders in the nation and Canada.

## **2. Northeast School Site Update:**

Dr. Alban reviewed the history of the Oxford Square school site. HCPSS has been working diligently with the Maryland Department of Transportation (MDOT), CSX, and realtors to search for possible school sites. The Board will have a closed meeting to discuss this topic next week. The Board will also receive an update from HCPSS staff

and MDOT at the April 28, 2011, Board of Education meeting. Dr. Alban reminded everyone that a new site would require the two-step approval process with the Board of Education and the Interagency Committee on Public School Construction (IAC).

Ms. Watson asked if that meant the Board would not be able to receive a June approval from the IAC. Dr. Alban responded yes, but MDOT has stated they would assist HCPSS to expedite the process.

Council members and Board members expressed frustration with the lack of information that has been provided to them as elected officials. Mrs. Perkins stated that MDOT has been very apologetic for their lack of communication. All were in agreement that the situation is better. Ms. Watson stated that as elected officials they need to put pressure on MDOT to select a different site. She and Dr. Ball commended the Board for staying on top of the situation and stated that everyone needs to continue to work together. Ms. Watson also encouraged everyone to attend the upcoming workshops.

## **3. Homeless Children and Youth in Howard County Public Schools:**

Mrs. Blackwell stated that the new policy for Homeless Children and Youth was developed out of an increasing need for staff to have consistent directions, information regarding McKinney-Vento, and to protect the rights of the students. The number of homeless students continues to grow in Howard County. Mrs. Blackwell will provide to County Council a chart that breaks down the number of students by schools. She also distributed and reviewed the proposed Policy 9300 Homeless Children and Youth that is scheduled for public hearing on April 14, 2011, and can be found on BoardDocs. Concern had been expressed by Board members regarding students receiving food services as soon as they register in schools. Since this is confidential information, staff has put into place as part of the registration process, opportunity for parents/guardians to self-identify so they can receive additional services. Information about many services available to them is also shared during the intake process.



In response to Dr. Ball, Mrs. Blackwell stated that inquiries regarding homeless children and youth should be referred to her, Dr. Cummings, or Mrs. Hanks.

**4. Meeting Dates:**

The next regularly scheduled quarterly meeting will be held on Wednesday, June 15, 2011, at the Howard County Council's offices.

**Adjournment:** Chairman Siddiqui adjourned the meeting at 9:20 a.m.

**MEETING OF THE BOARD OF EDUCATION OF HOWARD COUNTY - AUDIT COMMITTEE**

10910 Route 108, Ellicott City, MD 21042

Tuesday, April 12, 2011, 8:30 a.m., Board Planning Room

Committee: Allen Dyer, Chairman; Ellen Flynn Giles; Cynthia Vaillancourt

Attendees: Allen Dyer, Ellen Flynn Giles, Cynthia Vaillancourt

Staff: Raymond Brown, Chief Financial Officer; John Connors, Internal Auditor; Beverly Davis, Director of Finance;  
Kathy Hanks, Administrative Specialist (Board Office)

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
	Call to Order	Meeting called to order at	8:34 a.m.	
I	Approval of Agenda		By consensus	
II	Status of Audit Recommendation (Beverly Davis)	<p>Ms. Davis reviewed the proposed Audit Recommendation Status Board Report that is scheduled to be presented to the Board on Thursday, April 28, 2011. Highlights are as follows:</p> <ul style="list-style-type: none"> <li>• The only finding and recommendation in the 2010 audit was related to the bus vendor billing system, which was run from a software application that is no longer supported. Auditors recommended a new system.</li> <li>• Transportation and Technology considered an off the shelf system, but none could meet the needs of Transportation.</li> <li>• Technology is developing an Oracle based software program that will contain all of the necessary contract elements for billing. It will be implemented in fall of 2011.</li> </ul>	<p>Mr. Dyer suggested that Staff provide samples of software documentation and the needs and processes of Transportation in their Board Report.</p> <p>Staff should email the report to the Audit Committee for review prior to submitting to the Board Office for BoardDocs.</p>	Mr. Brown will provide information to the Audit Committee on the level of staff resources committed to software development for HCPSS.
III	Internal Auditor Hiring Process (Ray Brown)	<p>The Audit Committee discussed and approved the selection process for Internal Auditor Position, which is as follows:</p> <ul style="list-style-type: none"> <li>• Human Resources (HR) received 18 applicants for the position that closed on March 25<sup>th</sup>. HR reviewed the packages for completeness and to ensure that the applicants met the minimum qualifications.</li> <li>• Nine of the 18 applicants were found to be eligible and their application packages were provided to Mr. Brown and Mr. Connors.</li> <li>• The 9 packages were reviewed and evaluated based on the applicant's experience, qualifications and certifications, and references.</li> </ul>		Mrs. Vaillancourt requested to review the 9 applicants' packages. Mrs. Hanks will coordinate with Mr. Brown and Mr. Thompson. These packages are available to all Board members by appointment with Mr. Kirk Thompson of HR.

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		<ul style="list-style-type: none"> <li>• Five applicants stood out and are recommended for interview.</li> <li>• Mr. Brown and Mr. Connors will interview the 5 candidates and recommend the top 2 or 3 candidates for interview by the Audit Committee.</li> <li>• Audit Committee will interview recommended candidates and recommend 1-2 to the Board and Superintendent for interview.</li> <li>• Board discusses candidates and makes final selection.</li> </ul>		Audit Committee members are to review the interview questions and written exercise and report back to Staff no later than Thursday, April 14, 2011, with any comments.
IV	Hotline Overview & Process (Ray Brown & John Connors)	<ul style="list-style-type: none"> <li>• Global Compliance is the company that the Board approved.</li> <li>• Mr. Connors gave an overview of the process for the hotline.</li> <li>• Mr. Connors will coordinate complaint processing with appropriate Staff. He hopes to have a letter signed by the Chairman and Superintendent on the vendor's HCPSS hotline website that emphasizes financial stewardship and integrity. Also, staff contacts, frequently asked questions, links, and other relative information regarding the hotline on the vendor's website.</li> <li>• The Chairman of the Audit Committee objected to the lack of transparency in the process for dealing with allegations involving Board members. However, with the exception of how allegations regarding Board members are to be handled, the committee approved the processes so the next steps could be taken with the vendor.</li> </ul>		The Audit Committee will continue to discuss and review the processes for allegations brought against Board members.
V	IT Employee Thefts (Ray Brown)	<ul style="list-style-type: none"> <li>• Mr. Brown reviewed the history of the Computer Parts Embezzlement case.</li> <li>• The employee had ordered duplicate parts and was selling them on eBay.</li> <li>• The employee pled guilty and sentencing is</li> </ul>		Mr. Brown will provide the report on the IT theft to the full Board.

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		<p>scheduled for July 15, 2011.</p> <ul style="list-style-type: none"> <li>• At that time, there were weak controls in place. New controls have since been put into place, including a system of checks and balances and improved separation of duties.</li> <li>• The Manager of the Safety, Environment and Risk Management office has requested and is awaiting a list of the missing items from the Police Department so that an insurance claim can be submitted.</li> </ul>		
VI	General Discussion/ Other	<p>Mr. Brown distributed a copy of a letter from the Maryland State Department of Education (MSDE) which approves Clifton Gunderson to provide the External Audit for 2011 for HCPSS.</p> <p>Mrs. Vaillancourt asked Mr. Connors how many high schools have been audited. Mr. Connors responded 7 out of 12. Next year's audit plan will be presented at the next audit committee.</p>		<p>Mr. Brown will provide a copy of the letter to each Board member.</p> <p>Mrs. Vaillancourt requested that Reservoir HS be audited next year.</p>
VII	Adjournment	Meeting was adjourned at 9:50 a.m.	By consensus	
VIII	Scheduling	Next meeting will be held June 7, 2011 at 8:30 a.m. in ML2		<p>Topics to be discussed:          Inspection of documents.          Mrs. Hanks will distribute a document to the committee for their review before the next meeting.</p>

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

April 14, 2011

The Board of Education of Howard County met in closed session on April 14, 2011, at 2:30 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss Northeast School Sites and Personnel. The motion was seconded by Sandra H. French and approved 6/0. Persons present: Board members, Janet Siddiqui, M.D., Chairman; Sandra H. French, Vice Chairman; Frank J. Aquino, Esq.; Allen Dyer, Esq.; Ellen Flynn Giles; and Cynthia L. Vaillancourt. Mr. Brian J. Meshkin arrived after the vote to close at 3:10 p.m.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Northeast School Sites:

Also present: Mamie Perkins, Deputy Superintendent; Raymond Brown, Chief Financial Officer; Ken Roey, Executive Director Facilities; Joel Gallihue, Manager School Planning; Kathleen V. Hanks, Administrative Specialist/Recording Secretary

Staff presented an update of potential school sites for the northeast region. Staff will continue to evaluate these sites, explore additional options, and work very closely with the County government.

Personnel:

Also present: Kathleen V. Hanks, Administrative Specialist/Recording Secretary

The Board discussed the conduct of a Board member.

Adjourned: 3:45 p.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

April 14, 2011

The Board of Education of Howard County (BOE) held a regularly scheduled meeting on Thursday, April 14, 2011, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt  
Alexis N. Adams, Student Member (left at 6:15 p.m.)

Mamie Perkins, Deputy Superintendent  
Linda Wise, Chief Academic Officer  
Patti Caplan, Director, Public Relations  
Susan Clime, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 4:08 p.m., and Mrs. Giles led the group in the Pledge of Allegiance.

### **Presentation of *Friends of Education Awards***

The Friends of Education Award was established by the Board to recognize and show appreciation to those who have made exemplary volunteer contributions in support of the school system's mission of excellence in teaching and learning. The award also serves to increase awareness of how community involvement enhances student achievement. Any member of the Howard County community or any group, organization, or business located in or serving Howard County may be nominated for the award.

Five nominees and three recipients of the 2011 Friends of Education Award were introduced. Nominees received certificates and recipients received awards.

Nominees: Mrs. Lisa Chertok – Coastal Sunbelt Produce  
The Cleaning Authority – Ms. Jeanne Robinson  
Victory Martial Arts – Mr. Kurt Shryock  
Mrs. Laura Borowski, Hammond HS PTSA President  
Mrs. Sally Frekot, Hammond HS PTSA Vice President

Recipients: Mrs. Nanette Schweitzer  
Howard County Poetry and Literature Society  
Helping Hands Enrichment and Leadership Foundation

### **Public Forum**

Mr. Charles Langford asked the Board to consider adding more square footage to the Phelps Luck ES gymnasium when the school is remodeled.

### **Approval of Agenda**

The following change was made to the agenda:

- Add: Item 5.D. - Taping of Board Retreat - Discussion

It was noted that Staff Personnel and Bids and Contracts have been revised.

*Action:* Mr. Aquino moved approval of the agenda as amended. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

### **Superintendent's Report**

Deputy Superintendent Mamie Perkins announced that the school system has received a \$100,000 STARTALK grant to teach elementary and middle school students Chinese this summer. The following recognitions were also announced:

- The artwork of Centennial HS student Clara Kang was the winning entry in this year's Columbia Festival of the Arts K-12 poster contest. The Festival has purchased her artwork for \$500 and will use it on the cover of this year's Festival brochure and program. Congratulations to Clara.
- Congratulations to the teams from Hammond and Mt. Hebron high schools for their impressive performance in the Maryland Economics Challenge sponsored by the Maryland Council for Economics Education. Three teams from Hammond High took first, second, and third place in the non-advanced placement category, and the Mt. Hebron team took first place in the Advanced-placement category. As the Maryland champion, the Mt. Hebron team will compete in the national semifinals on April 27.
- Congratulations to River Hill HS Principal Nick Novak and River Hill Student Government Association (SGA) Advisor Kristin Mitchell who both received awards from the Maryland Association of Student Councils. Mr. Novak received the Wayne Perry Principal of the Year Award, and Mrs. Mitchell received the Mike Michaelson Advisor of the Year Award.
- Congratulations to Dr. Terry Alban, Chief Operating Officer, for her selection as the new Superintendent of the Frederick County Public School System, effective July 1, 2011.

## Student Representative's Report (Wilde Lake HS)

Rebecca Yoon, SGA President, and Jeff Lichenstein, SGA Board Member, reported on activities and events sponsored at the school. The students reported that the school has participated in many music, sports, and community events. At the Heritage Festival in Annapolis, the students received 1<sup>st</sup> place in all state and national competitions. The school also received awards in football, soccer, golf, and the physics Olympics.

## Board Members' Reports

Board members reported on their attendance and participation in recent events and activities.

## Consent Agenda (Restricted\*)

Staff Personnel; Bids and Contracts; Operating Budget Monthly Report; School Construction Monthly Report; and Closed Meeting Minutes (Official and Confidential) of March 10 and March 31, 2011.

The Closed Meeting Minutes of March 10, 2011, were pulled for voting purposes. The Student Member was present at the meeting and is allowed to vote on this matter.

*Action:* Mr. Aquino moved approval of the Restricted Consent Agenda. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0\*).

### Staff personnel – Approved by the Board

#### Resignation

Name	School	Grade or Subject	Reason	Years in Howard County	Effective Date
Schruefer, Virginia	MWMS	Reading	Other Employment	2.0	06/22/11

#### Leaves of Absence

Name	School	Grade or Subject	Years in Howard County	Effective Date
Sneller, Allison	BBMS	Physical Ed.	4.0	03/21/11
Zumbrunnen, Ann	TSES	Special Ed.	16.0	03/30/11

#### Retirements

Name	School	Grade or Subject	Years in Howard County	Effective Date
Cook, Regina	WLMS	English	35.0	07/01/11
Mascott, Jennifer	C.O	Resource	30.3	04/01/11
Rosado, Kimberly	OMHS	Health	17.9	07/01/11
Ryan, Judith	CHS	English	10.0	07/01/11

Approved – May 12, 2011

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Smith, Herman	MHHS	World Lang.	10.0	07/01/11
Wasserkrug, Rene	LRHS	World Lang.	31.0	07/01/11

**Bids and Contracts – Approved by the Board**

	<u>Description</u>	<u>Vendor/Agency/Contract</u>	<u>Amount</u>
PR-1	2 (Qty) 2011 Ford Escape Hybrid, 4 wheel drive compact utility vehicles for Grounds and Custodial Services.	Apple Ford State of Maryland Contract BPO NO. 001B1400372 Contract Term 11/30/10 – 11/29/11 Savings: Time and administrative cost to bid. Base Retail Price (MSRP): \$31,745 Savings: \$3,047.00 Unit Cost: \$28,698	\$57,396

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
P-1	<b>ELECTRICAL DISTRIBUTION EQUIPMENT TESTING &amp; INSPECTION</b> Harford Electrical Testing Co. Inc. Rueter Hanney <b>TOTAL AWARD AMOUNT (annual estimate)</b>	\$25,000.00 <u>75,000.00</u> \$100,000.00
P-2	<b>SCIENCE SUPPLIES AND EQUIPMENT</b> A. Daigger & Co. Benz Microscope Optic Center, Inc. Carolina Biological Supply Co. Parco Scientific Frey Scientific Flinn Scientific, Inc. Ward's Natural Science ETA/Cuisenaire Science Kit Sargent-Welch NASCO Fisher Science <b>TOTAL AWARD AMOUNT (annual estimate)</b>	2,000.00 5,000.00 5,000.00 5,000.00 8,000.00 10,000.00 10,000.00 30,000.00 30,000.00 45,000.00 50,000.00 <u>75,000.00</u> \$275,000.00
P-3	<b>PURCHASING CREDIT CARD PROGRAM ADDENDUM TO ORIGINAL AGREEMENT</b> US Bank BASEBALL OFFICIATING SERVICES	
P-4	Mid-Atlantic Umpires	\$45,000.00

P-5	GIRLS LACROSSE OFFICIATING SERVICES Howard/Carroll Officials Association	\$26,000.00
P-6	SOFTBALL UMPIRE SERVICES Golden Triangle Officials Association	\$30,000.00
P-7	FIRE ALARM REPLACEMENT GLENWOOD MDIDDLE SCHOOL Go Contractors Inc. (dba Eco Electric, Inc.)	\$112,000.00
P-8	ADDITIONS AND RENOVATION TO BOLLMAN BRIDGE ELEMENTARY SCHOOL (Revised) Contract Package 1A – General Construction Homewood General Contractors, Inc.	\$ 5,282,000.00
	Contract Package 15A - Mechanical Towson Mechanical, Inc.	4,932,000.00
	Contract Package 16A - Electrical Key Systems, Inc.	2,357,050.00
	Total	\$12,571,050.00
P-9	FLOOR CARE PRODUCTS City Group Inc. (annual estimate)	\$200,000.00
P-10	ELECTRICITY PURCHASES Participation with the Baltimore Regional Cooperative Purchasing Committee (BRCPC)	\$9,000,000 est.

*Operating Budget Monthly Report - Accepted by the Board*

*School Construction Monthly Report - Accepted by the Board*

*Closed Meeting Minutes of March 31, 2011 (Official and Confidential) - Approved by the Board*

*Closed Meeting Minutes of March 10, 2011 (Official and Confidential)*

Amendments to the minutes were provided and accepted by Board consensus after discussion and minor modifications.

*Action:* Mrs. Giles moved acceptance of the Closed Meeting Minutes of March 10, 2011 (Official and Confidential), as amended. The motion was seconded by Mr. Meshkin and approved by the members of the Board (8/0).

**Consent Agenda General**

Donations; Survey of the Oral Health Status of Maryland School Children 2011-2012 Research Request, and Meeting Minutes of the Superintendent's Proposed FY 2012 Operating Budget of February 22, 2011; Regular Meeting Minutes of February 24, 2011; BOE Policy Committee Meeting Minutes of March 14, 2011; BOE Audit Committee Meeting Minutes of March 15, 2011; Regular Meeting Minutes of March 24, 2011; BOE Open Meeting Minutes of March 31, 2011; BOE Retreat Minutes of April 1, 2011; BOE/County Council Meeting Minutes of April 6, 2011; and BOE Audit Committee Meeting Minutes of April 12, 2011

All items were pulled for voting purposes.

Donations

The following donations have been received:

- Centennial Lane ES: PTA, in the amount of \$518.55, designated for the purchase of field day supplies and materials.
- Clarksville ES: PTA, in the amount of \$5,390, designated for the following Cultural Arts Programs: (\$695) *Everyone Belongs*, (\$1,000) *Didgeridoo Down Under*, (\$1,185) *The Fabulous Chinese Acrobats*, and (\$2,510) *The World of Music*.
- Veterans ES: Exxon Mobile Educational Alliance Program, in the amount of \$750, designated to supplement student activities.
- Mayfield Woods MS: Howard County Youth Program (HCYP), in the amount of \$2,000, designated for the purchase of basketball backboards.
- Atholton HS: Verizon Wireless, in the amount of \$750, designated for the purchase of JROTC Drill Team uniforms.
- Centennial HS: Boosters, in the amount of \$10,186, designated for various athletic teams.
- Glenelg HS: Boosters, in the amount of \$5,000, designated for the purchase of athletic equipment and awards, and to pay tournament entree fees for various athletic teams.
- Long Reach HS: Boosters, in the amount of \$830, designated for the purchase of athletic awards and pins.

Marriotts Ridge HS: Boosters, in the amount of \$740, designated to pay the registration fee for students to attend the University of Pennsylvania Ivy League Model UN Conference.

Mt. Hebron HS: Backers, in the amount of \$12,200, designated for the following: (\$1,000) for the purchase of dance costumes, (\$1,600) for the purchase of game shorts, helmets, and gloves for the boys' lacrosse team, (\$2,500) for the purchase of replacement nets and training aids for the baseball team, (\$1,100) to pay tournament entree fees for various athletic teams, (\$2,500) to purchase uniforms for the girls' lacrosse team, (\$2,500) to purchase uniforms for the softball team, and (\$1,000) to pay the model UN competition registration fee.

William Fisher, in the amount of \$5,000, designated for the James R. McCrumb Memorial Scholarship Fund.

HCYP, in the amount of \$1,000, designated to assist with the cost to purchase a fence for the field used by the softball team.

Reservoir HS: Raytheon Solypsis, in the amount of \$10,000, designated to support the Project Community programs and spring retreat.

River Hill HS: Boosters, in the amount of \$650, designated to pay the invitational entree fees for the indoor track team.

*Action:* Mrs. Giles moved approval of the Donations. The motion was seconded by Mr. Meshkin and approved by the members of the Board (8/0).

*Survey of the Oral Health Status of Maryland School Children 2011-2012 Research Request*

This purpose of this study is to help provide an accurate assessment of dental needs in Maryland as it relates to public school children in kindergarten and Grade 3. Approximately every five years, Maryland is required to conduct this survey.

*Discussion:*

It was noted that students who participate in this survey will benefit by receiving an assessment and information on follow-up care if needed. Staff was asked to include the benefits to students in the introduction and to include an additional stipulation for approval indicating that participants will receive feedback from the screening.

Mr. Juliann Katz, Coordinator, Research and Program Evaluation, stated that he would check on the possibility of receiving data specifically related to Howard County once the survey has concluded.

*Action:* Mrs. Giles moved acceptance of the University of Maryland, Baltimore College of Dental Surgery's survey request with the changes noted by Board members. The motion was seconded by Mr. Aquino and approved by the members of the Board (8/0).

#### Regular Meeting Minutes of February 24 and March 24, 2011

*Action:* Mrs. French moved approval of the Regular Meeting Minutes of February 24, 2011, and March 24, 2011. The motion was seconded by Mr. Meshkin and approved by the members of the Board (8/0).

#### Meeting Minutes of the Superintendent's Proposed FY 2012 Operating Budget of February 22, 2011

*Action:* Mrs. French moved approval of the meeting minutes of the Superintendent's Proposed FY 2012 Operating Budget of February 22, 2011. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0/1), with Ms. Adams abstaining due to her absence from the meeting.

#### \*BOE Open Meeting Minutes of March 31, 2011

*Action:* Mrs. Giles moved acceptance of the Open Meeting Minutes of March 31, 2011. The motion was seconded by Mr. Aquino and approved by the members of the Board (6/0/1\*), with Mr. Meshkin abstaining due to his absence from the meeting.

#### BOE Retreat of April 1, 2011

*Action:* Mrs. Giles moved acceptance meeting minutes of the Board Retreat of April 1, 2011, as amended. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0/1), with Ms. Adams abstaining due to her absence from the meeting.

#### BOE/County Council Meeting of April 6, 2011

*Action:* Mrs. Giles moved acceptance of the BOE/County Council Quarterly Meeting Minutes of April 6, 2011. The motion was seconded by Mr. Meshkin and approved by the members of the Board (5/0/3), with Ms. Adams, Mr. Aquino, and Mr. Dyer abstaining due to their absence from the meeting.

BOE Policy Committee Meeting Minutes of March 14, 2011

*Action:* Mrs. French moved approval of the BOE Policy Committee Meeting Minutes of March 14, 2011. The motion was seconded by Mr. Meshkin and approved 3/0 by the committee members (Mrs. French, Mrs. Giles, and Mr. Meshkin).

BOE Audit Committee Meeting Minutes of April 12, 2011

*Action:* Mrs. Giles moved approval of the BOE Audit Committee Meeting Minutes of April 12, 2011. The motion was seconded by Mrs. Vaillancourt and approved 3/0 by the committee members (Mr. Dyer, Mrs. Giles, and Mrs. Vaillancourt).

BOE Audit Committee Meeting Minutes of March 15, 2011

*Action:* Mrs. Giles moved approval of the BOE Audit Committee Meeting Minutes of March 15, 2011. The motion was seconded by Mr. Dyer and approved 3/0 by the committee members (Mr. Dyer, Mrs. Giles, and Mrs. Vaillancourt).

**Proclamation: Asian/Pacific American Heritage Month**

This proclamation designates May 2011 as Asian/Pacific American Heritage Month in the Howard County Public School System.

*Action:* Mr. Meshkin moved approval of the proclamation. The motion was seconded by Mrs. French and approved by the members of the Board (8/0).

**Proclamation: Better Hearing and Speech Month**

The Month of May 2011 will be proclaimed Better Hearing and Speech Month in the Howard County Public School System.

*Action:* Ms. Adams moved approval of the proclamation. The motion was seconded by Mrs. Giles and approved by the members of the Board (8/0).

**\*FY 2011 Operating Budget/Categorical Transfer**

*Presenter:* Ms. Kathleen Swinson, Budget Director

Ms. Swinson presented categorical transfers totaling \$6,103,500 to cover increases in Transportation, increases in Worker's Compensation, the relocation of staff from Faulkner Ridge to Old Cedar Lane and Ascend One, the division of Cradlerock into two schools, and tuition for the SEED school.

*Discussion:*

Ms. Swinson explained that the funds being transferred are a result of employee turnover/retirements, not filling some vacant positions, and efficiencies in purchasing. It was emphasized that all needed positions in the Special Education categories were filled, and no reductions have been made in special education services.

*Action:* Mrs. Giles moved acceptance of the Categorical Budget Transfers for FY 2011. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0\*).

**Board of Education Retreat of April 1, 2011**

Dr. Siddiqui reprimanded Mr. Dyer for failing to inform other Board members that he was audio taping the Board of Education Retreat on April 1, 2011. Following the retreat, Mr. Dyer posted the recording on a public blog. Dr. Siddiqui underscored that the official minutes of the retreat are those recorded in writing by the Board's Administrative Specialist and approved by the Board.

Mr. Dyer apologized for not drawing attention to the fact that he was recording the retreat and made clear his intention to continue to record public meetings. Mrs. French stated that she considered Mr. Dyer guilty of misfeasance in that she was not informed of the taping, did not see a recorder on the table, and taping continued during breaks in the meeting. She emphasized the importance of behaving in a professional, appropriate, and ethical manner with colleagues and the need to respect the rights of all individuals.

**Policy 9290 Gangs, Gang Activity, and Similar Destructive or Illegal Gang Behavior**

*Presenter:* Mr. William Ryan, Principal on Special Assignment

Mr. Ryan reported on new Policy 9290, which was developed in compliance with the Safe Schools Act of 2010. The policy prohibits any gang activity or related behavior as well as retaliation against individuals who report gang activity or individuals who are victims, witnesses, bystanders, or provide reliable information about gang activity.

Related procedures distinguish violations by students from violations by employees and third parties. The procedures also call for prevention measures such as professional development, data analysis, and gang prevention education for students. A public hearing on the policy will be held on May 12, 2011.

*Discussion*

Mr. Ryan explained that consequences for violations of the policy are aligned with the Student Code of Conduct and Policy 1040 Safe Schools Environment.

Board members discussed specific language in the proposed policy, including investigations, involvement of law enforcement, definitions, professional development, counseling, prevention, etc.

The Board asked that a work session on the new gang policy be scheduled in May. The Board is scheduled to take action on the new policy on June 9, 2011.

**Policy 5210 Pupil Transportation - Student Conduct**

*Presenter:* Mr. David Ramsey, Director of Transportation

Mr. Ramsay requested Board approval to rescind Policy 5210. Pertinent language will be incorporated into the implementation procedures for Policy 9200 Discipline.

*Motion:* Mrs. Giles moved acceptance of the recommendation to rescind Policy 5210. The motion was seconded by Mr. Aquino

*Discussion:*

Mr. Ramsay explained that the language included in Policy 9200 Discipline affords administrators the opportunity to administer what they believe are appropriate actions to ensure a safe environment. The policy provides for a variety of steps to take for different actions/violations, from less to more severe.

*Action:* The motion to rescind Policy 5210 was approved by the members of the Board (8/0).

**Recess** – The meeting was recessed by the Chairman at 6:15 p.m. and reconvened at 7:33 p.m.

**Public Forum**

Ms. Trudie Willis asked the Board to allow her children to ride a bus from an adjacent neighborhood to Atholton HS to attend the JROTC program.

**Appointment** – PTA Council of Howard County (PTACHC) Monthly Report

Mr. John Hannay, PTACHC President, reported on recent activities of the Council specifically related to childhood obesity.



**Public Hearing - Renaming of Cradlerock School**

Aislinn Coghlan, second grade student, Cradlerock School, testified in favor of keeping the name Cradlerock for the elementary level.

**Renaming of Cradlerock School - Approval of Names**

*Presenter:* Ms. Marion Miller, Administrative Director, Elementary Schools

Ms. Miller provided a report on renaming the school, which is scheduled to become separate elementary and middle schools in July. The committee recommended the names of Cradlerock ES and Lakehorn MS, effective July 1, 2011.

It was noted that the process was widely inclusive and involved students, community members, historians, and geographers.

*Action:* Mrs. Giles moved acceptance of the recommendations from the naming committee to choose Cradlerock ES and Lake Elkhorn MS as the names for the two schools. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

**Public Hearing - Policy 4000 Grants**

No testimony.

**Public Hearing - Policy 4040 Fixed Assets**

No testimony.

**Public Hearing - Policy 9300 Homeless Children and Youth**

No testimony.

**Relocatable Classroom Assignment**

*Presenter:* Mr. Joel Gallihue, Manager, School Planning

Mr. Gallihue reported on the staff recommendation that 15 relocatable classrooms be moved this summer to schools that are currently or will be over-enrolled. Talbott Springs ES, Dunloggin MS, and Ellicott Mills MS will receive one classroom each. Elkridge ES, Forest Ridge ES, Laurel Woods ES, Veterans ES, Elkridge Landing MS, and Wilde Lake MS will receive two classrooms each.

As renovation work concludes at Northfield ES, a five-classroom integrated unit will be moved to Phelps Luck ES where renovation is scheduled to begin this summer. Atholton HS will receive a five- and a nine-classroom integrated unit as construction

and renovation work at Mt. Hebron HS concludes and the modernization project at Atholton begins.

*Discussion:*

Mr. Roey explained that the assignment of relocatables is independent of redistricting, although any upcoming plans for redistricting are taken into consideration during the process. There is no approved redistricting plan for the next couple of years, so relocatables or other swing space are needed to accommodate any overcrowding in individual schools. Discussion has not occurred regarding any form of open enrollment to alleviate redistricting or overcrowding on a temporary basis.

Two relocatables owned by the state and located at Elkridge ES will be evaluated as to whether they should be renovated or disposed of. There is a state approval process required before the units can be moved. Disposal costs approximately \$8,000 to \$9,000. If renovation costs are substantial (\$30,000 - \$40,000), it would make better financial sense to buy new units.

Mr. Roey explained the process used to determine placement of relocatables at each school, including technical considerations, code restrictions/requirements, input from each principal, and consideration of preserving blacktop and playground space whenever possible.

Mr. Roey stated that he would check with Elkridge ES to address concerns regarding the placement of portable classrooms at the school.

*Action:* Mrs. French moved approval of the recommendation for placement of 15 relocatable units for the 2011/2012 school year. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).

### **Update on Continuous Improvement Processes**

*Presenters:* Mrs. Pamela Blackwell, Director, Student Services; Mrs. Patti Caplan, Director, Public Relations; Dr. Clarissa Evans, Executive Director, Secondary Curricular Programs; Mrs. Caryn Lasser, Coordinator, Strategic Planning & System Improvement; and sMs. Melodee Phillips, Specialist, Employee Services/FLMA

Mrs. Lasser reported that the Howard County Public School System (HCPSS) monitors progress across divisions through various continuous improvement models. The school system is committed to continuous improvement and has identified continuous improvement as a key high leverage strategy for the organization.

The Division of Instruction uses a research-based framework for continuous improvement that emphasizes the importance of reflecting on practice. A key component of the framework is the Plan, Do, Study, Act (PDSA) cycle developed by engineers at AT&T Bell Laboratories and used by successful organizations globally to

improve processes and results. This cycle is an integral component of program and school improvement processes and is used extensively by staff members at the Central Office and by administrators and teachers in schools as they work to improve teaching and learning.

The Division of Finance and Operations has implemented a series of workshops based on principles from Six Sigma and designed to support process improvement across the organization. Mrs. Lasser noted that HCPSS is the first public school system to join the Maryland World Class Consortia, an organization comprised of private and public organizations committed to the use of Lean principles to increase efficiency and effectiveness.

*Discussion:*

Board members debated the need for a staff position to oversee and ensure systemic implementation of improvement processes.

Mr. Raymond Brown, Chief Financial Officer, pointed out that process improvement has been ongoing in the school system. He indicated the need for discussion between the Board and the Superintendent regarding issues related to building capacity around continuous improvement, initiatives, and determining priorities for committing resources. Based on the outcome of that discussion, staff would receive direction from the Superintendent and the Board.

Dr. Siddiqui acknowledged both sides of the issue and indicated a need to more clearly define the problem and determine solutions. She also suggested that this issue be revisited when the Superintendent returns from leave.

### **Legislative Report/2011 General Assembly**

*Presenters:* Mr. Raymond Brown, Chief Financial Officer, and Dr. Janet Siddiqui, BOE Legislative Committee Chairperson

The BOE Legislative Committee recommended that the Board approve the recommendation for the following legislation:

CB13-2011 (Use of Automated Speed Monitoring Systems in School Zones within Howard County)

- Recommendation - Support

This bill was introduced by the County Council Chairperson at the request of the County Executive. Enabling legislation was passed in the 2009 General Assembly (SB 277/HB 313), which authorized the use of automated speed systems in school zones if the County Council approved. The Council bill is the county authorization needed to implement the provisions of the state law.

*Discussion:*

Mr. Dyer and Mr. Meshkin expressed concerns with the proposed legislation, the designation of revenue generated from fines, and possible constitutional issues. Both indicated their opposition to the bill.

Dr. Siddiqui noted that the Howard County Chief of Police and the PTA Council of Howard County support this legislation. This bill will help ensure that motor vehicles that enter school zones observe posted speed limits, which will improve safety around the county's schools. This also supports the goals of the Superintendent in providing a safe and nurturing environment.

Mrs. Giles stated that evidence shows that speed cameras will reduce speeding and pointed out that citations will only be given to those who are traveling 12 mph over the posted limit (37 mph in a 25 mph zone). She expressed concern with opposition to a bill that would make a difference and could save a life.

Mr. Aquino noted the importance of Board support for this legislation as it relates to public safety. He indicated that specific recommendations on the implementation of the bill could be suggested to the County Council with respect to safeguards.

Mrs. Vaillancourt expressed concerns regarding civil liberties and the use of automated law enforcement. She indicated the need for additional information about safeguards and stated her dilemma in taking a position on this proposal.

Mrs. French urged Board members to consider the point of view of the children and the schools and indicated that this would be an example of continuous improvement in the environment of the county's schools and the safety of children.

Mr. Meshkin stated his support for putting resources towards finding ways to reduce speeding in front of schools but not for this particular method. He indicated that the use of police officers and other means could accomplish the desired results. Mr. Dyer expressed agreement with Mr. Meshkin and noted the importance of human judgment.

*Motion:* Mr. Aquino moved that the Board accept the recommendation to support CB13-2011. The motion was seconded by Mrs. French and failed by a vote of 4/3, with Mr. Dyer, Mr. Meshkin, and Mrs. Vaillancourt voting no.

**2011-2012 Schedule of Board Meetings**

*Presenter:* Mrs. Kathy Hanks, Administrative Specialist to the Board

Mrs. Hanks presented the 2011-2012 schedule of Board meetings for review and discussion by the Board. Approval is scheduled for April 28, 2011.

**Adjournment** – By Board consensus, the meeting was adjourned at 10:02 p.m.

**Information Items**

- A. Food and Nutrition Service Financial Report
- B. Policy 9200 Discipline Implementation Procedures

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

April 28, 2011

The Board of Education of Howard County (BOE) held a regularly scheduled meeting on Thursday, April 28, 2011, at 4.00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Cynthia L. Vaillancourt

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Mamie Perkins, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Susan Clime, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 4:04 p.m., and Harriette Hughes, Homewood School student, led the group in the Pledge of Allegiance.

## Public Forum

There was no one present to address the Board.

## Approval of Agenda

The following changes were made to the agenda:

Delete: Item 3.B. - Staff Personnel  
Delete: Item 3.D. - Closed Minutes  
Add: Item 5.A. - \*Appointments and Promotions - Action  
Add: Item 6.E. - Automated Speed Enforcement - Report  
Add: Item 8.D. - Registered Agents – Discussion

*Action:* Mrs. Vaillancourt moved approval of the agenda as amended. The motion was seconded by Mrs. Giles and approved by the members of the Board (5/0).

## Superintendent's Report

Dr. Siddiqui welcomed back Superintendent Sydney Cousin from a four-month medical leave. Dr. Cousin was warmly greeted with a standing ovation from staff members who packed the Board Room. Dr. Cousin commented that he was glad to be

Approved – May 26, 2011

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back and thanked all those who sent cards, gifts, and words of encouragement. He offered special thanks to his wife, Marion, whom he credits with seeing him through the toughest times.

Mrs. Perkins introduced this year's *In Honor of Excellence Award* Winners:

- Lori Speelman, Gifted & Talented Resource and Enrichment Teacher at Hollifield Station ES, recipient of the Washington Post's Agnes Meyer Outstanding Teacher Award.
- Jacqueline Bechara, School Health Assistant at Oakland Mills HS, recipient of the Distinguished Assistant Award.
- Michael Goins, Principal of Ellicott Mills MS, recipient of the Washington Post's Distinguished Educational Leadership Award.
- Catherine Williams, Building Supervisor at the Harriet Tubman Building, recipient of the Excellence Award for Building Operations.
- John DiFato, Social Studies Teacher at River Hill HS, recipient of the First Year Educator Award.
- Haroon Rashed, Social Studies Teacher at Atholton HS, recipient of the Howard County Teacher of the Year Award.
- Gerrie Gibeau, Secretary in the Pupil Transportation Office, recipient of the Office Professional Recognition Award.

Mrs. Perkins also offered congratulations to Mt. Hebron HS junior Rahul Srinivas, who won the Future Business Leaders of America (FBLA) Maryland State Economics Competition and will represent Maryland at the FBLA National Economics Finals.

Also congratulated were three HCPSS Athletics and Activities Managers who were honored at the Annual Conference of the Maryland State Athletic Directors Association (MSADA):

- Ken Klock of Reservoir HS was recognized with a *Certificate of Service* by the National Interscholastic Athletic Administrators Association (NIAAA) for 25 years of service as an athletic administrator.
- John Davis of Glenelg HS was recognized as the 2011 *MSADA District V Athletic Director of the Year*.
- Michael Duffy of Howard HS was awarded the NIAAA *State Award of Merit* for his service to the NIAAA. He will be further recognized at the NIAAA 2011 National Athletic Directors Convention in Indianapolis, along with award winners from each of the other 49 states.

### **Student Representative's Report (Homewood HS)**

Homewood School students Torrean Jefferson, Student Government Association (SGA) President; Diana Kwash, SGA Secretary; and Harriette Hughes, SGA Treasurer, reported on activities and events sponsored at the school. The students informed the Board that their school motto is Relationships, Responsibility, and Resilience. If these principles are used, it is believed that a better outcome for their society can be created.

## Board Members' Reports

Board members reported on their attendance and participation in recent events and activities.

## Consent Agenda (Restricted\*)

### Bids and Contracts and Summer School Principals

The Summer School Principals item was pulled for recognition.

*Action:* Mrs. Giles moved approval of the Bids and Contracts portion of the restricted consent agenda. The motion was seconded by Mrs. French and approved by the members of the Board (5/0\*).

### Bids and Contracts – Approved by the Board

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
P-1	THUNDER HILL ELEMENTARY ADDITIONS AND RENOVATIONS REBID OF CONTRACT PACKAGES 7A- ROOFING AND 16A - ELECTRICAL	
	Contract Package 7A - Roofing Interstate Corporation	\$ 810,000.00
	Contract Package 16A - Electrical Key Systems, Inc.	<u>2,378,640.00</u>
	TOTAL PROJECT AWARD AMOUNT	\$3,188,640.00
P-2	FITNESS EQUIPMENT FOR MT. HEBRON HIGH SCHOOL	
	Wellness Solutions	\$90,601.63

### Appointment of Summer School Principals – Approved by the Board

- Comprehensive K-8 Summer School - Waterloo ES - Mr. Gavin West, Principal
- Comprehensive High Summer School - River Hill HS - Mr. Rick Robb, Principal

Mrs. Giles recognized Mr. Robb and Mr. West. She noted that every year the graduation rate from summer school improves and participation expands for students receiving original credit as well as those attending for review.

*Action:* Mrs. Giles moved acceptance of the recommendation for Mr. Robb and Mr. West as principals of summer school for 2011. The motion was seconded by Mr. Dyer and approved by the members of the Board (5/0\*).



## **Consent Agenda General**

### Donations and Regular Meeting Minutes of March 10, 2011

*Action:* Mrs. Giles moved approval of the general consent agenda. The motion was seconded by Mrs. Vaillancourt and approved by the members of the Board (5/0).

#### Donations – Approved by the Board

The following donations have been received:

Bryant Woods ES: Integrated Construction Management Group, Inc., in the amount of \$789.78, designated for the purchase of mosaic tiles that will be used for a school-wide project.

Dayton Oaks ES: Jan Keister, a violin, bow and a case, valued at \$3400.

Folly Quarter MS: Friends of Folly Quarter Musicians, in the amount of \$2,120, designated to assist with the cost to purchase an English horn.

Mt. Hebron HS: Backers, in the amount of \$2,000, designated to assist with the cost to purchase a fence for the field used by the softball team.

### Regular Meeting Minutes of March 10, 2011 - Approved by the Board

#### **\*Appointments and Promotions**

Mrs. Perkins presented the appointment for the position of Director of Student Assessment and Program Evaluation, Ms. Rebecca Amoni-Dove.

*Action:* Mrs. French moved approval of the appointment of Ms. Rebecca Amoni-Dove to Director of Student Assessment and Program Evaluation. The motion was seconded by Mr. Dyer and approved by the members of the Board (5/0\*).

#### **Bright Minds Foundation Major Activities Annual Report**

*Presenter:* Mr. Doug Hostetler, President, Bright Minds Foundation

Mr. Hostetler updated the Board on two major projects sponsored by the Foundation. The *Computers for Students* program is an ongoing campaign and a major program for the Foundation. Through a contract with the Lazarus Foundation, Bright Minds provides Internet-ready, refurbished desktop computers, new printers, Microsoft Office software, speakers, and flash drives to families of middle school students who do not have home computers. To date, computers have been provided to 320 students and their families.

The Foundation also supports a Teacher Grant Program. The competitive grant application process is open to all HCPSS staff. Mr. Hostetler reported that in response to an announcement released in November 2010, the Foundation received 21 grant applications. The majority of applications came in under the Science, Technology, Engineering, and Mathematics category (STEM), which ensured that at least one award was made to a high school, middle school, and elementary school in that category.

The Bright Minds Foundation Board continues to work with HCPSS to identify emerging needs and how to collaboratively address them. The Foundation Board plans to invite HCPSS staff to provide briefings on Race to the Top initiatives and will use the information to determine future initiatives.

*Discussion:*

Mrs. French expressed appreciation for receiving the survey results for Wilde Lake MS and thanked the Foundation for inviting Board members to attend the awards ceremony. Dr. Siddiqui also thanked the Foundation for its service to the school system.

**Proclamation: Honoring Pupil Personnel Workers**

This proclamation designates May 1 - 7, 2011, as Pupil Personnel Worker Week in the Howard County Public School System.

*Action:* Mrs. Giles moved acceptance of the proclamation. The motion was seconded by Mrs. Vaillancourt and approved by the members of the Board (5/0).

**Proclamation: School Food and Nutrition Personnel**

This proclamation recognizes the 220 School Food and Nutrition Service employees of the Howard County Public School System and designates May 2 - 6, 2011, as Salute to School Food and Nutrition Service Personnel Week.

*Action:* Mrs. Vaillancourt moved acceptance of the proclamation. The motion was seconded by Mr. Dyer and approved by the members of the Board (5/0).

**Proclamation: Recognizing School Health Services Day**

School Health Services Day is an annual observance held on May 4 to recognize school nurses and health assistants for their dedication and commitment to the students and school community.

*Action:* Mrs. French moved acceptance of the proclamation. The motion was seconded by Mrs. Giles and approved by the members of the Board (5/0).

## **Automated Speed Enforcement**

*Presenter:* Mr. William J. McMahon, Chief of Police, Howard County

Chief McMahon provided a brief presentation on the legislation before the County Council concerning the use of automated speed enforcement cameras in county school zones. If the legislation is passed, the police department plans to use mobile cameras to conduct speed enforcement in school zones.

Chief McMahon stated that complaints about speeding are the most frequent complaints to the police department. One-fifth of the county's students walk to schools, and in keeping with HCPSS Goal 2 (Safe and Nurturing Environment), it is imperative to take action to stop speeding.

*Discussion:*

The following information was provided to address Board concerns:

- Any fines collected in excess of the cost of the program are designated back to the county to enhance public safety.
- The police department will continue its presence in school zones and will maintain enforcement throughout the year, but a sustained presence cannot be maintained with uniformed officers alone.
- With mobile cameras, the police department attempts to create the perception of more officers detecting speeding motorists. Placing stationary cameras at each school would be an expensive proposal.
- In the past five years, there have been approximately 800 collisions in school zones. The county has a history of being proactive regarding safety issues and makes use of technology and programs to keep citizens safe.
- The initial cost of the program is \$1.2 million.
- The expected profit for the first year is estimated to be between \$400,000 - 500,000.

Mobile cameras will operate from 6:00 a.m. - 8:00 p.m., and 30 private schools and over 70 public schools may be eligible for the program. Chief McMahon pointed out that school zones also become the hub of community activity after school and in the evening.

*Action:* Mrs. French moved that the Board support Council Bill 13 - 2011. The motion was seconded by Mrs. Giles and failed by a vote of 3/2, with Mrs. Vaillancourt and Mr. Dyer voting no.

## Bridge to Excellence: Elementary World Language

*Presenters:* Ms. Marie DeAngelis, Director of Elementary Curricular Programs; and Ms. Deborah Espitia, Coordinator of World Languages

Staff presented the findings and recommendations of a committee convened to explore options for possible implementation of a world language program for all students in Kindergarten through Grade 5. Members of the committee thoroughly examined the implications for the required programming and recommended the following:

- **Program Model** – Implement the content-based *Foreign Language in Elementary Schools Model* (FLES) as the program offered to all students in Grades K – 6.
- **Language Choice** – Implement Chinese (Mandarin) as the language choice for the Howard County Public School System (grades K – 6).
- **Curriculum** – Link the curriculum for *K – 6 World Language Connections* directly to the HCPSS curricula for specific science or social studies content subject matter.
- **Instruction** – Provide experiential instructional opportunities to communicate in meaningful contexts in real-world situations.
- **Student Assessment** – Utilize a variety of formats, such as teacher observation, student self-evaluation, portfolios, projects, and performances demonstrating verbal, non-verbal, and written expression.
- **Program Evaluation** – Measure program effectiveness based on multiple measures, including examining the level of proficiency in Chinese of students who participate fully beginning in Kindergarten and those who join at multiple entry points.
- **Phase-in** – Implement Option A
  - 2011–12: Pilot in 1 to 2 schools (K-5)
  - 2012–13: Pilot Chinese in 1 to 2 respective middle schools (Grade 6)
  - 2012–13: Implement in all grades/13 schools (K-5)
  - 2013–14: Implement in all grades/13 more schools (K-5)
  - 2014–15: Implement in all grades/final 13 schools (K-5)
  - 2013–16: Offer Chinese world language in all middle schools (Grades 6-8)
- **Scheduling** – Schedule time for elementary world language instruction during the existing school day. Two 30-minute elementary world language classes will take the place of technology in the related arts rotation, and technology teachers will co-teach with elementary classroom teachers.

### *Discussion:*

Mr. Dyer asked about transportation costs associated with the 15-minute extended-day option. It was reported that costs would increase by approximately \$720,000 under this option. The committee surveyed administration, and the results showed a preference for not extending the day, but using technology time in related arts rotations instead.

Mrs. Espitia explained that the availability of qualified staff and resources played an important part in choosing Chinese as the language for the program. A Chinese language program currently exists at the high school level, which also creates a pipeline for the plan. It is possible that additional languages may be added in the future. The committee included representation for the consideration of Arabic, French, German, Italian, Korean, and Spanish as well.

Mrs. Vaillancourt asked if planning time for the classroom teacher and the technology teacher would be impacted. Mrs. Espitia said that teachers would still be provided with an hour of planning time, but collaboration between the teachers must take place.

Mrs. Giles expressed appreciation for the comprehensiveness of the report in terms of impact at the elementary, middle, and high school levels in addition to the impacts on professional development, transportation, the arts, and technology.

In response to Mrs. French's concern regarding the ability to find 15 accredited teachers in Chinese language, Mrs. Espitia stated that a number of candidates certified to teach Chinese are already coming through job fairs. There are also a number of programs responding to the need for well-prepared teachers to help meet this goal.

Mrs. Espitia stated that a majority of principals are interested in piloting the program, but pilot schools must have pure elementary/middle school feeds, which narrows the band of eligible schools.

Mr. Dyer asked if any ideas such as evening school have been considered as a way of engaging parents in learning the language. Mrs. Espitia indicated that there are supports that could be put into place to help parents.

Dr. Siddiqui thanked the committee for their work and noted that they touched on seven of the key points in terms of preparing children for the 21<sup>st</sup> century. Seeing how this can be implemented in a short period of time and looking at the options indicates that Howard County can be a leader in this area, not only in the state, but across the nation as well.

A public hearing and work session on the Elementary World Language Proposal is scheduled for May 26, 2011, at 7:30 p.m.

### **Mt. Hebron HS Stormwater Management License Agreement**

*Presenter:* Mr. Bruce Gist, Director, School Construction

Mr. Gist reported that in an effort to control stream erosion, the Howard County Department of Public Works is requesting a stormwater license agreement to construct and maintain a water quality control structure (stormwater management pond) on Board

of Education property. The stormwater management pond is designed to control the run-off of stormwater on school property and may also be used by the school for educational purposes. The license agreement is the Board's agreement to these conditions.

*Discussion:*

In response to Mr. Dyer's question about use of the property for educational purposes, Mr. Gist explained that the actual license for the stormwater management project spells out that the school system will have full use of the property for educational purposes.

*Motion:* Mrs. Giles moved acceptance of the Mt. Hebron HS stormwater management license agreement. The motion was seconded by Mr. Dyer.

*Discussion:*

Mrs. French asked for clarification regarding language in the contract stating that the county shall not harvest any vegetation within the construction area. Mr. Gist indicated that this does not prevent the removal of trees and shrubs for the purposes of construction and stated that he would verify this information and provide an answer for the Board.

*Action:* The motion to accept the license agreement was approved by the members of the Board (5/0).

**\*Stevens Forest ES Design Development**

*Presenter:* Mr. Bruce Gist, Director, School Construction

A complete renovation is planned for the Stevens Forest ES facility, including installation of a sprinkler system, new lighting and electrical systems, new mechanical systems, plumbing upgrades, full handicap accessibility, a new roof, and the relocation of interior walls where necessary. The add-alternate includes a 100-seat classroom addition. This project will utilize the United States Green Building Council Leadership in Energy and Environmental Design (LEED) for Schools version 2009. The project Construction Document will be presented to the Board in September 2011, with construction award currently scheduled for February 2012.

*Discussion:*

Mrs. French expressed concern about removing the designation of a parent volunteer room. She acknowledged the need for flexibility but was concerned that recognizing the need for volunteer space may be eliminated. Mr. Gist said they would work on this issue.

Ms. Tara Labosky, Penza Bailey Architects, Inc., explained that there are three general areas that can accommodate two people and can be used for parent liaisons, Title I offices, Hispanic liaisons, etc.

Mr. Dyer spoke about the need for art teachers to have more control over the lighting in the classroom to meet various instructional needs. Ms. Labosky said they would speak to the electrical engineer to see if the lighting can be made more flexible.

Mr. Dyer asked that consideration be given to any opportunities for additional enhancements that would benefit students and teachers.

Mrs. Giles noted that the school system is gaining more experience with LEED and how these projects enhance education and the use of the building, as well as its effectiveness and efficiency.

*Action:* Mrs. Giles moved acceptance of the Stevens Forest ES Design Development documents. The motion was seconded by Mr. Dyer and approved by the members of the Board (5/0\*).

### **Career and Technology Education: Homeland Security for FY 2013**

*Presenters:* Ms. Carol Fritts, Coordinator, Career and Technology Education and Library Media Programs; Ms. Natalie Belcher, Instructional Facilitator, Centralized Career Academies, and Mr. Ed Evans, Principal, Applications and Research Lab

Staff reported that the Homeland Security and Emergency Preparedness (HS/EP) Program is a Career and Technology Education instructional program that integrates government, academia, and private sector training and educational initiatives to help students understand how the United States and its interests worldwide are protected against threats to public safety, both natural and manmade, through effective communication, preparedness, detection, prevention, response, and recovery. The program offers a career strand in Information/Communications Technology. The program will be phased in beginning with juniors.

#### *Discussion:*

Mrs. Vaillancourt inquired about efforts to ensure that students qualify for a security clearance upon completion of the program. Mr. Evans explained that typically a person needs an agency sponsor before they can begin working on their clearance. A program called Project Scope (a briefing process for seniors) explains the need for careful behavior and emphasizes that polygraphs and background checks will be required for employment.

Mrs. French pointed out that guidance counselors are doing a great job warning students about Facebook behavior, and Ms. Fritts said that technology teachers, particularly in elementary school, are also addressing Internet behavior.

The program will begin with 20 to 25 students at each level, with the anticipation of an increasing demand for the course in the near future.

*Action:* Mrs. French moved approval of instituting the Homeland Security Academy. The motion was seconded by Mrs. Giles and approved by the members of the Board (5/0).

### **Registered Agent for Board of Education Representation to the Courts**

Mr. Dyer proposed that the Board ask staff to provide the names of two or three vendors that can provide resident agency services to assist the Board in the selection of a registered agent.

Mr. Dyer stated that a provision was added in 2000 to Maryland State Government Article §6-109(b)(1), stating that a state agency not represented by the Attorney General, which includes the Board, shall designate a citizen of the state who resides in the state, a Maryland Corporation, or an officer of the state agency as its resident agent.

Dr. Siddiqui explained that a resident agent is not required by law for boards of education. According to Maryland State Government Article §6-102(1)(3), the scope of the title clearly reads, "except as otherwise provided by law, this title does not apply to Baltimore City Board of School Commissioners or a county board of education."

**Recess** - The meeting was recessed by the Chairman at 6:55 p.m. and reconvened at 7:35 p.m.

### **Public Forum**

There was no one present to address the Board.

### **Appointment – Community Advisory Council (CAC) Monthly Report**

Mr. Ted Mallo, CAC Chairman, reported on recent activities of the council. The names of newly elected officers for the Executive Committee were also presented.

### **Audit Recommendation Status Report**

*Presenter:* Mr. Raymond Brown, Chief Financial Officer

Mr. Brown reported that during the annual audit, the auditor noted that the bus vendor payment calculation uses a proprietary spreadsheet written in FoxPro, software with no vendor support. The spreadsheet requires numerous points of information entry and verification to ensure accurate calculations. The auditor recommended that the school system consider purchasing a new bus billing system with strong controls and the capability of integration with the Integrated Financial and Administrative Solution



(IFAS) system. After a review of options, it was determined that a custom solution, with a team of in-house IT staff, was the best option to fully meet system needs. The projected completion date for the project is fall 2011, with individual program modules being deployed as soon as they are available.

*Discussion:*

Board members recognized Mr. Larry Weaver, previous HCPSS software programmer, for his innovative work in developing in-house programs that resulted in financial savings for the school system.

Mrs. Giles pointed out that the response to the annual audit went beyond the recommendation and involved a wider focus in addition to using in-house staff, who are better able to effectively integrate current systems.

Mr. Brown stated that staff will continue to update the BOE Audit Committee on the progress of the software implementation.

### **Update on Proposed Intermodal Facility/School Site**

*Presenters:* Mr. Ken Roey, Executive Director, Facilities Planning and Management; Mr. Dominic Wiker, Maryland Department of Transportation (MDOT); and State Highway Administration (SHA) staff: Morteza Tadayon, Venu Nemani, and Derek Gunn

Mr. Roey reported that HCPSS staff has been meeting with Maryland Department of Transportation (MDOT) staff to review publicly available details of the two proposed Howard County Intermodal Facility sites, potential site alternatives, and possible modifications to the traffic patterns around the future Oxford Square development. State Highway Administration staff presented a simulation of the projected traffic flow that would be generated if the Intermodal Facility were located at the Hanover Road site, as well as the traffic projected to be generated by the Oxford Square development and a 600-seat elementary school located within the development.

*Discussion:*

Board members expressed concerns regarding traffic flow and the basis used for those studies. It was noted that peak travel hours will change in an area when a new school opens.

Mr. Nemani explained traffic changes that will take place over the next several years, including intersection changes and a move to double turn lanes entering and exiting the community. Mr. Nemani also stated that the CSX Intermodal Facility would not have much of an impact on traffic during peak hours. A traffic study beyond Park Circle and Coca Cola Drive has not been undertaken.

Mr. Roey stated that he would look for data related to other schools with similar traffic numbers for comparison purposes.

Mr. Dyer expressed an interest in knowing if any studies have been done on the toxicity of diesel exhaust fumes in a school vicinity. It was reported that impacts related to lights, sound, traffic, and the environment will be reviewed through the National Environmental Policy Act (NEPA) process.

Mr. Roey noted that the window for a school opening by August 2013 is rapidly closing. The design of the school is portable and can be sited wherever Board approval is obtained. Additional information will also become available to help make the best decision possible about moving forward with this site. A final decision must be made no later than June to ensure a school opening in August 2013.

Mr. Dyer stated that this would be an appropriate time to discuss whether or not the Board should make public the top three alternate sites to the Oxford Square/Coca Cola Drive site. Dr. Siddiqui asked how the discussion would be advantageous to the Board in terms of the current status of the process. Mr. Dyer responded that if the Board is making a major decision that involves the community and if there are alternatives available, informing the community allows the Board to receive feedback and provide more exposure.

Mr. Roey expressed his view that there would be some disadvantages in deviating from Board policy at this time. Some people may not want to reveal their business interests to the public, and in some cases, it may result in driving up the asking price for a property. In other cases, people could be discouraged from coming to the table as readily as they might if the proceedings were not confidential. Dr. Siddiqui also agreed with concerns regarding a change in current procedures without the presence of the full Board.

Mrs. Vaillancourt shared that she was surprised to find at a community meeting that some people in the Elkridge community do not know that the Board is actively pursuing other sites. She asked Mr. Gallihue or Mr. Roey to help the community understand that if the Coca Cola Drive site does not work out, this is not a hopeless situation. Mr. Roey stated that the school system is working very closely with county government and other agencies in pursuing alternatives for school sites.

Mrs. Giles explained that the Board has been looking in the Elkridge area for at least 15 years, and there is a good understanding of what parcels are available. The model for an elementary school has changed, which opens up new opportunities for consideration.

Mr. Gallihue pointed out that both strong and weak options have been considered, and the committee remains open to suggestions. Suggestions have been pursued that have come from members of the public, and the committee remains grateful for any help from citizens, the state, and/or county agencies.

Mrs. Perkins stated that staff is committed to keeping the Board and the public informed during this process and communicating appropriate information as it becomes available.

*Action:* Mr. Dyer moved that the Board authorize staff to reveal the location and pertinent details of the top three sites that are being considered for schools that could possibly open in 2013. The motion was seconded by Mrs. Vaillancourt and failed by a vote of 1/4, with Mrs. French, Mrs. Giles, Dr. Siddiqui, and Mrs. Vaillancourt voting no.

### **\*FY 2012 Board's Requested Operating Budget Amendment**

*Presenter:* Mr. Raymond Brown, Chief Financial Officer

Mr. Brown reported that the most recent preliminary state revenue estimate increases FY 12 funding for the school system by \$2,663,330. The total state revenue appropriation is now \$210,822,689 (or 30.8 percent of the \$683,835,040 budget request). Howard County also received additional funding for its capital budget. On April 21, the Interagency Committee on School Construction recommended that an additional \$3,384,000 in funding be allotted to HCPSS, bringing the state's contribution for FY 12 to \$23.4 million.

*Motion:* Mrs. Giles moved acceptance of the proposed revision to the budget amendment for the Operating Budget for FY 2012. The motion was seconded by Mrs. French.

*Discussion:*

Mr. Dyer asked if there was a time constraint in making a decision on which categories the increase would be used for or if the decision could be postponed to the next meeting as only five Board members were currently present.

Mrs. Swinson explained that the Board needs to inform the County Council on whether the funds will be categorized by the Board or prorated and divided by the County Council. Mr. Brown pointed out that the pension fund and the increase in fuel costs must be addressed, which is why those categories are suggested for the increase.

Mrs. French stated that the Board should be appreciative of the County Council allowing the Board to establish category totals, as it is a courtesy shown to the Board.

*Action:* Dr. Siddiqui restated the motion to approve the amended revenue and expenditure request to be submitted to the County Council. The motion was approved by the members of the Board (5/0\*).

**\*FY 2012 Capital Budget Priorities Response**

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management

Mr. Roey reported that the school system received \$23.4 million from the state, which is the most the school system has received in ten years. The funds will allow the school system to proceed with all major projects that have been proposed in the Board's requested budget and will allow several of the smaller renovations to be completed. In addition, \$1.5 million has been put towards site acquisition.

*Discussion:*

Mr. Roey explained that the \$11 million designated for a new elementary school will still be needed even if construction is delayed by a year. If the project is delayed more than one year, at some point a shifting of funding may be necessary.

Mr. Brown emphasized that this is a request to shift money in the capital budget and does not change the original request submitted to the County Executive.

*Action:* Mrs. Giles moved acceptance of the Capital Budget Priorities Response to the FY 2012 Capital Budget to reflect the additional state monies received in the last allocation. The motion was seconded by Mrs. French and approved by the members of the Board (5/0\*).

**2011-2012 Schedule of Board Meetings**

*Presenter:* Mrs. Kathy Hanks, Administrative Specialist to the Board

It was requested that the meeting scheduled for Thursday, June 28, 2012, be moved to Tuesday, June 26, 2012.

*Action:* Mrs. Giles moved acceptance of the 2011-2012 Schedule of Board Meetings with the requested adjustment. The motion was seconded by Mrs. French and approved by the members of the Board (5/0).

**Adjournment** - By Board consensus, the meeting was adjourned at 9:15 p.m.

**Information Item(s)**

Risk Management Report (Ron Miller)

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

May 5, 2011

The Board of Education of Howard County met in closed session on May 5, 2011, at 3:20 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss Northeast School Sites, Ethics Panel Decision, and Dyer vs. Board of Education. The motion was seconded by Frank J. Aquino. Mr. Brian Meshkin amended the motion to state he would only agree to go into closed session if Mr. Dyer would recuse himself from agenda item Dyer vs. Board of Education. Mr. Aquino accepted the amendment. The amended motion was approved 6/1 with Mr. Dyer opposed. The motion to go into closed session was approved 6/1 with Mr. Dyer opposed. Persons present: Board members, Janet Siddiqui, M.D., Chairman; Sandra H. French, Vice Chairman; Frank J. Aquino, Esq.; Allen Dyer, Esq.; Ellen Flynn Giles; Brian J. Meshkin; and Cynthia L. Vaillancourt. Mr. Dyer recused himself from Dyer vs. Board of Education.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

**Northeast School Sites**

Also present: Mamie Perkins, Chief of Staff; Theresa Alban, Chief Operating Officer; Raymond Brown, Chief Financial Officer; Bruce Gist, Director School Construction; Joel Gallihue, Manager School Planning; Kathleen V. Hanks, Administrative Specialist/Recording Secretary

**Ethics Panel Decision & Dyer vs. Board of Education**

Also present: Judith S. Bresler of Carney, Kelehan, Bresler, Bennett & Scherr LLP Attorneys at Law; Kathleen V. Hanks, Administrative Specialist/Recording Secretary

**Northeast School Sites:**

Staff presented to the Board a new potential northeast school site and updated the Board on school sites still being considered.

**Ethics Panel Decision:**

The Board discussed the Ethics Panel decision. The Board adopted the recommendation of the Ethics Panel to dismiss the complaint based on its conclusion that there was no violation.

**Dyer vs. Board of Education:**

The Board received legal advice and discussed strategies regarding Dyer vs. Board of Education.

Adjourned: 6:50 p.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

May 5, 2011

The Board of Education of Howard County met on May 5, 2011, at 2:40 p.m. in the Board Room of the Department of Education, 10910 Route 108, Ellicott City, Maryland. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session to discuss the release of confidential information pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland, (1) (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or (ii) An other personnel matter that affects one or more specific individuals.; (2) To protect the privacy o reputation of individuals with respect to a matter that is not related to public business. (3) To consider the acquisition of real property for a public purpose and matters directly related thereto. (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the state. (7) To consult with counsel to obtain legal advice. (8) To consult with staff consultants, or other individuals about pending or potential litigation. (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter. The reason for closing is 1. To discuss potential Northeast Elementary School sites. 2. To discuss the recommendation of the Ethics Panel regarding a complaint. 3. To receive follow-up legal counsel on pending litigation and a new lawsuit brought by Mr. Allen Dyer. The motion was seconded by Mr. Frank J. Aquino. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt

Mark Blom, General Counsel  
Kathleen V. Hanks, Administrative Specialist/Recording Secretary

### *Discussion:*

Mr. Dyer requested the topics be separated into three different meetings. He has questions on the statutory propriety of closing a session for the recommendations on the Ethics Panel because he believes that it is rooted in the Board's quasi-legislative authority, and it should be discussed in open session.

Dr. Siddiqui asked Mr. Dyer if he was planning on recusing himself from the Ethics Panel decision and Dyer vs. Board of Education topics during the closed session. Mr. Dyer stated that he would be open to recusing himself from Dyer vs. Board of Education, but not the Ethics Panel decision. He also requested that the Ethics Panel transcript and decision be released to the public.

There was in-depth discussion on the logistics of breaking out the topics into multiple meetings and what that would require according to the Open Meetings Act. Mr. Blom stated that an announcement to the media needs to be made that is reasonable and as practicable under the circumstances. Every closed meeting the Board has needs to be announced to the public with the amount of notice that is feasible under the circumstances. The current agenda has three topics and has been duly noticed. If the Board breaks up the topics into more than one meeting, each meeting needs to be noticed to the public. If the Board would go into closed session for one topic today, come back into open session and announce that the Board is going into close session again, some might think that effective notice was not given.

Mrs. Giles also stated that all paperwork would need to be redone.

Mrs. French stated that Mr. Dyer needs to let the Board close the meeting and discuss how to proceed. She has recently learned that the Ethics Panel has only ever had two hearings. So this is new to the Board and common practice has not been established. Therefore, the Board needs to discuss the process and receive legal advice.

Dr. Siddiqui stated that the Ethics Panel Regulations clearly state that the information is to remain confidential.

Mr. Meshkin stated that as long as Mr. Dyer recuses himself from the portion of the meeting that deals with the legal matters that he again has initiated with the Board concerning the lawsuit, there is nothing in the proposed motion to close the meeting that would preclude a subsequent open meeting.

Mr. Aquino and Mr. Meshkin believe that any ethics panel investigation discussion should be confidential and is not subject to the Open Meetings Act.

Mrs. Vaillancourt stated that since Mr. Dyer is the subject of the Ethics Panel decision, he should have the right to decide to make it public. But, Mrs. Vaillancourt also believes that it would be beneficial for the Board to have discussion in closed session.

Dr. Siddiqui called the question and asked Mr. Dyer to abide by the majority and the motion that is already before the Board, and the amendment that he would recuse himself from Dyer vs. Board of Education.

*ACTION:* Mr. Meshkin moved to amend the motion to go into closed session by adding a stipulation that Mr. Dyer recuse himself from the Dyer vs. Board of Education topic on the agenda. Mrs. Vaillancourt seconded the amendment. The amendment was approved by the members of the Board (6/1) with Mr. Dyer voting no.

*ACTION:* The amended motion to go into closed session was approved by the members of the Board (6/1) with Mr. Dyer voting no.

Meeting was adjourned to closed session at 3:15 p.m.



Minutes of the Board of Education Policy Committee- May 16, 2011

ML2, 1:00 – 3:00 p.m.

Committee Members: Ellen Flynn Giles, Chairman; Sandra H. French; Brian J. Meshkin

Staff: Mark Blom, General Counsel; Fran Albert, Policy Specialist; Board Staff: Kathy Hanks, Administrative Specialist

Item	Subject	Discussion	Action/Status	Follow-up
A.	1. Call to Order 2. Approval of Agenda	1. Meeting was called to order at 1:10 p.m. 2. Agenda was approved.	By consensus	
B.	Going Green – Paper & Process (Fran Albert)	1. Policy documents that are provided for Board meetings were discussed. Board and Staff members are expected keep all copies of policy documents throughout the process which are Report, Public Hearing Board Cover, and Action mark-ups. BoardDocs will always have the entire document for the public’s review and also the Board Office.  2. Concerns were shared regarding policy review committees receiving a redundant policy copies at review sessions.  3. Discussion address process for staff to respond to Board members’ suggestions or questions on policies.	3. Board members should always copy Ms. Albert, Ms. Grantham, and Ms. Conway with their questions so that BOE suggestions/concerns can be researched and addressed. Staff will also acknowledge in public the concerns expressed and suggestions offered by Board members.	2. Ms. Albert will address in staff training.
C.	Policy 3050 Records Management Timeline (Fran Albert)	Policy title has been changed from Record Retention to Records Management. Originally scheduled to be approved in May, the policy has been through policy and legal review that resulted in additional review by the committee. It has not been yet been reviewed by Cabinet.  The key remaining element is not retention but destruction. The State Archivist has made it very clear that HCPSS is not to ship documents to the archives.  Additionally, the committee is working on clarifying the definition of a non-record vs. a record  And, the last committee meeting specifically dealt with addressing e-mail.		

Item	Subject	Discussion	Action/Status	Follow-up
		<p>After discussion, the Committee was in agreement that the policy report should come to the Board in June. The Superintendent will recommend a Public Hearing &amp; Work Session for the first September meeting to allow full review over the summer by the Board and the public</p> <p>Mr. Blom stated that HCPSS has received a ruling from the State Archivist addressing e-mail retention. In the policy definitions, e-mail will be defined as electronic communications in order to cover current and future communication tools.</p> <p>This policy will have budget implications because to provide improved controls and staff support to implement the provisions.</p>		
C.	Policy 2070 Ethics Update (Mark Blom)	Mr. Blom is scheduling a meeting with the State Ethics Commission to review the alignment of our revised regulations with the State’s newly published regulations.		
E.	Adopted Policies with Changes (Fran Albert)	<p><b>Policy 4050 Procurement of Goods and/or Services</b></p> <p><b>Policy 7120 Coaches and Advisors of High School Extracurricular Activities</b></p> <p><b>Policy 9060 Rehabilitation Act of 1973 Compliance: Section 504</b></p> <p><b>Policy 9210 Student Dress Code</b></p> <p><b>Policy 10020 Use of School Facilities by Non-School Groups</b></p>	<p>It was noted that term Board Chairman should be used in policy as this is consistent with the language in the Annotated Code of Maryland.</p> <p>The committee reviewed the policies listed and confirmed that changes made at the Board meeting were reflected in the final copies</p>	Revised policies will be posted for the public and staff according to schedule

Item	Subject	Discussion	Action/Status	Follow-up
F.	2011-12 Policy Schedule (Fran Albert)	The committee reviewed the proposed schedule. There was in-depth discussion about how to introduce new ideas/policies.		The committee requested that Ms. Albert investigate volunteer clearance and training procedures in other jurisdictions.
G.	Policy 2000 School Board Governance – History (Fran Albert)	<p>Ms. Albert stated that staff reviewed the original development process related to this policy and confirmed that it was developed according to the provisions of Policy 2010, Policy Development and Adoption. This is consistent with the process in other counties surveyed.</p> <p>The proposed review will primarily address alignment of the policy with revisions in Board processes and the expansion of the responsibilities and rights of the Student Member.</p>		
H.	General Discussion/ Other	In an effort to become more green, the Committee agreed that receipt of paper copies of all PowerPoint presentations was unnecessary. Copies can still be provided on request, and presentations that contain maps and numerous numbers will still be provided regularly. All PowerPoint presentations will continue to be available through BoardDocs.		Mrs. Hanks will poll all Board members regarding the receipt of paper copies of PowerPoint presentations.
I.	Scheduling	The 2011-2012 dates for the BOE Policy Committee are September 12, 2011, at 1:30 p.m.; November 7, 2011. at 1:00 p.m.; March 19, 2012, at 1:00 p.m.; and May 14, 2012, at 9:00 a.m.		
J.	Adjournment	Meeting was adjourned at 4:00 p.m.	By consensus	

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

May 20, 2011

The Board of Education of Howard County met in closed session on May 20, 2011, at 8:00 a.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss negotiations. The motion was seconded by Frank J. Aquino and approved 6/0. Persons present: Board members, Janet Siddiqui, M.D., Chairman; Frank J. Aquino, Esq.; Allen Dyer, Esq.; Ellen Flynn Giles; Brian J. Meshkin; and Cynthia L. Vaillancourt. Sandra H. French, Vice Chairman arrived at 8:10 a.m. after the vote to close.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Dr. Sydney L. Cousin, Superintendent; Mamie J. Perkins, Deputy Superintendent; Raymond Brown, Chief Financial Officer; Mark Blom, General Counsel; Mike Johnson, Director, Business Systems; and Sue Mascaro, Director Staff Relations

Staff updated the Board on AFSCME, HCAA, and HCEA-ESP proposals. Staff presented HCEA proposals and the Superintendent's recommendations. The Board then voted to accept, reject, or change each of the recommendations.

Adjourned: 9:40 a.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education

Approved – June 9, 2011

OAH-DYER-001116

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

May 26, 2011

The Board of Education of Howard County met in closed session on May 26, 2011, at 2:30 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss how to proceed with the Superintendent search. The motion was seconded by Frank J. Aquino and approved 6/1 with Mr. Dyer opposed. Persons present: Board members, Janet Siddiqui, M.D., Chairman; Sandra H. French, Vice Chairman; Frank J. Aquino, Esq.; Allen Dyer, Esq.; Ellen Flynn Giles; Brian J. Meshkin; and Cynthia L. Vaillancourt.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Kathleen V. Hanks, Administrative Specialist/Recording Secretary

Board members discussed the Superintendent's retirement and the Board resolution for a national Superintendent search. The Board then voted to accept, reject, or change the resolution.

Adjourned: 3:40 p.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

May 26, 2011

The Board of Education of Howard County (BOE) held a regularly scheduled meeting on Thursday, May 26, 2011, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt

Dr. Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Mamie Perkins, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Susan Clime, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 4:02 p.m., and Mr. Meshkin led the group in the Pledge of Allegiance.

### Public Forum

There was no one present to address the Board.

### Approval of Agenda

The following changes were made to the agenda:

Add: Item 7.B. Resolution to Conduct a National Search for Superintendent - Action.  
Move: Item 10. Community Advisory Council Monthly Report - Move to Item 8.

*Action:* Mr. Aquino moved approval of the agenda as amended. The motion was seconded by Mr. Meshkin and approved by the members of the Board (7/0).

### 17<sup>th</sup> Annual Sportsmanship Award

Mr. Mike Williams, Coordinator of Athletics, presented the 17th Annual Sportsmanship Award to the students, staff, and community of Atholton HS.

Approved – June 21, 2011

OAH-DYER-001118

## **Music Educator of the Year Award**

Mr. Rob White, Music Facilitator, presented the Music Educator of the Year Award to Ms. Ellen Doring of Burleigh Manor MS.

## **Superintendent's Report**

Dr. Cousin reported that the County Council approved the Board's requested FY 2012 Operating Budget, and that the Board is scheduled to approve the final budget on Tuesday, May 31.

Mrs. Perkins noted that May 23-27 is Anti-Bullying Week in Maryland. She also congratulated the following staff, students, schools, and programs.

- Superintendent Sydney Cousin was honored with the Horizon Foundation's Community Appreciation Award.
- The ProStart culinary arts, restaurant, and food service management program offered through our Culinary Science Academy and our Hotel and Restaurant Management Academy was recognized for receiving the Horizon Foundation's Community Lifestyle Improvement Award.
- Glenwood MS was one of three schools in Maryland recognized for their fundraising efforts in support of the Maryland Kids Care Campaign to aid the earthquake victims in Japan. Glenwood donated \$5,010.
- Gorman Crossing, Forest Ridge, and Veterans elementary schools were named as 2011 Character Schools of the Year by the Maryland Center for Character Education.
- Students in the PC Systems Academy were recognized for winning the Cisco Networking Academy student video contest.
- Students in the Computer Networking Academy recently won first place in the 2011 National High School Cyber Security Competition sponsored by CyberWatch and Moraine Valley Community College.
- The Project Lead the Way™ Engineering Team from Long Reach HS took first place in the County Design/Development Challenge.
- The Murray Hill MS team won first place in their division for the second time at the Maryland Mathematics, Engineering, and Science Achievement (MESA) program competitions.
- St. John's Lane ES was the recipient of the first place in the Scratch Banner competition.

Approved – June 21, 2011

- Cradlerock School (upper level) was the recipient of the first place award in the Wind Energy contest.

### Board Members' Reports

Board members reported on their attendance and participation in recent events and activities.

### Consent Agenda (Restricted\*)

#### Bids and Contracts and Closed Meeting Minutes of April 14 and May 5, 2011 (Official and Confidential)

Mr. Dyer requested that the Closed Meeting Minutes of May 5, 2011, be pulled from the restricted consent agenda.

*Action:* Mr. Aquino moved approval of Bids and Contracts and Closed Meeting Minutes (Official and Confidential) of April 14, 2011. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

#### Bids and Contracts – Approved by the Board

PR-1	Mitigation of smoke damage due to a fire in a roof top HVAC unit at Hammond Elementary/Middle School	PBI Restoration Resources University of Maryland at Baltimore Contract term: Expires 6/30/2011 Savings: Time and administrative cost to bid. Pricing based on an estimating tool called Xactware which is a widely accepted tool for estimating water mitigation costs by insurance companies across the county.	\$48,059.00
<u>Exhibit</u>	<u>Description</u>		<u>Amount</u>
P-1	<b>BLEACHER PURCHASE, INSTALLATION &amp; REMOVAL AT GLENELG &amp; OAKLAND MILLS HIGH SCHOOLS</b> Modern Door & Equipment Sales, Inc.		\$148,000.00
P-2	<b>PAVING SERVICES</b> M.T. Laney Company, Inc. A.G. Parrott Company, Inc.		\$ 96,000.00 <u>334,985.00</u>
	<b>TOTAL AWARD AMOUNT</b>		\$430,985.00
P-3	<b>E-MAIL SERVICES</b> Open Text Corporation		\$ 35,068.00

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P-4 **MEDIA CIRCULATION AND PUBLIC ACCESS CATALOG SYSTEMS**

The Library Corporation

\$ 94,770.28

Closed Meeting Minutes (Official and Confidential) of April 14, 2011 - Approved by the Board

Closed Meeting Minutes (Official and Confidential) of May 5, 2011

*Motion:* Mr. Dyer moved that since the minutes associated with May 5, 2011, involve the ethics investigation and complaint against him, that the proceedings associated with that complaint be made public so there is complete transparency associated with this matter. The motion was seconded by Mrs. Vaillancourt.

Dr. Siddiqui requested that the Board vote on approving the minutes of May 5 prior to considering Mr. Dyer's motion.

*Action:* Mr. Aquino moved approval of the Closed Meeting Minutes (Official and Confidential) of May 5, 2011. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).

*Discussion:*

Mr. Aquino stated that subjecting confidential proceedings to open disclosure will severely limit the willingness of witnesses to come forward in the event of a complaint.

Upon Mr. Dyer's comment that the discussion related to the complaint was between him and the Student Board Member and was not confidential, Dr. Siddiqui informed Mr. Dyer that he was out of order, and any further discussion would be in violation of the Ethics Panel Rules and Regulations.

It was noted that the majority of the Board agreed to an exception in the Official Closed Minutes by including a statement regarding the Ethics Panel decision.

Mr. Dyer explained that his motion is intended to provide transparency to the proceedings of the ethics complaint and investigation. As the respondent who had to bear the burden of the complaint, he pointed out that he has repeatedly asked for this proceeding to be made public.

*Action:* Mr. Dyer's motion to provide transparency of the Ethics Panel proceedings in the Closed Meeting Minutes of May 5, 2011, failed by a vote of 1/6, with Mr. Aquino, Mrs. French, Mrs. Giles, Mr. Meshkin, Dr. Siddiqui, and Mrs. Vaillancourt voting no.

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**Consent Agenda General**

Donations; Regular Meeting Minutes of April 28, 2011; BOE Open Meeting Minutes of May 5, 2011; and BOE Policy Committee Meeting Minutes of May 16, 2011

The BOE Policy Committee Meeting Minutes were pulled for voting purposes.

*Action:* Mr. Aquino moved approval of the Donations report; Regular Meeting Minutes of April 28, 2011; and BOE Open Meeting Minutes of May 5, 2011. The motion was seconded by Mrs. Vaillancourt and approved by the members of the Board (7/0).

*Donations - Approved by the Board*

*The following donations have been received:*

*Manor Woods ES: PTA, in the amount of \$1,181.02, designated for the purchase of a canopy that will hang over an entrance to the school and for tote bags for the staff.*

*Atholton HS: AYRA Baseball, Inc., in the amount of \$500, designated for the purchase of baseball uniforms.*

*L.G.B. Associates, Inc., in the amount of \$500, designated for the Balfour Principal's Scholarship Award.*

*Harris Teeter, Inc., in the amount of \$576.41, designated for the purchase of "Making the Grade" Programs that will be distributed to students and parents.*

*Centennial HS: Boosters, in the amount of \$5,777, (\$800) designated for the PTSA sponsored After-Prom party, (\$1,500) designated for the It's Academic Team, and (\$3,477) designated for various athletic teams.*

*Boosters, in the amount of \$14,800, (\$6,000) designated for the PTSA sponsored After-Prom party, (\$3,800) designated for SAT Prep class expenses, and (\$5,000) designated for the purchase of weight training equipment and equipment for the track and field team.*

*W. R. Grace, in the amount of \$1,000, designated for the Robotics team.*

*Long Reach HS: Boosters, in the amount of \$4, 112, (\$1,512) designated for the purchase of lacrosse equipment and (\$2,600)*

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*designated to assist with the purchase of jackets for the marching band.*

*Boosters, in the amount of \$3,100, (\$2,500) designated for the purchase of logo mats and (\$600) designated to pay tournament entry fees for the outdoor track team.*

*PTSA, in the amount of \$1,500, designated for expenses associated with the FBLA Region 9 conference.*

*Wilde Lake HS: PTSA, in the amount of \$612, designated for the PTSA teacher members to purchase educational materials.*

Regular Meeting Minutes of April 28, 2011 - Approved by the Board

BOE Open Meeting Minutes of May 5, 2011 - Approved by the Board

BOE Policy Committee Meeting Minutes of May 16, 2011

*Action:* Mr. Meshkin moved approval of the BOE Policy Committee Meeting Minutes of May 16, 2011. The motion was seconded by Mrs. Giles and approved 3/0 by the committee members (Mr. Meshkin, Mrs. Giles, and Mrs. French).

### **Bridge to Excellence (BTE): School Improvement Planning**

*Presenters:* Mr. William Ryan, Principal on Special Assignment; Mr. Andrew Raith, Director of Systems Development, and Ms. Patricia Shifflett, Principal Jeffers Hill ES

Mr. Ryan reported on the status of school improvement planning and recent enhancements to the process. He noted the introduction of an electronic version of the School Improvement Plan (SIP) template, developed in the system's existing data portal, INROADS. Fifty-two schools used the online template this year, and all schools will use the template beginning in the 2011-2012 school year. All principals can view every other school's plan.

This online school improvement tool can be securely accessed through the Internet and automatically populates each school's academic and school environment data. Pre-populated data provides school staff with relevant information in a single, easily accessible location, which greatly facilitates the creation of each school's Needs Assessment. The tool allows for the addition of the school vision/mission and school level and team/departmental objectives and strategies by creating an online space where multiple members of the School Improvement Team (SIT) can compose, review, and edit sections of the plan.

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The development of the online school improvement tool has also led to the creation of a one-page School Improvement Plan Snapshot for each school and will be available every fall on each school's website.

Ms. Shifflett shared with Board members that using the school improvement template as a first-year administrator helped her to create a meaningful and purposeful structure for school improvement at Jeffers Hill ES. Through a professional development opportunity, team leaders created a mission, vision, and motto that represents the values, beliefs, and philosophy of not only the school system, but also the staff. They also focused on exemplary instruction and have taken an initiative to include a parent piece to the school improvement template. She feels that testing results (81 percent of students scoring proficient in reading and 85 percent in math in Grade 2) are a direct outcome of using the school improvement template this year.

*Discussion:*

Mr. Raith explained that the data being electronically repopulated is essentially data from the previous or existing school year, used to plan for the following school year. The monitoring tool that is being implemented this year will use the quarterly assessment data provided throughout the year and will give schools the ability to see that data in a snapshot so that when schools want to update plans, real-time data will be available.

Mr. Ryan shared that the home/parent outreach connection is not only a program used for parents to volunteer, but also for receiving feedback from the community and parents, as well as to address additional issues that a school may be dealing with.

Mr. Meshkin asked for clarification on the plan to use the technology platform to capture the rising tide of innovations that come from the bottom up, as sometimes top-down initiatives can stifle innovation because of requirements that are being imposed.

Mr. Ryan stated that many additional strategies are imbedded into the plans and come from innovative and creative principals and teachers. Allowing individual departments and teams to work on plans goes a long way in motivating and providing autonomy to develop strategies and activities. The school system also has many professional learning communities that meet regularly, such as Title 1 principals, to share best practices and strategies.

Ms. Shifflett explained that at Jeffers Hill ES, each team is responsible for creating a plan. From that plan, teachers have the commitment and autonomy to make sure they are following through with the plan. Teachers have taken it upon themselves to make a difference.

Mrs. Wise shared that Chiefs meet monthly with school-based administration, and part of that session is dealing with school improvement and sharing "best practices." School-based staff members also share ongoing strategies that are working for their

schools. Continuous improvement and sharing of best practices is built into the culture of HCPSS.

When asked if there is a plan to process data to an HCPSS dashboard to identify strategies that are working in addition to the standards, Mr. Ryan explained that a work group consisting of curriculum and technology staff is in constant contact with other chief technology officers. Staff is aware of what is happening at the national and state levels and is looking to see what will work best for Howard County.

The BTE objectives have been established. Schools can see expectations and plan strategies around reaching a specific objective, and each school is expected to meet those objectives. The original goal of 70 percent is rising because Annual Measurable Objectives (AMOs) are increasing.

When asked about a scoring rubric or flagging system to note what strategies are not working or not, Mr. Ryan referred to the collaborative meeting and sharing among principals as the best tools for best practices. Schools are constantly aware of data, strategies, and impacts on student performance and attendance.

Mrs. French raised the question about teacher support such as a summer institute as has been done in the past. Mrs. Wise noted that some teachers from all schools will attend a three-day Educator Effectiveness Academy sponsored by the Maryland State Department of Education (MSDE) and held at Marriotts Ridge HS. The Office of Professional and Organizational Development is offering incentives to schools to start on their school improvement plans this summer.

Mrs. French expressed concern about having enough hours in the school day to address the expected strategies in all School Improvement Plans (SIPs) as well as the Science, Technology, Engineering, and Math (STEM) education.

Mrs. Wise noted that many existing HCPSS programs fit into STEM education. The County is adopting a program called Engineering is Elementary. At the middle school level, staff will consider intensifying science and technology education programs. In high school, staff is looking at providing additional information about the many STEM Academies that already exist within Howard County.

### **Recommended School Opening/Closing Times 2011-2012**

*Presenter:* Mr. David Ramsay, Director of Transportation

Each year the Pupil Transportation Office reviews the opening and closing times for all public and parochial schools served by the Howard County Public School System (HCPSS) bus fleet.

All high schools will open at 7:25 a.m.; the latest elementary school will open at 9:25 a.m.. All high schools will close at 2:10 p.m.; the latest elementary school will

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close at 3:55 p.m. The only change in opening and closing times for next year involves Cradlerock ES, which will have a five-minute adjustment to an 8:15 a.m. - 2:45 p.m. schedule.

*Discussion:*

Board members discussed research regarding the sleep needs of adolescents and the impact of early high school start times. The Board agreed to see if this is a problem in Howard County and to survey parents next year to determine how much sleep high school students are getting on average. Based on the findings, the Board will determine whether an adjustment to high school start times is justified.

**Resolution to Conduct a National Search for Superintendent**

Citing Dr. Sydney Cousin's announcement on May 17 that he plans to retire effective June 30, 2012, Mrs. Giles read the resolution recommended for Board adoption, which authorizes staff to initiate a competitive process to obtain professional services under the Office of Purchasing to conduct a national search for Superintendent.

**BOARD OF EDUCATION OF HOWARD COUNTY  
RESOLUTION  
TO CONDUCT A NATIONAL SEARCH FOR SUPERINTENDENT**

**WHEREAS**, on May 17, 2011, Dr. Sydney Cousin, Superintendent of Schools, announced his plans to retire effective June 30, 2012; and

**WHEREAS**, it is necessary for the Board of Education to seek a replacement for Dr. Cousin, and the Board desires specialized professional consultant assistance in order to fulfill its statutory duty to appoint a Superintendent of Schools;

**THEREFORE BE IT RESOLVED**, that the Board of Education announces its intention to design and develop a process to conduct a national search that will seek the most qualified candidate for Superintendent of the Howard County Public Schools; and

**BE IT FURTHER RESOLVED**, that the Board of Education invites the public to participate in the first of several opportunities to give input regarding the Superintendent search on Tuesday, June 21, 2011, at 7:30 p.m. in the Board Room.

**BE IT FURTHER RESOLVED**, that the Board of Education will meet in August 2011 to review the timeline and parameters; and

**BE IT FURTHER RESOLVED**, that the Board of Education desires the assistance of a search firm/consultant to find the most qualified candidate for Superintendent; and in accordance with Policy 4050 Procurement of Materials, Supplies, Equipment, and Services, authorizes staff to initiate a competitive process to obtain professional services under the Office of Purchasing.

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*Action:* Mrs. Giles moved approval of the resolution. The motion was seconded by Mr. Dyer and approved by the members of the Board (7/0).

### **Appointment – Community Advisory Council (CAC) Monthly Report**

Mr. Chris Wertman, Chairman of the CAC Advisory Council Site Selection Subcommittee, presented the findings and recommendations of the subcommittee tasked with considering how the Board might increase public participation in the school site selection process.

**Recess** - The meeting was recessed by the Chairman at 6:10 p.m. and reconvened at 7:35 p.m.

### **Public Forum**

Student Lilly Hong spoke to the benefits of using e-Textbooks (online textbooks).

Ms. Rhonda Jones, representing the NAACP of Howard County, informed the Board about the Reading It Forward Project, which is a cooperative initiative of the NAACP and the Black Student Achievement Program (BSAP).

Ms. Colleen Morris, teacher, questioned the salary scale that is part of the recently ratified agreement between the Board and the Howard County Administrators Association (HCAA).

### **Public Hearing - Elementary World Language Report**

#### Ms. Colleen Morris, Teacher

- Asked that the Board address concerns as to the details of accommodating World Language at the elementary school level before implementing the program.

#### Dr. Quingyuan Han, The National Council of Chinese Americans

- Shared his belief that HCPSS needs a Chinese Language Program and believes it should begin at an early age.
- Offered complete support from the Chinese/American community in Howard County.

#### Dr. Kevin Zhang, The Howard County Chinese School

- Explained that his school has seen growth from 380 students five years ago to almost 1,000 currently attending.
- Would like to partner with HCPSS to support the growing number of children who want to learn Chinese.

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Ms. Kui Zhao, Governor's Commission on Asian Pacific American Affairs

- Shared that according to the New York Times, schools across the County have decreased foreign language programs, while Chinese language programs in public schools have increased.

Mr. Yen Li, Principal Emeritus, Chinese Language School of Columbia

- Shared his support for an Elementary School Language Program, specifically Chinese.
- His research suggests that students who are competent in more than one language are more flexible, creative, and out score speakers of one language on testing.

Ms. Nora Taylor, Teacher and Community Member

- Expressed concerns that supply and demand is an issue for the great number of children who want to learn Chinese.
- Bringing Chinese language into the public schools will increase not just the number of students learning Chinese, but also the number of qualified teachers of Chinese.

Ms. Jean Xu, Parent

- Started a Chinese after-school program at Ilchester ES.
- Shared that her students quickly pick up the language, in part due to the early age.

Ms. Bianca Chang, Principal, Chinese Language School of Columbia

- Shared research results showing that children who learn a second language at an early age are more adaptive to a multicultural society.
- Another factor in supporting a Chinese program is the economy. Younger generations are facing a fast-growing job market in Asian countries

Mr. David Pounder, Parent

- Wants a better understanding as to what the program is going to entail.
  - Concerned about technology instruction time being used for the language program.
  - Will teachers be certified, who will sponsor the program, why was Chinese chosen, and will the program be optional or mandatory?

**Work Session - Elementary World Language Report**

*Presenters:* Mrs. Marie DeAngelis, Director of Elementary Curricular Programs, and Mrs. Deborah Espitia, Coordinator of World Languages

The report on Elementary World Language provided recommendations in response to a request from the Board of Education to explore possible implementation of a world language program for all students in Kindergarten through Grade 5. A charter committee, composed of school system staff and a broad range of community partners, met over the past six months to develop a comprehensive proposal that provides elementary students with educational opportunities that support an early beginning in the study of world language.

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Members of the committee thoroughly examined the implications for the required programming in each of the following areas: Program Model; Language Choice; Curriculum, Instruction, and Assessment; Phase-in Options; Scheduling; K-12 Articulation; and Staffing.

*Discussion:*

Mr. Ramsey explained that adding 15 minutes to the elementary school day will increase busing costs by approximately \$700,000. While elementary schools would start and end at a later time, high schools would still start at their current time. Therefore, the County will be paying all bus drivers an additional 15 minutes per day.

**Program Type**

- Content-based Foreign Language in Elementary School (FLES) for a tighter connection to curricula.
- FLES allows accessibility to all students; whereas, before/after school programs limit participation.
- FLES is a proven model that has existed for a number of years.

**Language Choice**

- Chinese Mandarin has been chosen because it is the most widely spoken world language, and China is playing an increasingly influential role in the global economy.
- Spanish can be added to give students a choice as the Spanish language is the third most spoken language, and the U.S. will soon be the largest Spanish-speaking country.
- The additional cost to add Spanish would be around \$50,000 for a total of approximately \$482,000 for both languages.
- Grant possibilities
  - Foreign Language Assistance Program (FLAP), Federal Government 50/50 Program.
  - U.S. Department of Education Elementary School Foreign Language Incentive Program.
  - The STARTALK Funding Grant is currently being used for elementary and middle school summer programs.

**Curriculum**

- K-6 World Language Connections curriculum will link directly to science and social studies curricula with objectives from the Common Core State Standards for English Language Arts and Mathematics integrated throughout.
- Art, music, and movement will also be included within appropriate cultural contexts. World Language staff will create curriculum and resources for the elementary program.

**Instruction**

- Immersion in the language.
- Teachers provide multiple opportunities for students to use the language in real-world situations.

**Assessment**

- A variety of performance-based formative assessments will provide data on progress.
- A timely discussion will occur about the need for grading the course.
- Full awareness of the implications and impacts of student assessment on the classroom teacher in all areas is needed.

**Evaluation**

- Two specific research questions will be studied: the level of proficiency in Chinese of students who have participated fully since Kindergarten and those who have joined the program at multiple entry points.
- Stakeholder feedback (survey data from administrators, teachers, students, parents, and the World Language Advisory Committee).

**Phase-In Options**

- Staff recommended implementing Option A to pilot Chinese in one to two schools in K-5 in the 2011-2012 school year
- Pilot Chinese in one to two respective middle and high feeder schools in the 2012-2013 school year.
- Remaining elementary schools will be phased in over three years.

**Scheduling**

- Students would be required to participate in the program.
- Two 30 minute classes per week in related arts.
- ESOL students may use the time period to work with ESOL teachers.

**K-12 Articulation**

- Grades K-6 - FLES Model.
- Grades 7-12 - Student Choice.

**Staffing**

- Highly qualified certified teachers of Chinese.
- Elementary World Language Resource Teacher.
- Contracted employees will not support the completion of teacher certification.

*Discussion:*

Mrs. French encouraged the Board and staff to recognize that there may be opposition or resistance from staff. Principals have repeatedly said they need more reading teachers, and STEM initiatives have also been added for principals to comply with. She stressed the importance of implementing the program in a well-timed manner.

Mrs. Espitia assured the Board that sessions have been held with teachers and administrators to discuss the impact of the program. Administrators are overwhelmingly in favor of Elementary World Languages and are cognizant that in order to make the program successful, details need to be thoughtfully considered.

Ms. Julie Wray, Coordinator of Instructional Technology, explained that technology will be embedded into content. Co-teaching between the classroom teacher and technology teacher will allow for embedded professional development in the language

for the classroom teacher. Technology teachers will teach components of technology skills while including the classroom teacher's curriculum content objectives.

Teachers will have an opportunity to become familiar with the language content that students are learning. Staff shared that while there will be a variety of technology tools for teachers to learn what students are being exposed to, it will be the teacher's option to use those tools. The technology teacher will use visuals throughout the classroom as well to help the classroom teacher's understanding of the language. Outreach programs will also be available to aid parents in helping their children.

Staff further shared that aside from the language support, there will be a focus on technology professional development so that all teachers will learn to integrate technology into their instruction and not only use technology for document processing. Staff also recognizes budget needs associated with implementing the program.

By consensus, the Board agreed to move the vote on the pilot program to June 9, 2011, giving Board members time to thoroughly review the report.

**Adjournment** - By Board consensus, the meeting was adjourned at 10:02 p.m.

**Information Item(s)**

- A. IFAS Quarterly Status Report
- B. Atholton HS Schematic Design Submission Comments to MSDE
- C. Bollman Bridge ES Addition/Renovation Construction Document Submission Comments to MSDE
- D. Phelps Luck ES Schematic Design Submission Comments to MSDE

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

May 31, 2011

The Board of Education of Howard County held a meeting to approve the adoption of the FY 2012 Operating and Capital Budgets, FY 2013-2017 Capital Improvement Program, and the FY 2012-2021 Long-Range Master Plan on Tuesday, May 31, 2011, at 9:00 a.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Mamie Perkins, Deputy Superintendent  
Kathleen Swinson, Budget Officer  
Patti Caplan, Director, Public Relations  
Kathleen V. Hanks, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 9:00 a.m., and Mrs. Giles led the group in the Pledge of Allegiance.

## Approval of Agenda

*Action:* Mr. Aquino moved approval of the agenda. The motion was seconded by Mrs. Giles and approved by the members of the Board (6/0).

## FY 2012 Operating Budget

The Howard County Council approved the Board's requested budget as submitted to the County Executive, including the amended revenue and expenditure request approved by the Board on April 28, 2011. The additional state revenue of \$2,663,330 will be used for the pension fund and increased fuel costs for transportation.

## Revenues (General Fund)

County Appropriation - \$467,617,041

Unrestricted State Funds - \$210,822,689

Total State Sources - \$210,822,689

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Federal Sources - \$370,000

Other Sources - \$5,025,310

**Total FY 2012 Operating Budget - \$683,835,040**

*Action:* Mr. Aquino moved approval of the Revenues for the County Appropriation in the amount of \$467,617,041; Unrestricted State Funds of \$210,822,689; Total State Sources of \$210,822,689; Federal Sources of \$370,000; Other Sources \$5,025,310; for a total of \$683,835,040. The motion was seconded by Mrs. French and approved by the Board (6/0).

**FY 2012 Operating Budget Categories**

01 Administration - \$10,868,810

*Motion:* Mrs. French moved approval of the Administration category in the amount of \$10,868,810. The motion was seconded by Mr. Aquino.

*Discussion:*

- Funding for the Superintendent search is contained in the Fixed Charges category under the contingency fund.
- The pay grade increase for the Internal Auditor will be included in the Administration category when the salary is finalized.
- Final decisions on pay raises for central administration have not been made by the Superintendent at this time.

Mr. Dyer requested that the name and credentials of the Internal Auditor candidate be released to the public for comment at least seven days prior to Board approval of the appointment. Dr. Siddiqui stated that the Board will follow the usual procedures for release of information to the public through BoardDocs. Any comments from the public may be sent to the Board via email.

*Action:* The motion to approve the Administration category was approved by the Board (6/0).

02 Mid-Level Administration - \$52,043,110

*Motion:* Mrs. Giles moved acceptance of the Mid-Level Administration category in the amount of \$52,043,110. The motion was seconded by Mr. Aquino.

*Discussion:*

- Costs for the ratified agreement with the bargaining unit for administrators are included in this budget amount.

*Action:* The motion to approve Mid-Level Administration was approved by the Board (6/0).

03 Instructional Salaries - \$289,020,820

*Motion:* Mr. Meshkin moved approval of the Instructional Salaries category in the amount of \$289,020,820. The motion was seconded by Mrs. Giles.

*Discussion:*

- When the Board makes the final decision on implementation of the elementary World Languages Program, any additional funding needed will be identified and provided through a categorical transfer if necessary.
- Funds for the two bargaining unit contracts that have been tentatively settled and ratified are contained in the budget. Adjustments will be made to the budget when all agreements are finalized, but no additional resources will be necessary at this point.

*Action:* The motion to approve Instructional Salaries was approved by the Board (6/0).

04 Instructional Texts/Materials - \$12,536,530

*Action:* Mr. Dyer moved approval of the Instructional Texts/Materials category in the amount of \$12,536,530. The motion was seconded by Mr. Aquino and approved by the Board (6/0).

05 Instructional Other - \$2,675,540

*Action:* Mr. Aquino moved approval of the Instructional Other category in the amount of \$2,675,540. The motion was seconded by Mrs. French and approved by the Board (6/0).

06 Special Education - \$84,071,650

*Action:* Mrs. French moved approval of the Special Education category in the amount of \$84,071,650. The motion was seconded by Mr. Aquino and approved by the Board (6/0).

07 Pupil Personnel - \$2,793,820

*Action:* Mr. Aquino moved approval of the Pupil Personnel category in the amount of \$2,793,820. The motion was seconded by Mrs. French and approved by the Board (6/0).

08 Health - \$6,065,790

*Action:* Mr. Meshkin moved approval of the Health category in the amount of \$6,065,790. The motion was seconded by Mrs. Giles and approved by the Board (6/0).

09 Transportation - \$36,952,790

*Action:* Mr. Dyer moved approval of the Transportation category in the amount of \$36,952,790. The motion was seconded by Mr. Aquino and approved by the Board (6/0).

- An addition of \$1,546,330 in this category represents funding for increased fuel costs.

10 Operation of Plant - \$42,779,590

*Action:* Mr. Aquino moved approval of the Operation of Plant category in the amount of \$42,779,590. The motion was seconded by Mrs. Giles and approved by the Board (6/0).

11 Maintenance of Plant - \$20,977,530

*Action:* Mrs. French moved approval of the Maintenance of Plant category in the amount of \$20,977,530. The motion was seconded by Mr. Aquino and approved by the Board (6/0).

12 Fixed Charges - \$116,181,680

*Action:* Mrs. Giles moved approval of the Fixed Charges category in the amount of \$116,181,680, including the addition for pension administration. The motion was seconded by Mr. Aquino and approved by the Board (6/0).

14 Community Services - \$6,020,350

*Action:* Mr. Meshkin moved approval of the Community Services category in the amount of \$6,020,350. The motion was seconded by Mrs. Giles and approved by the Board (6/0).

15 Capital Outlay - \$847,030

*Action:* Mr. Dyer moved approval of the Capital Outlay category in the amount of \$847,030. The motion was seconded by Mrs. French and approved by the Board (6/0).

Total FY 2012 Operating Budget – \$683,835,040

*Motion* - Mr. Aquino moved approval of the Board's FY 2012 Operating Budget total of \$683,835,040. The motion was seconded by Mrs. Giles.

*Discussion:*

Mr. Meshkin expressed concern that the per-pupil expenditure is being reduced across the board, yet the overall budget is increasing. He stated that this budget survives the current situation but does not include planning for the future. Mr. Meshkin indicated the need to address issues regarding the pension program, expanding e-Learning, and creating an innovation fund. He stated that he would be voting against the budget because he did not feel it was the best that the Board could do in terms of continuous improvement and planning for the future.

Dr. Siddiqui pointed out that the budget reflects the status of the county in this economic environment. This budget maintains current programming and includes advances in programs and technology. It is a sound budget that was approved by the County Executive and County Council, and one that everyone should be proud of.

Mr. Dyer expressed appreciation to Mr. Meshkin for bringing up issues and questions about the budget and acknowledged that the budget reflects compromise. Mr. Dyer stated that although he has concerns about some areas, he supports this budget.

Mrs. French stated that as a Board member, she is charged by the community to make sure that the best budget possible is developed. As a group of experts, the Operating Budget Review Committee (OBRC) supports this budget; and staff has addressed numerous advances that the school system is working towards. Mrs. French expressed pride in the fact that HCPSS is the number one school system, which has occurred through years of collaborative efforts among staff, teachers, the Superintendent, and the Board.

*Action:* The motion to approve the FY 2012 Operating Budget total was approved by the Board (5/1), with Mr. Meshkin voting no.

Food and Nutrition Services Fund - \$11,103,020

*Action:* Mr. Aquino moved approval of the Food and Nutrition Services Fund in the amount of \$11,103,020. The motion was seconded by Mrs. French and approved by the Board (6/0).

Printing and Duplicating Fund - \$2,583,850

*Action:* Mrs. French moved approval of the Printing and Duplicating Fund in the amount of \$2,583,850. The motion was seconded by Mr. Aquino and approved by the Board (6/0).



Information Management Fund - \$5,407,860

*Action:* Mrs. Giles moved approval of the Information Management Fund in the amount of \$5,407,860. The motion was seconded by Mr. Aquino and approved by the Board (6/0).

Health and Dental Self-Insurance Fund - \$99,680,050

*Action:* Mr. Meshkin moved approval of the Health and Dental Self-Insurance Fund in the amount of \$99,680,050. The motion was seconded by Mrs. Giles and approved by the Board (6/0).

Worker's Compensation Self-Insurance Fund - \$2,742,820

*Action:* Mr. Dyer moved approval of the Worker's Compensation Self-Insurance Fund in the amount of \$2,742,820. The motion was seconded by Mr. Aquino and approved by the Board (6/0).

Grants Fund - \$43,700,000

*Action:* Mr. Aquino moved approval of the Grants Fund in the amount of \$43,700,000. The motion was seconded by Mrs. French and approved by the Board (5/1), with Mr. Meshkin voting no.

FY 2012 Tuition Rates – Non-County Residents

*Motion:* Mrs. French moved approval of the FY 2012 Tuition Rates, which are based on the cost per pupil using projected enrollment and the approved budget. The motion was seconded by Mrs. Giles.

In-State	Elementary/Secondary*	\$ 9,340
	Special Education	\$28,020
Out-of-State	Elementary/Secondary*	\$13,660
	Special Education	\$40,980

*\*includes full-day kindergarten*

*Discussion:*

Mr. Meshkin reiterated his concerns regarding the reduction in per-pupil spending while the budget is increasing.

*Action:* The motion to approve the FY 2012 Tuition Rates was approved by the Board (5/1), with Mr. Meshkin voting no.

**FY 2012 Capital Budget**

The FY 2012 Capital Budget reflects a transfer of funds from the Mt. Hebron HS project to the capital budget.

**FY 2012 Capital Budget Request - \$72,936,000**

*Motion:* Mr. Aquino moved approval of the FY 2012 Capital Budget in the amount of \$72,936,000. The motion was seconded by Mrs. French.

*Discussion:*

- \$1 million has been authorized by the County Executive for addition to the site acquisition/construction reserve fund.
- If additional money is needed for any particular school site, the County Executive has stated his support for identifying a source and providing additional funding.

*Action:* The motion to approve the FY 2012 Capital Budget was approved by the Board (6/0).

**FY 2013-2017 Capital Improvement Program - \$514,116,000**

*Action:* Mrs. French moved approval of the FY 2013-2017 Capital Improvement Program request in the amount of \$514,116,000. The motion was seconded by Mr. Aquino and approved by the Board (6/0).

**FY 2012-2021 Long-Range Master Plan - \$961,674,000**

*Action:* Mrs. Giles moved approval of the FY 2012-2021 Long-Range Master Plan in the amount of \$961,674,000. The motion was seconded by Mr. Aquino and approved by the Board (6/0).

**Closing Remarks**

Mr. Raymond Brown, Chief Financial Officer, thanked the Board for their support throughout the budget process. He stated that he looks forward to working with Board members in the future to incorporate new ideas into the budget.

Mr. Brown also pointed out that the Board does not have taxing authority, and if enrollment increases significantly while state and county revenues do not, the per-pupil expenditure will be reduced. Changes can only occur in the way funds are utilized.

Board members expressed appreciation to the Superintendent, Deputy Superintendent, Mr. Brown, Mrs. Swinson, senior staff, central office department heads, and the OBRC for their work on the budget.

**Adjournment** - By Board consensus, the meeting was adjourned at 9:43 a.m.

**Attachments**

- A. FY 2012 Operating Budget
- B. FY 2012 Capital Budget
- C. FY 2013-2017 Capital Improvement Program
- D. FY 2012-2021 Long-Range Master Plan
- E. FY 2012-2017 Long-Range Systemic Renovation Projects

**MEETING OF THE BOARD OF EDUCATION OF HOWARD COUNTY - AUDIT COMMITTEE**

10910 Route 108, Ellicott City, MD 21042

Tuesday, June 7, 2011, 8:30 a.m., ML2

Committee: Allen Dyer, Chairman; Ellen Flynn Giles; Cynthia Vaillancourt

Attendees: Allen Dyer, Ellen Flynn Giles, Cynthia Vaillancourt

Staff: Raymond Brown, Chief Financial Officer; Beverly Davis, Director of Finance; Kirk Thompson, Director, Human Resources;  
John Connors, Internal Auditor; Kathy Hanks, Administrative Specialist (Board Office)

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
	Call to Order	Meeting called to order at 8:34 a.m.		
I	Approval of Agenda		By Consensus	
II	FY 2012 Audit Plan Report (John Connors)	<p>Mr. Connors reviewed the 2012 Audit Plan. The Audit Plan adheres to the methodology used in developing the 2011 plan except for a reserve of unplanned time. The unplanned time will provide for transition of the new Internal Auditor and Fraud Hotline implementation as well as any special requests.</p> <p>The draft Risk Assessment by Clifton Gunderson was used to develop the Audit Plan. The final Risk Assessment document is to be distributed by the end of the week to members of the Audit Committee. The full Board will receive it with the Audit Plan on June 21, 2011.</p> <p>Staff of the Internal Audit Office was addressed. Mr. Connors recommends two Internal Auditors and continued use of staff from the Board Office to assist with the audits. School audits should continue on a three-year cycle due to staff turnover, excessive amounts of cash, and weak internal controls due to staffing. This cycle is consistent with the state Office of Legislative Audits.</p> <p>After discussion, it was agreed that the second Internal Auditor position is important, but needs to be assessed against other areas that also need to be staffed.</p> <p>Mr. Connors met with Patti Caplan, Director, Public Relations, to discuss development and implementation of the Fraud Hotline website interface. A status update will be included in the Audit Plan presentation at the June 21, 2011, Board of Education</p>	<p>Mrs. Giles recommended that the Audit Plan go forward to the full Board for approval noting that the plan is a working document. The motion was seconded by Mrs. Vaillancourt. The motion passed (3/0).</p>	

Approved - June 9, 2011

OAH-DYER-001140

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		<p>meeting.</p> <p>Regarding school audits, more will be added as retirements, promotions and transfers are announced. Mr. Connors reviewed the progress/accomplishments of his office. Fifty-five schools have been audited over the past 5 ½ years and there has been much improvement in the schools and at Central Office.</p> <p>Items that need to be addressed in the future are ARL, P-cards, Cafeteria receipts, Payroll and Technology at Central Office, Security, and follow-up on the Legislative Audit.</p> <p>There was in-depth discussion regarding the physical safety of the bookkeepers in the schools. Processes and procedures in this area are to be monitored in the coming year.</p>		
III	Approval process of new Internal Auditor Position (Kirk Thompson/Ray Brown)	<p>Mr. Kirk Thompson gave an update on the Internal Auditor position process. The new Internal Auditor's tentative start date is July 5, 2011. Mr. Thompson will confirm later in the day. The candidate has requested the 3<sup>rd</sup> week of July as unpaid vacation for a previously arranged trip.</p> <p>Mr. Dyer expressed concern approving this candidate without submitting the candidate to the public for input. He believes there needs to be some time period for the public to comment before the Board takes final action. Mr. Thompson stated that this has not been HCPSS hiring practice. The position has been offered and the candidate has accepted. Mrs. Giles stated that it is not the purview of the Audit Committee to change hiring practices.</p> <p>Mrs. Vaillancourt stated the processes could be discussed and changed, but not at this time. This appointment should not be held hostage. She would support Mr. Dyer in the future, but not at the expense of an individual.</p>		

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		<p>Mr. Brown stated that the full board has approved the process, and the Audit Committee cannot change the process mid-stream. If the Board wants to consider changing the process for future positions, that is up to the full Board to decide.</p> <p>The appointment will move forward for approval at the June 9, 2011, Board of Education meeting.</p>		
IV	Adjournment	Meeting was adjourned at 9:57 a.m.	By Consensus	
V	Scheduling	2011-2012 Quarterly Meetings		Via email, Mrs. Hanks will circulate dates for 2011-2012 Quarterly Audit Committee Meetings. Mr. Connors will contact the new Internal Auditor after June 9, 2011, to begin transition.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

June 9, 2011

The Board of Education (BOE) of Howard County held a regularly scheduled meeting on Thursday, June 9, 2011, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt  
Alexis N. Adams, Student Member (afternoon session only)

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Mamie Perkins, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 4:00 p.m., and Alexis Adams led the group in the Pledge of Allegiance.

## Public Forum

Guilford ES teacher Tomikka Howard, who recently returned from her second tour of duty in Afghanistan, presented the school system with an American flag that flew in Afghanistan in appreciation for the support she received from her colleagues and from the system.

## Approval of Agenda

*Action:* Mr. Aquino moved that the Board add a resolution to the agenda regarding Mr. Dyer. The motion was seconded by Mrs. French and approved by the Board (7/1), with Mr. Dyer voting no.

Add: Item 6.C. Resolution Regarding Allen Dyer - Action

*Action:* Mr. Aquino moved approval of the agenda as amended. The motion was seconded by Mrs. Giles and approved by the Board (7/1), with Mr. Dyer voting no.

## Superintendent's Report

Dr. Cousin congratulated the school system's 4,000 graduates of the Class of 2011 and thanked Ms. Ronnie Bohn for her coordination of the 12 commencement ceremonies. He also noted that 65 retirees attended the Retirement Reception held on Tuesday evening and that the school system is expecting approximately 110 retirements effective July 1.

## Board Members' Reports

Board members reported on their attendance and participation in recent events and activities.

## Consent Agenda (Restricted\*)

Staff Personnel, Bids and Contracts, Operating Budget Monthly Report, School Construction Monthly Report, and Closed Meeting Minutes (Official and Confidential) of May 20 and May 26, 2011

*Action:* Mr. Aquino moved approval of the Restricted Consent Agenda. The motion was seconded by Mrs. Giles and approved by the Board (7/0\*).

### Staff Personnel - Approved by the Board

#### Resignations

Name	School	Grade or Subject	Reason	Years in Howard County	Effective Date
Ballesteros, Nicholas	Fr. Leave	S. Studies	Leave Expired	3.4	06/30/11
Bickel, Christine	Fr. Leave	Health Ed.	Leave Expired	3.0	06/30/11
Blum, Ilana	Fr. Leave	Guidance	Family Obligations	11.0	06/30/11
Bochicco, Heather	AHS	English	Relocation	3.0	06/22/11
Butler, Audra	CRS-U	Asst. Prin.	Other Employment	7.0	06/30/11
Cook, Kristin	Fr. Leave	English	Family Obligations	5.2	06/30/11
Fleck, Kristen	Fr. Leave	Kindergarten	Leave Expired	14.0	06/30/11
Fritz, Cassandra	Fr. Leave	Elem. Ed.	Leave Expired	12.0	06/30/11
Gerber, Lisa	Fr. Leave	Kindergarten	Family Obligations	14.0	06/30/11
Hobson, Karyn	Fr. Leave	Music	Family Obligations	10.0	06/30/11
Hoesterey, Dawn	DRES	Media Spec.	Personal	1.3	06/22/11
Huguenin, Lisa	Fr. Leave	Elem. Ed.	Family Obligations	8.0	06/30/11
Jordan, January	Fr. Leave	Elem. Ed.	Leave Expired	9.6	06/30/11
Kane, Anne	Fr. Leave	Guidance	Leave Expired	10.0	06/30/11
Malenfant, Jennifer	Fr. Leave	Elem. Ed.	Family Obligations	11.0	06/30/11
Mattix, Kellie	Fr. Leave	Spec. Ed.	Leave Expired	6.0	06/30/11
McClelland, Deborah	BPES	Pre-K	Relocation	1.0	06/22/11



McDonald, Jennifer	Fr. Leave	OT	Family Obligations	7.0	06/30/11
McKenney, Kristin	Fr. Leave	Elem. Ed.	Family Obligations	9.4	06/30/11
Meyers, Kathryn	Fr. Leave	Elem. Ed.	Leave Expired	6.0	06/30/11
Miller, Marne	Fr; Leave	Forg. Lang.	Family Obligations	6.0	06/30/11
Miller, Sandra	Fr. Leave	Elem. Ed.	Leave Expired	10.5	06/30/11
Milne, Devon	Fr. Leave	Elem. Ed.	Career Change	5.0	06/30/11
Nagle, Dianne	Fr. Leave	Spec. Ed.	Leave Expired	19.0	06/30/11
Ocadiz, Laura	Fr. Leave	Elem. Ed.	Leave Expired	13.0	06/30/11
O'Grady-Cunniff, Diane	HOHSComp.	Science	Relocation	8.0	06/22/11
Parenti, Brandi	Fr. Leave	Spec. Ed.	Career Change	7.0	06/30/11
Pett, Rachel	Fr. Leave	Elem. Ed.	Leave Expired	6.0	06/30/11
Putt, Jill	Fr. Leave	SLP	Leave Expired	12.4	06/30/11
Querry, Jill	Fr. Leave	Elem. Ed.	Leave Expired	12.0	06/30/11
Rosenberg, Meg	Fr. Leave	Science	Leave Expired	5.0	06/30/11
Skinner, Courtney	Fr. Leave	Spec. Ed.	Leave Expired	11.0	06/30/11
Sokol-Levine, Rebecca	Fr. Leave	Art	Family Obligations	9.0	06/30/11
Stockdale, Rachel	Fr. Leave	Phys. Ed.	Leave Expired	5.0	06/30/11
Tees, Rebecca	Fr. Leave	Math	Family Obligations	7.0	06/30/11
Terry, Tara	Fr. Leave	Spec. Ed.	Family Obligations	11.0	06/30/11
Thorn, Victoria	Fr. Leave	Com. Science	Leave Expired	14.0	06/30/11
Tiley, Christina	Fr. Leave	Math	Leave Expired	12.0	06/30/11
Wagner, Jennifer	Fr. Leave	Phys. Ed.	Leave Expired	6.0	06/30/11
Wallace, Stacey	Fr. Leave	Elem. Ed.	Family Obligations	10.7	06/30/11
Warner, David	Fr. Leave	S. Studies	Family Obligations	7.8	06/30/11
White, Kristie	Fr. Leave	Elem. Ed.	Leave Expired	14.0	06/30/11
Wilson, Mary	Fr, Leave	Elem. Ed.	Leave Expired	13.0	06/30/11
Wilson, Robin	Fr. Leave	Math	Leave Expired	7.0	06/30/11
Wong, Emily	Fr. Leave	Spec. Ed.	Leave Expired	6.0	06/30/11

Leaves of Absence

Name	School	Grade or Subject	Years in Howard County	Effective Date
Esposito, Keri	SJES	Elem. Ed.	6.0	08/22/11
Klemm, Holly	NOES	Music	14.0	06/22/11
Kowal, Ellen	VES	Media	6.0	05/25/11
McClelland, Debbie	BPES	Elem. Ed.	1.0	05/23/11
Sullivan, Monica	RHHS	ESOL	4.0	08/22/11

Retirements

Name	School	Grade or Subject	Years in Howard County	Effective Date
Altman, Shingmei	RHHS	ESOL	30.0	07/01/11
Appleby, Walter	EES	Guidance	32.8	07/01/11
Barnes, Beverly	FQMS	Reading	16.0	07/01/11
Beachy, William	LWES	Music	45.0	07/01/11

Boswell, Barbara	MWMS	Spec. Ed.	27.9	07/01/11
Brown, Irene	BPES	GT	20.8	07/01/11
Cook, Regina	WLMS	English	35.0	07/01/11
Connors, John	C.O.	Internal Auditor	05.4	07/01/11
Cordisco, Dale	LES	Elem. Ed.	25.0	07/01/11
Crispens, Juanita	CMS	Reading	11.0	07/01/11
Danley, Wayne	PVMS	Guidance	35.0	07/01/11
Dash, Peggy	WFES	Elem. Ed.	35.0	07/01/11
DeLacy, Ann	HCEA	President	39.0	07/01/11
Dodson, Patricia	BBMS	Reading	30.9	07/01/11
Evans, Dwight	WLHS	Math	21.0	07/01/11
Farrell, Sally	FQMS	Physical Therapist	26.0	07/01/11
Gillespie, Luella	FES	Elem. Ed.	19.0	07/01/11
Gold, Robyn	EES	Elem. Ed.	12.0	07/01/11
Iris, Marlene,	IES	Elem. Ed.	32.8	07/01/11
Hipp, Carol	CMS	Reading	31.0	07/01/11
Javier, Lynne	HOHS	World Lang.	26.0	07/01/11
Johnson, Cynthia	C.O.	Facilitator	30.0	07/01/11
Kiessling, Lee	MVMS	Reading	26.0	07/01/11
Kolesar, Susan	WOES	Elem. Ed	20.0	07/01/11
Krupp, Brina	OMMS	World Lang.	28.0	07/01/11
Landy, Barbara	LIES	SLP	40.0	07/01/11
Lashinsky, Jacqueline	CCES	Elem. Ed.	22.0	07/01/11
Levy, Stephen	HOHS	Asst. Principal	11.0	07/01/11
Martin, Wand	SFES	Alternative Ed.	30.0	07/01/11
Marshall, Denise	RHHS	Spec. Ed.	32.0	07/01/11
Miller, Nancy	WLHS	Chemistry	30.0	07/01/11
Mitchell, Pamela	TSES	ESOL	20.0	07/01/11
Murach, Janice	DRES	OT	13.0	07/01/11
Myers, Edward	WLHS	Music	11.9	07/01/11
Nagle, Carolyn	BBES	Elem. Ed.	18.0	07/01/11
Neperud, Christine	DRES	Elem. Ed.	14.7	07/01/11
Nowack, Cathy	LFES	Principal	32.0	07/01/11
Rolph, Robin	GHS	Media	25.0	07/01/11
Rosado, Kimberly	OMHS	Health	17.9	07/01/11
Simpson, Robert	MHMS	Alt. Ed.	25.0	07/01/11
Simcock, Jane	Homewood	S. Studies	20.0	07/01/11
Stebbins, Richard	MWMS	S. Studies	20.0	07/01/11
Tlanda, Janet	SWES	Guidance	25.0	07/01/11
Varga, Deborah	CES	Music	14.0	07/01/11
Witte, Lois	C.O.	Manager Hr	30.0	07/01/11

*Bids and Contracts - Approved by the Board*

PR-1	Utilization of Carroll County Contract with Butter Krust Baking Company for the purchase of eleven (11) Bread and Bakery items for the Food and Nutritional Services Department School Lunch program.	Butter Krust Baking Company Carroll County Public Schools Contract No. (10-002R) Contract term: Expires 7/7/2014 Savings: Time and administrative cost to bid. Contract utilizes flour donated by the State and/or Federal Government to reduce cost of products. Estimated savings utilizing donated flour is \$25,020.00 annually.	\$ 180,000.00
PR-2	Track Resurfacing at Reservoir HS, Glenelg HS, Centennial HS, Wilde Lake HS. Grounds Department is utilizing Montgomery County Public Schools contract.	American Tennis Courts Montgomery County Public Schools Contract No. (9175.4) Latex Running Track Renovations and Repairs Contract term: Expires 2/9/2012 Savings: Time and administrative cost to bid. Reservoir High School - \$123,448.80 Centennial Lane High School - \$109,264.75 Glenelg High School - \$92,974.65 Wilde Lake High School - \$89,425.75	\$415,113.65

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
P-1	<b>FOOD SERVICE NON FOOD SUPPLIES</b> Leonard Paper Company	\$356,727.56
P-2	<b>FOOD SERVICE CLEANING PRODUCTS</b> Ecolab, Inc.	\$38,558.85
P-3	<b>PRODUCE</b> Bowie Produce Company, Inc.	\$243,018.35
P-4	<b>REQUEST FOR PROPOSALS FOR HEALTH BENEFITS</b> Aetna, Inc. (PPO and HMO) Carefirst BlueCross (HMO) Delta Dental (PPO – Dental) Cigna (DHMO – Dental) VSP (Vision)	\$26,918,775.00 \$26,224,724.00 \$530,225.00 \$353,483.00 \$138,305.00
P-5	<b>REQUEST FOR PROPOSALS FOR PRESCRIPTION BENEFIT MANAGEMENT SERVICES</b> Express Scripts	\$6,936,261.00

- P-6 **REQUEST FOR PROPOSALS FOR ON-LINE BENEFITS ADMINISTRATION SERVICES**  
Benefitfocus \$304,458.00
- P-7 **REQUEST FOR PROPOSALS FOR VOLUNTARY BENEFITS**  
Crawford Advisors (AFLAC) – Critical Illness/Cancer Products Employee Paid  
ING – Reliastar (Whole Life w/ Long Term Care)  
The Standard (Short Term Disability)

Operating Budget Monthly Report - Accepted by the Board

School Construction Monthly Report - Accepted by the Board

Closed Meeting Minutes (Official and Confidential) of May 20 and May 26, 2011 - Approved by the Board

### **Consent Agenda General**

Donations; Regular Meeting Minutes of May 12, 2011; and BOE Audit Committee Meeting Minutes of June 7, 2011

The BOE Audit Committee Meeting Minutes were pulled for voting purposes.

*Action:* Mr. Meshkin moved approval of the Consent Agenda. The motion was seconded by Mr. Aquino and approved by the Board (8/0).

#### Donations - Approved by the Board

- Bryant Woods ES: PTA, in the amount of \$2,474.79, designated for the purchase of a sound system for the Music Department.
- Glenelg HS: FIRST, in the amount of \$4,000, designated for the purchase of parts and equipment for the Robotics Team.
- Boosters, in the amount of \$1,000, designated for the J. T. Smart Scholarship Fund.
- Anonymous, in the amount of \$1,000, designated for the Robert Connor Scholarship Fund.
- Meredith Ward, in the amount of \$1,000, designated for the J. M. Ward Scholarship Fund.
- Marriotts Ridge HS: W. R. Grace, Inc., in the amount of \$1,000, designated for the First Robotics Team 3150.

Stephanie and Ronald Marinelli, in the amount of \$1,000, designated for the Dugout Project.

Project Lead the Way, Inc., in the amount of \$1,500, designated for the STEM Coaches Award.

Mt. Hebron HS: Verizon, in the amount of \$750, designated for the PAAS Scholarship Fund.

Regular Meeting Minutes of May 12, 2011 - Approved by the Board

BOE Audit Committee Meeting Minutes of June 7, 2011

*Action:* Mrs. Vaillancourt moved approval of the BOE Audit Committee Meeting Minutes of June 7, 2011. The motion was seconded by Mrs. Giles and approved 3/0 by the committee members (Mr. Dyer, Mrs. Giles, and Mrs. Vaillancourt).

**Appointment of Internal Auditor\***

It was recommended that the Board approve the appointment of Mr. David Clark to the position of Internal Auditor.

*Motion:* Mr. Dyer moved that Mr. Clark be appointed to the Internal Auditor position with the condition that the Board retain full dismissal authority and that there be no delegation of the Board's dismissal authority for the position of Internal Auditor. The motion was seconded by Mrs. Vaillancourt.

*Discussion:*

It was pointed out that the position has already been offered to the candidate, and the terms of employment did not include the provision proposed by Mr. Dyer.

Mr. Raymond Brown, Chief Financial Officer, explained that the position of Internal Auditor is governed by the Internal Audit Function Charter that has been approved by the Board. The charter spells out the process by which the BOE Audit Committee and the full Board engage in the performance evaluation of the auditor in concert with the Chief Financial Officer. Any poor performance will be reported to the Board.

Mr. Blom noted that by statute, the Superintendent can dismiss any employee except one who is certificated. He asked what kind of authority the Board wants to exercise over the auditor's position. Mr. Brown suggested that the Board approve the appointment of the Internal Auditor and then seek legal advice on the procedures involved if the desire is to treat this position uniquely.

*Action:* Mr. Dyer's motion failed by a vote of 2/4/1\*, with Mr. Aquino, Mrs. French, Mrs. Giles, and Dr. Siddiqui voting no. Mr. Meshkin abstained.

*Action:* Mr. Meshkin moved that based upon Mr. Brown's recommendation to approve the appointment, that the Board seek legal counsel on this matter related not only to the Internal Auditor but also to the Ombudsman and Administrative Specialist. The motion was seconded by Mr. Aquino and approved by the Board (7/0\*).

*Action:* Mrs. Giles moved acceptance of the appointment of Mr. David Clark to the position of Internal Auditor. The motion was seconded by Mr. Meshkin and approved by the Board (7/0\*).

Dr. Siddiqui welcomed Mr. Clark and stated that the Board looks forward to working with him.

### **Administrative Appointments and Promotions\***

Dr. Cousin recognized Dr. Theresa Alban, Chief Operating Officer, who has been selected as the Superintendent of Frederick County Public Schools (effective July 1, 2011). He wished her well and thanked her for her service to HCPSS.

The Board approved the following administrator promotions at the elementary and secondary levels:

#### Elementary Administrator Promotions

<u>Name</u>	<u>From</u>	<u>To</u>
Tricia McCarthy	Assistant Principal Bollman Bridge ES	Principal Deep Run ES
Lenore Schiff	School Psychologist Bellows Spring ES	Assistant Principal Swansfield ES
Jennifer Anderson	Instructional Team Leader Talbot Springs ES	Assistant Principal Talbot Springs ES

*Action:* Mrs. French moved approval of the elementary administrator promotions. The motion was seconded by Mr. Meshkin and approved by the Board (7/0\*).

#### Secondary Administrator Promotions

<u>Name</u>	<u>From</u>	<u>To</u>
James LeMon	Assistant Principal Hammond HS	Principal Wilde Lake HS
Tiffany Carmean	Teacher Wilde Lake MS	Assistant Principal Harpers Choice MS
Adam Downes	Teacher Reservoir HS	Assistant Principal Reservoir HS

Andrea Harmon	Leadership Intern Elkridge Landing MS	Assistant Principal Murray Hill MS
Yvonne Jackson	Leadership Intern Oakland Mills HS	Assistant Principal Wilde Lake HS
Tracey Ryan	Leadership Intern Cradlerock Upper School	Assistant Principal Lake Elkhorn MS

*Action:* Mrs. Giles moved approval of the secondary administrator promotions. The motion was seconded by Mr. Dyer and approved by the Board (7/0\*).

### **Administrative Transfers**

Mrs. Perkins informed the Board of the following administrative transfers at the elementary and secondary levels.

#### Elementary Administrator Transfers

<u>Name</u>	<u>From</u>	<u>To</u>
Pamela Akers	Principal Phelps Luck ES	Principal Longfellow ES
Susan Brown	Principal Harpers Choice MS	Principal Laurel Woods ES
Margaret Dumler	Principal Laurel Woods ES	Principal Triadelphia Ridge ES
Sean Martin	Principal Bryant Woods ES	Principal Phelps Luck ES
Chanel Morris	Principal Triadelphia Ridge ES	Principal Bryant Woods ES
Michael Caldwell	Assistant Principal Talbot Springs ES	Assistant Principal Dayton Oaks ES
Lisa Ciarapica	Assistant Principal Swansfield ES	Assistant Principal Veterans ES
Carol Debord	Assistant Principal Dayton Oaks ES	Assistant Principal Forest Ridge ES
Amy Green	Assistant Principal Pointers Run ES	Assistant Principal Lisbon ES

Patricia Lannon	Assistant Principal West Friendship ES	Assistant Principal Stevens Forest ES
Sharon Lewandowski	Assistant Principal Stevens Forest ES	Assistant Principal Bollman Bridge ES
Mary Nimmich	Assistant Principal Veterans ES	Assistant Principal Pointers Run ES
Ann Steger	Assistant Principal Forest Ridge ES	Assistant Principal West Friendship ES

Secondary Administrator Transfers

<u>Name</u>	<u>From</u>	<u>To</u>
Susan Brown	Principal Harpers Choice MS	Principal Laurel Woods ES
Adrian Kaufman	Principal Reservoir HS	Principal Marriotts Ridge HS
Patrick Saunderson	Principal Marriotts Ridge HS	Principal Reservoir HS
Restia Whitaker	Principal Wilde Lake HS	Principal Harpers Choice MS
Judith Hendricks	Assistant Principal Mt. Hebron HS	Assistant Principal Hammond HS
Gregory Lertora	Assistant Principal Murray Hill MS	Assistant Principal Clarksville MS
Cara Moulds	Assistant Principal Marriotts Ridge HS	Teacher Marriotts Ridge HS
Patricia Murray	Assistant Principal Harpers Choice MS	Assistant Principal Howard HS
Cameron Rahnama	Assistant Principal Glenelg HS	Assistant Principal Marriotts Ridge HS
Nelda Sims	Assistant Principal Wilde Lake HS	Assistant Principal Reservoir HS



David Strothers

Assistant Principal  
Reservoir HSAssistant Principal  
Glenelg HS**Proclamation: Student Member of the Board of Education**

The Board thanked Alexis Adams for her year of distinguished service on the Board and presented a proclamation in recognition of her contributions.

*Action:* Mrs. Giles moved approval of the proclamation. The motion was seconded by Mr. Aquino and approved by the Board (8/0).

**Certification of Election of Student Member of the Board**

The Board was asked to confirm the appointment of Tomi Williams as the 2011-2012 Student Member of the Board of Education. Tomi received 52.1 percent of the vote in the election process.

*Action:* Mr. Meshkin moved that the Board confirm the appointment of Tomi Williams as the 2011-2012 Student Member of the Howard County Board of Education. The motion was seconded by Mr. Dyer and approved by the Board (8/0).

**Howard County Board of Education Resolution Regarding Allen Dyer**

Mr. Aquino presented a resolution for Board approval to direct the Board's counsel to prepare a request to the Maryland State Board of Education (MSDE) to remove Mr. Dyer from his position as a member of the Board of Education of Howard County for misconduct in office.

Mr. Aquino stated that for most of the past 2 1/2 years, Mr. Dyer has continued to disregard Board practice and the decisions of the Board majority in an effort to further his personal agenda. Mr. Dyer's continued choice of instituting litigation against the Board for disagreements distracts the Board from its mission to serve the students and citizens of Howard County. He also stated that the public must be comfortable in knowing that the Board will protect the integrity of HCPSS, which is acknowledged by many as perhaps Howard County's most valuable resource.

*Motion:* Mr. Aquino moved that the Board adopt the following resolution:

**Howard County Board of Education Resolution  
Regarding Allen Dyer**

**WHEREAS**, Board Member Allen Dyer has repeatedly breached confidentiality provisions that he is obligated, either legally or ethically, to preserve as a member of the Board of Education, and

**WHEREAS**, Board Member Allen Dyer has repeatedly acted unilaterally on matters affecting the operation of the Board and/or the school system, without the Board's consent or authorization and, often, in direct contravention of decisions made by the Board of Education of which he is a sworn member, and

**WHEREAS**, Board Member Allen Dyer has acted in ways that undermine the functioning of the Board of Education, and

**WHEREAS**, Board Member Allen Dyer has intentionally spurned less divisive, less contentious and less costly methods of resolving disputes in favor of litigation, and

**WHEREAS**, Board Member Allen Dyer has used his position in ways designed to further his personal litigation against the Board of Education, and

**WHEREAS**, Board Member Allen Dyer has threatened other Board members and school staff who have or who he believes have not responded or acceded to his demands or agreed with his position on a matter.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

The Board of Education hereby expresses formally its displeasure and disapproval of those actions;

The Board of Education hereby declares that Mr. Dyer's actions have impaired the functioning of the Board of Education as a body and has negatively impacted operation of the public school system;

The Board of Education hereby publically censures Mr. Dyer for these actions;

The Board of Education hereby removes Mr. Dyer as chair of the and as a member of the Audit Committee of the Board;

The Board hereby directs its counsel to prepare and its Chairman to execute a request to the Maryland State Board of Education to remove Mr. Dyer from his position as a member of the Board of Education for Howard County for misconduct in office.

*Motion:* The motion was seconded by Mrs. French.

*Discussion:*

Mr. Dyer expressed respect for Mr. Aquino's right to free speech, especially as a member of an elected body. He also stated that he categorically denies every allegation made by Mr. Aquino and is saddened to see a Board member whose motto is "practice civility" use his position to make wild, unsubstantiated, conclusory allegations in a public forum against anyone. Mr. Dyer stated that this is an abuse of a Board member's position.

Mr. Meshkin expressed concern with the Board trying to overturn the will of the public as demonstrated in an election. He stated that even though he finds certain

conduct by Mr. Dyer to be objectionable, he did not feel that the conduct rises to the level of impeachment. He empathized with Mr. Aquino's objections and stated that he also objects to a sitting Board member suing instead of serving the school system. He stated that he finds it morally wrong for a sitting Board member to decimate the integrity of the Ethics Panel by breaking the confidentiality of the process, but he did not consider this to be impeachable conduct.

Mr. Meshkin asked the Board to entertain his resolution to publicly censure Mr. Dyer as an alternative to Mr. Aquino's proposal.

Dr. Siddiqui pointed out that the Board has exhausted many avenues, and the public has even recommended mediation/arbitration. She noted that taxpayers and elected officials pride themselves on the success HCPSS has achieved over the years. She noted the importance of acting on Mr. Dyer's conduct and its effects on the community. Dr. Siddiqui also stated that the Board is embarking on an important endeavor in choosing the next superintendent and cannot risk the loss of acquiring and retaining qualified personnel throughout the school system.

Ms. Adams indicated an interest in hearing Mr. Meshkin's proposed resolution to determine whether or not an alternative exists.

Mrs. Vaillancourt expressed opposition to the resolution/recommendation and encouraged a more measured, reasonable approach. She felt it was more appropriate to censor first and then move for removal from office if behaviors do not become more productive. She had concerns that bringing this to the state board at this point would not be beneficial in the superintendent search effort. She also expressed an interest in hearing Mr. Meshkin's proposal, which she hoped would be a compromise that all Board members could agree to.

Mrs. French pointed out that during a closed meeting, the Board discussed their concerns with Mr. Dyer and no change in his behavior has occurred. She acknowledged that at her request, Mr. Dyer publically apologized for taping the Board Retreat (along with private conversations) without anyone's knowledge. This recording was subsequently posted on a website. Mrs. French also emphasized that elected Board members have taken an oath to work for the betterment of the student body and school system employees. She stated that not addressing this situation now would render the Board guilty of complicity by not taking action.

Mr. Meshkin acknowledged that extreme measures by a Board member have led to a measure of dysfunction on the Board, and many Board members have tried to find a common ground to alleviate problems. He indicated the need for a measure of common sense in this matter and expressed concern with the school system being caught in the middle of two extremes.

Mrs. Giles noted that the newer members of the Board were not in office at the time earlier measured steps were taken, and official notification was given to Mr. Dyer to point out actions he has taken that were not acceptable to the full Board. She stated

that there have been two official notifications to Mr. Dyer, but the conduct is escalating. This resolution is a logical progression, not extremism, in terms of necessary action since all other attempts have been unsuccessful.

Mr. Dyer took issue with the term extremism and stated that his efforts in court deal with a failure of the Board to comply with the law from his perspective. He referred to issues about protecting public records from destruction and stated that he filed suit in support of a Board member's right of inspection. He felt that actions of the Board where individual members do not have access to HCPSS documents interfere with the Board conducting its oversight function. He stated that his other lawsuit is related to violations of the Open Meetings Act.

Mrs. French pointed out that Mr. Dyer acted against a Board vote to keep an Ethics Complaint confidential by blatantly producing the transcript, letters, and everything related to the complaint to the public. This action violated the Board's own Ethics Panel and Board policy rules regarding confidentiality. She asked how anyone in the school system could trust taking issues to the Ethics Panel as long as Mr. Dyer serves on the Board and is willing to post documents and information on the Internet.

Mrs. Vaillancourt stated that she also disagrees with Mr. Dyer's release of the ethics transcripts but felt it was important to ensure that Mr. Dyer's exoneration was made public. She reiterated the need for a more patient approach in this matter by taking the interim step of censure at this time.

Ms. Adams stated that the central question is whether or not Mr. Dyer is a hindrance to the Board in fulfilling its function and mission. She noted that Mr. Dyer provides different perspectives and insights that may not have been considered, but in recalling a conversation she had with Mr. Dyer, she remembered that he expressly said he was willing to take an action that would bring the Board to its knees and unable to function. She expressed the opinion that Mr. Dyer is willing to take action that would hinder Board operations.

Ms. Adams also spoke about the release of the confidential Ethics Panel complaint proceedings and the harm caused to her and other students who were mentioned in the documents. She felt that in taking the complaint beyond the scope of the Board and colleagues, Mr. Dyer exposed other students to unforeseen consequences, and certain measures should be taken.

Mrs. Giles indicated that the release of confidential information in the ethics transcript was a federal violation of FERPA (Family Educational Rights and Privacy Act) because students' names were made public. She also stated that various attempts have been made to bring about a change in behavior with no prospects of change, and this latest release of confidential information and violation of student rights is unconscionable.

Mr. Dyer disagreed and stated that no violation of FERPA occurred due to the Ethics Panel transcript release. He noted that the referenced discussions were between Board

members and that Student Council individuals are public figures on the Web. He stated that the only authority the Board has is the authority delegated by the public, which requires the Board to operate in the open; and the public does not give the Board the power of secrecy.

Dr. Siddiqui pointed out the openness of this process and stated that there has been no secrecy. She pointed out that the Board has a responsibility to the public, and the public expects the Board to work together. She did not feel that censure alone would keep Mr. Dyer from filing lawsuits when in disagreement with Board actions or procedures.

*Action:* Mr. Aquino's motion to approve the resolution was approved by the Board (5/2/1), with Mr. Meshkin and Mrs. Vaillancourt voting no. Mr. Dyer abstained.

### **Appointment - PTA Council of Howard County (PTACHC) End-of-Year Report**

Mr. John Hannay announced that the new PTACHC President is Ms. Chaun Hightower. He presented a report on PTACHC Priorities for 2011-2014 and planned activities for 2011-2012.

In addition, HCPSS students whose work was recognized through the PTA Reflections Program were introduced and congratulated.

### **New Northeastern ES No. 41 - Schematic Design Report\***

*Presenters:* Mr. Ken Roey, Executive Director, Facilities Planning and Management; Mr. Bruce Gist, Director, School Construction; and Ms. Melisa Wilfong, Senior Associate, Grimm + Parker Architects

Staff recommended Board approval of the schematic design report for New Northeastern Elementary School No. 41.

The report noted that the Board has authorized the design of a new elementary school that can potentially be built on several different types of sites. The design of the school is to follow the 2010 General Education Specifications for New Elementary Schools for a 600-seat capacity school.

#### *Discussion:*

Ms. Wilfong explained that the space designated for the Department of Parks and Recreation is intended to have its own entrance and is specifically located adjacent to the gym due to anticipated parking in that area. This location also allows for future flexibility of the space.

Mrs. French expressed concern that a 600-seat elementary school may not be able to accommodate growth in the area. Staff explained ways in which expansion could provide an additional 150 seats if needed. Mr. Meshkin expressed concern with the

possible need for relocatable classrooms in the future and where they could be located. It was explained that those issues would be specific to the property on which a school is sited.

Staff assured the Board that spaces allocated for technology are flexible and will sufficiently meet current and future instructional needs.

Mrs. Giles indicated the need to work with the state on recognizing that prekindergarten and RECC (Regional Early Childhood Center) programs should be counted in a building's capacity.

Several Board members provided positive comments on the building design and the goal of achieving Leadership in Energy and Environmental Design (LEED) Gold certification.

*Action:* Mrs. Giles moved approval of the New Northeastern ES No. 41 Schematic Design Report. The motion was seconded by Mr. Aquino and approved by the Board (7/0\*).

### **New Policy 9290 Gangs, Gang Activity, and Similar Destructive or Illegal Behavior**

*Presenter:* Mr. William Ryan, Principal on Special Assignment

Mr. Ryan noted changes in the documents since the last presentation in response to feedback from Board members and the work session. This policy was developed in compliance with the Safe Schools Act of 2010 and prohibits any gang activity or related behavior as well as retaliation against individuals who report gang activity or individuals who are victims, witnesses, bystanders, or provide reliable information about gang activity.

Related procedures distinguish violations by students from violations by employees and third parties. The procedures also call for prevention measures such as professional development, data analysis, and gang prevention education for students.

Several Board members commented on the hard work done in this effort and were pleased with staff in responding to and evaluating feedback from the Board.

*Action:* Mr. Dyer moved approval of new Policy 9290. The motion was seconded by Mrs. Giles and approved by the Board (8/0).

### **New Policy 9300 Homeless Children and Youth**

*Presenters:* Mrs. Pamela Blackwell, Director, Student Services; and Dr. Craig Cummings, Coordinator, Alternative Education and Pupil Personnel Workers

Staff presented changes that have occurred since the last presentation to the Board in response to feedback from Board members and from the work session.

The new policy provides guidelines to ensure that children and youth who are homeless and eligible to attend public school in Howard County are enrolled and educated in compliance with the McKinney-Vento Homeless Assistance Act. Accompanying procedures delineate processes for identifying and enrolling homeless students and for resolving disputes regarding enrollment, school selection, and appropriate services.

*Discussion:*

Board members discussed the policy, and suggested changes were clarified. The Board requested that Item X.H. from the Implementation Procedures also be included as Policy Standard IV.G. It was also requested that official "forms" be noted as "Forms."

*Action:* Mr. Meshkin moved approval of new Policy 9300 Homeless Children and Youth as amended. The motion was seconded by Mrs. Giles and approved by the Board (8/0).

### **Policy 3050 Records Retention**

*Presenters:* Dr. Theresa Alban, Chief Operating Officer, and Ms. Lisa Boarman, Coordinator of School Counseling and Related Services

*Highlights:*

Policy

- Establishes a new policy for the management of HCPSS Records.
- States the necessity for maintaining records retention and disposition schedules for various types of documents.
- Provides standards for the preservation and disposition of records.
- Establishes an HCPSS records management program.
- Specifies that the content of material determines whether a document is a record.
- States that employees are responsible for complying with the HCPSS records management program.

Implementation Procedures

- Delineates processes for the creation, protection, disposition, management, and retention of records.
- Includes the responsibilities of the Records Officer.
- Includes the role of the Public Information Office when public requests for documents and electronic records are made.
- States that all public requests for information are handled in compliance with the Maryland Public Information Act and the Federal Freedom of Information Act.
- Delineates training and communication responsibilities regarding records management.
- Includes guidelines for retention and disposition of electronic communication.

Proposed Timeline

Work Session: August 18, 2011

Public Hearing: September 8, 2011

Action: October 4, 2011

Development of Schedules: Begins October 4, 2011

Effective Date: January 1, 2012

*Discussion:*

The following information was clarified:

- COMAR stipulates that the Superintendent is responsible for designating a Records Officer.
- The proposed policy has been endorsed by the State Archivist.
- Details regarding the placement of language in either policy or the implementation procedures will be reviewed during the work session.

Mr. Dyer indicated the need to properly define the meaning of "confidential record." He expressed concerns with delineation of responsibility and the role of the Records Officer in determining retention. He stated that the Board is responsible for deciding what will be destroyed, and decision making should be at the Board level, but no lower than the Superintendent.

Mr. Aquino commented on the difficulty associated with this process and noted that developing this policy has been a major accomplishment. Mrs. French, Mrs. Giles, and Mr. Aquino spoke in favor of the proposed documents.

Dr. Alban emphasized that many individuals in the school system are aware of COMAR regulations regarding records specific to their area of work, and records are being maintained and secured. She remarked that Ms. Boarman has already completed an incredible amount of research, which will expedite building the Retention and Disposition Schedule within the organization.

**Recess** - The meeting was recessed by the Chairman at 7:35 p.m. and reconvened at 8:06 p.m.

**Public Forum**

Ms. Carla DuPree spoke about her role as an HCPSS parent liaison.

River Hill HS student LeAnne Young reported on a study she conducted on sleep deprivation in teenagers and asked the Board to consider starting high schools later.

Ms. Linda Turner, parent, spoke about school system accountability.



Bryant Woods ES parent Ama Brown-Ferton spoke in support of the parent liaison positions in schools.

### **Appointment - Community Advisory Council (CAC) End-of-Year Report**

Mr. Ted Mallo, CAC Chairman, presented the Council's annual report. In 2010-2011, the CAC executed an agenda designed to achieve the goals set forth for the CAC by the Board.

### **2012 Feasibility Study Presentation**

*Presenters:* Mr. Joel Gallihue, Manager, School Planning

The 2012 Feasibility Study recommends attendance area adjustments in the southeastern region of the county in 2012 in order to use the capacity created by additions to Bellows Spring and Hammond elementary schools. The study includes plans for redistricting to occur in the northeast in 2013, when the new northeastern elementary school opens, and in the northeastern and southeastern regions in 2015, when staff projects a new northeastern middle school will be needed.

Systemwide enrollment growth is projected to total nearly 7,700 students in the next decade. According to Mr. Gallihue, 2011 projections indicate that by 2020, elementary enrollment will increase by 3,724 students. As a result of this enrollment growth, the capacity utilization of all elementary schools combined will begin to exceed 100 percent. By 2020, middle school enrollment is projected to increase by 1,898 students and high school enrollment by 2,067 students.

Each year, the Board of Education reviews long-term capital planning options and redistricting scenarios through the Feasibility Study. The annual student enrollment projection is introduced in this report with a scenario that is intended to provide a comprehensive look at suggested capital additions, renovations, and any attendance area adjustments that are anticipated within the Capital Improvement Program period. Plans examined in this document may be implemented in the approval of the Capital Budget or the approval of a change in school attendance areas. This report is the starting point for the annual process of developing the Capital Budget.

#### *Discussion:*

Mr. Gallihue explained the process involved with improving school feeds. An Attendance Area Adjustment (AAA) committee will look at specifics related to scenarios and test them to determine if additional feed concerns are being created. The development of staff plans is guided by a policy of 15 percent or larger for feeds, and staff does not present plans that do not accomplish that goal. Transportation and associated costs also guide considerations.

Mr. Gallihue also provided detailed information regarding the role of the AAA committee in this process. He confirmed that a list of AAA committee members would be brought to the Board.

Dr. Siddiqui pointed out that an entire comprehensive elementary redistricting strategy was developed, and the sequencing is complicated. At the moment, the recommendation provides for two years of redistricting. The 2012 redistricting does not take into account the northeastern area but the 2013 plan does. Dr. Siddiqui indicated that redistricting Talbott Springs ES could open that school to accommodate anticipated downtown Columbia development.

Mr. Roey pointed out that staff is only asking for approval to form the AAA committee to look at possible 2012 redistricting. Dr. Siddiqui noted that the major factor of having feasible redistricting discussed this early in the year is to put people on notice that this is being considered. What the committee develops and what is ultimately decided could be very different.

Mr. Meshkin spoke about looking at alternatives to redistricting, including the option of open enrollment. Mr. Gallihue noted that a previous open enrollment option was discontinued because it did not serve the capacity utilization objective, and a significant amount of effort went into managing the program. Enrollments at open schools were not coming into the Board's target at that time. Future discussions may lead to a different outcome.

Assessments regarding open enrollment were performed in 2001 and 2006. Alternatives to redistricting from a capital standpoint include building additions, using portable classrooms, or constructing new schools.

Board members discussed other ideas to relieve overcrowding, including split shifts and year-round school. It was noted that open enrollment at one time created an equity issue for those who could not afford their own transportation.

Mr. Meshkin pointed out that students who remain in a school that has been relieved of overcrowding due to an open enrollment option would benefit greatly from the resulting reduction in class size. Mrs. Vaillancourt and Mr. Meshkin spoke in support of considering various alternatives during this process.

Mr. Roey stated that a lot of good concepts are being discussed, but practically speaking, vetting those would significantly cut into the time needed to begin the process.

Mrs. Giles pointed out that the possibility of open enrollment exists within Policy 9000 Enrollment, Residency, Student Assignment, and Admission to Pre-K and Kindergarten but would require a review and change to the policy to designate schools that would feed available capacity to other schools.

Mr. Gallihue stated that anyone interested in using the same technology as the school system in determining viability of redistricting plans is always welcome to meet with him to review proposed scenarios.

The possibility of delaying redistricting until 2013 in order to allow time to review alternatives was discussed. Mr. Gallihue strongly recommended that the Board proceed with the evaluation of 2012 elementary redistricting rather than wait for a new school to be constructed.

Dr. Cousin suggested that open enrollment and other issues be reviewed separately from the feasibility study and be thoroughly investigated to determine future alternative approaches.

Mrs. Giles reminded Board members and staff that part of redistricting deals with approved capital additions, etc., that are not necessarily filled from overcrowding at an existing school. She pointed out that a new school cannot be opened in 2013 without redistricting.

*Motion:* Mr. Dyer moved that the Board initiate an amendment process for Policy 9000.

Dr. Siddiqui stated that the motion was out of order in terms of proposing policy changes outside the established process.

It was noted that Mr. Gallihue has been given information from the Board, and the Superintendent has addressed concerns to ensure that the process moves forward and other alternatives are reviewed in parallel.

### **Elementary World Language - Pilot Program**

*Presenters:* Ms. Marie DeAngelis, Director, Elementary Curricular Programs; and Ms. Deborah Espitia, Coordinator of World Language

#### Language Choice Options:

1. Mandarin only – no choice.
2. Mandarin & Spanish – student/parent choice.
3. Mandarin & Spanish – one semester of each in Grades K – 5.
4. Mandarin & Spanish – one semester of each in Grades K – 2 and student/parent choice in Grades 3 – 5 for full year.
  - Pilot or Phase-in Year 1 - Mandarin & Spanish – one semester of each in Grades K – 5.
  - Pilot or Phase-in Year 2 - one semester of each in Grades K – 2 and student/parent choice in Grades 3 – 5 for full year.

Option 4 allows for a two-year pilot of Chinese and Spanish in two elementary schools. Next year, each school would offer both Mandarin Chinese and Spanish in Grades K-5 for one semester each. In year two, Grades K-2 would continue with one

semester each of Mandarin and Spanish, and students in Grades 3-5 would choose to continue with either Mandarin or Spanish.

Schools for the pilot will be selected based on feeder patterns with middle and high schools where Mandarin Chinese will be added to the language offerings.

*Discussion:*

Staff explained the schedule that students would follow in Option 4. The proposal provides students with an opportunity to experience both languages and then make a choice based on those experiences. Board members noted the importance of recognizing that changes may occur to the program based on experience with the pilot.

*Motion:* Mrs. Giles moved acceptance of Option 4. The motion was seconded by Mr. Dyer.

Dr. Siddiqui clarified that the Board is voting to approve a two-year pilot of Mandarin and Spanish with one semester in each language in Grades K-5 the first year. In the second year, students in Grades 3-5 would choose either Mandarin or Spanish.

*Action:* The motion to accept Option 4 was approved by the Board (7/0).

*Motion:* Mr. Meshkin moved that the pilot begin in two schools, with the intention of one being a Title 1 school and one being a non-Title 1 school.

It was noted that staff would determine the Title 1 and non-Title 1 schools for the pilot.

*Action:* The motion was seconded by Mr. Dyer and approved by the Board (7/0).

### **Superintendent Search Request for Proposals (RFP) Development**

*Presenter:* Mr. Douglas Pindell, Director, Purchasing

Mr. Pindell reported that the Board approved a resolution on May 26, 2011, to retain the services of a search firm/consultant to find the most qualified candidates for a new superintendent.

Mr. Pindell provided a history on search firms used by past boards. He explained the processes available to contract with the best search firm, including the RFP process.

#### Critical Elements of an RFP

- Identifies scope of services for the firm
- Defines expected research efforts
  - For the Board, staff, community, and students
  - For prospective candidates

Approved – July 14, 2011

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- Identifies the award selection criteria
  - Evaluates past experiences, references, and methodologies for a customized search
  - Identifies timelines
- Outlines desired search time and deadlines for new superintendent

Mr. Pindell recommended the following:

- Appoint a Board member to interface with staff and possibly serve as a point of contact for the community.
- Use the last issued RFP as a starting point for identification of critical elements.
- Establish a timeline for issuance and award of a contract to a consultant/search firm.

*Discussion:*

Mr. Pindell suggested that the characteristics and elements of an ideal candidate be determined when working with the search firm that is hired. He stated that he could update the last RFP used and send it to each Board member for review and comment. A final document consolidating all comments would then be presented to the Board.

Mr. Pindell stated that a pre-submission meeting would provide the opportunity to invite potential search firms to a question-and-answer session to define search parameters.

Mr. Pindell was asked to provide a rough draft of the RFP to the Board and to develop a timeframe for the process. The Board will hold a work session on June 21, 2011.

*Action:* Mr. Meshkin moved approval of the RFP process as outlined, including a work session to be held on June 21, 2011. The motion was seconded by Mrs. Giles and approved by the Board (7/0).

### **BOE Quarterly Agenda - July - September 2011**

*Presenter:* Mrs. Kathleen Hanks, Administrative Specialist to the Board

Mrs. Hanks presented the proposed quarterly agenda, which is scheduled for approval on June 21, 2011.

**Adjournment** - By Board consensus, the meeting was adjourned at 10:31 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

**Quarterly Meeting of the  
Howard County Board of Education and  
Howard County Council**

Howard County Council  
George Howard Building  
3430 Court House Drive  
Ellicott City, MD 21043

June 15, 2011  
8:15 a.m.

Attendees were as follows:

Board Members: Sandra H. French, Vice Chairman; Frank J. Aquino; Allen Dyer;  
Ellen Flynn Giles; and Cynthia L. Vaillancourt

County Council: Dr. Calvin Ball, Chairperson; Jennifer Terrasa, Vice  
Chairperson; Greg Fox; Mary Kay Sigaty; Courtney Watson; and  
Stephen LeGendre, Council Administrator

Council Staff: Haskell Arnold, Jeff Meyers

County Exec. Staff: Jennifer Sager, Legislative Coordinator

School Staff: Sydney L. Cousin, Superintendent; Mamie Perkins, Deputy  
Superintendent; Terry Alban, Chief Operating Officer;  
Raymond Brown, Chief Financial Officer; Linda Wise, Chief  
Academic Officer; Ken Roey, Executive Director, Facilities  
Planning and Management; Joel Gallihue, Manager, School  
Planning; Marie DeAngelis, Director Elementary Curricular  
Programs; Deborah Espitia, Coordinator, World Languages; and  
William Ryan, Principal on Special Assignment

Board Staff: Kathleen V. Hanks, Administrative Specialist

Dr. Calvin Ball called the meeting to order at 8:15 a.m.

### **1. Feasibility Study**

Staff gave a brief overview of the Feasibility Study. This study recommends that the Howard County Public School System (HCPSS) proceed with redistricting of the Southeast. HCPSS is cautiously optimistic that the school system can have a new school ready for the Northeast Region for 2013. The needs for the Southeast Region are imminent and, therefore, redistricting is recommended by staff for 2012. Staff believes proceeding with the Attendance Area Committee promotes transparency and additional ideas. There was in-depth discussion regarding filling current seats, opening new schools, and the development of downtown Columbia. Ms. Watson asked the status of the APFO chart. Staff distributed copies and stated the chart has been submitted to the County Executive's Office. Ms. Terrasa inquired if HCPSS is seeking school sites in the Southeast Region or only considering redistricting. HCPSS is looking for school sites along the entire Route 1 corridor. Mr. Aquino stated that the Board receives regular updates from staff regarding school sites.

### **2. Northeast School Site**

Council members asked if it is possible for the Board to have a site selected by June. Staff stated they are cautiously optimistic that the school will be available in 2013. This would be an elementary school only. Ms. Watson reminded the Board if a site is not selected that the area remains closed to economic development. Board members expressed concern about the Coca Cola site and getting locked in too soon. The Board is very much aware of the economic development. Staff is continually looking for potential school sites. Dr. Ball also expressed concern that a site for a new school has not been selected. Council members encouraged the Board to continue to purchase land for school sites and that delaying affects economic development. Ms. Sigaty asked if HCPSS is still looking for the same size site. HCPSS is looking into creative ways to accommodate sites even though policy gives specific acreage. Dr. Ball requested that the Council be updated on the process.

### **3. World Language**

Staff presented an update on the Elementary World Language Pilot. On Thursday, June 9, 2011, the Board voted in favor of the pilot program. The program provides opportunity for all students to receive world language instruction. The pilot will immerse students in the language and will offer the choice of Mandarin or Spanish. The Board has approved two years of the pilot for two schools, one regular and one title one school. This program will be evaluated at the end of the first year. A report will be brought before the Board next spring. A variety of data will be assessed. Stakeholder surveys will also be conducted. Dr. Ball asked why only two schools. Staff stated it was due to funding and economics. Dr. Ball also asked how Mandarin and Spanish were selected. Staff stated that Mandarin is the mostly widely spoken language in the world and is an economic player. The Department of Defense states that Mandarin is one of the most difficult languages to learn. Therefore, it is best if instruction begins at a younger age. Spanish is in the top three languages in the world and is a growing language in the United States. Ms. Watson asked what the total cost of the program is. Staff stated \$120,000 - \$170,000 per year. Once the program is phased in over all elementary schools the cost would be approximately \$5M and includes middle school articulation. Ms. Terrasa asked that County Council be informed when the two elementary schools are chosen.

#### **4. Policy 9290 Gangs, Gang Activity, and Similar Destructive or Illegal Gang Behavior**

Mrs. French stated that the Board had a special work session on this policy. Mr. Ryan shared the highlights of the policy. It was noted that this is a brand new policy that was mandated by the State under the Safe Schools Action of 2010 and that a State model policy was provided. Dr. Ball thanked the Board and staff for taking a leadership role.

#### **5. Scheduling**

The next Board of Education/County Council quarterly meeting will be held on Wednesday, October 19, 2011, at 8:15 a.m., at the Board of Education, 10910 Route 108, Ellicott City, Maryland 21042, in the Board Rooms.

Dr. Ball also thanked the Board and staff for a job well done with the high school graduations and the congressional hearings.

Meeting was adjourned at 9:15 a.m.



OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

June 16, 2011

The Board of Education of Howard County met in closed session on June 16, 2011, at 3:10 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss negotiations status with all bargaining units, Northeast school sites, and the Superintendent's reorganization. The motion was seconded by Cynthia L. Vaillancourt and approved 6/0.. Persons present: Board members, Janet Siddiqui, M.D., Chairman; Sandra H. French, Vice Chairman; Frank J. Aquino, Esq.; Allen Dyer, Esq.; Ellen Flynn Giles; and Cynthia L. Vaillancourt. Mr. Brian J. Meshkin arrived at 3:20 p.m. after the vote to close.

Mrs. French and Mr. Meshkin left the meeting at 4:35 p.m.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Kathleen V. Hanks, Administrative Specialist/Recording Secretary

**Negotiations:** Dr. Sydney L. Cousin, Superintendent; Mamie J. Perkins, Deputy Superintendent; Raymond Brown, Chief Financial Officer; Mark Blom, General Counsel; Sue Mascaro, Director, Staff Relations; Mike Johnson, Director, Business Systems

Ms. Perkins left the meeting at 3:40 p.m.

**Superintendent's Reorganization:** Dr. Sydney L. Cousin, Superintendent; Raymond Brown, Chief Financial Officer;

**Northeast School Sites:** Dr. Sydney L. Cousin, Superintendent; Raymond Brown, Chief Financial Officer; Ken Roey, Executive Director, Facilities Planning and Management; Bruce Gist, Director, School Construction; Joel Gallihue, Manager School Planning

Negotiations: Staff updated the Board on all bargaining units. Staff presented HCEA proposals and the Superintendent's recommendations. The Board then voted to accept the Superintendent's recommendations.

Superintendent Reorganization: Staff presented to the Board the reorganization of Central Office staff. This reorganization eliminates one staff position, reassigns two staff positions, and realigns departments accordingly.

Northeast School Sites: Staff presented the Superintendent's recommendation for potential school sites for Elementary School #41. By consensus the Board agreed for staff to bring forth the Superintendent's recommendation to the June 21, 2011, Board meeting. Other sites were also discussed and staff was given direction regarding a Northeast middle school.

Adjourned: 4:48 p.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education

Approved – July 14, 2011

OAH-DYER-001169

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

June 21, 2011

The Board of Education (BOE) of Howard County held a regularly scheduled meeting on Thursday, June 21, 2011, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt

Sydney L. Cousin, Superintendent, Secretary/Treasurer (afternoon session only)  
Mamie Perkins, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 4:00 p.m., and Mrs. Vaillancourt led the group in the Pledge of Allegiance.

### Public Forum

Caroline White and David McGowan, 2011 Atholton HS graduates, thanked the Board for the opportunity to visit Indianapolis on a band trip and encouraged the Board to continue supporting the music program.

Former Board member Patricia Gordon, speaking on behalf of her colleagues from the NAACP, expressed appreciation for Dr. Cousin's leadership as Superintendent of the Howard County Public School System (HCPSS).

### Approval of Agenda

The following changes were made to the agenda:

- Add: Item 6.A. Personnel Agenda - \*Administrative Appointments and Promotions - Action
- Add: Item 8.D. Resolution - Action

*Action:* Mr. Dyer moved that the minutes of the Board meetings associated with the dismissal of Dr. Bruce Venter and the litigation that followed be made available to all Board members. The motion was seconded by Mrs. Vaillancourt and failed by a vote of 2/5, with Mr. Aquino, Mrs. French, Mrs. Giles, Mr. Meshkin, and Dr. Siddiqui voting no.

*Action:* Mr. Aquino moved approval of the agenda as amended. The motion was seconded by Mrs. French and approved by the Board (6/1), with Mr. Dyer voting no.

### **\*Signing of Contracts with Employee Bargaining Units**

The following contracts were signed by Board Chairman Janet Siddiqui, Superintendent Sydney Cousin, and representatives of the respective bargaining groups, effective July 1, 2011, to June 30, 2013:

- Master Agreement with the Howard County Administrators Association (HCAA).
- Master Agreement with the American Federation of State, County, and Municipal Employees (AFSCME).
- Memorandum of Understanding (MOU) with the Howard County Home and Hospital Teachers Association

The MOU with the Howard County Food Services Association was approved and will be signed at a later date.

*Action:* Mr. Aquino moved approval of the Master Agreements with HCAA and AFSCME and the MOUs with the Howard County Home and Hospital Teachers Association and the Howard County Food Services Association. The motion was seconded by Mrs. French and approved by the Board (7/0\*).

### **Superintendent's Report**

The NAACP and the NAACP Youth Council presented Dr. Cousin with plaques in appreciation for his service.

Mrs. Perkins announced that 28 HCPSS elementary schools and all middle schools, including Cradlerock Upper, have been designated Healthy Schools by the Howard County Health Department's Healthy Howard Program.

In addition, the following schools received Innovation Awards:

- Bollman Bridge ES for Physical Activity
- Hollifield Station ES for Environmental Health
- West Friendship ES for Mental Health
- Burleigh Manor MS for Mental Health
- Folly Quarter MS for Physical Activity
- Hammond MS for Environmental Health

- Lime Kiln MS for Safety
- Wilde Lake MS for Nutrition

Mrs. Perkins also congratulated:

- Forty HCPSS schools for receiving Maryland Positive Behavioral Interventions and Support (PBIS) Awards this year. Twenty-four schools earned Gold Awards, twelve received Silver Awards, and four received Bronze Awards.
- Mr. Scott Ruehl, principal of Mt. Hebron HS, for receiving the Outstanding Administrator Award from the Howard County Association of School Librarians.
- Mr. Ken Roey, Executive Director of Facilities Planning and Management, who will be a presenter at the Maryland Lean Government Conference sponsored by the Maryland World Class Consortia on August 3, 2011.

### **Board Members' Reports**

Board members reported on their attendance at recent school and community events.

### **Consent Agenda (Restricted\*)**

#### Bids and Contracts

*Action:* Mr. Aquino moved approval of the Bids and Contracts. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0\*).

#### *Bids and Contracts – Approved by the Board*

P-1	<b>AUDITORIUM STAGE LIGHTING UPGRADES HAMMOND AND OAKLAND MILLS HIGH SCHOOLS</b>	
	Barbizon Capitol, Inc.	\$69,235.98
P-2	<b>DIFFERENTIATED INSTRUCTION SOFTWARE</b>	
	Achieve3000	\$31,151.00
P-3	<b>MAINTENANCE AND OPERATION SERVICES OF WASTEWATER TREATMENT FACILITIES</b>	
	Maryland Environmental Service	\$526,447.00
P-4	<b>EMERGENCY GENERATOR REPLACEMENT CRADLEROCK K-8 SCHOOL</b>	
	Savage Electric, Inc.	\$99,400.00
P-5	<b>KURZWEIL ASSISTIVE TECHNOLOGY</b>	
	Envision Technology	\$34,459.00

Approved – August 18, 2011

OAH-DYER-001172

**Consent Agenda (General)**

Donations; Regular Meeting Minutes of May 26, 2011; Adoption of Budget Meeting Minutes of May 31, 2011; and BOE/CC (County Council) Quarterly Meeting Minutes of June 15, 2011

The meeting minutes of May 31 and June 15 were pulled for voting purposes.

*Action:* Mrs. Giles moved approval of the Donations and Regular Meeting Minutes of May 26, 2011. The motion was seconded by Mr. Aquino and approved by the Board (7/0).

*Donations – Approved by the Board*

Clemmons Crossing ES: Northrop Grumman, in the amount of \$750, designated for the purchase of reading books, math books and calculators.

General Mills Box Tops for Education, in the amount of \$1,635.10, designated for the purchase of classroom books, games and activity books for the media center and indoor recess games.

Giant A+ School Rewards, in the amount of \$5,826.47, designated for the purchase of classroom furniture, bookshelves and subscriptions to online services for students.

Pointers Run ES: Kelly and Geoffrey Bloom, in the amount of \$500, designated for the purchase of playground equipment.

Running Brook ES: David and Eileen Powell, in the amount of \$1,000, designated to subsidize the cost of field trips for students in the fourth grade.

Folly Quarter MS: Giant A+ School Rewards, in the amount of \$1,562.59, designated for the purchase of PBIS awards and student incentives.

Atholton HS: PTSA, in the amount of \$1,000, designated for the purchase of food for the 2011 senior class night celebration.

Mt. Hebron HS: Do Hee Park, in the amount of \$1,000, designated for the Pay It Forward Math Scholarship.

River Hill HS: PTSA, in the amount of \$8,264.65, (\$1,500) designated for senior academic awards, and (\$6,764.65) for post prom party expenses.

Ahold Financial Services (Giant A+ Bonus Rewards), in the amount of \$5,664.23, designated for the purchase of instructional technology upgrades.

Regular Meeting Minutes of May 26, 2011 - Approved by the Board

Adoption of the Budget Meeting Minutes of May 31, 2011

*Action:* Mrs. Giles moved approval of the Adoption of the Budget Meeting Minutes of May 31, 2011. The motion was seconded by Mr. Meshkin and approved by the Board (6/0/1), with Mrs. Vaillancourt abstaining due to her absence from the meeting.

BOE/CC Quarterly Meeting Minutes of June 15, 2011

*Action:* Mrs. Giles moved approval of the BOE/CC Quarterly Meeting Minutes of June 15, 2011. The motion was seconded by Mr. Aquino and approved by the Board (5/0/2), with Dr. Siddiqui and Mr. Meshkin abstaining due to their absence from the meeting.

**\*Administrative Appointments and Promotions**

<u>Name</u>	<u>From</u>	<u>To</u>
Jennifer Harwood	Special Education Instructional Team Leader Regional Early Childhood Center Veterans ES	Project Facilitator Office of Early Intervention Services Dept. of Special Education

*Action:* Mrs. French moved approval of Jennifer Harwood as Project Facilitator. The motion was seconded by Mr. Meshkin and approved by the Board (7/0\*).

**Bridge to Excellence: Aspen Family Portal Update**

*Presenters:* Mr. Michael Borkoski, Technology Officer, and Ms. Bonnie Woods, Manager, Systems Support

Ms. Woods reported that Phase II of the Aspen implementation project will involve the launch of the Gradebook/Family Portal for teachers, parents, and students in all secondary schools in August 2011. Consequently, the system will retire school-funded online gradebook applications (e.g., TeacherEase) and will provide parents and students with access to attendance information, emergency contact information, and progress updates on classroom assignments and term grades through the Aspen system. In addition, legacy systems for capturing data for English Language

Learners (ELL), bullying incidents, non-office referral incidents, and student 504 Plans will be retired.

The first phase of the Aspen student information management system project was completed with the August 2010 rollout in high schools. The Aspen web-based application has now replaced four legacy HCPSS data systems at all school levels and has greatly reduced the amount of repetitive data entry previously required for student record keeping and state reporting. The Technology Department has trained over 8,400 district and school-based administrative and teaching staff and continues to provide new application functionality and refine processes to better serve the organization.

*Discussion:*

Ms. Woods and Mr. Borkoski explained the communication processes that will be used to inform parents and students about the new system. A training video will explain changes and provide information on accessing the new system. Back-to-School nights will also provide opportunities for parents to sign up and access the new system in school computer labs. School websites will have links connecting to the portal.

A date for launching the program at the elementary school level has not been determined. Displaying different types of grades on the website in a cohesive way will require further testing. Staff plans to meet with school administration in the fall to decide on a reasonable launching date for elementary schools.

Mr. Dyer suggested collaboration between the Technology Department and school-based computer science teachers to assist students in considering computer science careers.

Mrs. Giles commented on the many opportunities that are currently available for students to test their technology skills in real-life situations, including filming HCPSS graduations and providing technical support for BOE meetings.

Mrs. Woods reported that a small icon will appear next to a student's name in Gradebook if that student has an IEP or 504 Plan.

**\*Approval of Audit Plan for FY 2012**

*Presenter:* Mr. John Connors, Internal Auditor

Mr. Connors presented a proposed Audit Plan for FY 2012, which included:

- A recap of the audit results for FY 2011.
- An update on the status of the fraud hotline implementation.
- A Risk Assessment Report conducted by Clifton Gunderson, LLC.
- Staffing needs for the Internal Auditor office.

The BOE Audit Committee has reviewed the proposed FY 2012 Audit Plan and recommends Board approval. The committee will continue to follow up and keep the Board apprised of developments and issues related to audit operations and activities.

Mr. Connors thanked the Board and staff for the opportunity to serve as the first Internal Auditor for HCPSS. His retirement will be effective July 1, 2011.

*Discussion:*

Board members discussed proposed staffing needs, and Mr. Connors referenced the number of auditors on staff in surrounding counties. Mr. Brown stated that the internal audit function as defined in the charter and in the original risk assessment performed by Clifton Gunderson, LLC, recommended two full-time auditors for HCPSS. He explained that some auditors in surrounding counties perform duties beyond internal audit functions, including performance auditing. Due to the economic downturn and limited resources, staffing for the HCPSS internal audit function has been affected. It was noted that the vision of the internal audit function includes two auditors and the continued assistance of support staff from the Board office.

Mrs. French asked about the chain of command for auditors in surrounding counties. Mr. Brown explained that reporting varies among jurisdictions and can involve the Board, Superintendent, Deputy Superintendent, or the Chief Financial Officer.

Mr. Aquino inquired about costs associated with an Information Technology (IT) Audit. Mr. Brown said he would provide this information to the Board.

Dr. Siddiqui asked for an update regarding the Legislative Audit and current recommendations. Mr. Brown said that the information will be provided to the BOE Audit Committee and subsequently to the full Board.

Board members and staff discussed requests of audits being made by individuals. Mr. Connors suggested that if a Board member or a management-level person requests a specific audit, the auditor should weigh the request against other auditing needs. Audit requests should not be ignored simply on the basis of being requested by an individual.

Mr. Dyer suggested that the Board give serious consideration to structuring the BOE Audit Committee as a function of the full Board. He indicated that a full Board Audit Committee would eliminate problems associated with the Open Meetings Act and the function of a three-member committee. Mr. Aquino stated that the committee system was set up specifically to adhere to the Open Meetings Act, and all meetings are open to the public.

*Action:* Mrs. Giles moved acceptance of the FY 2012 Audit Plan, including a minor revision to the stated criteria for a specific audit. The motion was seconded by Mr. Dyer and approved by the Board (7/0\*).



**\*2011-2012 School Lunch Prices**

*Presenter:* Mr. Raymond Brown, Chief Financial Officer

Based on current and estimated financial projections of the Food and Nutrition Services Program, it is recommended no increases in lunch and breakfast prices for the 2011-2012 school year. Price stabilization is an effort to encourage participation in the program, and the Food and Nutrition Service fund balance will be used as an offset.

*Discussion:*

Mr. Brown reported that a comprehensive marketing strategy will be developed during the course of the school year along with other program improvements to boost sales. Mrs. Mary Klatko, Director, Food and Nutrition Services, will also develop an enhanced communication program to stakeholders. Reports will be provided to the Board on both initiatives.

*Action:* Mrs. Giles moved acceptance of the recommendation to maintain current price levels for all school lunches. The motion was seconded by Mr. Aquino and approved by the Board (7/0\*).

**\*Northeast ES Site Selection**

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management; and Mr. Joel Gallihue, Manager, School Planning

Staff presented information on a proposed site identified for an elementary school in the northeastern region of the county. The 10-acre site is located on Ducketts Lane in Elkridge and will accommodate a 600-seat school and a multipurpose field. The school system will seek a permit from the Maryland Department of the Environment and the U.S. Army Corps of Engineers to fill in wetlands on the site.

A public hearing and work session will be held on July 14, 2011.

*Discussion Highlights:*

- The site contains discontinuous wetlands, and a high probability exists for a development waiver because the site will be used for public educational purposes.
- The Oxford Square site could be considered for a future middle school.
- Redistricting plans will be developed to meet a maximum number of Board policy goals for Attendance Area Adjustments.

*Motion:* Mrs. Giles moved approval of the recommendation to move forward with acquisition of the Ducketts Lane site. The motion was seconded by Mr. Aquino.

Approved – August 18, 2011

OAH-DYER-001177

It was pointed out that the school system and Board have been looking at several sites throughout the Elkridge area. This site has moved through the Interagency Committee on School Construction (IAC) process and provides a good location for a community school.

*Action:* The motion to approve acquisition of the Ducketts Lane site was approved by the Board (7/0\*).

### **Resolution of the Board of Education of Howard County**

Mr. Meshkin introduced a resolution for consideration by the Board to promote innovative ways to address systemic overcrowding issues in the Route 1 Corridor. He expressed concern that the new northeastern elementary school will not provide sufficient relief for a few years and asked that open enrollment and other alternatives be considered as an interim measure. Mr. Meshkin also asked that feedback be provided on the effects of open enrollment on the APFO (Adequate Public Facilities Ordinance) chart.

*Motion:* Mr. Meshkin moved approval of the resolution. The motion was seconded by Mrs. Vaillancourt.

#### *Discussion:*

Mr. Joel Gallihue, Manager, School Planning, expressed an interest in discussions related to the intent of open enrollment as provided in Policy 9000 Enrollment, Residency, Student Assignment and Admission to Pre-K and Kindergarten and how an APFO chart could be developed in an open-enrollment scenario. Mr. Ken Roey, Executive Director, Facilities Planning and Management, pointed out the difficulties in predicting where students would attend school in an open-enrollment situation.

Mr. Meshkin explained that the intent of his resolution is to formalize a request of the Department of Planning and Zoning (DPZ) to provide an opinion on options to relieve overcrowded schools without restricting economic growth in the county.

Mr. Dyer expressed opposition to open enrollment due to equity issues and favored review and consideration of additional options. Dr. Siddiqui noted that the Superintendent has made a commitment to the Board to review open enrollment and other alternatives to relieve overcrowding.

Mrs. French pointed out that with a school site having been identified, changes can be made to the APFO chart before approval is required by the County Council. This will open areas previously closed to development. Mr. Aquino indicated that the opening of an elementary school in 2013 and the potential opening of a middle school in 2014 could solve most of the capacity issues in the northeastern region of the county.

Board members discussed specific language in the resolution, and Mr. Aquino proposed an amendment to eliminate the charge to school system staff and to clarify what role the Board expects of the Superintendent in this matter.

*Action:* Mr. Aquino moved to amend the resolution by deleting the last paragraph. The amended motion was seconded by Mrs. Giles and approved by the Board (5/0/2), with Mr. Dyer and Mr. Meshkin abstaining.

*Amended Resolution:*

**RESOLUTION OF THE BOARD OF EDUCATION OF HOWARD COUNTY**

**WHEREAS**, the Board of Education is committed to working with our partners in government and the community to address the educational and school building needs of students across Howard County; and,

**WHEREAS**, the growth in commercial and residential development in the U.S. 1 corridor of eastern Howard County is a strategic part of the County's economic impact over the next decade; and,

**WHEREAS**, many of the elementary and middle schools in this corridor are approaching 115% enrollment capacities; and

**WHEREAS**, HCPSS is engaged in developing a plan to address these school capacity issues through new school construction, redistricting, and portables (if necessary); and

**WHEREAS**, the Board of Education has already enacted policy 9000 (section I(9)) that would allow for open enrollment; and

**WHEREAS**, the Board of Education would like to evaluate other options to best serve the needs of our students,

**THEREFORE, BE IT RESOLVED**, that the Board of Education makes a formal request to the Howard County APFO Committee of the Department of Planning and Zoning to evaluate the impact of open enrollment on APFO restrictions on development.

*Action:* The motion to approve the resolution as amended was approved by the Board (6/1), with Mrs. French voting no.

*Motion:* Mr. Aquino moved to formalize the Board's consensus on instructing staff to either come to the Board with a plan or to do what is necessary to move the projected opening date of a new middle school in the northeast from 2015 to 2014, including coming to the Board with a designated site as quickly as possible. The motion was seconded by Mr. Meshkin.

*Discussion:*

Mr. Gallihue assured the Board that staff will continue to look in the northeast corridor for acceptable school sites.

*Action:* Mr. Aquino's motion was approved by the Board (7/0\*).

Dr. Cousin explained that he intends to have staff and others look at the possible effects open enrollment could have on redistricting for 2012-2013.

**Quarterly Agenda - July - September 2011**

*Presenter:* Mrs. Kathy Hanks, Administrative Specialist to the Board

Mrs. Hanks reviewed recent changes to the quarterly agenda.

*Action:* Mrs. Giles moved acceptance of the quarterly agenda. The motion was seconded by Mr. Aquino and approved by the Board (6/0). Mrs. Vaillancourt was not present for the vote.

**Proposals for Additions and Amendments to MABE's *Continuing Resolutions and Beliefs & Policies***

Mr. Dyer stated that he will prepare a new resolution for consideration that MABE acknowledge the value of transparency and operating pursuant to the Open Meetings Act and complying with the Public Information Act. He indicated that this would bring MABE into a more visible role in the state and increase their influence in dealing with the General Assembly, which would be of benefit to all local boards of education.

Mrs. Giles noted that all resolutions up for review are posted on the MABE website, and as the Board's representative to that committee, she will relay any information that comes out of the committee for review prior to the annual meeting in the fall.

**Recess** – The meeting was recessed by the Chairman at 6:55 p.m. and reconvened at 7:40 p.m.

**Public Forum**

There was no one present to address the Board.

**Public Hearing - Initial Public Hearing on Superintendent Search**

Mr. John Bailey suggested that the next Superintendent should have background as a classroom teacher, as well as experience in ESOL and special education.

Mr. Roger Learner stressed that outreach to the community and staff is critical and called for the Board to be “hands on” in this process; he said the system needs someone with a proven track record.

Mr. Michael Munoz commented on Dr. Cousin’s exemplary leadership and stated that the system needs a leader with vision and an understanding of the unique needs of Hispanic students.

Ms. Chaun Hightower, testifying on behalf of the PTA Council, expressed thanks to Dr. Cousin for his open, collaborative relationship with the PTA Council. She said the next Superintendent must embrace parental involvement as critical to student success and possess a vision for educating all students. The individual must be thoughtful, analytical, and accessible. She noted that the PTA would be available throughout the process to assist in any way the Board needs.

Former Board of Education member Dr. Jane Schuchardt testified about the importance of confidentiality during the process, noting that the future of the HCPSS is in the Board’s hands.

### **Public Work Session - Superintendent Search RFP Development**

*Presenter:* Mr. Doug Pindell, Director of Purchasing

Mr. Pindell presented a draft RFP and reviewed the process and schedule for selecting a firm to conduct the Superintendent search. He plans to use Elluminate for the pre-submission conference since the call for proposals is likely to draw interest from firms across the country.

#### *Discussion:*

Board members discussed various aspects of the RFP and reviewed specific language for clarification. Mr. Pindell answered questions and provided explanations regarding the need for particular language in the request.

The Board will finalize the document during a retreat in late August.

**Adjournment** – By Board consensus, the meeting was adjourned at 8:58 p.m.

#### **Information Item**

- A. Community Use of Schools – Fees for 2011-2012
- B. Cradlerock Transition End-of-Year Updated
- C. Policy 9200 Discipline Implementation Procedures

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

June 30, 2011

The Board of Education of Howard County met in closed session on June 30, 2011, at 4:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss *Seigler vs. Howard County Board of Education*, Negotiations, and Administrative/Management/Technical (AMT) Personnel. The motion was seconded by Frank J. Aquino and approved 6/0. Persons present: Board members, Janet Siddiqui, M.D., Chairman; Sandra H. French, Vice Chairman; Frank J. Aquino, Esq.; Allen Dyer, Esq.; Ellen Flynn Giles; and Cynthia L. Vaillancourt.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Kathleen V. Hanks, Administrative Specialist/Recording Secretary

**Seigler vs. Howard County Board of Education:** Mark Blom, General Counsel; Pamela Blackwell, Director Student Services

The Board received legal advice regarding *Seigler vs. Howard County Board of Education*.

**Negotiations:** Dr. Sydney L. Cousin, Superintendent; Raymond Brown, Chief Financial Officer; Mark Blom, General Counsel; Sue Mascaro, Director, Staff Relations; Mike Johnson, Director, Business Systems

Staff presented an update to the Board on the ratification of HCEA and HCEA/ESP. The Board received and took action on the Superintendent's recommendation.

**Administrative, Management, Technical (AMT) Personnel:** Dr. Sydney L. Cousin, Superintendent; Raymond Brown, Chief Financial Officer

The Board received and took action on the Superintendent's recommendation regarding compensation for AMT employees.

Adjourned: 4:40 p.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education

Approved – July 14, 2011

OAH-DYER-001182

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

June 30, 2011

The Board of Education of Howard County held a special meeting of the Board on Thursday, June 30, 2011, at 4:40 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Sandra H. French  
Ellen Flynn Giles  
Cynthia L. Vaillancourt

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Raymond Brown, Chief Operating Officer  
Kathleen V. Hanks, Administrative Specialist/Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 4:40 p.m., and Mr. Allen Dyer led the group in the Pledge of Allegiance.

### Approval of Agenda

*Motion:* Mr. Aquino moved approval of the agenda.

*Action:* Mr. Dyer moved that discussion and possible ratification of the June 24, 2011, letter from Dr. Janet Siddiqui to Mr. James H. DeGraffenreidt, Jr., requesting removal of Allen Dyer, Esquire, as a member of the Board of Education of Howard County, be added to the agenda. The motion was seconded by Mrs. Vaillancourt. The motion failed due to lack of majority (2/4) with Dr. Siddiqui, Mrs. French, Mr. Aquino, and Mrs. Giles voting no.

*Action:* Mr. Aquino's motion was seconded by Mrs. Giles and the motion failed due to lack of majority (4/2) with Mr. Dyer and Mrs. Vaillancourt voting no.

Discussion:

Mrs. French stated that because Mr. Dyer refuses to approve the agenda he is holding hostage the pay stubs for all Howard County Public School System employees.

Mr. Dyer stated that he is not holding anything hostage and believes that ratifying Dr. Siddiqui's letter is appropriate and that the Board has an obligation to do so.

Mrs. French stated that the Board took action on the censure and the resolution. The Chairman wrote the letter in response to that action. There is no further need for the Board to endorse every document that the Chairman sends out on the Board's behalf after the Board has already taken action.

Mrs. Vaillancourt asked if there was a down side on voting to ratify the approved letter.

Dr. Siddiqui and Mrs. French stated there was no need.

Mr. Aquino stated that due to the fact that the only agenda item is a restricted item, he believes that only four votes are needed to approve the agenda as the student member is not permitted to vote on restricted items.

After further discussion, the Board proceeded with the meeting regarding a resolution concerning negotiations.

**\*Resolution Concerning Negotiations: Agreements with Howard County Education Association and Howard County Education Association/ESP for FY 2012**

*Presenter:* Mrs. Sue Mascaro, Director Staff Relations

The Board of Education and the Howard County Association have reached tentative agreements on the articles currently open for negotiation under the Howard County Education Association (HCEA) and the Howard County Education Association/ESP (HCEA/ESP) contracts. Those tentative agreements have the overwhelming support of the HCEA Board of Directors and are currently being distributed for vote by HCEA members. Because the vote is still underway and will not be completed in June, three articles under the HCEA agreement and two articles under the HCEA/ESP agreement will expire July 1, 2011. Consequently, the Board must pass a resolution to address items covered under these articles, specifically, evaluation, working hours and working conditions, and salary. The Board is committed to providing its employees with all of the benefits provided under the current agreements including those outlined in these unresolved articles. As a result the resolution brought forward this afternoon will honor those commitments. The Board sincerely hopes that the tentative agreements for HCEA and HCEA/ESP are ratified by their respective memberships before the end of next month. Assuming that to be the case, the Board looks forward to a public ratification and signing ceremony in the near future.

*Motion:* Mrs. Giles moved that the Board approve the following resolution:



**BOARD OF EDUCATION RESOLUTION**  
*for*  
**HCEA and HCEA-ESP**  
**June 30, 2011**

Whereas tentative agreements have been reached between the Board of Education and the Howard County Education Association (HCEA and HCEA-ESP) and ratification, although underway, is not expected before July 1, 2011, and the Board of Education does not want to disrupt employees' working conditions, the Board hereby resolves to maintain the existing (FY11) contract language and salary scales as documented in the Articles listed below.

Howard County Education Association (HCEA)

- Article 5, Evaluation
- Article 18, Working Hours and Work Load
- Article 20, Salary Schedules

Howard County Education Association Educational Support Personnel (HCEA-ESP)

- Article 11, Working Hours and Working Conditions
- Article 17, Salary Scales

This resolution shall remain in effect from July 1, 2011, until August 12, 2011, or the date a final Agreement is ratified by the Board and the respective bargaining unit, whichever comes first.

In witness whereof, the parties hereunto set their hand and seals this 30<sup>th</sup> day of June 2011.

*Action:* The motion was seconded by Mr. Aquino and approved by the Board (\*6/0).

**Adjournment** – By consensus, the meeting was adjourned at 4:50 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

## **MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY**

**July 14, 2011**

The Board of Education (BOE) of Howard County held a regularly scheduled meeting on Thursday, July 14, 2011, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Cynthia L. Vaillancourt  
Tomi Williams, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer (afternoon session only)  
Mamie Perkins, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

### **Administration of Oath to New Student Member of the Board**

Ms. Margaret Rappaport, Clerk of the Circuit Court, administered the oath of office to Tomi Williams, River Hill HS senior.

Mr. Williams expressed appreciation for all he has accomplished and thanked his family and friends for their support. He looks forward to a great term and hopes to make a positive change and impact in the school system and to inspire students to do the same.

Chairman Janet Siddiqui called the meeting to order at 4:00 p.m., and Mr. Williams led the group in the Pledge of Allegiance.

### **Public Forum**

Mrs. Min Kim, Office of International Student and Family Services, introduced middle school students and teachers from Korea who are studying English at Ellicott Mills MS this summer.

### **Approval of Agenda**

The following change was made to the agenda:

Add: New Item 14. Resolution to the Maryland Association of Boards of Education (MABE).

Approved – August 18, 2011

OAH-DYER-001186

The following information was provided in response to additional agenda items requested by Mr. Dyer:

- A discussion and action item regarding dismissal authority for the Internal Auditor and Ombudsman will be added to a future agenda.
- A discussion item regarding posting of school system employee salaries on the HCPSS website will be placed as a bulleted item on the next quarterly agenda.
- The legal services RFP will be discussed at the August 18 Board meeting.

*Motion:* Mr. Dyer moved that the agenda be amended to add discussion and action on ratification of Chairman Siddiqui's letter to the state board president because it contains allegations that were not included in the original resolution.

*Discussion:*

Mr. Dyer indicated that Dr. Siddiqui's letter contains allegations that were not part of the June 9 resolution and stated that a vote on the letter should be taken by the entire Board in an open meeting pursuant to the legislation that establishes the Howard County Board of Education.

Dr. Siddiqui explained that the Board's resolution gives her the authority to move forward with legal counsel on the resolution regarding Mr. Dyer. She added that the issue is now in the quasi-judicial process of the Maryland State Board of Education (MSDE).

*Action:* Mr. Dyer's motion was seconded by Mrs. Vaillancourt and failed by a vote of 1/3/2, with Mr. Aquino, Mrs. Giles, and Dr. Siddiqui voting no. Mrs. Vaillancourt and Mr. Williams abstained.

*Motion:* Mr. Dyer moved that the agenda be amended to add discussion and ratification of the June 9 resolution regarding his removal of Mr. Dyer.

*Discussion:*

Mr. Dyer explained that his request is based on the Board's current composition, which includes a new Student Member. He felt it would be appropriate to determine if the June 9 resolution, which deals with the composition of the Board, is still supported by five members of the current Board.

Dr. Siddiqui stated that the Board has never ratified any actions that previous Boards have taken and reminded everyone that the issue is already before MSDE.

The motion failed for lack of a second.

*Motion:* Mr. Dyer moved that the agenda be amended to include a discussion and action item regarding whether or not to publicly release available statements of fact to support the allegations made in the Board's June 9 resolution regarding his removal.

*Discussion:*

Mr. Dyer pointed out that 30 days have passed since the broad allegations of the June 9 resolution and stated that it is time for the Board to either provide facts to support the allegations or to dismiss the matter.

Dr. Siddiqui stated that all correspondence over the past three years has been provided to Mr. Dyer, and all legal proceedings are public. Any additional information will come forward as the hearing proceeds at the state board level.

*Action:* Mrs. Vaillancourt seconded the motion. The motion failed by a vote of 2/3/1, with Mr. Aquino, Mrs. Giles, and Dr. Siddiqui voting no and Mr. Williams abstaining.

*Action:* Mr. Aquino moved approval of the agenda as amended. The motion was seconded by Mrs. Giles and approved by a vote of 5/1, with Mr. Dyer voting no.

**\*Signing of Contracts with Employee Bargaining Units**

The following contract was ratified and signed by Board Chairman Janet Siddiqui, Superintendent Sydney Cousin, and representatives of the respective bargaining group, effective July 1, 2011, to June 30, 2013:

- \*Master Agreement with Howard County Education Association Educational Support Professionals (HCEA/ESP)

*Action:* Mr. Aquino moved approval of the HCEA/ESP agreement. The motion was seconded by Mrs. Giles and approved by the members of the Board (5/0\*).

- \*Master Agreement with Howard County Education Association (HCEA)

Due to a small number of errors in the information mailed to the HCEA membership regarding the tentative agreement, HCEA may need to conduct a second ratification or allow some members to re-vote.

*Action:* Mrs. Giles moved approval of a resolution honoring the items negotiated under the tentative agreement dated June 17, 2011. The motion was seconded by Mr. Aquino and approved by the Board (5/0\*).

**Superintendent's Report**

Dr. Cousin congratulated:

- Mayfield Woods MS student Maria Viera for her website on the Cuban Missile Crisis, which was selected as the Outstanding Entry for Maryland at the National History Day Competition.
- The 4th and 5th grade students at Hammond ES for their contribution to the Dallas Symphony Orchestra Kids website.

- Communication Specialist Anna Gable and the Central Print Shop for their contributions to the 2010-2011 School Calendar, which received an Honorable Mention in the national publication competition sponsored by the National School Public Relations Association.

Mrs. Perkins noted that over 1,300 students are attending summer school programs, and she thanked the Human Resources office for staffing summer school on a compressed time schedule.

### **Board Members' Reports**

Board members reported on their attendance at recent school and community events.

### **\*Administrative Appointments and Promotions**

#### Appointment of Daniel Furman as Staff Attorney for Special Education

Mr. Dyer asked for clarification on the role that this position. Ms. Patty Daley, Director, Special Education, stated that the position will serve two offices (70 percent for Special Education and 30 percent for legislative affairs under the Chief Operating Officer). Mr. Furman will represent the Superintendent and the school system.

*Action:* Mrs. Giles moved approval of the appointment of Dan Furman as staff attorney. The motion was seconded by Mr. Aquino and approved by the Board (4/1\*), with Mr. Dyer voting no.

#### Promotion of William Ryan to Executive Director of School Improvement and Administration

*Action:* Mrs. Giles moved acceptance of the promotion of William Ryan to Executive Director of School Improvement and Administration. The motion was seconded by Mr. Aquino and approved by the Board (5/0\*).

#### Promotion of Kathleen Clark to assistant principal at Atholton High School Promotion of Christina Krabitz to assistant principal at the Homewood Center

*Action:* Mrs. Giles moved approval of Kathleen Clark to assistant principal at Atholton HS and Christina Krabitz to assistant principal at the Homewood Center. The motion was seconded by Mr. Aquino and approved by the Board (5/0\*).

#### Appointment of Kelly Hearn to Manager of Certification, Licensure, and Accountability in Human Resources

*Action:* Mrs. Giles moved approval of the Appointment of Kelly Hearn to Manager of Certification, Licensure, and Accountability in Human Resources. The motion was seconded by Mr. Aquino and approved by the Board (5/0\*).

### **Appointment - MABE (Maryland Association of Boards of Education)**

MABE President, Mr. Tom Carr, and Executive Director, Dr. Carl Smith, presented information on MABE's history and mission and described services provided through MABE membership. Dr. Smith encouraged Board members to provide feedback on ways that MABE can better serve the Board's needs and interests.

Board members spoke about their experiences with MABE and elaborated on programs of interest. Mr. Dyer noted the value of MABE programs but expressed concern that the organization does not comply with the Open Meetings Act and the Maryland Public Information Act.

Dr. Carr explained that MABE is not subject to the Open Meetings Act but does operate transparently and complies with public information requests.

### **Consent Agenda (Restricted\*)**

Staff Personnel; Bids and Contracts; Operating Budget Financial Report; School Construction Monthly Report; and Closed Meeting Minutes (Official and Confidential) of June 16 and June 30, 2011

*Action:* Mr. Aquino moved approval of the restricted consent agenda. The motion was seconded by Mrs. Giles and approved by the Board (5/0\*).

### Staff Personnel – Approved by the Board

#### **Resignations**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Reason</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
Anderson, Harry	ReHS	Asst. Prin.	Relocation	6.0	06/30/11
Bare, Elizabeth	WFES	Elem. Ed.	Relocation	10.0	06/22/11
Basile, Nicole	HOHS	Science	Relocation	5.0	06/22/11
Bergersen, Amy	Fr. Leave	Spec. Ed.	Family Obligations	2.0	06/30/11
Bocchino, Jocelyn	ReHS	Art	Relocation	3.0	06/22/11
Brackin, Ann	ReHS	Spec. Ed.	Other Employment	3.0	06/22/11
Evans, Heather	GCES	Kindergarten	Relocation	1.0	06/22/11
Godlewski, Shelley	Fr. Leave	Spec. Ed.	Relocation	11.0	06/30/11
Hamilton, Bethany	RBES	Spec. Ed.	Teach Overseas	1.0	06/22/11
Hunt, Sarah	RHHS	Math	Other Employment	2.0	06/22/11
Knuppel, Kristina	Fr. Leave	English	Family Obligations	21.0	06/30/11
Kolarsick, Caitlin	RES	Elem. Ed.	Relocation	4.0	06/22/11
Leahy, Megan	FRES	Kindergarten	Relocation	5.0	06/22/11
Mackin, Troy	AHS	Spec. Ed.	Relocation	5.0	06/22/11
Mahon, Shannon	OMHS	Spec. Ed.	Other Employment	1.0	06/22/11
Manigault-McElveen, D.HAMS		Spec. Ed.	Personal	4.0	06/22/11
Marzoli, Lindsay	DRES	OT	Relocation	3.0	06/22/11

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Mitchell, Marisa	MVMS	Spec. Ed.	Study	1.0	06/22/11
Munford, Jaime	HOHS	Math	Relocation	7.0	06/22/11
Pare, Stacie	PMS	GT	Personal	4.0	06/22/11
Parsons, Kimberly	BBES	Pre-K	Family Obligations	10.0	06/22/11
Prada, Michael	MRHS	Science	Study	5.0	06/22/11
Quinlan, Emily	HCMS	Spec. Ed.	Other Employment	3.0	06/22/11
Shuang, Jay	VES	Elem. Ed.	Relocation	3.0	06/22/11
Soule, Kara	FQMS	English	Relocation	4.0	06/22/11
Turner, Carrie	MHHS	S. Studies	Personal	5.0	06/22/11

**Leaves of Absence**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
DeCaro, Ellen	DMS	Fam.Con.Sci.	5.0	08/22/11
Doyle, Hillary	PLES	Elem. Ed.	4.0	08/22/11
Hassler, Melissa	CLES	Elem. Ed.	3.0	08/22/11
Perera, Jack	HOHS	Math	10.0	08/22/11
Shields, Heather	MVMS	English	12.0	08/22/11

**Retirements**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
Adams, Linda	MWES	Spec. Ed.	12.8	07/01/11
Alban, Theresa	C.O.	Chief Operating Officer	7.2	07/01/11
Berman, Donna	PVMS	Spec. Ed.	11.8	07/01/11
Brigham, Elizabeth	DMS	Phys. Ed.	24.9	07/01/11
English, Evelyn	ReHS	Reading	32.0	07/01/11
Fawcett, Elsa	WFES	GT	21.0	07/01/11
Gerhardt, Joanne	IES	SLP	27.0	07/01/11
Green, Gerard	ARL	PPW	34.0	07/01/11
Hankin, Cynthia	DRES	Principal	19.0	07/01/11
Hannon, Peggy	HAHS	Spec. Ed.	14.9	07/01/11
Harris, Camille	FR/JHES	Psychologist	15.0	07/01/11
High, Howard	MHHS	Science	34.5	07/01/11
Jenkins, William	LES	Asst. Principal	33.0	07/01/11
Kincaid, Richard	GHS	Science	31.0	07/01/11
Liddle, Claire	OCL	Facilitator, Spec. Ed.	29.7	07/01/11
Martin, Wanda	SFES	Elem. Ed.	30.0	07/01/11
Orlosky, Janet	HAES	GT	30.0	07/01/11
Outten, Patricia	CLS	Spec. Ed.	10.0	07/01/11
Peterson, Beverly	SWES	Elem. Ed.	35.0	07/01/11
Pickeral, Diane	BPES	Media Spec.	32.4	07/01/11
Quinn, Gail	GES	Kindergarten	25.0	07/01/11
Spring, Anna	MWES	Phys. Ed.	33.0	07/01/11
Stephens, Cynthia	OMHS	Music	35.0	07/01/11
Stull, Ann	WFES	Kindergarten	25.0	07/01/11
Trexler, Paul	DOES	Elem. Ed.	36.0	07/01/11
Wolfe, Francis	WLMS	S. Studies	38.0	07/10/11

Bids and Contracts – Approved by the Board

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
P-1	<b>ATHLETIC TRAINER SERVICES</b> Kernan Sports Medicine Maryland SportsCare & Rehab, LLC <b>Total Award Amount</b>	\$81,200.00 <u>162,400.00</u> \$243,600.00
P-2	<b>STUDENT TRANSPORTATION</b> Trans-White, Inc. Tip Top Transportation <b>Total Award Amount</b>	\$ 53,994.60 <u>114,120.00</u> \$168,114.60
P-3	<b>APPLIANCES AND KITCHEN EQUIPMENT</b> EPSTEXAS Acme Paper & Supply Co., Inc. Calico Industries, Inc. Business Services American Energy Restaurant Equipment, LLC Sears Commercial <b>Total Award Amount</b>	\$ 3,133.00 3,854.00 4,858.00 14,357.42 14,618.75 <u>54,087.00</u> \$94,908.17
P-4	<b>REPLACEMENT WASTEWATER TREATMENT FACILITY AT FOLLY QUARTER MIDDLE AND TRIADELPHIA ELEMENTARY</b> Wickersham Construction and Engineering Inc.	\$2,064,585.00
P-5	<b>CLASSROOM PARTNERSHIP WITH TRELIS SERVICES, INC.</b> Trellis Services, Inc.	\$426,000.00
P-6	<b>MATHEMATICS RESOURCE SERVICES</b> Carnegie Learning, Inc.	\$55,123.23
P-7	<b>ARCHITECT SELECTION FOR THE ADDITION AND RENOVATION TO GORMAN CROSSING ELEMENTARY</b> TCA Architects	\$491,000.00

Operating Budget Financial Report – Approved by the BoardSchool Construction Monthly Report – Approved by the BoardClosed Meeting Minutes of June 16 and June 30, 2011 – Approved by the Board

Approved – August 18, 2011

OAH-DYER-001192



**Consent Agenda (General)**Donations and Regular Meeting Minutes of June 9, 2011

*Action:* Mr. Aquino moved approval of the consent agenda. The motion was seconded by Mrs. Giles and approved by the Board (6/0).

*Donations – Approved by the Board*

The following donations have been received:

- Bushy Park ES: PTA, in the amount of \$775, designated to assist with lunch expenses for the judges of the 5<sup>th</sup> grade Congressional Hearings and to subsidize the Living Classrooms field trip.
- Centennial Lane ES: Giant A+ Rewards, in the amount of \$2,843.20, designated for the purchase of student calculators, and books and games for the media center.
- PTA, in the amount of \$12,440.60, (\$1,638.60) designated for the purchase of educational supplies for teachers, (\$525) designated for the purchase of a subscription to Time for Kids, (\$905) for the purchase of books from Scholastic, and (\$9,372.06) for the following Cultural Arts Programs: *New Moon Assembly, Howard County Showcase, Blue Sky Puppets, Class Acts Arts, Flow Circus, Seymour Simon, Amazing Science, History Alice - Colonial Times, Incredible Insects, The Class Act – African Drummers, History Alive - Amelia Earhart and History Alive – Pirates.*
- Fulton ES: Ahold Financial Services, in the amount of \$891.59, designated for the purchase of flip cams and keyboards for the Fusion word processors.
- Manor Woods ES: PTA, in the amount of \$2,500, (\$1,500) designated for field trip supplies and string bags for students, and (\$1,000) designated for the Cultural Arts Program, *Jennifer Keats Curtis, Author in Residence.*
- Pointers Run ES: Ahold Financial Services, in the amount of \$3,175.88, designated for staff appreciation and Positive Paw program student awards.

PTA, in the amount of \$5,474.14, designated for the purchase of books, magazine subscriptions and math manipulatives.

Swansfield ES: PTA, in the amount of (\$1,820), (\$595) designated for the school's Piano fund, and (\$1,245) designated for the following Cultural Arts Programs: *The Science Show and The Barker of Seville*.

Triadelphia Ridge ES: Ahold Financial Services, in the amount of \$1,913.76, designated for the purchase of PBIS student incentives.

Ellicott Mills MS: Ahold Financial Services, in the amount of \$1,314, designated for PBIS student incentives.

Mayfield Woods MS: PTA, in the amount of \$550, designated to subsidize field trips.

Music Boosters, in the amount of \$1,920, designated to subsidize the Music Festival field trip.

Ahold Financial Services, in the amount of \$624.79, designated for PBIS student incentives.

Atholton HS: Ahold Financial Services, in the amount \$9,666.20, designated for the purchase of LCD projectors, and document cameras.

PTSA, in the amount of \$7,700 designated for the purchase of a portable PA system, Teacher Web and honor roll and attendance incentives.

Centennial HS: Northrop Grumman, in the amount of \$750, designated for the purchase of science equipment.

Ahold Financial Services, in the amount of \$3,094.53, designated for the purchase of supplemental classroom materials.

Glenelg HS: Ahold Financial Services, in the amount of \$1,752.24, designated for the After-Prom party.

Boosters, in the amount of \$12,350, (\$2,700) designated to cover salaries and other expenses for the SAT Prep Class sponsored by the Boosters, and

(\$9,650) designated to purchase a scoreboard and hurdles.

Glenwood Middle School PTA, in the amount of \$4,000 designated for the following scholarship funds: (\$1,000) Dan Ecker, (\$1,000) JoAnn Knight, (\$1,000) Doug Parker and (\$1,000) Ed Ashwell.

Joanne Ashwell, in the amount of \$2,555.59, designated for the Ed Ashwell Scholarship Fund.

Hammond HS: Boosters, in the amount of \$3,720, (\$3,500) designated for the purchase of an upright grand piano, (\$65) for the Class of 2012, (\$90) designated for the Class of 2013, and (\$65) designated for the Environmental Club.

Long Reach HS: Ann Tartanian, in the amount of \$1,000, designated to assist with the cost to purchase new marching band uniforms.

Marriotts Ridge HS: Boosters, in the amount of \$50,039.61 (\$34,720) designated for the following: (\$1,200) training room upgrades, (\$5,500) tournament fees, (\$4,700) athletic awards, (\$2,000) scoreboard controllers, (\$3,500) awning for the press box, (\$1,500) helmets for the boys' lacrosse team, and (\$16,320) uniforms for the football team, volleyball team, and the boys' basketball team, (\$1,750) designated to pay for the subscription renewal of Naviance (a resource used by students to assist with career and college planning), (\$1,000) designated for the ACSL All Star competition, (\$1,000) designated to pay the registration fees for students to attend the FBLA National Conference, (\$605) designated for 3<sup>rd</sup> quarter honor roll student incentives, (\$500) to assist with the cost to print the *Literary Magazine*, (\$1,000) designated for senior class awards, (\$1,404.61) designated for the purchase of supplies and tournament registration fees for the Speech and Debate Team, (\$3,360) designated to pay for the renewal of Teacher Web, (\$2,500) designated for the purchase of robot supplies (tools and parts) for the First Robotics Team, (\$1,200) designated to pay the 2011/12 monthly website fees and (\$1,000) for the purchase of costumes for the POMS.

Northrop Grumman, in the amount of \$750, designated for the math and science programs.

PTSA, in the amount of \$700, designated to pay for a dance instructor who will be giving students ballroom dancing lessons to promote proper dancing.

PNC Financial Service Group, in the amount of \$1,500, designated for the Memorial Scholarship Fund.

Mount Hebron HS: Stephen Beninghove, in the amount of \$500, designated for the Future Math Educator Scholarship Fund.

Giant Food, in the amount of \$1,364.27, designated for 9<sup>th</sup> grade PSAT testing expenses.

Oakland Mills HS: Ahold Financial Services, in the amount of \$2,670.07, designated for the purchase of flash drives, computer cables, power cords, speakers, headphones, books on tape, posters, microphones and TV software for the media center.

Northrop Grumman, in the amount of \$750, designated for the purchase of a Spectrophotometer.

River Hill HS: Boosters, in the amount of \$8,000, (\$4,000) designated for the purchase of a bounce wall that will be used by the lacrosse and tennis teams, (\$2,000) designated for the purchase of an upgrade to the sound system in the Mini Theatre and (\$2,000) designated for the Marching Band.

Regular Meeting Minutes of June 9, 2011 – Approved by the Board

**\*Atholton HS Design Development Report**

*Presenters:* Mr. Bruce Gist, Director, School Construction; and Mr. Michael Lahowin, Principal, TCA Architects

Atholton HS was built in 1966 and has never been completely renovated. Primary goals of this project are to address a complete renovation of the mechanical, electrical, and IT systems; to extend the useful life of the school's infrastructure by 25 years; and to achieve LEED Silver certification. In addition, a new fine arts suite will be constructed; and space will be reorganized to improve program, academic life skills, and special education areas.

Approved – August 18, 2011

OAH-DYER-001196

*Discussion:*

Board members discussed various aspects of the project for clarification and asked questions about particular designs in the renovation.

Dr. Cousin stated that information on the square footage and capacity of each high school in HCPSS will be forwarded to the Board.

*Action:* Mr. Aquino moved approval of the Design Development Report for Atholton HS. The motion was seconded by Mrs. Giles and approved by the Board (5/0\*).

**\*Race To The Top Grant Report (RTTT)**

*Presenters:* Mrs. Linda Wise, Chief Academic Officer, and Dr. Clarissa Evans, Executive Director of Curricular Programs

Funding for HCPSS from this four-year grant (October 1, 2010 - September 30, 2014) will begin October 1, 2011, and will support HCPSS efforts to accomplish the following items in the school system's Scope of Work:

- Rigorous Curriculum and Assessments
- Data Infrastructure
- Great Teachers and Leaders
- Support for Identified Schools

*Discussion:*

The Student Assessment and Program Evaluation (SAPE) office has been asked to provide research on what other school systems are doing across the state and across the nation to attract highly effective teachers to lower performing schools. A report will be brought to the Board later this year.

Dr. Evans pointed out that a guiding principle in developing this particular grant was to not include items in the grant that could not be sustained when grant funding ends.

*Action:* Mr. Aquino moved acceptance of the RTTT grant in the amount of \$823,257.00. The motion was seconded by Mrs. Giles and approved by the Board (5/0\*).

**2011-2012 Policy Development and Revision Activity**

*Presenter:* Ms. Fran Albert, Policy/Charter School Specialist

Ms. Albert presented the report on policy activity for FY 2011 and requested Board approval of the proposed policy schedule for FY 2012.

The following information was also provided in response to Board questions:

- Curriculum and technology staff are researching web-based or remote training possibilities for students and will provide a report to the Board in the fall.
- Policy 10000 Parent, Family, and Community Involvement - A community liaison will be hired to review issues related to volunteer clearance and training procedures.

*Action:* Mr. Aquino moved approval of the proposed policy review schedule for FY 2012. The motion was seconded by Mrs. Giles and approved by the Board (6/0).

**Policy 9010 Attendance**

*Presenter:* Mrs. Pamela Blackwell, Student Services

Mrs. Blackwell reported that Policy 9010 Attendance was updated to reflect MSDE revisions to the Maryland Student Records Systems Manual.

Mr. Dyer suggested that Student Services staff also consult with staff members involved with the development of the HCPSS records retention policy to determine possible impacts related to maintaining attendance source documents electronically.

*Action:* Mrs. Giles moved acceptance of the changes to Policy 9010. The motion was seconded by Mr. Aquino and approved by the Board (6/0).

**Recess** – The meeting was recessed by the Chairman at 5:58 p.m. and reconvened at 7:30 p.m.

**Public Hearing – New Elementary School No. 41**

Valerie McGuire, representing the Greater Elkridge Community Association, spoke in support of the Ducketts Lane site.

Parent Leslie Kornreich testified on the need for additional sites for a new middle school and a second new elementary school. She suggested the Board consider use of the Norbel School site for one of these schools and also build a larger school on the Ducketts Lane site.

Resident Rebecca Kimball, who owns the property adjacent to the Ducketts Lane site, expressed concern about the designated wetlands on the site and the issue of parking in the neighborhood.

Suzanne Straub spoke in opposition to the school being built on this site because of the traffic it will generate and the lack of parking. She asked that the Board consider redistricting first.

Kristy Hartman Mumma stated that existing schools are over capacity, and the middle and high schools will follow. She indicated the need for a middle, a high, and two elementary schools and recommended that the system acquire land as quickly as possible, including consideration of using the vacated Norbel School.

Susan Shaw testified against the site and expressed concern with the lack of notice regarding the hearing and the expected increase in traffic.

### **Work Session – New Elementary School No. 41**

The Board held a work session on the proposed Ducketts Lane site. It was clarified that the Board had moved up the opening date for the new middle school from 2015 to 2014 in the Capital Budget.

Staff answered questions related to concerns and tentative solutions to parking issues, configuration of the bus loop, filling in discontinuous wetlands, traffic flow, and sparing trees.

Mr. Ken Roey, Executive Director, Facilities Planning and Management, noted some immediate concerns with using the Norbel School. Concerns include modifications that were made to the school because significant renovations would be required to address current educational specifications. Mr. Roey also noted that the Norbel School site has significant grade issues, and an elementary school that meets the current educational specifications would not fit on the site.

Mrs. Vaillancourt spoke about the possible use of the Norbel School site for a charter school.

### **Resolution to MABE (Maryland Association of Boards of Education)**

Mr. Dyer presented a resolution for approval to send to MABE regarding voluntary compliance with the Open Meetings Act and the Maryland Public Information Act.

*Motion:* Mr. Dyer moved that the resolution be adopted as a proposed resolution to be sent to MSDE, pursuant to the rules of the resolution committee. The motion was seconded by Mrs. Vaillancourt.

*Discussion:*

Mr. Dyer stated that this would prove the transparency of the organization and would remove a contentious controversy at no cost. He indicated that there is a problem with the Board being a member of an organization that is potentially violating the Open Meetings Act.

*Action:* The motion failed by a vote of 1/4/1, with Mr. Aquino, Mrs. Giles, Dr. Siddiqui, and Mrs. Vaillancourt voting no. Mr. Williams abstained.

**Adjournment** – By Board consensus, the meeting was adjourned at 8:43 p.m.

**Information Items**

- A. Food and Nutrition Service Financial Report.
- B. Non-certificated Retirements.
- C. Summary of the Accomplishments of Class of 2011.
- D. Policy 9050 Student Records and Confidentiality (Implementation Procedures).
- E. Stevens Forest ES Renovation/Addition to MSDE.
- F. Phelps Luck ES Addition/Renovation Design Development Submission Comments to MSDE.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.



OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

August 18, 2011

The Board of Education of Howard County met in closed session on August 18, 2011, at 2:06 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss the Superintendent's evaluation and compensation for a senior staff member. The motion was seconded by Frank J. Aquino and approved 5/0. Mrs. French arrived at 2:20 p.m. after the motion to close. Persons present: Board members, Janet Siddiqui, M.D., Chairman; Sandra H. French, Vice Chairman; Frank J. Aquino, Esq.; Allen Dyer, Esq.; Ellen Flynn Giles; Cynthia L. Vaillancourt. Mr. Brian J. Meshkin was absent.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Dr. Sydney L. Cousin, Superintendent

The Board reviewed the materials submitted by Dr. Cousin to assess the achievement of the Superintendent and HCPSS staff in meeting the goals and evaluating the success of strategies committed to for the 2010-2011 school year. Dr. Cousin responded to questions posed by the Board.

The Superintendent and the Board also discussed compensation for a senior staff member.

Adjourned: 3:45 p.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
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**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Dr. Sydney L. Cousin, Superintendent

The Board reviewed the materials submitted by Dr. Cousin to assess the achievement of the Superintendent and HCPSS staff in meeting the goals and evaluating the success of strategies committed to for the 2010-2011 school year. Dr. Cousin responded to questions posed by the Board.

The Superintendent and the Board also discussed compensation for a senior staff member.

Adjourned: 3:45 p.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

August 18, 2011

The Board of Education of Howard County (BOE) held a regularly scheduled meeting on Thursday, August 18, 2011, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman (afternoon session only)  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Cynthia L. Vaillancourt  
Tomi Williams, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer (afternoon session only)  
Mamie Perkins, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 4:02 p.m., and Mr. Aquino led the group in the Pledge of Allegiance.

### **Public Forum**

There was no one present to address the Board.

### **Approval of Agenda**

*Action:* Mr. Aquino moved approval of the agenda as presented. The motion was seconded by Mrs. Giles and approved by the Board (7/0).

### **Signing of Contract - \*Master Agreement with Howard County Education Association (HCEA)**

Mr. Raymond Brown, Chief Financial Officer, presented for ratification the addendum to the collective bargaining agreement between the BOE and the HCEA. He extended appreciation to members of both negotiating teams for investing their time and expertise in the deliberations. Mr. Brown commented on the difficult economic climate and pointed out that the agreement protects employees from furloughs and layoffs and provides a salary adjustment in the form of a delayed increment in FY 2012.

Approved - September 22, 2011

OAH-DYER-001203

*Action:* Mr. Aquino moved approval of the addendum to the collective bargaining agreement between HCEA and BOE. The motion was seconded by Mr. Dyer and approved by the Board (6/0\*).

Mr. Paul Lemle, HCEA President, spoke about the success of the Howard County Public School System and asked that the Board start thinking about next year and forming an FY 2013 budget that truly reflects the school system's priorities. He provided suggestions on areas for improvement, including additional benefits and opportunities for professional growth.

### **Superintendent's Report**

Dr. Cousin provided an account of activities taking place in preparation for the opening of school, including the systemwide kickoff, New Teacher Orientation, and the new HCPSS Family Portal.

### **Board Members' Reports**

Board members reported on their attendance at recent school and community events.

### **Consent Agenda (Restricted\*)**

Staff Personnel; Bids and Contracts; School Construction Monthly Report; and Appointments to the Ethics Panel

*Action:* Mrs. Giles moved acceptance of the Restricted Consent Agenda as presented. The motion was seconded by Mr. Aquino and approved by the Board (6/0\*).

Staff Personnel – Approved by the Board

### **Resignations**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Reason</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
Allen, Elise	CLES	Elem. Ed.	Personal	10.0	06/22/11
Buerger, Heather	MHMS	English	Relocation	3.0	06/22/11
Carter, Lori	FRES	Media	Other Employment	7.0	06/22/11
Cicero, Corinne	BBES	Elem. Ed.	Personal	1.0	06/22/11
Covington, Mark	HOHS	Asst. Principal	Other Employment	7.0	07/12/11
Derenberger, Lindsay	SFES	Kindergarten	Relocation	5.0	06/22/11
Donnelly, Jill	HWS	Spec. Ed.	Personal	3.0	06/22/11
Figuroa, Kelly	Fr. Lv.	Elem. Ed.	Home Responsibility	5.0	06/30/11
Floyd, Amy	Fr. Lv.	Elem. Ed.	Home Responsibility	4.0	06/30/11
Forney, Michael	CRS-L	Elem. Ed.	Personal	6.0	06/22/11
Gautier, Lauren	BWES	Elem. Ed.	Relocation	2.0	06/22/11
Johnston, Janet	HCMS	Science	Relocation	8.0	06/22/11
Liberati, Laurie	HOHS	Math	Dissatisfied w/Work	9.0	06/22/11

Approved - September 22, 2011

OAH-DYER-001204

Lo, Jeremy	MHMS	Spec. Ed.	Personal	3/0	06/22/11
Love, Tyler	LRHS	Tech Ed.	Relocation	1.0	06/22/11
Lovic, Marcy	RHS	Tech Ed.	Other Employment	3.0	06/22/11
Mills, Zaccary	OMMS	Science	Personal	2.0	06/22/11
Miller, Katherine	VES	OT	Personal	2.0	06/22/11
Musgrave, Amy	WLMS	Science	Personal	6.0	06/22/11
Myers, Nancy	PVMS	Spec. Ed.	Personal	4.0	06/22/11
Myers, Trudie	MHMS	Music	Personal	11.0	06/22/11
Newton, Heather	BPES	Spec. Ed.	Relocation	13.0	06/22/11
Obstgarten, Monica	TSES	Elem. Ed.	Personal	6.0	06/22/11
Pall, Danielle	FES	Elem. Ed.	Personal	10.0	06/22/11
Reed, Kelsey	EMMS	Math	Personal	5.0	06/22/11
Schachter, Laura	Fr. Lv.	Spec. Ed.	Personal	6.0	06/30/11
Silverman, Terri	RHS	Math	Relocation	8.0	06/22/11
Stanford, Angela	LRHS	Science	Personal	2.0	06/22/11
Stepherson, Kimberly	TRES	Spec. Ed.	Home Responsibility	19.0	06/22/11
Tappis, Christopher	RHHS	Math	Personal	4.0	06/22/11
Taylor, Kelly	EMMS	English	Other Employment	5.0	06/22/11
Wagner, Stacia	MHMS	Math	Other Employment	2.0	06/22/11
Williams, Kathryn	SES	Elem. Ed.	Other Employment	6.0	06/22/11
Zavis, Amy	BPES	Elem. Ed.	Relocation	8.0	06/22/11
Ziesman, Katie	WFES	Spec. Ed.	Relocation	6.0	06/22/11
Zumbrunnen, Ann	TSES	Spec. Ed	Dissatisfied w/Work	16.0	06/22/11

**Contracts**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Place of Last Teaching Assignment</b>	<b>Grade/Step</b>	<b>Effective Date</b>
Abramson, Robert	EES	PE	--	A-01	08/22/11
Allen, Jillian	HCMS	MAT	--	A-01	08/22/11
Anderson, Malcolm	ELMS	ALT ED	Prince George's Co.	C-11	08/22/11
Bands, Emily	LRHS	WLA (FRE)	--	C-01	08/22/11
Camis, Jessica	BWES	ELE	--	C-01	08/22/11
Childress, Jessie	RHHS	MAT	--	C-01	08/22/11
Churchill, Victoria	WLHS	SCI	Duluth, GA	C-04	08/22/11
Clark, Isaac	PLES	ELE	Baltimore City	B-10	08/22/11
Collins, Erin	HaHS	ENG	--	A-01	08/22/11
Currie-Scott, Dawn	GHS	MED	Baltimore County	D-17	08/22/11
DeClue, Colleen	GES	ELE	Montgomery County	A-04	08/22/11
Fawcett, Valerie	MHHS	MAT	Wilmington, DE	C-02	08/22/11
Federinko, Steven	SFES	SMHT	Lakenheath, UK	C-18	08/22/11
Gaynor-Vessels, Lillie	PLES	ECE	Prince George's	D-14	08/22/11
Gerstner, Raymond	GHS	TE	--	A-01	08/22/11
Glennon, Michael	SES	ELE TECH	York, PA	D-11	08/22/11
Goetz, Meghan	PLES	ELE	HCPSS	C-06	08/22/11
Gowland, Jessica	GES	ELE	--	A-01	08/22/11
Gwinn, Danielle	LFES	ELE	Howell, MI	A-10	08/22/11
Harding, Jennifer	WtES	ECE	--	A-01	08/22/11
Harvey, Jennifer	LWES	ESOL	--	C-01	08/22/11
Held, Philip	SES/CES	ELE TECH	Prince George's Co.	C-14	08/22/11

Hise, Stephan	AHS/MHHSTECH ED	Private Industry	C-11	08/22/11
Hollenbeck, Richard	RHHS MAT	HCPSS	D-12	08/22/11
Kauffman, June	HES/GCES ESOL	--	C-01	08/22/11
Krieger, Shannon	MHMS RDG	Anne Arundel Co.	C-11	08/22/11
Kuykendall, Emily	MRHS SCI	--	C-01	08/22/11
Lavin, Mary Kate	TSES SPE	--	A-01	08/22/11
Lucente, Courtney	AHS ENG	Kochi Prefecture, Japan	C-03	08/22/11
Martin, Lauren	RES ECE	HCPSS – IA	A-02	08/22/11
Marvel, Debra	IES SLP	Private Industry	C-18	08/22/11
Mascaro, Jennifer	PLES SPE	--	A-01	08/22/11
McDonald, Ashlea	EES ELE	--	C-01	08/22/11
Metzger, Greg	HoHS MAT	--	A-01	08/22/11
Monroe, Veronica	OMMS SPE	Montgomery Co.	D-18	08/22/11
Morath, Elizabeth	CDC OT	Private Industry	C-18	08/22/11
Morrissey, Noel	TSES ECE	--	A-01	08/22/11
Nobil, Amy	GES SLP	Private School	C-15	08/22/11
O'Neill, Allyson	HoHS MAT	--	A-01	08/22/11
Orlando, Christine	SES ELE	--	A-01	08/22/11
Payne, Travis	HSES ELE	--	A-01	08/22/11
Petrilla, Amy	MWES/FESMED	Montgomery Co.	D-05	08/22/11
Pecukonis, Erik	SES SPE	HCPSS – IA	A-04	08/22/11
Potler, Amy	CDC OT	Baltimore County	A-12	08/22/11
Pottle, Sarah	EMMS ENG	Harford County	A-05	08/22/11
Procida, Davia	OMMS PE	--	A-01	08/22/11
Proctor, Kourtney	BWES ELE	--	C-01	08/22/11
Rawlings, Genevieve	OMMS MAT	Washington County	A-03	08/22/11
Rosewag, Daniel	RHS TE	Carroll County	B-08	08/22/11
Royster, Kathy Ann	TSES ESOL	--	C-01	08/22/11
Ryan, Kathleen	WLMS MAT	Arlington, VA	A-10	08/22/11
Sachs, Kristie	BSES ELE	--	A-01	08/22/11
Serkes, Nicholas	TRES ELE	--	C-01	08/22/11
Shafer, Anne	IES SPE	South Riding, VA	C-06	08/22/11
Sloan, Erin	WTES ECE	HCPSS	C-13	08/22/11
Spangler, Laura	BPES/PRES MED	Alexandria, VA	D-09	08/22/11
Stuckey, Melanie	VES ELE	Philadelphia, PA	C-04	08/22/11
Van Staden, Lindsay	TSES ELE	Prince George's Co.	A-08	08/22/11
Wagoner, Alynn	CRS ELE	Beverly, NJ	A-06	08/22/11
Warner, Beth	BBES ELE	--	C-01	08/22/11
Widger, Emily	VES SPE	--	C-01	08/22/11
Willman, Mansa	RHS WLA(SPA/ASL)	--	A-01	08/22/11
Wynne, Suzan	TSES ELE	Montgomery Co.	B-11	08/22/11
Yu, Katrina	VES ELE	--	C-01	08/22/11
Zampier, Lindsay	MHHS ENG	--	A-01	08/22/11

**Leaves of Absence**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
Ashmore, Amy	RES	Elem. Ed.	10.0	08/22/11
Bergin, Mandy	FRES	Elem. Ed.	6.0	08/22/11
Blum, Lindsey	BBMS	English	10.0	08/22/11

Bohan, Laura	LKMS	Math	5.0	08/22/11
Brooks, Amanda	OMHS	S. Studies	4.0	08/22/11
Covert, Morgan	OMMS	P.E.	5.0	08/22/11
Church, Darla	DOES	Elem. Ed.	6.0	08/22/11
DeLeo, Amanda	GMS	Science	4.0	08/22/11
Dembik, Mary Lou	WOES	Reading	3.0	08/22/11
Hoover, Sophie	WLMS	Math	4.0	08/22/11
King, Stephanie	AHS	Math	6.0	08/22/11
Kingsley, Julie	MHHS	Math	11.0	08/22/11
Lemle, Paul	WLHS	S. Studies	8.0	08/22/11
Nardi, Lisa	CRS	Art	4.0	08/22/11
Potocki, Christine	MRHS	S. Studies	7.0	08/22/11
Plumer, Anna	BSES	Elem. Ed.	3.0	08/22/11
Roberts, Shannon	BSES	Elem. Ed.	5.0	08/22/11
Romans, Becky	BBMS	World Lang.	12.0	08/22/11
Ross, Allison	AES	Elem. Ed.	5.0	08/22/11
Schmitt, Annemarie	BSES	Elem. Ed.	5.0	08/22/11
Shelton, Michelle	OMMS	ESOL	8.0	08/22/11
Southern, Julia	CHS	Counselor	3.0	08/22/11
Templeton, Katie	CRS	Elem. Ed.	4.0	08/22/11
Toronto, Allyson	RHS	Spec. Ed.	3.0	08/22/11
Williams, Katherine	PRES	Spec. Ed.	7.0	08/22/11
Wood, Stacey	BMMS	Spec. Ed.	4.0	08/22/11

**Retirements**

<b><u>Name</u></b>	<b><u>School</u></b>	<b><u>Grade or Subject</u></b>	<b><u>Years in Howard County</u></b>	<b><u>Effective Date</u></b>
Allen, Maria	BWES	Kindergarten	21.0	09/01/11
Cisna, Patrick	HAHS	Art	40.0	07/01/11
Kozora, Joan	MHHS	English	25.0	07/01/11
MacDonald, Janet	PLES	Elem. Ed.	21.6	09/01/11

**Bids and Contracts – Approved by the Board**

<b><u>Exhibit</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
P-1	<b>MUSIC INSTRUMENTS &amp; EQUIPMENT</b>	
	Aves AV Systems	\$ 2,000.00
	Interstate Music	2,000.00
	Jason's Music	2,000.00
	Melhart Music	2,000.00
	Menchey Music	2,000.00
	Midwest	5,000.00
	Music & Arts	110,000.00
	Music in Motion	1,000.00
	Peripole-Bergerault	1,000.00
	Rhythm Band	1,000.00

Sam Ash	1,000.00
Shar Products	1,000.00
Southwest Strings	10,000.00
Suzuki	2,000.00
Taylor Music	2,000.00
Washington Music	26,000.00
Wenger Corporation	<u>30,000.00</u>
<b>Total Award Amount (estimate)</b>	<b>\$200,000.00</b>

**P-2 AUDIO VISUAL EQUIPMENT**

Audio Visual Innovation	\$ 20,000.00
Aves Audio Visual System	20,000.00
Best Buy for Business	40,000.00
CIM Technology Solutions	25,000.00
Camcor, Inc.	25,000.00
Dymo/Mimio	20,000.00
Maryland Sound & Image	10,000.00
Nicholas P. Pipino Association	170,000.00
Pyramid School Products	15,000.00
Scott Electric	5,000.00
Troxell Communications	14,000.00
VSA, Inc.	50,000.00
Valiant IMC	30,000.00
Visual Sound	10,000.00
Washington Professional	40,000.00
<b>Total Award Amount (estimate)</b>	<b>\$494,000.00</b>

<u>Action</u>	<u>Description</u>	<u>Vendor/Agency/Contract</u>	<u>Amount</u>
R-1	Continued participation with the Baltimore Regional Cooperative Purchasing Committee (BRCPC) for the wholesale purchase of electric.	Washington Gas Energy Services, Inc. Baltimore County Government Contract No. 015.11.B1 Contract Term: Expires Aug 17, 2012 with 4 one-year renewals Savings: By participating in the cooperative, volume purchasing results in an estimated \$500,000 annual savings.	\$92,000.00
PR-2	Apple Computers and related equipment – Apple direct purchases. Dell Computers and related equipment – Data	Maryland Education Enterprise Consortium (MEEC) – for the vendors listed. Expires 6/30/2012 The MEEC agreement	



<p>Networks – distributor.          HP printers and related          equipment – Hartford          Computer Group, Inc.          For software and other          applications, purchases          will be from Software          House International, Bell          Techlogix, Inc., and          Google, Inc.</p>	<p>allows Educational entities          to obtain better pricing based          on specific delivery requirements.          Participation results in on-going          volume discounts.</p>	<p>\$8,000,000 est.</p>
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*School Construction Monthly Report – Accepted by the Board*

*Appointment of Ethics Panel Members – Approved by the Board*

Mr. John Szabo (term of five years from July 1, 2009, to June 30, 2014)  
 Mr. Timothy Timanus (term of five years from July 1, 2011, to June 30, 2016)

**Consent Agenda General**

Donations; Recommended Appointment to the Board of Directors of The Bright Minds Foundation; and Regular Meeting Minutes of June 21, June 30, and July 14, 2011

The Regular Meeting Minutes of July 14, 2011, were pulled for voting purposes.

*Action:* Mr. Aquino moved approval of the Consent Agenda with the exception of the Regular Meeting Minutes of July 14, 2011. The motion was seconded by Mrs. Giles and approved by the Board (7/0).

*Donations – Approved by the Board*

The following donations have been received:

<p>HCPSS:</p>	<p>Howard County Parents for School Music, the following musical instruments: 1 Alto sax, 1 Baritone Sax, 1 cello, 4 clarinets, 1 flute, 2 guitars, 3 trombones, 6 trumpets and 1 violin, valued at \$3,150.</p>
<p>Bushy Park ES:</p>	<p>PTA, in the amount of \$1,096, designated for the yearly registration fee for students to use a web based math program, First in Math.</p>
<p>Clarksville ES:</p>	<p>Giant Food Store #0348, in the amount of \$4,311.06, designated to offset costs for various student activities such as Reptiles Alive presentation, for the purchase of dog tags that are used for student incentives and to pay for</p>

the following magazine subscriptions: *Scholastic News*, *Time for Kids* and *National Geographic Explorer for Kids*.

- Clemens Crossing ES: PTA, in the amount of \$5,033.14, designated for the purchase of math manipulatives, Tech Ed materials, and the Accelerated Reading program.
- Forest Ridge ES: General Mills Box Tops for Education, in the amount of \$582.30, designated to subsidize field trip expenses.
- PTA, in the amount of \$1,000, designated for the purchase of books and reference materials for classroom libraries.
- Fulton ES: Harris Teeter, in the amount of \$2,546.51, designated for the purchase of fusion keyboards and PBIS student incentives.
- Jeffers Hill ES: Ahold Financial Services, in the amount of \$816.19, designated for the purchase of books and supplemental classroom supplies.
- Ellicott Mills MS: Northrop Grumman, in the amount of \$750, designated for the purchase of science equipment.
- Folly Quarter MS: PTA, in the amount of \$1,495, designated for the purchase and installation of an LCD projector.
- Mayfield Woods MS: PTA, in the amount of \$1,425, designated for several school-wide Cultural Arts Programs.
- Atholton HS: Harris Teeter, in the amount of \$2,523.55, (\$523.55) designated for the purchase of a document camera, and (\$2,000) designated for the purchase of whiteboards.
- Northrop Grumman, in the amount of \$750, designated for STEM learning activities.
- PTSA, in the amount of \$2,479.52, designated for various student clubs.
- Hammond HS: Boosters, in the amount of \$3,000, designated for the purchase of new desks and furniture for the front office.
- Long Reach HS: Ahold Financial Services, in the amount of \$1,882.78, designated for student incentives.

Wilde Lake HS: Ahold Financial Services, in the amount of \$1,326.57, designated for student incentives.

Long and Foster Columbia Gives, in the amount of \$1,000, designated for the Music Department's Scholarship Fund.

Recommended Appointment to the Board of Directors of The Bright Minds Foundation – Approved by the Board

Jeffrey Levitt was appointed to the Board of Directors of the Bright Minds Foundation.

Regular Meeting Minutes of June 21 and June 30, 2011 – Approved by the Board

Regular Meeting Minutes of July 14, 2011

*Action:* Mr. Aquino moved approval of the Regular Meeting Minutes of July 14, 2011. The motion was seconded by Mrs. Giles and approved by the Board (6/0/1), with Mrs. French abstaining due to her absence from the meeting.

**\*Administrative Appointments and Promotions**

<u>Name</u>	<u>From</u>	<u>To</u>
Rick Robb	River Hill HS Teacher	Long Reach HS Assistant Principal

*Action:* Mrs. French moved approval of the promotion of Mr. Robb from teacher at River Hill HS to Assistant Principal of Long Reach HS. The motion was seconded by Mrs. Giles and approved by the Board (6/0\*).

<u>Name</u>	<u>From</u>	<u>To</u>
Patricia Mackey	Project Facilitator, LRE Department of Special Education	Elementary Instructional Facilitator, Department of Special Education

*Action:* Mr. Aquino moved approval of the promotion of Ms. Mackey to Elementary Instructional Facilitator, Department of Special Education. The motion was seconded by Mr. Dyer and approved by the Board (6/0\*).

**Proclamation: Honoring Ethics Panel Member**

The Board thanked Adrienne Davis for her 11 years of distinguished service on the Ethics Panel and presented a proclamation in recognition of her contributions.

*Action:* Mrs. Giles moved approval of the proclamation. The motion was seconded by Mrs. French and approved by the Board (7/0).

**\*Gorman Crossing ES Schematic Design Report**

*Presenters:* Mr. Bruce Gist, Director, School Construction, and Mr. Michael Lohowin, Principal in Charge, TCA Architects

*Overview:*

- Nine-classroom addition.
- Enlarged cafeteria.
- Art room, music room, and ensemble room additions.
- Required support space.
- Original plans were developed in 2003.
- Plans will be updated as required by current building codes.

Schedule:

- Design development presentation for Board approval on October 18, 2011.
- Construction documents presentation for Board approval in February 2012.

*Discussion:*

Input from the community and teachers regarding suggestions for flexibility and alterations in design is welcomed and will be considered by staff.

High-performance sky lights (with a room-darkening device) will be placed in interior classrooms, in addition to hallway sky lights, vision panels, and glass that will provide more light for interior spaces.

Mr. Dyer asked about the possibility of increasing the design size for the school at this time. Mrs. French pointed out that the state will only approve the size of a building based upon proven enrollment and projections. Mr. Ray Brown, Chief Financial Officer, pointed out that the Board charged staff with the direction for a 660-seat school, and changing that design will jeopardize completing the project within the specified timelines. Staff is looking at additional schools in this area to address growth in student enrollment in the long-term plan.

Mr. Gist noted that the Board of Education owns approximately 40 acres at this location, which is comingled between the middle and elementary schools. The land is not all buildable, and the property is divided by a stream.

*Action:* Mrs. Giles moved acceptance of the \*Gorman Crossing ES Schematic Design Report. The motion was seconded by Mr. Aquino and approved by the Board (6/0\*).

## **2011-2012 BOE Cluster Assignments**

Howard County Public Schools are divided into school clusters, which are assigned to individual Board members to facilitate school visitations, attendance at special events, and points of contact for each school community.

Mr. Dyer expressed concern with his cluster assignment regarding the possible appearance of a conflict of interest because his son is an emergency coach at one of the schools. It was determined that since Mr. Dyer will have no official role at his cluster schools, no conflict exists.

*Action:* Mrs. Giles moved acceptance of the school cluster assignments for the 2011-2012 school year. The motion was seconded by Mr. Aquino and approved by the Board (7/0).

## **2011-2012 BOE MABE (Maryland Association of Boards Education) Committees and BOE Committees and Community Assignments**

Each year, Board members are assigned to serve on specific committees of MABE, the Legal Services Association, county government, and Board of Education Committees. In addition, a Board member serves as liaison to the Community Advisory Council (CAC), the PTA Council of Howard County (PTACHC), and the Superintendent's District Planning Team.

It was agreed that Mrs. Vaillancourt would replace Mrs. French on the BOE Legislative Committee. Dr. Siddiqui will serve on the MABE Legislative Committee, with Mrs. Vaillancourt serving as alternate.

*Motion:* Mrs. Giles moved approval of the BOE Committee and Community Assignments and MABE Committee Assignments, as amended. The motion was seconded by Mr. Aquino.

### *Discussion:*

Mr. Dyer expressed concerns regarding MABE and stated that the organization does not acknowledge the Open Meetings Act as legislation with which they should comply. He also indicated that MABE does not comply with the Public Information Act. Mr. Dyer stated his opposition to any Board member serving on any MABE committee until the organization changes its policy.

Mr. Dyer also expressed concerns with the current structure of BOE committees and indicated that each committee should have full Board participation, especially on the BOE Audit Committee. Mr. Dyer also stated that four Board members have voted to prevent him from participating on any BOE committee, which he feels is also an illegal action on the part of the Board. Mr. Dyer stated that he could not vote in favor of this type of parceling of the authority of individual members of the Board.

Mr. Aquino pointed out past problems associated with allowing a fourth Board member to attend committee meetings and emphasized that these committees are advisory to the Board. They do not take individual action, and meetings are announced open to the public.

Mrs. Vaillancourt indicated her approval of the committee structure and asked about the possibility of making the meetings available for public viewing. Budget constraints and associated costs were discussed. If interest in this is brought to the Board, the issue can be pursued further.

*Action:* The motion to approve the Board of Education Committee Assignments was approved by a vote of 6/1, with Mr. Dyer voting no.

### **Policy 9290 Gangs, Gang Activity, and Similar Destructive or Illegal Gang Behavior**

*Presenter:* Mr. William Ryan, Executive Director, School Improvement and Administration

Mr. Ryan presented two revisions to the approved policy and implementation procedures. Policy 1040 Safe School Environments was included in the reference section of the policy, and the implementation procedures were revised to move item C.3 in Section III. Reporting Procedures to item D.3.

By consensus, Board members agreed to the revisions as presented. The policy will be submitted to MSDE by September 1, 2011, in compliance with the state's mandate.

**Recess** – The meeting was recessed by the Chairman at 5:24 p.m. and reconvened by the Vice Chairman at 7:31 p.m.

### **Public Forum**

There was no one present to address the Board.

### **Public Hearing – FY 2013 Capital Budget and FY 2014-2018 Capital Improvement Program (CIP)**

Mr. Brian Dunn spoke in support of adding capacity to Running Brook ES in anticipation of the downtown Columbia redevelopment.

**Work Session – Predevelopment Work Session on FY 2013 Capital Budget and FY 2014-2018 Capital Improvement Program (CIP)**

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management

The Board discussed a preliminary list of projects slated for the FY 2013 Capital Budget. In response to a question about the new middle school scheduled for 2014, Mr. Roey noted that the Coca-Cola Drive site in Elkridge can accommodate a middle school facility. He added that redistricting will still be necessary even with a 100-seat addition to Running Brook ES.

The Superintendent will present the Proposed FY 2013 Capital Budget on September 8, 2011. On Thursday, September 22, 2011, the Board will hold a public hearing and a work session. The work session will conclude with a vote of preliminary approval to the proposal.

*Discussion:*

Mr. Dyer asked if consideration has been given to providing swimming facilities for public schools. He expressed concerns about safety and indicated that many young people in Howard County do not know how to swim. He stated that this is a direct relationship between Goal 2 (Safe and Nurturing Environment) and asked if the Board could agree to have staff pull together the history of efforts to provide swimming programs or facilities in HCPSS.

Board members and staff discussed numerous issues related to Mr. Dyer's suggestion, including budget priorities and constraints, the need for student seats, mandated curriculum, liability, equity, sustainability, instructor certification, educational specification implications, etc.

Mr. Roey stated that renovations for Glenelg HS will be included in the list of priorities in the next year or two, depending on operating budget and system renovation funding.

Mr. Dyer stated that he does not consider the Coca-Cola Drive site viable for any school because of its proximity to major train traffic. He asked if other middle school sites are also being considered and whether or not the design template would be transferable in the event the Board decides to build on a different site.

Mr. Roey responded that staff is actively working with the county to pursue other sites for a middle school, and vast majority of the prototype would fit any feasible site.

Mr. Dyer asked about the delay involved if the Board found it necessary to use eminent domain. Mr. Roey stated that previous experience has shown that significant delays should be anticipated in an eminent domain situation (a minimum of two years and possibly as many as five).

The following schedule was announced:

- September 8, 2011 - 7:30 p.m. - Presentation of the Superintendent's Proposed FY 2013 Capital Budget and Capital Improvement Program.
- September 22, 2011 - 7:30 p.m. - Public Hearing/Work Session and Preliminary Approval of the Proposed Capital Budget and Capital Improvement Program.
- Mid-October - Submission of BOE Proposed Capital Budget submitted to the State Construction Program Staff -- Interagency Commission for School Construction (IAC).

### **Policy 3050 Records Management - Public Work Session**

The Board held a work session on proposed Policy 3050 Records Management. The policy establishes standards and procedures for the development and maintenance of a records management program that is in concert with the Records Retention and Disposition Schedule, protects records considered essential to the continuing operation of the HCPSS, and promotes legal and fiscal accountability.

Staff responded to questions regarding whether the Board or the Superintendent is considered the "head of the agency" by law. A reference to COMAR was added to Section VI. Delegation of Authority, which designates the Superintendent as head of the agency.

Item 5.F was added to section IV. Standards and instructs employees to treat all HCPSS records as confidential unless certain criteria apply.

The definition of Confidential Records was added to the policy, and various changes were made in the language for clarity.

The Board will hold a public hearing on the policy on September 8 and take action on October 4, 2011.

**Adjournment** – By Board consensus, the meeting was adjourned at 9:17 p.m.

### **Information Items**

- A. Food and Nutrition Service Financial Report
- B. Grade 2 Test Results 2011

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.



## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

August 18, 2011

The Board of Education of Howard County (BOE) held a regularly scheduled meeting on Thursday, August 18, 2011, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman (afternoon session only)  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Cynthia L. Vaillancourt  
Tomi Williams, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer (afternoon session only)  
Mamie Perkins, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 4:02 p.m., and Mr. Aquino led the group in the Pledge of Allegiance.

### **Public Forum**

There was no one present to address the Board.

### **Approval of Agenda**

*Action:* Mr. Aquino moved approval of the agenda as presented. The motion was seconded by Mrs. Giles and approved by the Board (7/0).

### **Signing of Contract - \*Master Agreement with Howard County Education Association (HCEA)**

Mr. Raymond Brown, Chief Financial Officer, presented for ratification the addendum to the collective bargaining agreement between the BOE and the HCEA. He extended appreciation to members of both negotiating teams for investing their time and expertise in the deliberations. Mr. Brown commented on the difficult economic climate and pointed out that the agreement protects employees from furloughs and layoffs and provides a salary adjustment in the form of a delayed increment in FY 2012.

Approved - September 22, 2011

OAH-DYER-001217

*Action:* Mr. Aquino moved approval of the addendum to the collective bargaining agreement between HCEA and BOE. The motion was seconded by Mr. Dyer and approved by the Board (6/0\*).

Mr. Paul Lemle, HCEA President, spoke about the success of the Howard County Public School System and asked that the Board start thinking about next year and forming an FY 2013 budget that truly reflects the school system's priorities. He provided suggestions on areas for improvement, including additional benefits and opportunities for professional growth.

### **Superintendent's Report**

Dr. Cousin provided an account of activities taking place in preparation for the opening of school, including the systemwide kickoff, New Teacher Orientation, and the new HCPSS Family Portal.

### **Board Members' Reports**

Board members reported on their attendance at recent school and community events.

### **Consent Agenda (Restricted\*)**

Staff Personnel; Bids and Contracts; School Construction Monthly Report; and Appointments to the Ethics Panel

*Action:* Mrs. Giles moved acceptance of the Restricted Consent Agenda as presented. The motion was seconded by Mr. Aquino and approved by the Board (6/0\*).

Staff Personnel – Approved by the Board

### **Resignations**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Reason</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
Allen, Elise	CLES	Elem. Ed.	Personal	10.0	06/22/11
Buerger, Heather	MHMS	English	Relocation	3.0	06/22/11
Carter, Lori	FRES	Media	Other Employment	7.0	06/22/11
Cicero, Corinne	BBES	Elem. Ed.	Personal	1.0	06/22/11
Covington, Mark	HOHS	Asst. Principal	Other Employment	7.0	07/12/11
Derenberger, Lindsay	SFES	Kindergarten	Relocation	5.0	06/22/11
Donnelly, Jill	HWS	Spec. Ed.	Personal	3.0	06/22/11
Figueroa, Kelly	Fr. Lv.	Elem. Ed.	Home Responsibility	5.0	06/30/11
Floyd, Amy	Fr. Lv.	Elem. Ed.	Home Responsibility	4.0	06/30/11
Forney, Michael	CRS-L	Elem. Ed.	Personal	6.0	06/22/11
Gautier, Lauren	BWES	Elem. Ed.	Relocation	2.0	06/22/11
Johnston, Janet	HCMS	Science	Relocation	8.0	06/22/11
Liberati, Laurie	HOHS	Math	Dissatisfied w/Work	9.0	06/22/11

Approved - September 22, 2011

OAH-DYER-001218

Lo, Jeremy	MHMS	Spec. Ed.	Personal	3/0	06/22/11
Love, Tyler	LRHS	Tech Ed.	Relocation	1.0	06/22/11
Lovic, Marcy	RHS	Tech Ed.	Other Employment	3.0	06/22/11
Mills, Zaccary	OMMS	Science	Personal	2.0	06/22/11
Miller, Katherine	VES	OT	Personal	2.0	06/22/11
Musgrave, Amy	WLMS	Science	Personal	6.0	06/22/11
Myers, Nancy	PVMS	Spec. Ed.	Personal	4.0	06/22/11
Myers, Trudie	MHMS	Music	Personal	11.0	06/22/11
Newton, Heather	BPES	Spec. Ed.	Relocation	13.0	06/22/11
Obstgarten, Monica	TSES	Elem. Ed.	Personal	6.0	06/22/11
Pall, Danielle	FES	Elem. Ed.	Personal	10.0	06/22/11
Reed, Kelsey	EMMS	Math	Personal	5.0	06/22/11
Schachter, Laura	Fr. Lv.	Spec. Ed.	Personal	6.0	06/30/11
Silverman, Terri	RHS	Math	Relocation	8.0	06/22/11
Stanford, Angela	LRHS	Science	Personal	2.0	06/22/11
Stepherson, Kimberly	TRES	Spec. Ed.	Home Responsibility	19.0	06/22/11
Tappis, Christopher	RHHS	Math	Personal	4.0	06/22/11
Taylor, Kelly	EMMS	English	Other Employment	5.0	06/22/11
Wagner, Stacia	MHMS	Math	Other Employment	2.0	06/22/11
Williams, Kathryn	SES	Elem. Ed.	Other Employment	6.0	06/22/11
Zavis, Amy	BPES	Elem. Ed.	Relocation	8.0	06/22/11
Ziesman, Katie	WFES	Spec. Ed.	Relocation	6.0	06/22/11
Zumbrunnen, Ann	TSES	Spec. Ed	Dissatisfied w/Work	16.0	06/22/11

**Contracts**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Place of Last Teaching Assignment</b>	<b>Grade/Step</b>	<b>Effective Date</b>
Abramson, Robert	EES	PE	--	A-01	08/22/11
Allen, Jillian	HCMS	MAT	--	A-01	08/22/11
Anderson, Malcolm	ELMS	ALT ED	Prince George's Co.	C-11	08/22/11
Bands, Emily	LRHS	WLA (FRE)	--	C-01	08/22/11
Camis, Jessica	BWES	ELE	--	C-01	08/22/11
Childress, Jessie	RHHS	MAT	--	C-01	08/22/11
Churchill, Victoria	WLHS	SCI	Duluth, GA	C-04	08/22/11
Clark, Isaac	PLES	ELE	Baltimore City	B-10	08/22/11
Collins, Erin	HaHS	ENG	--	A-01	08/22/11
Currie-Scott, Dawn	GHS	MED	Baltimore County	D-17	08/22/11
DeClue, Colleen	GES	ELE	Montgomery County	A-04	08/22/11
Fawcett, Valerie	MHHS	MAT	Wilmington, DE	C-02	08/22/11
Federinko, Steven	SFES	SMHT	Lakenheath, UK	C-18	08/22/11
Gaynor-Vessels, Lillie	PLES	ECE	Prince George's	D-14	08/22/11
Gerstner, Raymond	GHS	TE	--	A-01	08/22/11
Glennon, Michael	SES	ELE TECH	York, PA	D-11	08/22/11
Goetz, Meghan	PLES	ELE	HCPSS	C-06	08/22/11
Gowland, Jessica	GES	ELE	--	A-01	08/22/11
Gwinn, Danielle	LFES	ELE	Howell, MI	A-10	08/22/11
Harding, Jennifer	WtES	ECE	--	A-01	08/22/11
Harvey, Jennifer	LWES	ESOL	--	C-01	08/22/11
Held, Philip	SES/CES	ELE TECH	Prince George's Co.	C-14	08/22/11

Hise, Stephan	AHS/MHHSTECH ED	Private Industry	C-11	08/22/11
Hollenbeck, Richard	RHHS MAT	HCPSS	D-12	08/22/11
Kauffman, June	HES/GCES ESOL	--	C-01	08/22/11
Krieger, Shannon	MHMS RDG	Anne Arundel Co.	C-11	08/22/11
Kuykendall, Emily	MRHS SCI	--	C-01	08/22/11
Lavin, Mary Kate	TSES SPE	--	A-01	08/22/11
Lucente, Courtney	AHS ENG	Kochi Prefecture, Japan	C-03	08/22/11
Martin, Lauren	RES ECE	HCPSS – IA	A-02	08/22/11
Marvel, Debra	IES SLP	Private Industry	C-18	08/22/11
Mascaro, Jennifer	PLES SPE	--	A-01	08/22/11
McDonald, Ashlea	EES ELE	--	C-01	08/22/11
Metzger, Greg	HoHS MAT	--	A-01	08/22/11
Monroe, Veronica	OMMS SPE	Montgomery Co.	D-18	08/22/11
Morath, Elizabeth	CDC OT	Private Industry	C-18	08/22/11
Morrissey, Noel	TSES ECE	--	A-01	08/22/11
Nobil, Amy	GES SLP	Private School	C-15	08/22/11
O'Neill, Allyson	HoHS MAT	--	A-01	08/22/11
Orlando, Christine	SES ELE	--	A-01	08/22/11
Payne, Travis	HSES ELE	--	A-01	08/22/11
Petrilla, Amy	MWES/FESMED	Montgomery Co.	D-05	08/22/11
Pecukonis, Erik	SES SPE	HCPSS – IA	A-04	08/22/11
Potler, Amy	CDC OT	Baltimore County	A-12	08/22/11
Pottle, Sarah	EMMS ENG	Harford County	A-05	08/22/11
Procida, Davia	OMMS PE	--	A-01	08/22/11
Proctor, Kourtney	BWES ELE	--	C-01	08/22/11
Rawlings, Genevieve	OMMS MAT	Washington County	A-03	08/22/11
Rosewag, Daniel	RHS TE	Carroll County	B-08	08/22/11
Royster, Kathy Ann	TSES ESOL	--	C-01	08/22/11
Ryan, Kathleen	WLMS MAT	Arlington, VA	A-10	08/22/11
Sachs, Kristie	BSES ELE	--	A-01	08/22/11
Serkes, Nicholas	TRES ELE	--	C-01	08/22/11
Shafer, Anne	IES SPE	South Riding, VA	C-06	08/22/11
Sloan, Erin	WTES ECE	HCPSS	C-13	08/22/11
Spangler, Laura	BPES/PRES MED	Alexandria, VA	D-09	08/22/11
Stuckey, Melanie	VES ELE	Philadelphia, PA	C-04	08/22/11
Van Staden, Lindsay	TSES ELE	Prince George's Co.	A-08	08/22/11
Wagoner, Alynn	CRS ELE	Beverly, NJ	A-06	08/22/11
Warner, Beth	BBES ELE	--	C-01	08/22/11
Widger, Emily	VES SPE	--	C-01	08/22/11
Willman, Mansa	RHS WLA(SPA/ASL)	--	A-01	08/22/11
Wynne, Suzan	TSES ELE	Montgomery Co.	B-11	08/22/11
Yu, Katrina	VES ELE	--	C-01	08/22/11
Zampier, Lindsay	MHHS ENG	--	A-01	08/22/11

**Leaves of Absence**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
Ashmore, Amy	RES	Elem. Ed.	10.0	08/22/11
Bergin, Mandy	FRES	Elem. Ed.	6.0	08/22/11
Blum, Lindsey	BBMS	English	10.0	08/22/11

Bohan, Laura	LKMS	Math	5.0	08/22/11
Brooks, Amanda	OMHS	S. Studies	4.0	08/22/11
Covert, Morgan	OMMS	P.E.	5.0	08/22/11
Church, Darla	DOES	Elem. Ed.	6.0	08/22/11
DeLeo, Amanda	GMS	Science	4.0	08/22/11
Dembik, Mary Lou	WOES	Reading	3.0	08/22/11
Hoover, Sophie	WLMS	Math	4.0	08/22/11
King, Stephanie	AHS	Math	6.0	08/22/11
Kingsley, Julie	MHHS	Math	11.0	08/22/11
Lemle, Paul	WLHS	S. Studies	8.0	08/22/11
Nardi, Lisa	CRS	Art	4.0	08/22/11
Potocki, Christine	MRHS	S. Studies	7.0	08/22/11
Plumer, Anna	BSES	Elem. Ed.	3.0	08/22/11
Roberts, Shannon	BSES	Elem. Ed.	5.0	08/22/11
Romans, Becky	BBMS	World Lang.	12.0	08/22/11
Ross, Allison	AES	Elem. Ed.	5.0	08/22/11
Schmitt, Annemarie	BSES	Elem. Ed.	5.0	08/22/11
Shelton, Michelle	OMMS	ESOL	8.0	08/22/11
Southern, Julia	CHS	Counselor	3.0	08/22/11
Templeton, Katie	CRS	Elem. Ed.	4.0	08/22/11
Toronto, Allyson	RHS	Spec. Ed.	3.0	08/22/11
Williams, Katherine	PRES	Spec. Ed.	7.0	08/22/11
Wood, Stacey	BMMS	Spec. Ed.	4.0	08/22/11

**Retirements**

<b><u>Name</u></b>	<b><u>School</u></b>	<b><u>Grade or Subject</u></b>	<b><u>Years in Howard County</u></b>	<b><u>Effective Date</u></b>
Allen, Maria	BWES	Kindergarten	21.0	09/01/11
Cisna, Patrick	HAHS	Art	40.0	07/01/11
Kozora, Joan	MHHS	English	25.0	07/01/11
MacDonald, Janet	PLES	Elem. Ed.	21.6	09/01/11

**Bids and Contracts – Approved by the Board**

<b><u>Exhibit</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
P-1	<b>MUSIC INSTRUMENTS &amp; EQUIPMENT</b>	
	Aves AV Systems	\$ 2,000.00
	Interstate Music	2,000.00
	Jason's Music	2,000.00
	Melhart Music	2,000.00
	Menchey Music	2,000.00
	Midwest	5,000.00
	Music & Arts	110,000.00
	Music in Motion	1,000.00
	Peripole-Bergerault	1,000.00
	Rhythm Band	1,000.00

Sam Ash	1,000.00
Shar Products	1,000.00
Southwest Strings	10,000.00
Suzuki	2,000.00
Taylor Music	2,000.00
Washington Music	26,000.00
Wenger Corporation	<u>30,000.00</u>
<b>Total Award Amount (estimate)</b>	<b>\$200,000.00</b>

**P-2 AUDIO VISUAL EQUIPMENT**

Audio Visual Innovation	\$ 20,000.00
Aves Audio Visual System	20,000.00
Best Buy for Business	40,000.00
CIM Technology Solutions	25,000.00
Camcor, Inc.	25,000.00
Dymo/Mimio	20,000.00
Maryland Sound & Image	10,000.00
Nicholas P. Pipino Association	170,000.00
Pyramid School Products	15,000.00
Scott Electric	5,000.00
Troxell Communications	14,000.00
VSA, Inc.	50,000.00
Valiant IMC	30,000.00
Visual Sound	10,000.00
Washington Professional	40,000.00
<b>Total Award Amount (estimate)</b>	<b>\$494,000.00</b>

<u>Action</u>	<u>Description</u>	<u>Vendor/Agency/Contract</u>	<u>Amount</u>
R-1	Continued participation with the Baltimore Regional Cooperative Purchasing Committee (BRCPC) for the wholesale purchase of electric.	Washington Gas Energy Services, Inc. Baltimore County Government Contract No. 015.11.B1 Contract Term: Expires Aug 17, 2012 with 4 one-year renewals Savings: By participating in the cooperative, volume purchasing results in an estimated \$500,000 annual savings.	\$92,000.00
PR-2	Apple Computers and related equipment – Apple direct purchases. Dell Computers and related equipment – Data	Maryland Education Enterprise Consortium (MEEC) – for the vendors listed. Expires 6/30/2012 The MEEC agreement	

<p>Networks – distributor. HP printers and related equipment – Hartford Computer Group, Inc. For software and other applications, purchases will be from Software House International, Bell Techlogix, Inc., and Google, Inc.</p>	<p>allows Educational entities to obtain better pricing based on specific delivery requirements. Participation results in on-going volume discounts.</p>	<p>\$8,000,000 est.</p>
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*School Construction Monthly Report – Accepted by the Board*

*Appointment of Ethics Panel Members – Approved by the Board*

Mr. John Szabo (term of five years from July 1, 2009, to June 30, 2014)  
Mr. Timothy Timanus (term of five years from July 1, 2011, to June 30, 2016)

**Consent Agenda General**

Donations; Recommended Appointment to the Board of Directors of The Bright Minds Foundation; and Regular Meeting Minutes of June 21, June 30, and July 14, 2011

The Regular Meeting Minutes of July 14, 2011, were pulled for voting purposes.

*Action:* Mr. Aquino moved approval of the Consent Agenda with the exception of the Regular Meeting Minutes of July 14, 2011. The motion was seconded by Mrs. Giles and approved by the Board (7/0).

*Donations – Approved by the Board*

The following donations have been received:

<p>HCPSS:</p>	<p>Howard County Parents for School Music, the following musical instruments: 1 Alto sax, 1 Baritone Sax, 1 cello, 4 clarinets, 1 flute, 2 guitars, 3 trombones, 6 trumpets and 1 violin, valued at \$3,150.</p>
<p>Bushy Park ES:</p>	<p>PTA, in the amount of \$1,096, designated for the yearly registration fee for students to use a web based math program, First in Math.</p>
<p>Clarksville ES:</p>	<p>Giant Food Store #0348, in the amount of \$4,311.06, designated to offset costs for various student activities such as Reptiles Alive presentation, for the purchase of dog tags that are used for student incentives and to pay for</p>

the following magazine subscriptions: *Scholastic News*, *Time for Kids* and *National Geographic Explorer for Kids*.

- Clemens Crossing ES: PTA, in the amount of \$5,033.14, designated for the purchase of math manipulatives, Tech Ed materials, and the Accelerated Reading program.
- Forest Ridge ES: General Mills Box Tops for Education, in the amount of \$582.30, designated to subsidize field trip expenses.
- PTA, in the amount of \$1,000, designated for the purchase of books and reference materials for classroom libraries.
- Fulton ES: Harris Teeter, in the amount of \$2,546.51, designated for the purchase of fusion keyboards and PBIS student incentives.
- Jeffers Hill ES: Ahold Financial Services, in the amount of \$816.19, designated for the purchase of books and supplemental classroom supplies.
- Ellicott Mills MS: Northrop Grumman, in the amount of \$750, designated for the purchase of science equipment.
- Folly Quarter MS: PTA, in the amount of \$1,495, designated for the purchase and installation of an LCD projector.
- Mayfield Woods MS: PTA, in the amount of \$1,425, designated for several school-wide Cultural Arts Programs.
- Atholton HS: Harris Teeter, in the amount of \$2,523.55, (\$523.55) designated for the purchase of a document camera, and (\$2,000) designated for the purchase of whiteboards.
- Northrop Grumman, in the amount of \$750, designated for STEM learning activities.
- PTSA, in the amount of \$2,479.52, designated for various student clubs.
- Hammond HS: Boosters, in the amount of \$3,000, designated for the purchase of new desks and furniture for the front office.
- Long Reach HS: Ahold Financial Services, in the amount of \$1,882.78, designated for student incentives.



Wilde Lake HS: Ahold Financial Services, in the amount of \$1,326.57, designated for student incentives.

Long and Foster Columbia Gives, in the amount of \$1,000, designated for the Music Department's Scholarship Fund.

Recommended Appointment to the Board of Directors of The Bright Minds Foundation – Approved by the Board

Jeffrey Levitt was appointed to the Board of Directors of the Bright Minds Foundation.

Regular Meeting Minutes of June 21 and June 30, 2011 – Approved by the Board

Regular Meeting Minutes of July 14, 2011

*Action:* Mr. Aquino moved approval of the Regular Meeting Minutes of July 14, 2011. The motion was seconded by Mrs. Giles and approved by the Board (6/0/1), with Mrs. French abstaining due to her absence from the meeting.

**\*Administrative Appointments and Promotions**

<u>Name</u>	<u>From</u>	<u>To</u>
Rick Robb	River Hill HS Teacher	Long Reach HS Assistant Principal

*Action:* Mrs. French moved approval of the promotion of Mr. Robb from teacher at River Hill HS to Assistant Principal of Long Reach HS. The motion was seconded by Mrs. Giles and approved by the Board (6/0\*).

<u>Name</u>	<u>From</u>	<u>To</u>
Patricia Mackey	Project Facilitator, LRE Department of Special Education	Elementary Instructional Facilitator, Department of Special Education

*Action:* Mr. Aquino moved approval of the promotion of Ms. Mackey to Elementary Instructional Facilitator, Department of Special Education. The motion was seconded by Mr. Dyer and approved by the Board (6/0\*).

**Proclamation: Honoring Ethics Panel Member**

The Board thanked Adrienne Davis for her 11 years of distinguished service on the Ethics Panel and presented a proclamation in recognition of her contributions.

*Action:* Mrs. Giles moved approval of the proclamation. The motion was seconded by Mrs. French and approved by the Board (7/0).

**\*Gorman Crossing ES Schematic Design Report**

*Presenters:* Mr. Bruce Gist, Director, School Construction, and Mr. Michael Lohowin, Principal in Charge, TCA Architects

*Overview:*

- Nine-classroom addition.
- Enlarged cafeteria.
- Art room, music room, and ensemble room additions.
- Required support space.
- Original plans were developed in 2003.
- Plans will be updated as required by current building codes.

Schedule:

- Design development presentation for Board approval on October 18, 2011.
- Construction documents presentation for Board approval in February 2012.

*Discussion:*

Input from the community and teachers regarding suggestions for flexibility and alterations in design is welcomed and will be considered by staff.

High-performance sky lights (with a room-darkening device) will be placed in interior classrooms, in addition to hallway sky lights, vision panels, and glass that will provide more light for interior spaces.

Mr. Dyer asked about the possibility of increasing the design size for the school at this time. Mrs. French pointed out that the state will only approve the size of a building based upon proven enrollment and projections. Mr. Ray Brown, Chief Financial Officer, pointed out that the Board charged staff with the direction for a 660-seat school, and changing that design will jeopardize completing the project within the specified timelines. Staff is looking at additional schools in this area to address growth in student enrollment in the long-term plan.

Mr. Gist noted that the Board of Education owns approximately 40 acres at this location, which is comingled between the middle and elementary schools. The land is not all buildable, and the property is divided by a stream.

*Action:* Mrs. Giles moved acceptance of the \*Gorman Crossing ES Schematic Design Report. The motion was seconded by Mr. Aquino and approved by the Board (6/0\*).

## **2011-2012 BOE Cluster Assignments**

Howard County Public Schools are divided into school clusters, which are assigned to individual Board members to facilitate school visitations, attendance at special events, and points of contact for each school community.

Mr. Dyer expressed concern with his cluster assignment regarding the possible appearance of a conflict of interest because his son is an emergency coach at one of the schools. It was determined that since Mr. Dyer will have no official role at his cluster schools, no conflict exists.

*Action:* Mrs. Giles moved acceptance of the school cluster assignments for the 2011-2012 school year. The motion was seconded by Mr. Aquino and approved by the Board (7/0).

## **2011-2012 BOE MABE (Maryland Association of Boards Education) Committees and BOE Committees and Community Assignments**

Each year, Board members are assigned to serve on specific committees of MABE, the Legal Services Association, county government, and Board of Education Committees. In addition, a Board member serves as liaison to the Community Advisory Council (CAC), the PTA Council of Howard County (PTACHC), and the Superintendent's District Planning Team.

It was agreed that Mrs. Vaillancourt would replace Mrs. French on the BOE Legislative Committee. Dr. Siddiqui will serve on the MABE Legislative Committee, with Mrs. Vaillancourt serving as alternate.

*Motion:* Mrs. Giles moved approval of the BOE Committee and Community Assignments and MABE Committee Assignments, as amended. The motion was seconded by Mr. Aquino.

### *Discussion:*

Mr. Dyer expressed concerns regarding MABE and stated that the organization does not acknowledge the Open Meetings Act as legislation with which they should comply. He also indicated that MABE does not comply with the Public Information Act. Mr. Dyer stated his opposition to any Board member serving on any MABE committee until the organization changes its policy.

Mr. Dyer also expressed concerns with the current structure of BOE committees and indicated that each committee should have full Board participation, especially on the BOE Audit Committee. Mr. Dyer also stated that four Board members have voted to prevent him from participating on any BOE committee, which he feels is also an illegal action on the part of the Board. Mr. Dyer stated that he could not vote in favor of this type of parceling of the authority of individual members of the Board.

Mr. Aquino pointed out past problems associated with allowing a fourth Board member to attend committee meetings and emphasized that these committees are advisory to the Board. They do not take individual action, and meetings are announced open to the public.

Mrs. Vaillancourt indicated her approval of the committee structure and asked about the possibility of making the meetings available for public viewing. Budget constraints and associated costs were discussed. If interest in this is brought to the Board, the issue can be pursued further.

*Action:* The motion to approve the Board of Education Committee Assignments was approved by a vote of 6/1, with Mr. Dyer voting no.

### **Policy 9290 Gangs, Gang Activity, and Similar Destructive or Illegal Gang Behavior**

*Presenter:* Mr. William Ryan, Executive Director, School Improvement and Administration

Mr. Ryan presented two revisions to the approved policy and implementation procedures. Policy 1040 Safe School Environments was included in the reference section of the policy, and the implementation procedures were revised to move item C.3 in Section III. Reporting Procedures to item D.3.

By consensus, Board members agreed to the revisions as presented. The policy will be submitted to MSDE by September 1, 2011, in compliance with the state's mandate.

**Recess** – The meeting was recessed by the Chairman at 5:24 p.m. and reconvened by the Vice Chairman at 7:31 p.m.

### **Public Forum**

There was no one present to address the Board.

### **Public Hearing – FY 2013 Capital Budget and FY 2014-2018 Capital Improvement Program (CIP)**

Mr. Brian Dunn spoke in support of adding capacity to Running Brook ES in anticipation of the downtown Columbia redevelopment.

**Work Session – Predevelopment Work Session on FY 2013 Capital Budget and FY 2014-2018 Capital Improvement Program (CIP)**

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management

The Board discussed a preliminary list of projects slated for the FY 2013 Capital Budget. In response to a question about the new middle school scheduled for 2014, Mr. Roey noted that the Coca-Cola Drive site in Elkridge can accommodate a middle school facility. He added that redistricting will still be necessary even with a 100-seat addition to Running Brook ES.

The Superintendent will present the Proposed FY 2013 Capital Budget on September 8, 2011. On Thursday, September 22, 2011, the Board will hold a public hearing and a work session. The work session will conclude with a vote of preliminary approval to the proposal.

*Discussion:*

Mr. Dyer asked if consideration has been given to providing swimming facilities for public schools. He expressed concerns about safety and indicated that many young people in Howard County do not know how to swim. He stated that this is a direct relationship between Goal 2 (Safe and Nurturing Environment) and asked if the Board could agree to have staff pull together the history of efforts to provide swimming programs or facilities in HCPSS.

Board members and staff discussed numerous issues related to Mr. Dyer's suggestion, including budget priorities and constraints, the need for student seats, mandated curriculum, liability, equity, sustainability, instructor certification, educational specification implications, etc.

Mr. Roey stated that renovations for Glenelg HS will be included in the list of priorities in the next year or two, depending on operating budget and system renovation funding.

Mr. Dyer stated that he does not consider the Coca-Cola Drive site viable for any school because of its proximity to major train traffic. He asked if other middle school sites are also being considered and whether or not the design template would be transferable in the event the Board decides to build on a different site.

Mr. Roey responded that staff is actively working with the county to pursue other sites for a middle school, and vast majority of the prototype would fit any feasible site.

Mr. Dyer asked about the delay involved if the Board found it necessary to use eminent domain. Mr. Roey stated that previous experience has shown that significant delays should be anticipated in an eminent domain situation (a minimum of two years and possibly as many as five).

The following schedule was announced:

- September 8, 2011 - 7:30 p.m. - Presentation of the Superintendent's Proposed FY 2013 Capital Budget and Capital Improvement Program.
- September 22, 2011 - 7:30 p.m. - Public Hearing/Work Session and Preliminary Approval of the Proposed Capital Budget and Capital Improvement Program.
- Mid-October - Submission of BOE Proposed Capital Budget submitted to the State Construction Program Staff -- Interagency Commission for School Construction (IAC).

### **Policy 3050 Records Management - Public Work Session**

The Board held a work session on proposed Policy 3050 Records Management. The policy establishes standards and procedures for the development and maintenance of a records management program that is in concert with the Records Retention and Disposition Schedule, protects records considered essential to the continuing operation of the HCPSS, and promotes legal and fiscal accountability.

Staff responded to questions regarding whether the Board or the Superintendent is considered the "head of the agency" by law. A reference to COMAR was added to Section VI. Delegation of Authority, which designates the Superintendent as head of the agency.

Item 5.F was added to section IV. Standards and instructs employees to treat all HCPSS records as confidential unless certain criteria apply.

The definition of Confidential Records was added to the policy, and various changes were made in the language for clarity.

The Board will hold a public hearing on the policy on September 8 and take action on October 4, 2011.

**Adjournment** – By Board consensus, the meeting was adjourned at 9:17 p.m.

### **Information Items**

- A. Food and Nutrition Service Financial Report
- B. Grade 2 Test Results 2011

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

**August 22, 2011**

The members of the Board of Education of Howard County held a retreat on Monday, August 22, 2011, at 9:00 a.m. in the Potomac Room of the Ascend One Building, 8930 Stanford Boulevard, Columbia, Maryland 21045. The meeting was open to the public. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Cynthia L. Vaillancourt

Douglas Pindell, Director, Purchasing

Dr. Carl Smith, Executive Director, Maryland Association of Boards of Education (MABE)  
Ms. Kitty Blumsack, Facilitator, Maryland Association of Boards of Education (MABE)

Kathleen V. Hanks, Recording Secretary

Dr. Janet Siddiqui, Chairman of the Board, called the meeting to order at 9:13 a.m. The focus of the meeting is to finalize a Request for Proposal (RFP) for the search firm for superintendent.

## **MABE Presentation**

Dr. Carl Smith discussed the different phases of the superintendent search process. The following was discussed:

### **1. General Points**

- The entire Board is involved in the search
- Have clear expectations while viewing all applications
- Minimize the possibility of legal challenges as a result of procedural flaws
- A superintendent search should be thoughtful, responsive, and fair
- Board should strive for consensus
- Board consensus is:
  - Have opportunity to have point of view heard
  - Can live with Board decision
  - Can support Board decision in public

2. Planning the Search
  - Establish confidentiality protocols
  - Establish a timeline
  - Consider non-traditional candidates
  - Qualifications and desirable characteristics that need to be listed in the RFP
  - Place announcement in all appropriate areas designated by the Purchasing Office and on the MABE website
3. Choosing a search firm
  - Has firm completed Superintendent searches in Maryland and outside of the state
  - Current searches
  - What is the base fee, expenses, billing procedures, any additional expenses? Is contract clear and concise?
  - Contract signed with the advice of the Board's general counsel
4. Conducting interviews
  - All candidates are asked the same questions
  - Which candidate is the best fit and will work best with HCPSS staff, community, and Board
5. Superintendent Search
  - Maintaining confidentiality is critical. Superintendents will have difficulty applying for the position without the Board maintaining confidentiality.
  - The Board controls the process and is to be aware of all costs
  - The Board has the right and should request from the search firm to see all applicant files
  - Average salary
  - The Board should be proactive with community involvement
  - Superintendant candidates will ask difficult questions of the Board. Board needs to be prepared to sell the school system.
  - Some candidates will not accept the position without Board consensus.

The Board had in-depth discussion regarding waivers for non-traditional candidates. Dr. Smith from MABE stated that historically the Maryland State Board of Education does not grant waivers and follows the COMAR qualifications for a superintendent.

Mr. Dyer stated he has discussed the value of a non-traditional superintendent with Dr. Peter Sola of Howard University and shared his thoughts. He also stated that it should be an open process. Board members stated they were open to non-traditional candidates who meet the COMAR requirements and want to be a Superintendent of a school system.

Mr. Pindell encouraged Board members to come to an agreement as to where the school system is and where it is going in the future. That answer will help develop the characteristics the Board wants in a Superintendent.



Dr. Siddiqui stated that the first goal is to have someone who is going to continue the school system's current status; and second, guide the school system into the future with the vision and goals set by the Board.

Mr. Aquino stated the next superintendent should be a good communicator, leader, motivator, able to instill confidence, and have a proven track record with sustainability in one or more communities. He especially wants to see someone willing to make a commitment to the community beyond four years.

Mr. Dyer stated that COMAR can be changed, and he is particularly interested in military candidates. Mr. Dyer currently has an interested candidate, General Robert Steele, who is comfortable with announcing his interest to the public.

Concern was shared by other Board members that the Board could go through the entire process and be denied a waiver.

Concern was also expressed by Mr. Aquino that he is not willing to run two different searches – one by the Board and one not.

Mrs. Giles expressed concern that a candidate would be promoting themselves in the press for the job while others are following the Board's process.

Board members are free to submit names to the search firm. Any candidate can submit their name to the search firm to be vetted through the process.

There was additional discussion about accepting superintendent candidates that do not meet COMAR requirements. Mrs. French stated that the Board needs to seek legal counsel to research the history of the State Board, determine the requirements, what it takes to change COMAR, and how long the process takes.

### **Request for Proposal**

Mr. Pindell reviewed the draft RFP for the search firm with the Board members. Mr. Pindell stated that the RFP is broad enough to cover firms that can provide traditional and non-traditional superintendent candidates. He stated that the RFP can be modified, by addendum, up until one minute before the job closes. The RFP will be advertised for three weeks. Mr. Pindell asked if the Board has established a budget, and it was stated that the budget is approximately \$50,000. Mr. Pindell will provide nine copies plus a CD— one for each Board member, one copy plus CD to the Board Office, and one for Mr. Pindell. When Board members receive the RFP's, they are to be reviewed and ranked. Board members will discuss RFP's and how to proceed at the next meeting. By consensus the Board agreed that Mr. Frank Aquino would be the liaison to Mr. Pindell through the RFP process. Mr. Aquino will also be the liaison to the search firm for the Board. Dr. Janet Siddiqui, as Chairman, will be the spokesperson for the Board. Mr. Pindell stressed the importance of confidentiality and the Board being unified so the RFP process is not compromised.

By consensus the Board members agreed to email all comments regarding the draft RFP, Section 3.4, to Mr. Pindell, Mr. Aquino, and Dr. Siddiqui by Monday, August 29, 2011, at 8:00 a.m. Mr. Pindell will incorporate Board member comments into the RFP and send the revised RFP to Board members by Friday, September 2, 2011. Final adoption of the RFP will be at the Board meeting on Thursday, September 8, 2011. Mr. Pindell plans to bring a search firm to the Board for final approval on November 3, 2011.

### **Next Steps**

The Board agreed to meet on the following dates:

- Wednesday, October 19, 2011, at 10:00 a.m. – Closed Meeting – Review RFP's
- Thursday, October 27, 2011, at 4:00 p.m. – Administrative Meeting – Search Firm Candidate Interviews

**Adjournment** - By Board consensus, the meeting was adjourned at 12:03 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

**Minutes of the Board of Education Legislative Committee**

**August 24, 2011 – 3:30 p.m. – Board Planning Room**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Cynthia L. Vaillancourt

Staff: Raymond H. Brown, COO

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino, Cynthia L. Vaillancourt, Raymond H. Brown

**Staff:** Dan Furman, Staff Attorney; Kathy Hanks, Administrative Specialist (Board Office)

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
I	Call to Order	Dr. Siddiqui called the meeting to order at 3:32 p.m.		
II	Approval of Agenda		By Consensus	
III	Elect Chairman of Committee		By Consensus Dr. Siddiqui will continue as Chairman of the committee.	
IV	Legislative Breakfast Planning a. Maintenance of Effort b. BOE Restructuring	The Legislative Breakfast was discussed. Topics for the breakfast are as follows:  a) Maintenance of Effort b) Pensions c) Race to the Top d) School Construction Bond Rating Legislation e) BOE Restructuring – position contingent on September 8 Board meeting outcome	Staff will provide Race to the Top handouts at the breakfast.  Staff has been requested by County Executive Task Force on Board Restructuring to provide information on the achievement gap to the committee on Monday, September 29, 2011. The Board will discuss possible public hearing testimony at the September 8, 2011, Board meeting.	
V	Staff Recommendation for Legislation – School Construction Bonds	There was in-depth discussion regarding the potential legislation. Staff recommends legislation that would allow the Board to require potential construction contractors to obtain bonds that meet higher standards of financial stability. Staff believes that this will protect the school system’s construction projects. Ms. Vaillancourt asked what the objections would be for this legislation. Staff responded that some may say there is possible		

**Minutes of the Board of Education Legislative Committee**

**August 24, 2011 – 3:30 p.m. – Board Planning Room**

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*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino, Cynthia L. Vaillancourt, Raymond H. Brown

**Staff:** Dan Furman, Staff Attorney; Kathy Hanks, Administrative Specialist (Board Office)

Item	Subject	Discussion	Action/Status	Follow-up
		<p>discrimination. Staff stated that this process has not created any difficulty for minority contractors to bid on school system projects in the past.</p> <p>Staff asked for consent to move forward with further discussion and drafting of the proposed legislation. The committee stated that the concept for the proposed legislation is to come before the full Board on September 8, 2011. Pending the outcome of the Board meeting on September 8, 2011, staff will present the concept at the Legislative breakfast on September 15, 2011.</p>		
VI	Plans to update BOE Legislative Platform		Staff will update the Board’s Legislative Platform and include any new legislation from 2011. Mr. Aquino asked staff to consider a different format.	
VII	Scheduling	Next meeting is scheduled for Monday, October 17, 2011, at 8:00 a.m. in ML2.		
VII	Adjournment	Meeting adjourned at 4:07 p.m.	By consensus	

**MEETING OF THE BOARD OF EDUCATION OF HOWARD COUNTY - AUDIT COMMITTEE**

10910 Route 108, Ellicott City, MD 21042

Wednesday, August 31, 2011, 8:30 a.m., ML2

Committee: Frank J. Aquino, Ellen Flynn Giles; Cynthia Vaillancourt

Attendees: Frank J. Aquino, Ellen Flynn Giles (Mrs. Vaillancourt was absent)

Staff: Raymond Brown, Chief Operating Officer; David Clark, Internal Auditor; Patti Caplan, Director, Public Relations;  
Kathy Hanks, Administrative Specialist (Board Office)

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
	Call to Order	Meeting called to order at 8:35 a.m.		
I	Approval of Agenda		By consensus	
II	Elect Chairman of Committee		Mrs. Giles was elected Chairman of the Audit Committee by consensus.	
III	Results of the 2011 School Construction Audit (Ray Brown)	The School Construction Audit was discussed. There were no material findings during the audit.	Mr. Brown will forward copies of the audit to the entire board noting any highlights.	
IV	Status of Fraud Hotline (David Clark)	<p>The final template was sent to Global Compliance in early July. It will take approx 6-8 weeks to activate. Mr. Clark and Mr. Burnett will participate in a full test of the application before the site becomes active.</p> <p>Mr. Clark reviewed the following items:</p> <ol style="list-style-type: none"> <li>1. A fraud circular was issued by the Superintendent in September 2009. As the new Ethics Policy is pending approval by the State Ethics Panel, staff will re-issue the circular consistent with current regulations and the pending policy provisions, including the hotline information.</li> <li>2. In collaboration with Public Information, a fraud hotline poster has been created. The theme is "Practice What We Teach." The posters be placed in the staff lounge at each of our schools and displayed strategically within Central Office and other support locations.</li> </ol>		

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		<p>3. Regarding HCPSS Website placement of the fraud hotline link for public and staff, it was suggested that it be accessible from the left-hand navigation for Parents, Employees, and the Board of Education. In addition, Mrs. Hanks will create a library item in BoardDocs as an information item that links to the webpage.</p>		
V	Implementation of the 2012 Audit Plan (David Clark)	<p>Mr. Clark was very complimentary of the contribution made by Mr. Connors and staff to a smooth transition. He provided a quick overview of the status of the 2011-2012 Audit Plan:</p> <p>The first item of the Audit Plan is an internal audit to follow-up on recommendations made by the Maryland Office of Legislative Audits in 2009 which contained 53 specific recommendations. The audit will be conducted in phases, each resulting in a separate audit report, and concluding with a final comprehensive assessment. The first phase of the audit will cover the 12 recommendations that are related to procurement. Mr. Clark is working directly with Mr. Pindell, Director of Purchasing, on that area.</p> <p>There are seven school activity fund audits in the current plan, beginning with Bryant Woods ES, Reservoir HS, River Hill HS, and the ARL. The Bryant Woods audit is scheduled to begin October 1, 2011. Mr. Clark noted that the school activity fund audits conducted by Mr. Connors incorporated both financial and performance audit components. Going forward, he advised the committee that he plans to incorporate standard reporting and accountability languages with a goal of increasing</p>		

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		principal ownership of financial statements for their schools.		
VI	Discussion of Internal Audit Peer Review (David Clark)	Generally accepted government auditing standards call for an auditor to receive a peer review every three years. Mr. Clark explained that, given the cost and manpower requirements of this effort, these standards also allow an auditor in a small office or with extensive experience and expertise in auditing quality control to include a modified statement in the audit report stating that the auditor did not obtain a peer review – supported by documented rationale. Given Mr. Clark’s lengthy service with the GAO, he recommended taking this approach, common in situations such as ours, as practical and consistent with the intent of the standards.		
VII	Adjournment	Meeting was adjourned at 9:10 a.m.		
VIII	Scheduling	Next meeting will be held Tuesday, November 8, 2011, at 8:30 a.m. in ML2		

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

September 8, 2011

The Board of Education of Howard County (BOE) held a regularly scheduled meeting on Thursday, September 8, 2011, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt  
Tomi Williams, Student Member

Sydney L. Cousin, Superintendent, Secretary /Treasurer  
Mamie Perkins, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 4:00 p.m. She read a statement in honor of the 10th anniversary of the September 11 terrorist attacks, followed by a moment of silence. Mr. Williams led the group in the Pledge of Allegiance.

### Public Forum

There was no one present to address the Board.

### Approval of Agenda

The following change was made to the agenda:

Delete: Item 10.A. PTA Council of Howard County (PTACHC) Monthly Report

*Action:* Mr. Aquino moved approval of the agenda as amended. The motion was seconded by Mrs. French and approved by the Board (8/0).

### Superintendent's Report

On behalf of the Superintendent, Mrs. Perkins reported on plans to recognize the 10<sup>th</sup> anniversary of the September 11 terrorist attack. She also offered the following congratulations to:



- Thunder Hill ES for receiving the Maryland School of Excellence Award for its Arts Integration initiative.
- Finalists Timothy Fisher and Jonathan Geldof and semi-finalists Cecilia Farley, Felix Lee, and Marta Roman, all from River Hill HS, who were award winners in the 2011 Ayn Rand Fountainhead International Writing Contest.

### **Board Members' Reports**

Board members reported on their attendance at recent school and community events.

### **Consent Agenda (Restricted\*)**

#### Bids and Contracts, School Construction Monthly Report, and School Bus Contract Transfer

Mr. Dyer requested that P-3 Legal Services to the Board of Education be pulled from the restricted consent agenda.

*Action:* Mr. Aquino moved approval of the \*Restricted Consent Agenda as amended. The motion was seconded by Mr. Meshkin and approved by the Board (7/0\*).

#### Bids and Contracts

P-1	Architect Selection for Longfellow Elementary School Renovation & Addition SEI Architects	\$69,255.00	
P-2	Architect Selection for New Middle School #20 TCA Architects	\$1,659,500.00	
P-4	Digital Duplicator Maintenance Meridian Imaging Solutions	\$120,000.00	
P-5	Banking Services Bank of America	\$100,800.00	
PR-1	Airline, hotel and car rental services.	State of MD Contract #050B9800007 Globetrotter Services Exp: 11/1/2011 with Renewals to 11/2014 Savings: Administrative costs of bidding & potential for access to group rate & other discounts.	\$25,000.00 est.

Approved – October 4, 2011

OAH-DYER-001241

PR-2	Five classroom modular Building with toilets for Phelps Luck ES renovation	Baltimore County Public Schools Contract No. MBU-505-09 US Modular Group East Inc. – Expires 6/30/2012 Contract provides for the lease purchase of the modular classrooms. Savings-Administrative Costs, time & approximately \$12,164.	\$447,254.00
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P-3 - Bids and Contracts

P-3	Request for Proposals for Board of Education Legal Services Carney, Kelehan, Bresler, Bennett & Scherr, LLP Hodges, Pessin & Katz, PA Knight, Manzi, Nussbaum and LaPlaca, PA Total Award Amount (estimate)	\$275,000.00
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*Discussion:*

Mr. Dyer shared his concern that the Board has not created an environment where Board members can understand each legal team's perspective on the Education Law of Maryland as it relates to local boards of education. He indicated that a conflict of interest exists with one of the firms named in the RFP for Board of Education Legal Services.

The following comments were offered in response to Mr. Dyer's concerns:

- The firm in question does not believe a conflict of interest exists nor did a Howard County Circuit Court judge based on a ruling in a case brought against the Board by Mr. Dyer.
- Each of the firms either has or is currently representing the Board and/or the school system and has served the Board well for many years.
- The scoring tools for proposals determined a definite division between the top three firms and the rest of the applicants' proposals.
- The use of any particular firm is based on their expertise in the subject matter.
- The contract term affords the opportunity to lock in hourly rates for up to four or five years.

- The three firms that have been recommended have provided many opportunities for training to Board members and staff about legal decisions through the Legal Services Association (LSA) of MABE (Maryland Association of Boards of Education).
- All confidential proposals were available to Board members on request and were viewed by Mr. Dyer.

*Motion:* Mr. Aquino moved acceptance of Bid P-3 Legal Services to the Board of Education. The motion was seconded by Mrs. French.

*Discussion:*

Mr. Dyer asked for continued discussion on his issues of conflict of interest. Mr. Dyer was cautioned not to impugn the firm, at which time Mr. Dyer named the firm of Carney, Kelehan, Bresler, Bennett & Scherr.

Dr. Siddiqui banged the gavel and called Mr. Dyer out of order.

*Recess:* The meeting was temporarily recessed by the Chairman at 4:37 p.m. Legal counsel was sought regarding the appropriate scope of discussion on the RFP for Board of Education Legal Services. The meeting reconvened at 5:30 p.m.

Mr. Dyer was given an opportunity to briefly present his position, and Board members were asked to offer comments.

Mr. Dyer stated that he believes a conflict of interest exists because Judith Bresler, of Carney, Kelehan, Bresler, Bennett & Scherr, represented a superintendent in an issue with a system employee in the past and in another case represented the school system against the employee. He also stated that the firm did not include this conflict of interest in their RFP.

Mrs. French noted that Mr. Dyer was the attorney for the defendant in the case involving Mrs. Bresler, and the Board specifically requested the firm's representation because of their particular expertise. She also pointed out that the RFP asked for existing or potential conflicts of interest and not what may have been perceived to have happened many years ago. This issue was not considered a conflict by the Board at that time and was determined in favor of the Board.

Mr. Aquino and Mr. Meshkin also indicated that a conflict of interest exists on the part of Mr. Dyer as a plaintiff in cases against the Board.

*Action:* Mr. Aquino moved acceptance of P-3 Legal Services to the Board of Education. The motion was seconded by Mrs. French and approved by the members of the Board (6/1\*), with Mr. Dyer voting no.

*School Construction Monthly Report – Accepted by the Board*

School Bus Contract Transfer – Approved by the Board

Contract #	Old Contractor	New Contractor	Total # of Contracts Pending This Assignment
R0551	North County Bus Co., Inc		7
		ViennasTransportation, Inc.	7
R0793	AA Alston Enterprises, Inc.		0
		T & R Transportation, Inc.	2

**Consent Agenda**

Donations; BOE Retreat Meeting Minutes of August 22, 2011; BOE Legislative Committee Meeting Minutes of August 24, 2011, and BOE Audit Committee Meeting Minutes of August 31, 2011.

Donations

The following donations have been received:

- Gorman Crossing ES: PTA, in the amount of \$1,934.39, designated for the purchase of a Bose speaker.
- Hollifield Station ES: Strawbridge Studios, in the amount of \$1,000, designated to pay for the bus that will be used by the students who attend the ESOL Homework Club.
- Glenwood MS: PTSA, in the amount of \$5,000, designated for the purchase of a new outdoor school sign.
- Oakland Mills MS: Preston Scheffenacker Properties, in the amount of \$1,000, designated to pay for a staff breakfast and a staff luncheon.
- Hammond HS: Boosters, in the amount of \$7,400, designated to purchase dugouts for the softball field.
- Marriotts Ridge HS: Boosters, in the amount of \$7,554, (\$1,520) designated for the purchase of dance costumes and (\$6, 034) designated for the purchase of baseball and softball uniforms.
- Mount Hebron HS: Donna Barber, in the amount of \$670, designated for the purchase of soccer apparel and soccer equipment.

Approved – October 4, 2011

*Action:* Mr. Meshkin moved acceptance of Donations. The motion was seconded by Mrs. Giles and approved by the members of the Board (8/0).

*BOE Retreat Meeting Minutes of August 22, 2011*

*Action:* Mrs. French moved approval of the BOE Retreat Meeting Minutes. The motion was seconded by Mr. Aquino and approved by members of the Board (6/0/2), with Mr. Meshkin and Mr. Williams abstaining.

*BOE Legislative Committee Meeting Minutes of August 24, 2011*

*Action:* Dr. Siddiqui moved approval of the BOE Legislative Committee Meeting Minutes. The motion was seconded by Mr. Aquino and approved 3/0 by the committee members (Mr. Aquino, Dr. Siddiqui, and Mrs. Vaillancourt).

*BOE Audit Committee Meeting Minutes of August 31, 2011*

*Action:* Mrs. Giles moved approval of the BOE Audit Committee Meeting Minutes. The motion was seconded by Mr. Aquino and approved 2/0/1, with Mrs. Vaillancourt abstaining due to her absence from the meeting.

**Proclamation: National Hispanic Heritage Month**

This proclamation designates September 15, 2011, through October 15, 2011, as Hispanic Heritage Month.

*Action:* Mrs. Giles moved approval of the proclamation. The motion was seconded by Mr. Meshkin and approved by the Board (8/0).

**\*Elementary School #41 Design Development Report**

*Presenters:* Mr. Ken Roey, Executive Director, Facilities Planning and Management; Mr. Bruce Gist, Director, School Construction; and Ms. Melissa Wilfong, Senior Associate, Grimm + Parker Architects

A construction phasing plan is being developed to support an April 2012 construction award date, with school opening scheduled for August 2013. The plan is contingent upon approval of a school site by the Board. Extensive design work has centered on the proposed site at Duckett's Lane, and a decision is expected shortly. Construction bid alternates will be developed once a site has been officially selected by the Board.

Since the schematic design presentation, numerous refinements include:

- Moved exterior custodial storage to provide better access to the cafeteria.
- Relocated the LEED (Leadership in Energy and Environmental Design) required shower to the staff lounge in lieu of the gym office.
- Added additional adult toilet rooms into classroom clusters.

Approved – October 4, 2011

- Relocated the parent volunteer office for more efficient access to the exterior.
- Relocated the special education classroom and gifted and talented classroom.
- Revised the media center layout.

Code required modifications include:

- Adding doors to the fine arts cluster and egress stairways to each classroom cluster.
- Providing an additional exit to the main corridor.
- Removing one central stairway in the media center area.

This project will utilize the United States Green Building Council LEED for Schools version 2009. The design intent is to achieve a LEED Gold certification.

It was recommended that the Design Development report for the new elementary school #41 be approved as submitted.

*Discussion:*

The following concerns were addressed:

- The school system has applied for a wetlands waiver.
- Preliminary discussions have begun for widening Ducketts Lane within the existing right of way.
- Directors of the planning agency and public works will work closely with staff to expedite the review process.
- If portable classrooms are needed in the future, they will not necessarily be placed in the outdoor classroom area.
- Students using the outdoor classrooms will always remain in the footprint of the building for safety reasons.
- Shelter will be built between the outdoor spaces and the road for the students' safety, as well as providing a noise buffer.
- A pathway is planned from the Capital Mobile Park to the school, and a sidewalk is planned from Lori Lane to the school.
- Further development of the design plan has established a better balance of square footage between classrooms.
- Staff has met and will continue to meet with administrative staff and curriculum specialists to determine the best layouts for the classrooms.
- Staff will solicit participation of a high school student on the planning advisory committee.
- Staff and the architectural firm are working closely with senior agency heads at the county level to look at alternatives and opportunities for possible school sites.
- A conservative route was taken by the architects to ensure ample parking.

*Action:* Mrs. French moved approval of the \*Elementary School #41 Design Development Report. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0\*).

Approved – October 4, 2011

**Policy 2020 – Policy Development and Adoption Charter**

*Presenter:* Mrs. Susan Mascaro, Director, Staff Relations

Staff presented the charter for the review of Policy 2020. As this policy guides the format and structure of all Board policies, the revised policy will be effective immediately upon Board approval. A report is scheduled for presentation to the Board on November 3, with a public hearing on December 8, 2011. Action is scheduled for January 12, 2012.

*Discussion:*

Staff was asked to add the Ombudsman and Internal Auditor as members of the review committee. In addition, it was requested that language be considered that accurately reflects the various review processes that policies undergo. The Board also asked the committee to discuss delegation of authority on policy waivers and reinstatement of policies.

Mr. Meshkin proposed that an objective be added to the charter stating that the committee will research, evaluate, and recommend the process for creating an element to measure and evaluate the effectiveness of Board policies. Discussion involved the pros/cons involved with the suggestion and the variables involved with measurements. By consensus, the Board agreed to have the review committee consider adding a measurement component to the language in Policy 2020.

Mr. Brown pointed out that school system staff is looking at performance measures this fall to consider linking measurement to the budget in FY 2014. He indicated that the review committee for Policy 2020 may require additional staff to discuss that particular component.

**Policy 3010 – Emergency Closing of Schools Charter**

*Presenters:* Mr. David Ramsay, Director, Transportation; and Mrs. Patti Caplan, Director, Public Relations

The charter for the review committee for Policy 3010 was presented to the Board. The current policy primarily covers the emergency closing of schools for weather-related situations. The committee will also consider expanding the policy to cover other protective actions that are taken when the school system is faced with various emergency situations. A name change for the policy is also being considered to clarify its purpose. A report will be presented to the Board on February 9, with a public hearing on March 8, 2012. Action on the policy is scheduled for April 12, 2012.

*Discussion:*

Discussion involved ways that technology could be used to continue providing learning experiences to students in the event of a prolonged school closure. Mrs. Caplan provided information on plans and materials that were recently prepared for the possible pandemic flu. Pilot programs involving eLearning have also taken place with some summer school

students. Staff indicated that this matter may be better addressed within the curriculum offices but agreed that related discussion could take place within the review committee.

### **Policy 4030 – Accountability of School Activity Funds Charter**

*Presenter:* Mrs. Beverly Davis, Director, Finance

The charter for the review of Policy 4030 was presented to the Board. The committee will be updating the policy for legal references, for consistency with other school system policies, and for current best practices and system requirements. The proposed policy will be presented to the Board on February 9, with a public hearing scheduled for March 8, 2012. Action is scheduled for April 12, and the revised policy would be effective July 1, 2011.

#### *Discussion:*

It was suggested that the Internal Auditor's expertise be made available to the committee, as this policy largely focuses on the work of that position. Mrs. Davis pointed out that an internal auditor is generally removed from policy development because their role is policy enforcement and monitoring. Mr. Brown noted that the school system has the benefit of reports that were developed over time by the previous internal auditor, which identified best practices. He indicated that a conflict of interest may exist with the Internal Auditor's involvement in this review process. It was suggested that consideration be given to including a member on the committee who has auditing experience.

### **Policy 6050 – Naming or Renaming of School Buildings Charter**

*Presenter:* Mrs. Marion Miller, Administrative Director, Elementary Schools

The charter for the review of Policy 6050 was presented to the Board. Committee members will solicit input from their constituents to ensure a wide range of participation, input, and guidance. A report will be presented to the Board on December 8, 2011, with a public hearing on January 12, 2012. Action is scheduled for February 9, with an effective date of July 1, 2012.

### **Policy 10030 – Participation in Contests Charter**

*Presenter:* Mrs. Arlene Harrison, Administrative Director, Elementary Schools

The charter for the review of Policy 10030 was presented to the Board. The proposed policy will update current practices. A report will be presented to the Board on December 8, 2011, with a public hearing on January 12, 2012. Action is scheduled for February 9, with an effective date of July 1, 2011.



**Proclamation: Day of the Girl**

This proclamation designates September 22, 2011, as the *Day of the Girl*.

*Action:* Mrs. Vaillancourt moved approval of the proclamation. The motion was seconded by Mrs. Giles and approved by the Board (8/0).

**Recess** – The meeting was recessed by the Chairman at 7:30 p.m. and reconvened at 8:16 p.m.

**Public Forum**

No one was present to address the Board.

**Public Hearing – Policy 3050 Records Management**

No testimony.

**Superintendent's Proposed FY 2013 Capital Budget & FY 2014-2018 Capital Improvement Program**

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management

*Highlights:*

Two new schools are among the projects proposed in the Superintendent's \$98.7 million FY 2013 Capital Budget. The budget includes \$17 million for the construction of Elementary School #41, scheduled to open in 2013 in the northeastern region of the county. A total of \$12.8 million is included for planning and construction of Middle School #20, scheduled to open in 2014.

Mr. Roey stated that the proposal notes that the school system is projected to enroll 8,272 additional students over the next 10 years, requiring nearly 2,000 additional seats at the elementary level. Projects presented in the FY 2013-2022 Long Range Plan, coupled with the current 51,845-seat capacity and strategic use of relocatable classrooms, will be sufficient to meet near-term enrollment needs.

The budget also includes funds for the Atholton HS renovation, additions at Gorman Crossing and Running Brook elementary schools, and renovations at Phelps Luck and Longfellow elementary schools.

A total of \$20 million is earmarked for systemic renovations and modernization projects, \$5 million for roofing projects, \$200,000 for replacement of playground equipment, and \$1.1 million for relocatable classrooms. The request includes \$2 million for site acquisition and construction reserve; \$5 million for technology; and \$200,000 for school parking lot expansions.

Approved – October 4, 2011

*Discussion:*

The issue of providing swimming facilities at schools for shared use with the community and HCPSS was discussed, and Mr. Roey noted the expense of operating and maintaining the old Cedar Lane pool. He emphasized the need to address a large backlog of deferred maintenance items versus adding a capital project that goes beyond current needs.

The Board will hold a public hearing on the proposed capital budget on Thursday, September 22, at 7:30 p.m. The hearing will be followed by a work session and action on the budget.

**Superintendent Search - Request for Proposals (RFP)**

*Presenter:* Mr. Douglas Pindell, Purchasing Director

The most recent draft of the RFP to conduct a national search for a Superintendent was presented to the Board.

*Motion:* Mr. Aquino moved approval of the superintendent search consultant RFP. The motion was seconded by Mrs. French.

*Discussion:*

Board members and staff discussed specific aspects of the draft RFP, including the concept of a single search effort that includes traditional and non-traditional candidates. Minimum standards are set but are not prohibitive or exclusive. Board members will make the final decision on selection of a firm. A pre-submission meeting will inform firms of the Board's intentions.

*Action:* The motion to approve the RFP was approved by the Board (8/0).

**2012-2013 Academic Calendar Committee Charter**

*Presenter:* Mrs. Patti Caplan, Director, Public Relations

The charter for the formation of the 2012-2013 Academic Calendar Committee was presented to the Board. The proposed calendar is scheduled for presentation to the Board on November 3, with a public hearing on December 8, 2011. Action is scheduled for January 12, 2012.

*Discussion:*

Mr. Meshkin proposed removing the parameter in the charter that states "The committee will limit its recommendations to changes or adjustments that do not require additional

funding or human resources." He emphasized the need to keep all options open to the committee without imposing restrictions on cost.

Mrs. Caplan explained the scope of the calendar committee's work and stated that parent perspectives as well as the community's are always considered.

Board members discussed various implications related to Mr. Meshkin's suggestion. Mrs. French explained the importance of maintaining Board authority. Dr. Siddiqui indicated that removing the parameter could hinder the committee in its work and was beyond its current scope.

*Motion:* Mr. Meshkin moved to remove the parameter stating that the committee will limit its recommendations to changes or adjustments that do not require additional funding or human resources. The motion was seconded by Mr. Dyer.

*Discussion:*

Mrs. French commented on the severity of current economic times and stated that the Superintendent has the responsibility of managing the day-to-day-operations of the school system and preparing a recommended budget to the Board. She indicated that giving an assignment with no holds barred would be unfair to the committee.

Mrs. Vaillancourt supported Mr. Meshkin's motion in not restricting the committee by including language that poses funding limits when options exist for any recommendation.

Mrs. Caplan stated that in her role as Committee Chair, she has an overall responsibility to the school system in the recommendation brought forward by the committee. She emphasized that the calendar committee is not in a position to commit funds but may still come forward with suggestions that could be implemented in the future.

*Action:* Mr. Meshkin's motion to remove the first sentence of the second paragraph under the parameters in the charter was approved by the Board (5/3), with Mrs. French, Mrs. Giles, and Dr. Siddiqui voting no.

### **October – December 2011 Quarterly Agenda**

*Presenter:* Kathleen Hanks, Administrative Specialist, BOE

The quarterly agenda was presented to the Board for discussion and modification. Action is scheduled for September 22, 2011.

## **Proposed 2011 Legislative Initiatives to Present to the Howard County Delegation**

*Presenters:* Mr. Raymond Brown, Chief Operating Officer; and Mr. Daniel Furman, Staff Attorney

Mr. Furman proposed that the legislative solution would be more appropriate, less expensive, quicker and ultimately more definitive than any judicial ruling. He noted that without this legislation the Board could be forced to accept bonds that are financially unstable and then be forced to litigate should the need for liquidation occur.

By consensus the Board agreed to have Legal Counsel Dan Furman prepare a draft and pursue sponsorship for new state legislation that would provide the Board with greater authority to ensure capital projects are backed by legitimate and financially secure bonds. The bill would amend the State Finance and Procurement and Insurance articles of the Annotated Code of Maryland to enable public entities to require capital projects be backed by bonds underwritten by bonding companies that meet or exceed certain ratings as determined by that public entity.

### **County Executive Task Force**

Board members discussed the County Executive's Commission convened to study the makeup and election process for the Board of Education. The Board agreed to include several consensus items in testimony that will be presented by Chairman Siddiqui at the Commission's public hearing on Monday, September 12, 2011.

Board members agreed that Board of Education elections should remain countywide and non-partisan. They also agreed that the current level of compensation, combined with the time commitment, presents a barrier to potential Board candidates. Members also expressed their belief that in a county as diverse as Howard County, all public officials have a responsibility to be culturally proficient and to knowledgeably represent the interests of all students.

**Adjournment** – By Board consensus, the meeting was adjourned at 10:51 p.m.

### **Information Items**

- A. New Elementary School #41 Schematic Design Submission Comments to MSDE
- B. Atholton HS Design Development Submission Response to MSDE

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

Minutes of the Board of Education Policy Committee

September 12, 2011, ML2, 1:30 – 3:30 p.m.

Committee Members: Ellen Flynn Giles, Chairman; Sandra H. French; Brian J. Meshkin

Staff: Fran Albert, Policy Specialist; Trudy Grantham, Policy Office; Donna Heller, Coordinator, Health Services; Susan Mascaro, Director, Staff Relations; Roseanne Wilson, PBIS Specialist. Board Staff: Arlene Conway, Recording Secretary

Item	Subject	Discussion	Action/Status	Follow-up
A.	1. Call to Order 2. Approval of Agenda	1. Meeting was called to order at 1:32 p.m. 2. Agenda was approved as modified with a specific addition to Item H.	By consensus	
B.	Alignment of Policies 1000 Civility, 1040 Safe School Environments, and 1060 Bullying, Cyberbullying, Harassment, or Intimidation (Pam Blackwell, Roseanne Wilson)	<p>Ms. Roseanne Wilson, Positive Behavioral Interventions and Support (PBIS) Specialist, reported that the Superintendent's Task Force on Bullying requested that the definition of Bullying be made consistent in Policies 1000 Civility; 1040 Safe School Environments; and 1060 Bullying, Cyberbullying, Harassment, or Intimidation. She provided the proposed revision for each policy.</p> <p>Mr. Meshkin asked about developing blanket definitions for automatic retroactively updating across all policies, as he questioned the legality of using different definitions for the same terms. Mrs. French and Mrs. Giles noted that definitions can change due to particular rights assigned within the context of a particular policy and legal implications of changing the definitions of terms cited in policies currently in effect. The statement "Within the context of this policy, the following definitions apply:" has been included in the Definitions section of each policy during development or revision for several years.</p> <p>Mrs. French explained that nuances in definitions can be critical and emphasized the importance of those nuances as they relate to legal processes and appeals. Language is used that is broad enough to ensure the relevancy of a definition in one policy when a new definition is added in another. Mrs. Giles explained that part of the responsibility of the Policy Office is to check for alignment and consistency, which has been done and continually occurs as part of the natural review process.</p>		<p>The Superintendent's recommendations for Policies 1000, 1040 and 1060 will be scheduled for presentation as a single agenda item for Report/Action by the Board.</p> <p>Examples of the definition of "parent" and accompanying rationale will be available at the next Policy Committee meeting.</p>

Item	Subject	Discussion	Action/Status	Follow-up
		<p>Mr. Meshkin asked that examples of the differences in the definition of Parent be provided at the next BOE Policy committee meeting, along with the rationale for the difference.</p> <p>The committee supported the recommendation to include the “within the context of this policy” language in Policies 1000 and 1040, the addition of “bullying” as defined in 1060 to 1000, and the use of separate definitions for harassment and intimidation consistently across the three policies.</p>		
C.	<p>Status of State Regulations impacting Policy 5120 Prevention and Control of Communicable Diseases (Donna Heller)</p>	<p>Mrs. Donna Heller, Coordinator, Health Services, provided an update on changes that are occurring at the state level and asked that the review of this policy be postponed until the new guidelines are issued.</p> <p>To keep the policy review on schedule for 2011-212, the Charter for Policy 5120 review will be placed on the Board’s agenda for January or February of 2012.</p> <p>It was noted that changes to the policy review schedule do not require Board approval.</p>		<p>Staff will coordinate the scheduling of this policy on the Board’s Quarterly Agenda.</p>
D.	<p>State Ethics Commission Review of Policy 2070 Ethics</p>	<p>Mrs. Albert provided an overview and update on the status of Policy 2070 and the accompanying Ethics Regulations. General Counsel has received comments and suggested changes to the Ethics Regulations from the State Ethics Commission that are required for approval by that body. Mr. Blom will include recommendations on incorporation of these changes in Board’s Policy 2070 Ethics.</p> <p>Mrs. Giles pointed out that the law states that while provisions</p>		<p>Policy 2070 -Ethics will be scheduled for presentation to the Board for Report/Action at an upcoming meeting.</p>

Item	Subject	Discussion	Action/Status	Follow-up
		<p>must be in place by October 1, 2011, for municipalities, the timeframe for local boards of education is not stipulated. She asked for clarification.</p> <p>The need for a workshop on the impact of more stringent and expansive of financial disclosure requirements and the other changes in the Ethics Regulations was noted.</p>		
E.	<p>Policy 2000 School Board Governance – Committee Membership (Sue Mascaro)</p>	<p>Mrs. Susan Mascaro, Director, Staff Relations, requested committee member suggestions for review committee membership. Mrs. French reiterated her strong belief that only the Board should be dealing with this policy. Mr. Meshkin agreed and stated that the Board should appoint a citizen committee and review feedback. He also stated that the Board should review this policy on a regular basis. Mrs. Giles noted that statutory changes expanding the role of the student member prompted the current review in accordance with the standards set forward in Policy 2020 Policy Development and Adoption to govern all policies, and that setting of a requirement for more regular review can be an outcome of the current process.</p> <p>Mr. Meshkin emphasized that he wants more citizen feedback than what is indicated on the review committee. Mrs. French explained that stakeholder group representation provides a vetting process through various community groups, e.g., PTA Council.</p> <p>Mr. Meshkin asked that ways to receive greater public input be pursued and recommendations provided to the full Board or to the Committee Chair.</p> <p>Discussion among the members explored the possible impact on Policy 2000 of recommendations from the task force convened by the County Executive to review the makeup of the Howard County</p>		

Item	Subject	Discussion	Action/Status	Follow-up
		<p>Board of Education.</p> <p>Committee members supported the recommendation that an invitation to serve on the Policy 2000 review committee be extended to former Board member, Mr. Steven Bounds, currently the Directory of Policy and Legal Services for the Maryland Association of Boards of Education (MABE), and former Board member, Diane Mikulis, as stakeholder representatives.</p> <p>Mrs. Albert will inform Mrs. Mascaro if there is a need to provide additional information to the BOE Policy Committee at a future meeting.</p>		
F.	<p>2011-2012 Policy Schedule (Fran Albert)</p>	<p>1. Mrs. Albert presented an update on policy development and review schedules. She provided information on an additional 13 policies needing some type of revision this fiscal year:</p> <p>2. Mrs. French asked that the full Board be notified by email regarding changes needed to the implementation procedures for Policy 8120 Testing: State and Local Responsibilities and Protocols.</p>		
G.	<p>Interpretation of Position Titles/Function in Policy (Fran Albert)</p>	<p>Discussion centered around the impact on policy interpretation of position title changes due to internal reorganization that may no longer match specifically to titles cited in policy. Committee members were in agreement that consideration of the function of a position rather than a specific title was appropriate in implementing the policy.</p>		
H.	<p>General Discussion/ Other</p>	<p>1. Board member compliance with BOE Committee Charters, number on committees, chairmanship, etc., related to the three BOE Committee Charters developed in 2008.</p>		



Item	Subject	Discussion	Action/Status	Follow-up
		<p>Mrs. French requested that proposed BOE Policy Committee agendas be provided two weeks in advance of meetings. She noted that agendas should be developed jointly by the staff and the members and that comments should be included in drafts sent out the Friday prior to the meetings along with necessary documents to review in advance.</p> <p>Mrs. French stated that she would research past meeting minutes and provide information to ensure that BOE committees are operating in compliance with committee charters and established procedures. Committee members discussed the need to re-examine BOE committee charters, timeframes, procedures, etc., at a future Board retreat or as part of the review of Policy 2000.</p> <p>4. Mrs. Albert stated that she would provide an update regarding Policy 8030 Graduation Requirements.</p> <p>5. Mr. Meshkin spoke about the need to increase public input on policies outside of the public hearing process.</p>		
I.	Scheduling	Policy Committee Meetings are scheduled for the following dates. All meetings, except May 14, are from 1:00 p.m. to 3:00 p.m. in ML2.	November 7, 2011 March 19, 2012 May 14, 2012 at 9:00 AM	
J.	Adjournment	Meeting was adjourned at 3:29	By consensus	

**MINUTES OF THE MEETING OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY,  
HOWARD COUNTY DELEGATION,  
AND  
HOWARD COUNTY COUNCIL**

**September 15, 2011**

The Board of Education of Howard County hosted a breakfast meeting on Thursday, September 15, 2011, at 8:30 a.m., with members of the Howard County Delegation and the Howard County Council. The meeting was held in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland, 21042. The following were present:

Board of Education:

Janet Siddiqui, M.D., Chairman  
Sandra French, Vice Chairman  
Ellen Flynn Giles  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.

Howard County Public Schools:

Sydney Cousin, Superintendent  
Mamie Perkins, Deputy Superintendent  
Raymond Brown, Chief Operating Officer  
Linda Wise, Chief Academic Officer  
Dan Furman, Staff Attorney  
Susan Clime, Recording Secretary  
Arlene Conway, Recording Secretary

Howard County Delegation:

Senator Edward Kasemeyer  
Senator Allen Kittleman  
Senator James Robey  
Delegate Gail Bates  
Delegate Elizabeth Bobo  
Delegate Guy Guzzone  
Delegate James Malone  
Delegate Frank Turner

Howard County Council:

Calvin Ball, Chairperson  
Jennifer Terrasa, Vice Chairperson  
Mary Kay Sigaty  
Courtney Watson

County Executive's Office

David Nitkin  
Ray Wacks

Dr. Siddiqui presented welcoming remarks at 8:40 a.m. and thanked the group for their commitment and collaboration regarding the education of Howard County students.

**Closing the Achievement Gap**

Dr. Clarissa Evans, Executive Director, Secondary Curricular Programs, presented the school system's student achievement data and spoke about challenges and the strategic approach to improvement as HCPSS continues to work toward closing the achievement gap. The report on Eliminating Gaps and Raising Achievement in the Howard County Public School System included information on the following:

- Maryland State Assessment (MSA) Overview (2011 Data)
- High School Assessment (HSA) Pass Rates

Approved – October 4, 2011

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- Adequate Yearly Progress (AYP) Reading Proficiency - 2010
- Narrowing Achievement Gaps - AYP Reading Proficiency Gains - 2003-2010
- Adequate Yearly Progress (AYP) Mathematics Proficiency - 2010
- Narrowing Achievement Gaps - AYP Mathematics Proficiency Gains - 2003-2010
- 2010 Dropout Rate, Grades 9-12
- 2010 AYP Graduation Rate
- HCPSS SAT Data and Class of 2011 SAT Performance (HCPSS, Maryland, and the Nation)
- SAT/ACT Participation and HCPSS SAT Performance - Class of 2011

*Highlights:*

- Students are achieving at higher levels than ever before and continue to perform at levels well above the state average.
- Tremendous progress has been achieved since 2003 in narrowing achievement gaps among racial and ethnic groups in reading. Students receiving special services have made some of the largest gains.
- Students are also achieving at high levels in mathematics and making significant progress in narrowing achievement gaps in math over the past seven years.
- Dropout rates are below the state target of 3 percent or less for Asian, African American, and White students. The dropout rate for Hispanic students was 4.2 percent
- SAT scores are increasing, with 2011 results exceeding the state and the nation as a whole.
- Extended-day and extended-year programs have been implemented and refined over the past seven years.
- Focus is on exemplary instruction, exemplary instructional leadership, and the exemplary use of data to drive instructional decision making.

Job-embedded professional development for teachers, paraprofessionals, and central and school-based leaders has been intensified. The journey to cultural proficiency continues as a major focus of professional development for all employees. Dr. Evans encouraged individuals to review HCPSS Goal 1 (achievement) and Goal 2 (safe and nurturing environment) Board reports. A new report will be published in November.

Delegate Bates asked why the achievement gap appears wider in middle school. Dr. Evans stated that requirements become more stringent in anticipation of high school assessments, so it is common to see a dip at the middle school level. Dr. Siddiqui stated that the school system continues to monitor and improve achievement for middle schools students.

Councilperson Ball asked what the school system is doing for students whose first language is not English. Dr. Evans explained that strategic adjustments are being implemented, including sheltered instruction with the ESOL teacher and involving the

ESOL teacher in the student's academic classes. While the data overlaps between Hispanic and limited English proficiency students, many HCPSS Hispanic students are not in the limited proficiency category. Staff works at engaging students and emphasizing the relevance of education in terms of their future success.

Councilperson Ball referred to the higher dropout rate for Hispanic students, and Dr. Evans stated that many factors may be at issue with these students. Meetings with the Hispanic Achievement Liaison and other organizations in the community are being held to discuss and strategize ways to improve the graduation rate and reduce the dropout rate for Hispanic students.

Senator Kittleman asked if more students are enrolling who are limited English proficient. Dr. Evans stated that this population is growing significantly. Students are registering at older ages, and some are coming from war-torn countries or those with societal issues, which has impacted the quality and receipt of education.

Dr. Siddiqui emphasized that the school system and the Board continue to work with the Hispanic community to address concerns and issues.

Senator Kasemeyer remarked that community colleges are not seeing growth in enrollment for the Hispanic community, but the Korean population is increasing.

Senator Kittleman asked about strategies to encourage graduation among special education students. Dr. Evans stated that alternatives are in place that allow students to earn a combined score with projects and assessments to achieve graduation.

### **School Construction Bond Legislation**

Dr. Siddiqui noted the quality of HCPSS school construction projects and the consistency of success with projects being completed on time and under budget.

Mr. Dan Furman, Staff Attorney, spoke about a concept for new state legislation designed to allow public entities to require that capital projects be backed by bonds underwritten by bonding companies that meet or exceed certain ratings as determined by that public entity. Mr. Furman provided a history on the issue and explained that a bid was submitted to HCPSS for construction work from an unrated bond company. The bid was rejected, and the bidder obtained an injunction against the Board, forcing acceptance of the bond.

Mr. Furman explained the importance of this issue. The Board is requesting consideration of legislation to be introduced in the 2012 Regular Session that would amend the Insurance and State Finance and Procurement articles to protect public money and the students it benefits. This would also allow public entities to require additional bond and performance security from an acceptable source (i.e., requiring bidders to submit bonds that meet certain bond rating standards).

Senator Kittleman asked if the case in HCPSS was appealed. Mr. Furman spoke about the expense involved with an appeal and stated that addressing the issue at the General Assembly seems to provide the best solution.

Mr. Blom, General Counsel, explained that an appeal in this case would have involved denying the contract, at which time the contractor could have sued the school system. Losing the appeal would have cost HCPSS the appeal expense in addition to payment to the contractor.

Delegate Guzzone expressed a strong interest in potentially sponsoring a bill to accomplish the goals outlined in Mr. Furman's presentation. Councilperson Watson noted that the bonding environment has become more difficult in the last few years, and more of these situations may be seen. She expressed a sense of urgency for this legislation.

### **Maintenance of Effort (MOE)**

Mr. Furman provided information on the importance of Maintenance of Effort (MOE) and its positive impact on success for Howard County students.

- 2011 legislation and legal opinions make clear that MOE remains a "requirement," but only in the sense that if a county fails to meet MOE, the state will withhold the annual increase in state aid from the local system in the following year.
- 2011 language in BRFA (Budget Reconciliation and Financing Act) was added to make clear that a county is not required to submit an MOE waiver request and may fund at any amount below MOE as long as it remains above the absolute funding floor, the local share of the foundation program.
- Howard County MOE projections indicate that HCPSS could lose \$276 million, which is the equivalent of 4,000 teachers, according to the current wording of the requirements.

The Board of Education of Howard County is asking that the 2011 BRFA language be reconsidered. Discussion involved concerns with various interpretations of the law and the language.

### **Open Forum**

Senator Kittleman spoke about new requirements related to environmental literacy and asked about impacts on the financial literacy program due to cuts in government funding. Dr. Evans explained that a high school assessment will no longer be given to students in American Government classes. Senator Kittleman expressed concern about not implementing the test. He also expressed concern that support and resources for social studies teachers is being cut across the state. Dr. Siddiqui emphasized that Howard County will continue to provide the current level of resources for social studies programs.

**The meeting was adjourned at 9:40 a.m.**

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

September 22, 2011

The Board of Education of Howard County met in closed session on Thursday, September 22, 2011, at 2:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss Board of Education vs. Dyer. The motion was seconded by Frank J. Aquino and approved 6/0/1 with Mr. Dyer abstaining, saying that he believes that Ms. Bresler cannot advise the Board because the proceeding is to remove a member of the Board. Since she represents the Board, he feels that this is a conflict of interest. . Persons present: Board members, Janet Siddiqui, M.D., Chairman; Frank J. Aquino, Esq.; Allen Dyer, Esq.; Ellen Flynn Giles; Brian J. Meshkin; and Cynthia L. Vaillancourt, and Tomi Williams, Student Member. Mrs. Sandra H. French, Vice Chairman, arrived at 2:14 p.m. after the motion to close. Mrs. Cynthia L. Vaillancourt left the meeting at 2:16 p.m. as she believed it could possibly be a conflict of interest.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Judy Bresler, Carney, Kelehan, Bresler, and Kathleen V. Hanks, Recording Secretary

The Board received legal counsel on the Board of Education vs. Dyer pending litigation.

Adjourned: 2:45 p.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

September 22, 2011

The Board of Education of Howard County (BOE) held a regularly scheduled meeting on Thursday, September 22, 2011, at 4.00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles (arrived at 4:15 p.m.)  
Brian J. Meshkin  
Cynthia L. Vaillancourt  
Tomi Williams, Student Member (arrived at 8:00 p.m.)

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Mamie Perkins, Deputy Superintendent  
Linda Wise, Chief Academic Officer  
Raymond Brown, Chief Operating Officer  
Patti Caplan, Director, Public Relations  
Susan Clime, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 4:00 p.m., and Mrs. French led the group in the Pledge of Allegiance.

## Public Forum

Mr. Julian Levy expressed agreement with the Board's position regarding Howard County Board of Education elections and stated his opinion that any change to the way Board members are elected should be determined by vote of the electorate.

## Approval of Agenda

The following change was made to the agenda:

Add: Item 6.A. Personnel - \*Administrative Appointments and Promotions – Action

Mr. Dyer requested that a discussion item be added to the agenda to address concerns expressed by some elected officials regarding the state's discontinuation of the U.S. Government HSA (High School Assessment).

Approved – October 20, 2011

OAH-DYER-001263

Dr. Siddiqui stated that she has provided assurance to the elected officials that HCPSS will continue its commitment to the social studies curriculum, regardless of the elimination of the test.

*Action:* Mr. Aquino moved approval of the agenda as amended. The motion was seconded by Mrs. French and approved by the Board (6/0).

### **Superintendent's Report**

Dr. Cousin reported on SAT performance of the Class of 2011, noting that the class had the highest number of test takers and a composite score six points higher than the previous class. He also noted that SAT participation rates of African American, Hispanic, and FARMS students are lower than the school system's overall participation rate, as is their performance, which means that much effort is still needed to ensure that all students are college and career ready. Dr. Cousin also reported that:

- Lime Kiln MS was recently named a National Blue Ribbon School.
- Mt. Hebron HS will host Howard HS in the school system's first Allied Soccer Match on Monday, September 26.
- The HCPSS Family Portal went live on Tuesday, September 22, for high schools and Thursday, September 24, for middle schools. Since midnight on Tuesday, 7,751 student accounts have been activated.

### **Student Representative's Report (Atholton HS)**

Caroline Coles, Vice President, Student Government Association (SGA) reported on activities and events sponsored at the school. Atholton HS students received high pass rates on HSA tests; 75 percent of the 696 students who took AP tests passed with scores of 3 or better, and the school's attendance rate is almost 96 percent. The school participates in community outreach programs (such as food drives, blood drives, and care packages) and student-supported programs.

### **Board Members' Reports**

Board members reported on their attendance at school and community activities and events. The Board also reviewed the budget for the Board of Education Office for FY 2013 and briefly discussed resolutions being drafted by the Maryland Association of Boards of Education (MABE).

### **Consent Agenda (Restricted\*)**

Staff Personnel; Bids and Contracts; and BOE Closed Meeting Minutes (Official and Confidential) of August 18, 2011

*Action:* Mr. Aquino moved acceptance of the \*Restricted Consent Agenda. The motion was seconded by Mrs. Giles and approved by the Board (7/0\*).



Staff Personnel – Approved by the Board**Resignations-Violation of Contract**

Name	School	Grade or Subject	Reason	Years in Howard County	Effective Date
Churchill, Victoria	WLHS	Science	Other Employment	2 wks	09/09/11
Poulos, Alia	HOHS	WLA	Relocation	1.0	06/22/11

**Resignations**

Name	School	Grade or Subject	Reason	Years in Howard County	Effective Date
Batenga, Edgar	LRHS	Asst. Principal	Promotion.	5.0	07/27/11
Davis, Mitchell	HOHS	English	Personal	6.0	06/22/11
Jay, Jessica	CLES	Elem. Ed.	Relocation	6.0	06/22/11
Klemm, Holly	Fr. Leave	Music	Family Obligations	14.0	06/30/11
Midiri, Kerri	RHHS	FCS	Personal	5.0	06/22/11
Myette, Pamela	C.O.	Spec. Ed.	Relocation	11.0	06/22/11
Riley, Susan	THES	Music	Personal	6.0	06/22/11
Robinson, Jessica	JHES	Spec. Ed.	Relocation	6.0	06/22/11

**Contracts**

Name	School	Grade or Subject	Place of Last Teaching Assignment	Grade/Step	Effective Date
Aikins, Samantha	MWMS	SPE	HCPSS Paraeducator	B-03	08/22/11
Armor, Trish	CRSU	SPE	HCPSS	A-12	08/22/11
Anselmi, Ashley	DOES	ELE	--	C-01	08/22/11
Audi, Savannah	AES	ELE	--	A-01	08/22/11
Baker, Kimberly	AES	PE	--	A-01	08/22/11
Barham, Grover	OMHS	TE	Prince George's	A-14	08/22/11
Behrens, Laura	MHMS	MAT	--	A-01	08/22/11
Beil, Lindsay	RHS	GUI	HCPSS Paraeducator	D-04	08/08/11
Bell, Dinah	HoHS	WLA (Spa)	Montgomery Co	C-06	08/22/11
Besse, Edward	RHS	ENG/WLA (Ital)	--	A-01	08/22/11
Blasko, Jennifer	ELMS	RDG SP	HCPSS Paraeducator	A-02	08/22/11
Bone, Michelle	LFES	ELE	--	A-01	08/22/11
Bowers, Michelle	HoHS	SPE	Private School	C-04	08/22/11
Brinson, Jonathan	BBMS	SPE	Beavercreek, OH	C-05	08/22/11
Brodie, Rae Ann	GCES	ECE	HCPSS	C-17	08/22/11
Burke, David	RHS	TE	--	C-01	08/22/11
Campbell, Elizabeth	EMMS	RDG	--	C-01	08/22/11
Carr, Lori	CDC	PT	Private Industry	C-12	08/22/11
Chandler, Katherine	WoES	SPE	Private School	D-10	08/22/11
Chang, Julie	WaES/LWES	WLA (Chinese)	--	C-01	08/22/11
Cheatham, Amanda	CLES	ELE	--	C-01	08/22/11

Cho, Veronica	VES	ELE	--	A-01	08/22/11
Choi, Jessica	WtES	ART	--	A-01	08/22/11
Christenson, Eileen	HWS	BCMS	Baltimore City	C-06	08/22/11
Ciernia, Victoria	PVMS	MAT	Kyle, TX	A-03	08/22/11
Cooley, Sarah	EES	GUI	--	C-01	08/22/11
Compofelice, Lisa	WLHS	MAT	--	C-01	08/22/11
Crowe, Rebecca	BBES	SPE	--	C-01	08/22/11
Davis, Joel	OMHS	MAT	--	C-01	08/22/11
Davis, Julie	FES	SPE	Private School	C-04	08/22/11
Douglass, Kathleen	CES/MWESMUS		Private School	A-06	08/22/11
Downs, Gregory	WLHS	SCI	--	D-01	08/22/11
Dronenburg, Kristina		OMMSSPE	HCPSS Paraeducator	C-02	08/22/11
Eastman, Megan	BBMS	RDG SP	Worcester County	A-03	08/22/11
Ebersole, Tara	MRHS	GUI	Anne Arundel County	C-04	08/01/11
Elpus, Rebecca	OMHS	MUS	Lagrange, IL	C-10	08/22/11
Emrick, Jessie	CHS	SPE	--	C-01	08/22/11
Esposito-Farone, Mario		SFES	SPE Private School	D-13	08/22/11
Evans, Julia	HES/Wav	ES	ELE	C-01	08/22/11
Fitzgerald, Karina	HoHS	ENG	--	A-01	08/22/11
Foreman, Alyson	FRES	ELE	--	A-01	08/22/11
Forsyth, Mary Pat	DMS	ENG/RDG	--	C-01	08/22/11
France-Kelly, Heather	LEMSRDG		HCPSS	A-10	08/22/11
Franckowiak, Brittany	WLHS	SCI		C-01	08/22/11
French, Eunice	RHS	SPE	Roanoke Rapids, NC	B-14	08/22/11
Gauntner, Megan	OMMS	SLP	Private School	D-15	10/03/11
Glemza, Lija	AHS	SPE	--	C-01	08/22/11
Glennon, Michael	SES	ELE TECH	York, PA	D-11	08/22/11
Goeres, Theodore	LRHS	TE	Bellingham, WA	C-18	08/22/11
Grabau, Eric	OMMS	SCI/SST	--	C-01	08/22/11
Gwynn-Haymes, Cheryl		GMS	SCI	D-01	08/22/11
Hackett, Holli	FRES	SPE	--	A-01	08/22/11
Hackley, Bridget	MWMS/CRSESOL		--	C-01	08/22/11
Heaton, Jason	MHMS	MUS	--	A-01	08/22/11
Hernandez, Leah	HCMS	SPE	--	C-01	08/22/11
Hill, Daniel	HCMS	SPE	Private School	C-02	08/22/11
Hill, Katrina	GES	ELE	Baltimore City	A-11	08/22/11
Hipp, Elizabeth	EES	ELE	--	A-01	08/22/11
Hoffman, Caren	ARL	GUI	--	C-01	08/12/11
Honig, Laura	BBMS	WLA (Fre/Spa)		A-01	08/22/11
Hopkins, Jessica	RHHS	ENG	--	A-01	08/22/11
Hopkins, Eric	CRSL	ART	--	A-01	08/22/11
Hopping, Jennifer	HaHS	WLA (Spa)	Montgomery County	A-06	08/22/11
Horrworth, Jenna	PLES	ECE	--	A-01	08/22/11
Horowitz, Rebecca	OMMS	SCI	--	A-01	08/22/11
Hostettler, Rebecca	MVMS	SPE	Baltimore City	A-06	08/22/11
Hoshall, Jenna	LWES	ELE	--	A-01	08/22/11

Inkeles, Laura	HaHS	SPE	Private Industry	C-05	08/22/11
Jaimes, Analicia	GCES	ELE	Boston, MA	C-02	08/22/11
Johnson, Lauren	PRES	SPE	--	A-01	08/22/11
Jones, Melissa	MHMS	SPE	Newton, MA	D-07	08/22/11
Keener, Alison	HaHS	ART	--	B-01	08/22/11
Kidd, Katherine	DRES	ELE	--	A-01	08/22/11
Kim, Janet	MHMS	SPE	--	C-01	08/22/11
Kirkwood, Samantha		IES	ECECarroll County	A-02	08/22/11
Kordonski, Alison	GES	SPE	--	A-01	08/22/11
Kordella, Daniel	HoHS	SCI	Fairfax, VA	B-05	08/22/11
Krikorian, Jacqueline		HWS	SCIPrivate Industry	E-11	08/29/11
Lamont, Tiffany	LFES	ELE	Phoenix, AZ	A-07	08/22/11
Lee, Linda	BSES	ELE	--	A-01	08/22/11
Lee, Paul	LRHS	SCI	--	A-01	08/22/11
Lemich, Katherine	FRES	ELE	--	C-01	08/22/11
Liang, Hui	CHS/RHHS	WLA (Chinese)	HCPSS	C-11	08/22/11
Linton, Katherine	HaHS	SCI	HCPSS	C-05	08/22/11
Logothetides, Mary	BWES	ELE	--	C-01	08/22/11
Marasa, Julia	WFES	ECE	Anne Arundel County	A-04	08/22/11
Marker, Jennifer	OMMS	MAT	--	A-01	08/22/11
Marucci, Valerie	WTES	ESOL	Baltimore County	C-18	08/22/11
Matray, Ross	RHS	WLA (Spa)	--	C-01	08/22/11
Matejka, Brittany	LEMS	SPE	Cheyenne, WY	A-04	08/22/11
Matthews, Alison	CLES	ELE	New York, NY	A-04	08/22/11
Mauser, Ellen	CHS	GUI	Baltimore County	C-02	08/23/11
Mayers, Amy	MVMS	MAT	Charlotte, NC	A-05	08/22/11
Mayhew, Sarah	OMMS	ESOL	--	C-01	08/22/11
Meinhart, Tyler	MRHS	SST	--	C-01	08/22/11
Michaels, Emily	GHS	ART	--	A-01	08/22/11
Monfrida, Meagan	CLES	ELE	Fort Myers, FL	A-03	08/22/11
Monroe, Laura	ELMS	WLA (Fre/Spa)	Venice, CA	D-06	08/22/11
Murray, Erica	IES/DRES	ART		A-01	08/22/11
Nagy, Callie	HaHS	SCI	Cedar Park, TX	A-09	08/22/11
Nordquist, Alice	NES/PLES	MUS	Redwood City, CA	A-04	08/22/11
Parisi, Michele	CRS	ECE	HCPSS	B-08	08/22/11
Paulin, Juli	WLMS	RDG	Montgomery County	C-13	08/22/11
Papio, Jennifer	BWES	ELE	Sugar Land, TX	B-05	08/22/11
Pazornick, Stephanie		FRES	ECE	A-01	08/26/11
Peneck, Kathleen	OMMS	SPE	Kapolei, HI	A-03	08/22/11
Perfetto, John	RHS	SPE	HCPSS Paraeducator	B-05	08/22/11
Perlin, Katherine	RBES	SLP	HCPSS	C-08	08/22/11
Picard, Heidi	AES	ELE	Fairfax, VA	A-11	08/22/11
Pieper, Jon	HoHS	TE	--	C-01	08/22/11
Polansky, Cheri	RBES	ELE	HCPSS Paraeducator	A-03	08/22/11
Pope, Angela	AES	MUS	--	A-01	08/22/11
Prier, Cheryl	CRSL	ELE	Orem, UT	A-02	08/22/11

Pyle, Mary	HWS	SST	Suffolk, VA	C-02	08/22/11
Ricks, Djuna	DRES	ALT ED	--	C-01	08/22/11
Roberts, Daniel	HoHS	MUS	--	A-01	08/22/11
Robinson, Mary	FES	ECE	HCPSS	C-17	08/22/11
Roberts, Teresa	TSES	SPE	Prince George's County	C-13	08/22/11
Rohrbaugh, Leanne	LRHS	ENG	--	A-01	08/22/11
Rosewag, Nicole	WvES/LWES	WLA (Spa)	Private School	C-08	08/22/11
Rubinitz, Malerie	LFES	SPE	Suffolk, VA	A-04	08/22/11
Schriner, Laurie	LWES	ELE	Alexandria, VA	A-06	08/22/11
Schuster, Helene	LEMS	WLA (Fre)	Baltimore County	C-03	08/22/11
Schluth, Kelsey	WTES	ELE	--	A-01	08/22/11
Schwartzbart, Brett	CDC	ADT PE	HCPSS	A-03	08/22/11
Sharkey, Traci	EMMS	MAT	--	A-01	08/22/11
Skold, Peter	BBMS	SCI	--	C-01	08/22/11
Skrynecki, John	BSES	ELE	--	A-01	08/22/11
Smar, Christina	WLMS	SCI	Prince George's County	C-02	08/22/11
Smith, Katherine	CDC	PT	Montgomery County	C-17	08/22/11
Stanert, Avery	WFES	SPE	HCPSS Paraeducator	A-05	08/22/11
Stein, Yochanon	OMMS	SPE	Private Industry	D-09	08/22/11
Steele, Anne Marie	RHS	MAT	--	C-01	08/22/11
Suchocki, John	LWES	SPE	--	A-01	08/22/11
Sugar, Carla	HoHS	MAT	--	C-01	08/22/11
Sura, Tushar	WLHS	SCI	Private Industry	E-09	08/22/11
Swan, Erika	CES	PE	--	C-01	08/22/11
Swanhart, Jennifer	WLMS	SPE	HCPSS Paraeducator	A-06	08/22/11
Sydnor, Joshua	CMS	SPE	Private School	A-04	08/22/11
Torbett, Ashley	OMHS/GHS		WLA (Fre)	A-01	08/22/11
Trodden, Sarah	NES	ELE	--	A-01	08/22/11
Waldron, Christina	JHES	SPE	--	A-01	08/22/11
Walley, David	RHS	TE	--	A-01	08/22/11
White, Lynda	HWS	SPE	Baltimore County	C-11	08/22/11
White, Edward	TSES	ELE	Las Cruces, NM	A-07	08/22/11
Williams, Christine	BSES	ELE	--	C-01	08/25/11
Wittkamper, Karen	RHHS	MAT	--	A-01	08/22/11

**Leaves of Absence**

Name	School	Grade or Subject	Years in Howard County	Effective Date
Carroll, Lorena	BSES	Elem. Ed.	9.0	08/22/11
Choinski, Kristen	LKMS	S. Studies	6.0	09/22/11
Henry, Kristine	LRHS	Math	3.0	08/22/11
Humphrey, Victoria	BSES	Band	4.0	10/04/11
Gribble, Jennefer	JHES	Elem. Ed.	7.0	09/26/11
Howard, Tominka	CLES	Elem. Ed.	8.0	08/22/11
Kehm, Erin	ELMS	World Lang.	1.0	08/22/11
Edoho-Eket, Rachel	VES	Elem. Ed.	5.0	09/07/11

Lovett, Michelle	LWES	Kindergarten	12.0	08/22/11
Southern, Julia	CHS	Counselor	3.0	08/22/11
Zang, Lisa	PRES	Elem. Ed.	10.0	08/22/11

**Retirements**

<u>Name</u>	<u>School</u>	<u>Grade or Subject</u>	<u>Years in Howard County</u>	<u>Effective Date</u>
Lewis, Diane	MHMS	Reading	12.0	07/01/11
Muldoon, Maureen	RBES	SLP	29.9	08/01/11

**Bids and Contracts – Approved by the Board**

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
P-1	<b>GRASS SEED</b> Pennington Seed, Inc.	\$58,590.00
P-2	<b>TV STUDIO EQUIPMENT</b> Washington Professional Systems	\$47,205.08

**Consent Agenda (General)****Donations and Regular Meeting Minutes of August 18, 2011**

*Action:* Mr. Aquino moved approval of the General Consent Agenda. The motion was seconded by Mrs. Giles and approved by the Board (6/1), with Mr. Meshkin abstaining.

**Donations – Approved by the Board**

The following donations have been received:

Special Education Dept.: Anonymous Donor, in the amount of \$290,000, designated to assist with staff training and to purchase materials that will support the provisions of quality instruction for students with disabilities in the least restrictive environment.

Burleigh Manor Middle: Ahold Financial Services, in the amount of \$1,684.45, designated for the purchase of a computer for the media center.

Oakland Mills Middle: Music Boosters, in the amount of \$8,410.98, designated for the purchase of the following musical instruments: (\$579) Yamaha concert bells, (\$699) full-

size cello, (\$2,600) full-size tuba, (\$3,995) Yamaha Baritone saxophone, and 2 (\$268.99 each) full-size violins.

Marriotts Ridge High:

Boosters, in the amount of \$8,370, designated for the purchase of equipment and supplies for various athletic teams.

Intel and Society for Science & The Public, in the amount of \$2,000. The donation is given to the school because two students were named as semi-finalists in the 2011 Intel Science Talent Search. This award is to be used to support excellence in science, math and engineering education.

Oakland Mills High:

Boosters, in the amount of \$20,000, designated for the following: various student clubs and organizations, the Music Department, the Class of 2012, equipment for the basketball and volleyball teams and dugouts for the softball team.

Regular Meeting Minutes of August 18, 2011 - Approved by the Board

**Proclamation: Learning disAbility Month**

This proclamation designates October 2011 as Learning disAbility Month in Howard County and acknowledges the numerous contributions made in support of students with disabilities.

*Action:* Mrs. French moved acceptance of the proclamation. The motion was seconded by Mr. Aquino and approved by the Board (7/0).

**Proclamation: National Principals Month**

The National Association of Elementary School Principals and the National Association of Secondary School Principals have declared October as National Principals Month. The Board of Education was asked to designate October as Principals Month in the HCPSS as a way of expressing gratitude to school principals for their hard work and dedicated service on behalf of all students.

*Action:* Mrs. Giles moved acceptance of the proclamation. The motion was seconded by Mrs. French and approved by the Board (7/0).

**\*Administrative Appointments and Promotions**

*Action:* Mrs. Giles moved approval of the promotion of Mrs. Susan Mascaro, Director of Staff Relations, to Chief of Staff. The motion was seconded by Mrs. French and approved by the Board (7/0\*).

**Bridge to Excellence (BTE): 2011 Master Plan and Race to the Top (RTTP) Update**

*Presenter:* Mrs. Caryn Lasser, Coordinator, Strategic Planning and System Improvement

The Maryland Bridge to Excellence in Public Schools Act requires that local school systems submit the annual update to their comprehensive master plans to the Maryland State Department of Education (MSDE) for review by October 14, 2011, and in final form by November 22, 2011.

This year's plan includes data required by No Child Left Behind (NCLB) and 2010-2011 school performance data, as well as the school system's Year 2 Action Plan for Race to the Top.

*Discussion:*

Mrs. Lasser noted that the BTE plan looks at past successes as well as future goals. The objectives are to continue aiming for the top and to meet NCLB and RTTP goals simultaneously by monitoring data and ensuring student success.

Mr. Meshkin expressed concern that successes are measured by a handful of test scores rather than on student scores broken down by specific groups. He stated that it is important to look at local metrics as well and indicated that additional measurements may be needed.

Mrs. Wise offered to provide additional information on the many programs and pilots that are taking place in the HCPSS. Information will also include data on the college and career readiness of students.

Mr. Aquino remarked that longitudinal data needs to be test driven.

In response to Mr. Dyer's concerns about differentiated support, Mrs. Wise stated that the highest qualified teachers are strategically placed to provide differentiated support to schools in need.

*Action:* Mrs. French moved approval of the Bridge to Excellence: 2011 Master Plan and Race to the Top Update. The motion was seconded by Mr. Aquino and approved by the Board (5/2), with Mr. Dyer and Mr. Meshkin voting no.

**\*Phelps Luck ES Construction Documents Report**

*Presenter:* Mr. Bruce Gist, Director, School Construction

Since the design development phase, the project scope of work has changed to include an activity (multipurpose) room developed in the add-alternate addition, and walls have been reconfigured to maximize classroom size, as discussed during the design development presentation. A chain-link fence has also been added around the kindergarten and prekindergarten outdoor play areas.

*Discussion:*

Based on concerns about the environmental contingency terminology stated in the report and whether the environment has been considered, Mr. Gist assured the Board that environmental issues have been considered and addressed. Contingency parameters contained in the report are based on the actual construction period.

*Action:* Mrs. Giles moved acceptance of the Phelps Luck ES Construction Documents report. The motion was seconded by Mr. Meshkin and approved by the Board (7/0\*).

**\*Stevens Forest ES Construction Documents Report**

*Presenter:* Mr. Bruce Gist, Director, School Construction

Since the design development presentation, several refinements have been made, including the addition of 25 parking spaces (add-alternate), quartz tile flooring (add-alternate), providing a designated parent volunteer room, and using multi-fount sinks outside the toilet rooms.

*Discussion:*

Mr. Gist explained that bids will be held until April when there is more information about possible budget reductions. Bids can be held for 90 days. Several strategies and plans will be put into place to ensure that construction will not be delayed.

*Action:* Mrs. Giles moved acceptance of the Stevens Forest ES Construction Documents report. The motion was seconded by Mr. Dyer and approved by the Board (7/0\*).

**Extended-Year Programs 2011 (Summer School Report)**

*Presenter:* Ms. Diane Martin, Director, Student, Family, and Community Services

Participation in extended-year programs has increased by 7 percent over last year. Ms. Martin reported that approximately 5,900 HCPSS students participated in one or more of the 10 summer programs offered by the school system.



Summer programs offered by the HCPSS encourage development of knowledge and skills needed for success in the 21st century and help students achieve the readiness indicators on the college and career advantage pathway. Extended-year programs are a powerful means of reducing achievement gaps and ensuring that all students attain academic success.

*Discussion:*

The following information was provided in response to Board questions:

- Up to 100 students from each HCPSS school can participate in extended-year programs. If open seats remain available, non-public students in Howard County may also attend.
- Statistics will be provided to the Board on reasons why some students do not take advantage of summer programs.
- Attendance is mandated for credit-bearing classes, and students are allowed only one absence.
- Extended-year programs are growing, and principals are determining how objectives can be met through these programs.

**Recess** - The meeting was recessed by the Chairman at 6:50 p.m. and reconvened at 7:38 p.m.

**Public Forum**

There was no one present to address the Board.

**Public Hearing - Proposed FY 2013 Capital Budget and FY 2014-2018 Capital Improvement Program (CIP)**

Ms. Lori Borowski, Hammond HS PTSA, thanked the Board for including renovations to Hammond HS in the Capital Improvement Program. She stated that the PTSA is ready to assist staff and the Board in any way needed.

Mr. Greg Ducot, Glenmont community, testified in support of building Middle School #20 and asked the Board to make securing a school site a priority.

**\*Public Work Session - Proposed FY 2013 Capital Budget and FY 2014-2018 Capital Improvement Program**

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management

Mr. Roey presented a priority list of capital projects eligible for state funding. The capital request and priority list will be submitted to the County Council for review. The

priority list is developed based upon criteria of the Public School Construction Program and does not necessarily reflect local priority for the funding of capital projects.

*Discussion:*

The following concerns were addressed:

- HCPSS is working directly with the Department of Planning and Zoning (DPZ) and the Department of Public Works (DPW), and resolution on a site (or multiple sites) for a new middle school is expected in the coming weeks.
- Solid funding opportunities exist for many of the systemic projects.
- Full research has not been done regarding construction of an indoor swimming facility (natatorium), but staff has extensive experience with the significant costs associated with operating the pool at the old Cedar Lane School.
- At the direction of the Board, staff can look into the need for a larger capacity middle school and the possibility of adding classrooms to the current design. Typically, middle schools have not needed additions or have only incurred non-comprehensive additions.
- Renovations at Hammond and Centennial high schools should be similar to those at Atholton and Mt. Hebron in terms of providing a complete infrastructure renewal, adding significant core and classroom spaces, and improving the musical studio.
- The Board can direct modifications to the educational specifications or direct staff through action to alter a schematic design.

*Motion:* Mr. Meshkin moved that as part of the discussion for renovations to Hammond and Centennial high schools, staff will look at other capacities that will make those schools world class, including, but not limited to, a natatorium. The motion was seconded by Mr. Dyer.

*Discussion:*

Mrs. Giles stated that program specification discussions need to take place within an educational context and not as part of the capital budget. Educational specifications drive the capital budget rather than the reverse.

Mr. Brown stated that in order to give staff direction, it is important that discussions take place regarding educational specifications for new facilities and renovations of existing facilities to determine items the Board is interested in pursuing.

Dr. Cousin noted the importance of keeping in mind that specifications will change by the time new high schools are built due to updates and modernizations. Flexibility is needed to accommodate changes in technology, programs, and course offerings.

Mr. Aquino pointed out that the renovation guidelines encourage the Board to look at new ideas for existing schools. Mr. Brown explained that revisiting ideas must take place well in advance of planning for construction.

Mr. Meshkin withdrew his motion, with Mr. Dyer's agreement.

*Motion:* Mr. Meshkin moved that before the prioritization of renovations to Hammond and Centennial high schools, the Board revisit the educational specifications for high schools.

*Discussion:*

Mr. Aquino suggested that the Board reach an agreement on this issue by consensus rather than action.

Mr. Meshkin's motion failed for lack of a second.

By consensus, Board members agreed to reaffirm, review, and discuss either renovation guidelines or the educational specifications for high schools.

Mrs. French stated that the first discussion would involve Hammond HS, and if money is to be committed for 2016, a decision is needed no later than 2014.

*Action:* Mrs. Giles moved approval of the FY 2013 Capital Budget and FY 2014-2018 Capital Improvement Program Priority List as presented. The motion was seconded by Mr. Aquino and approved by the Board (7/0\*).

*Action:* Mrs. French moved approval of the FY 2013 Capital Budget in the amount of \$98,709,000. The motion was seconded by Mrs. Giles and approved by the Board (7/0\*).

*Action:* Mr. Aquino moved approval of the FY 2014-2018 Capital Improvement Program as proposed in the amount of \$481,399,000. The motion was seconded by Mrs. French and approved by the Board (7/0\*).

*Action:* Mrs. Giles moved approval of the FY 2013-2022 Long-Range Master Plan in the amount of \$1,011,561,000. The motion was seconded by Mr. Meshkin and approved by the Board (7/0\*).

### **Comprehensive Maintenance Program**

*Presenter:* Mr. Ken Roey, Executive Director, Facilities Planning and Management

The Comprehensive Maintenance Program is published annually by the Howard County Public School System's Department of School Facilities. The maintenance objectives and methods are reflected with illustrations of some of the basic services, issues, and schedules necessary to keep facilities in as near original condition as possible to sustain a safe, attractive, and optimum learning environment for Howard County public schools. Program charts with scheduled projects will likely require

adjustment pending final approval of the FY 2013 Operating and Capital budgets due to emergency expenditures caused by unforeseeable events such as the recent earthquake and Hurricane Irene.

*Discussion:*

Board members applauded the facilities staff for doing a great job in maintaining HCPSS buildings. Administrators and educators are pleased to be working in safe, updated buildings and knowing that any problem will be addressed in a timely manner.

Dr. Cousin also thanked the facilities staff and pointed out that their efforts often go unrecognized. Dr. Siddiqui noted that staff is doing an excellent job in supporting Goal 2 in providing a safe and nurturing school environment.

*Action:* Mrs. Giles moved acceptance of the Comprehensive Maintenance Program. The motion was seconded by Mrs. French and approved by the Board (7/0).

**\*Operating Budget Review Committee (OBRC) Recommendations for FY 2013**

*Presenter:* Mr. Raymond Brown, Chief Operating Officer

The OBRC acts in an advisory capacity to the Board in the budget process, and it is recommended that Howard County citizens be nominated for this committee from various stakeholder groups. Board members were asked to approve the composition of the FY 2013 OBRC.

*Action:* Mr. Meshkin moved acceptance of the Operating Budget Review Committee recommendations. The motion was seconded by Mr. Aquino and approved by the Board (7/0\*).

**Ombudsman Report**

*Presenter:* Mrs. Rose Dennison, Ombudsman

The Office of the Ombudsman handled 89 individual cases during the 2010-2011 school year, down from 100 the year before. Of those cases, 29 involved elementary school students, 19 involved middle school students, 40 involved high school students, and one was of unknown origin. For this year, Mrs. Dennison plans to increase community outreach and continue building relationships for effective problem resolution. Feedback indicates that information on the HCPSS website regarding the Ombudsman is very helpful.

*Discussion:*

Mr. Meshkin stated that the school system should think about families who have attorney needs but cannot afford them.

In response to Mrs. Vaillancourt, Mrs. Dennison explained that when an issue goes beyond her legal bounds, she asks HCPSS legal counsel to intervene. Mrs. Vaillancourt commented on the importance of having follow-up procedures in place when it is necessary for the Ombudsman to remove herself from an issue.

It was noted that a review of Policy 2030 Ombudsman may be needed to determine if the policy requires revision.

**Quarterly Agenda, October-December 2011**

*Presenter:* Mrs. Kathleen Hanks, Administrative Specialist to the Board

Board members reviewed and made revisions to the Quarterly Agenda. The agenda is a working document, which is continually revised. The approved agenda will be placed on BoardDocs and will be updated on a regular basis.

Mr. Dyer expressed concern regarding the legality of preventing his participation on any Board committee for disciplinary reasons. He also expressed concern about not receiving a report on Policy 2000 Board Governance during the October - December quarter.

*Action:* Mrs. Giles moved approval of the Quarterly Agenda as amended. The motion was seconded by Mrs. French and approved by the Board (7/1), with Mr. Dyer voting no.

**Development of FY 2013 Budget Line Items for Board of Education Office**

*Presenter:* Mrs. Kathleen Hanks, Administrative Specialist to the Board

*Discussion:* Board members concluded that additional time will be needed to review the line item proposal. The Board will discuss the FY 2013 Board of Education Line Item Budget on October 4, 2011.

**MABE Resolutions**

Board members will consider the recommendations of the Maryland Association of Boards of Education (MABE) Resolution Committee and individually vote on the recommendations during the MABE Annual Conference.

**Adjournment** - By Board consensus, the meeting was adjourned at 10:00 p.m.

**Information Items**

- A. 2011 Maryland School Assessment Results
- B. IFAS Status Report

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

October 4, 2011

The Board of Education of Howard County met in closed session on Tuesday, October 4, 2011, at 2:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss the development of the Superintendent's 2011-2012 evaluation instrument and goals. The motion was seconded by Brian J. Meshkin and approved 6/0 with Mr. Aquino being absent. Persons present: Board members, Janet Siddiqui, M.D., Chairman; Sandra H. French, Vice Chairman; Allen Dyer, Esq.; Ellen Flynn Giles; Brian J. Meshkin; and Cynthia L. Vaillancourt.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Dr. Sydney L. Cousin, Superintendent; Kathleen V. Hanks, Recording Secretary

The Board met with Dr. Cousin to discuss the Superintendent's 2011-2012 Goals. After comments and review, the Board agreed to place the Superintendent's Goals on the Board's agenda for discussion and approval at a future Board meeting.

Adjourned: 3:25 p.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education

Approved – November 3, 2011

OAH-DYER-001279

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

October 4, 2011

The Board of Education of Howard County (BOE) held a regularly scheduled meeting on Tuesday, October 4, 2011, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt  
Tomi Williams, Student Member

Sydney L. Cousin, Superintendent, Secretary /Treasurer  
Mamie Perkins, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 4:00 p.m., and Luke Byrn, Centennial HS Student Representative, led the group in the Pledge of Allegiance.

## Public Forum

There was no one present to address the Board.

## Approval of Agenda

The following changes were made to the agenda:

Add: Item 5.C. \*Northeast ES Acquisition  
Delete: Item 3.C. Closed Meeting Minutes

*Action:* Mr. Aquino moved approval of the agenda as amended. The motion was seconded by Mr. Meshkin and approved by the Board (8/0).

## Superintendent's Report

Dr. Cousin reported that the HCPSS was the only school system in Maryland to meet AYP for 2011 and that the HCPSS graduation rate of 90 percent exceeds the state

Approved - October 20, 2011

OAH-DYER-001280



target. He also congratulated River Hill HS student Michelle Seu for receiving a 2011 Achievement Award in Writing from the National Council of Teachers of English.

Mrs. Perkins introduced a video clip of an Allied Sports soccer game.

### **Student Representative (Centennial HS)**

Luke Byrn, Student Representative, reported on activities and events sponsored at Centennial HS. This school year, Centennial will be focusing on measuring the growth of the student body in terms of both well-being and academic success.

### **Board Members' Reports**

Board members reported on their attendance at recent school and community events.

### **Consent Agenda (Restricted\*)**

#### Bids and Contracts and School Construction Monthly Report

*Action:* Mr. Aquino moved approval of the \*Restricted Consent Agenda as amended. The motion was seconded by Mrs. Giles and approved by the Board (7/0\*).

#### Bids and Contracts – Approved by the Board

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
P-1	<b>CUSTODIAL CLEANING CHEMICALS</b> Acme Paper & Supply Co. Inc. Chesapeake Corporation City Group, Inc. National Supply S. Freedman & Sons, Inc.	
	<b>Total Award Amount (estimate)</b>	\$200,000.00
P-2	<b>CUSTODIAL SUPPLIES</b> Calico Industries, Inc.	\$150,000.00
P-3	<b>FERTILIZER</b> Newsome Seed, Inc. Agrium Advanced Technologies Kirby Agri, Inc.	\$ 2,232.00 37,600.00 73,205.00
	<b>Total Award Amount (estimate)</b>	\$113,037.00

P-4	<b>TURF MANAGEMENT CHEMICALS</b>	
	CWC Chemical, Inc.	\$ 885.25
	Newsome Seed, Inc.	54,407.40
	Agrium Advanced Technologies	<u>65,911.25</u>
	<b>Total Award Amount (estimate)</b>	\$121,203.90
P-5	<b>MULCH &amp; SOIL AMENDMENTS</b>	
	Hollins Organic Products, Inc.	\$ 15,800.00
	Newsome Seed, Inc.	37,872.00
	Dependable Sand & Stone Recycling Co.	66,850.00
	<b>Total Award Amount (estimate)</b>	\$120,522.00
P-6	<b>CONSTRUCTION MANAGER SELECTION FOR GORMAN CROSSING ELEMENTARY RENOVATION AND ADDITION</b>	
	J. Vinton Schafer & Sons, Inc.	\$50,000.00
P-7	<b>NON-PUBLIC PLACEMENT OF STUDENTS WITH DISABILITIES</b>	
	Various non-public schools	\$2,097,000.00 est.

School Construction Monthly Report – Accepted by the Board

**Consent Agenda General**

Donations; Regular Meeting Minutes of September 8, 2011; BOE Policy Committee Meeting Minutes of September 12, 2011; and BOE/County Council Meeting Minutes of September 15, 2011

The BOE Policy Committee Meeting Minutes of September 12, 2011, were pulled for voting purposes.

*Action:* Mr. Aquino moved approval of the Donations report, Regular Meeting Minutes of September 8; and BOE/County Council Meeting Minutes of September 15, 2011, as presented. The motion was seconded by Mrs. French and approved by the Board (8/0).

Donations – Approved by the Board

The following donations have been received:

Bushy Park ES: Target – Take Charge of Education, in the amount of \$524.53, designated to pay for a subscription to *First in Math*.

Centennial Lane ES:	Target – Take Charge of Education, in the amount of \$652.43, designated for the purchase of soccer goals, nets and calculators used in math classes.
Fulton ES:	Target – Take Charge of Education, in the amount of \$1,239.76, designated for the purchase of color printer cartridges and for the Visualizing and Verbalizing Speech Program.
Northfield ES:	Target- Take Charge of Education, in the amount of \$1,222.79, designated for STEM Day activities and programs.
Swansfield ES:	PTA, in the amount of \$850, designated for the purchase of a computer to be used by parents to access PTA web site and on-line forms.
Talbott Springs ES:	Preston Scheffenacker Properties, Inc., in the amount of \$3,000, designated for the media center.
Elkridge Landing MS:	Preston Scheffenacker Properties, Inc., in the amount of \$3,000, designated for the media center.
Hammond MS:	Ahold Financial, in the amount of \$641.47, designated for PBIS student incentives.  Arundel Amusements, in the amount of \$1,000, designated for PBIS awards and to repair the LED school sign.
Mayfield Woods MS:	Preston Scheffenacker Properties, Inc., in the amount of \$3,000, designated for the media center.
Oakland Mills MS:	Preston Scheffenacker Properties, Inc., in the amount of \$3,000, designated for the media center.
Atholton HS:	Boosters, in the amount of \$660, designated to pay for the printing of the Summer Sports Camp brochures.  Target – Take Charge of Education, in the amount of \$1,242.17, designated for the purchase of LCD projectors.

Glenelg HS:	Target – Take Charge of Education, in the amount of \$1,235.26, designated for the PTSA sponsored After-Prom party.
Marriotts Ridge HS:	Verizon, in the amount of \$750, designated for the purchase of wrestling supplies.
Mt. Hebron HS:	Target – Take Charge of Education, in the amount of \$1,442.34, designated for the purchase of a computer that will be set up for student use in the media center.
Oakland Mills High:	Target – Take Charge of Education, in the amount of \$850.55, designated for PBIS student incentives.
River Hill HS:	Boosters, in the amount of \$1,680, designated for the purchase of staff polo shirts.  Target – Take Charge of Education, in the amount of \$1,119.28, designated for the purchase of classroom materials and computer supplies.
Wilde Lake HS:	Target – Take Charge of Education, in the amount of \$941.01, designated for PBIS student incentives.

#### BOE Policy Committee Meeting Minutes of September 12, 2011

*Action:* Mrs. Giles moved approval of the BOE Policy Committee Meeting Minutes of September 12, 2011. The motion was seconded by Mrs. French and approved 3/0 by the committee members (Mrs. French, Mrs. Giles, and Mr. Meshkin).

#### **Proclamation: Recognizing Educational Paraprofessional Day**

This proclamation designates November 16, 2011, as Educational Paraprofessional Day in the Howard County Public School System.

*Action:* Mrs. Vaillancourt moved approval of the proclamation. The motion was seconded by Mr. Dyer and approved by the Board (8/0).

#### **Proclamation: Honoring Physical Therapists**

This proclamation designates the month of October 2011 as Physical Therapy Month in the Howard County Public School System.

*Action:* Mr. Meshkin moved approval of the proclamation. The motion was seconded by Mrs. Giles and approved by the Board (8/0).

**\*Northeast ES Acquisition**

*Presenters:* Mr. Joel Gallihue, Manager, School Planning; and Mr. Bruce Gist, Director, School Construction

Per direction from the Board on June 21, 2011, staff made an offer to buy 6501 Ducketts Lane, Elkridge, Md., for \$2,640,000.00. The property is described as Parcel 569, Grid 12 on Tax Map 37, and is approximately 10.03 acres in area. The sellers, Ducketts Ridge LLC, have accepted the offer. With Board approval, the contract will be executed and staff will proceed to closing.

*Discussion*

Board members expressed appreciation to Mr. Gallihue for his diligence in obtaining the property at a reasonable cost.

*Action:* Mrs. Giles moved acceptance of the \*Northeast ES Acquisition. The motion was seconded by Mr. Aquino and approved by the Board (7/0\*).

**Development of FY 2013 Budget Line Items for the Board of Education Office**

*Presenter:* Mrs. Kathleen Hanks, Administrative Specialist to the Board

The Board agreed by consensus to send its budget to the Superintendent for inclusion in the Proposed FY 2013 Operating Budget. Any changes will be considered during the review of the entire HCPSS budget proposal.

**Policy 8020 Grading and Reporting: High School – Charter**

*Presenters:* Mrs. Lisa Boarman, Coordinator, School Counseling and Related Services; and Mrs. Ronnie Bohn, Project Support Specialist

Staff presented the charter for the review of Policy 8020 Grading and Reporting: High School. The committee plans to focus on the letter grading policy and to identify factors leading to denial of credit, as well as ensuring consistency with other policies. The committee recommendation is scheduled for review by the Superintendent's Cabinet on February 13, 2012, and is scheduled for presentation to the Board on March 8. A public hearing is scheduled for April 12, with action on May 10, 2012. The revised policy will become effective July 1, 2012.

*Discussion:*

Mrs. Vaillancourt suggested that the committee reach out to higher education to add committee members from those institutions as they are the organizations that will be receiving high school students after graduation.

Mr. Dyer stated that he would appreciate the committee focusing on consistency among the schools in order to keep grading practices consistent as well.

### **Policy 8090 Non-School Hour Participation Requirements for Elementary and Secondary Curricular Programs – Charter**

*Presenters:* Mr. Mark Coates, Coordinator, Fine Arts; and Mrs. Marie DeAngelis, Director, Elementary Curricular Programs

The charter for the review committee for Policy 8090 Non-School Hour Participation was presented to the Board. The committee will focus on legal references, language changes, and inclusion of co-curricular programs. The committee recommendation is scheduled for review by the Superintendent's Cabinet on November 14, 2011, and is scheduled for presentation to the Board on December 8. A public hearing is scheduled for January 12, with action on February 9, 2012. The revised policy will become effective July 1, 2012.

#### *Discussion:*

Mr. Meshkin suggested that the committee include language that would open possibilities to eLearning or other instructional activities involving technology that could occur outside of school hours.

Staff confirmed that the number of hours required above and beyond the school day is strictly stated in the course descriptions. Staff further explained that they are looking into including more specific descriptions for required and voluntary participation at the middle and elementary school levels as well.

There was discussion about how discipline plays a role in curricular and extracurricular activities outside the classroom. Mrs. Giles pointed out that the purpose of this policy is to notify and advise people that there are requirements for participation in certain curricular activities beyond the school day; whereas, discipline is a matter to address in Policy 9200 Discipline.

### **Policy 9070 Academic Eligibility for High School Extracurricular Activities – Charter**

*Presenters:* Mr. William Ryan, Executive Director, School Improvement and Administration; and Mr. Michael Williams, Coordinator, Athletics

The charter for the review committee for Policy 9070 Academic Eligibility for High School Extracurricular Activities was presented to the Board. The committee will be looking closely at other counties and states to determine best practices for academic eligibility as they relate to state requirements. The committee recommendation is scheduled for review by the Superintendent's Cabinet on February 13, 2012, and is scheduled for presentation to the Board on March 8. A public hearing is scheduled for

April 12, with action anticipated on May 10, 2012. The revised policy will become effective July 1, 2012.

*Discussion:*

Staff is determining the best way to present data in terms of proving that extracurricular activity enhances learning.

Discussion also involved whether or not the policy should include provisions for special circumstances for children who are excellent students but earn a failing grade due to extenuating circumstances. Some Board members would like to see flexibility, while others feel that Howard County should stay with its current high standards.

**Policy 9250 Weapons – Charter**

*Presenter:* Mr. Craig Cummings, Coordinator, Alternative Education and Pupil Personnel Services

The charter for the review committee for Policy 9250 Weapons was presented to the Board. The committee's priority is to make sure changes are consistent with other policies and, in particular, the Student Code of Conduct. The committee recommendation is scheduled for review by the Superintendent's Cabinet on January 2, 2012, and for presentation to the Board on February 9. A public hearing is scheduled for March 8, with action anticipated on April 12, 2012. The revised policy will become effective July 1, 2012.

*Discussion:*

Discussion included concerns about whether or not guidelines exist that dictate how many policy review committees an individual student can serve on. Also discussed was the zero tolerance policy for federal weapons and the latitude given to principals for weapons violations other than the use of federal weapons.

**Policy 2000 School Board Governance Charter**

*Presenters:* Mrs. Susan Mascaro, Chief of Staff; and Mrs. Patti Caplan, Director, Public Relations

The charter for the review committee for Policy 2000 School Board Governance was presented to the Board. The committee recommendation is scheduled for review by the Superintendent's Cabinet on February 13, 2012, and is scheduled for presentation to the Board on March 8. A public hearing is scheduled for April 12, with action anticipated on May 10, 2012. The revised policy will become effective July 1, 2012.

*Discussion:*

The Board discussed adding an outside attorney to the committee to incorporate governance of the Board's three subcommittees into the policy. The Board also directed staff to determine ways to include the public in dialog about school board governance so they will have a better understanding of statutory requirements and the expectations of the policy.

**Policy 3050 Records Management**

*Presenter:* Mrs. Lisa Boarman, Coordinator, School Counseling and Related Services

This policy establishes school system responsibility for maintaining records retention and disposition schedules for various types of documents and stipulates that employees are responsible for complying with the HCPSS records management program. It provides standards for the preservation and disposition of records, specifies that the content of material determines whether a document is a record, and gives examples of confidential records.

Mrs. Boarman stated that staff would like to begin the process of hiring a consultant and developing schedules as soon as possible. The State Archives would like to use the HCPSS policy as a model for other school systems.

*Discussion:*

Mr. Aquino asked about attorney-client privileged documents, and Mr. Blom stated that a reference to this type of document could be addressed in the policy if desired. Mr. Blom noted that the Maryland Public Information Act clearly states that any document rendered confidential by any law shall be confidential, and the attorney-client privilege would be one recognized by decisional law, the canon of ethics, or the rules of procedure.

After discussion regarding specific language to address issues related to waivers of confidentiality, the following amended definition was proposed:

Confidential Records - Records protected against release or distribution by a federal, state, or controlling law. Confidential records include attorney-client privileged material and attorney work product, unless legally waived by the part controlling the privilege.

Mr. Dyer stated his opposition to modifying the definition from its original wording.

Mr. Dyer also expressed disagreement with the statement in section V.I. Delegation of Authority indicating that the Superintendent is the head of the agency. He stated that his interpretation of the law designates the Board as the responsible entity and the agency of the local school system. He does not believe the Board has legal authority to delegate the head of agency authority away to the Superintendent or anyone else.



Based on his interpretation of the statutes, the local board of education is the head of the agency responsible for complying with the state government article for creating a document management policy.

Mr. Dyer proposed that the language in section V.I state that the Board of Education is the head of the agency and is authorized to develop appropriate procedures. The Board would then delegate some authority to the Superintendent to draw up procedures to implement the policy.

Mr. Blom provided the rationale for designating the Superintendent as head of the agency. He cited COMAR 14.18.01.02.B, which states that "Agency" means any office, department, board, commission or other separate unit of Maryland Government . . ." His interpretation is that Agency means Board of Education, not the HCPSS. Mr. Blom also noted that the Education Article, § 4-102 states that the county superintendent is the executive officer, secretary, and treasurer of the Board. In addition, Black's Law Dictionary defines executive officer as a corporate officer at upper levels of management. All the counties surveyed by staff that have filed certifications on recent records documents with the Maryland State Archivist have been signed by the superintendent as the head of the agency. The Maryland State Department of Education (MSDE) filings have been made by assistant superintendents. The judgment of the State Archivist is that the head of the agency is the local superintendent of schools. The Board acts as a body, not as a single person, and the law refers to "head" as singular.

Mr. Blom pointed out that the Board has the authority to make the designation to whomever they desire, but he believes the head of the agency refers to the superintendent and reflects a best practice.

Mr. Dyer stated that the agency records officer should be appointed by the Board of Education because the Board is the trustee of the property that is held for the public school system. He stated that the Board of Education is the employer of employees of the school system, and the term appointment carries with it, under federal law, dismissal authority. He expressed concern that the agency records officer could be summarily or unilaterally dismissed by the Superintendent. He stated that it should be the Board's obligation to decide whether or not to terminate the records officer because the power of dismissal carries with it the loyalty of the employee.

Dr. Siddiqui suggested that the standard statement be placed in the Delegation of Authority section, which is what was originally presented. Mr. Blom noted that the revised language was a compromise based on a previous Board discussion but is not legally necessary. Every policy of the Board delegates authority to the Superintendent to develop proper procedures. Mr. Aquino and Mrs. French expressed agreement with Dr. Siddiqui's suggestion.

*Action:* Mrs. French moved approval of Policy 3050 as amended. The motion was seconded by Mr. Aquino and approved by the Board (7/1), with Mr. Dyer voting no.

**Proposed State Legislation Affecting BOE Composition**

Board members agreed to have Chairman Sidiqqi present testimony at the public hearing on October 11, 2011, before the Howard County Delegation opposing legislation proposed by Delegate Frank Turner that would alter the way Board members are selected. The legislation proposes switching from countywide elections of all seven members to the election of five Board members by Councilmanic District, with the remaining two appointed by the County Executive and approved by the County Council.

Board members stated that they would also be providing individual testimony. Delegate Turner hopes to have the legislation considered in the special session of the Maryland General Assembly.

**Appointment – PTA Council of Howard County (PTACHC) Monthly Report**

No one was present from the PTACHC to address the Board.

**Community Advisory Council (CAC) Monthly Report**

No one was present from the CAC to address the Board.

**Adjournment** – By Board consensus, the meeting was adjourned at 7:10 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

October 19, 2011

The Board of Education of Howard County met in closed session on October 19, 2011 , at 10:12 a.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss requests for proposals. The motion was seconded by Brian J. Meshkin and approved 6/0. Persons present: Board members, Janet Siddiqui, M.D., Chairman; Frank J. Aquino, Esq.; Allen Dyer, Esq.; Ellen Flynn Giles; Brian J. Meshkin; and Cynthia L. Vaillancourt. Mrs. Sandra H. French arrived at 10:17 a.m. after the motion to close.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Douglas Pindell, Director, Purchasing; Kathleen V. Hanks, Recording Secretary

The Board reviewed and discussed requests for proposals of Superintendent search firms. The Board also established the next steps of the process.

Adjourned: 11:50 a.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

October 20, 2011

The Board of Education of Howard County (BOE) held a regularly scheduled meeting on Thursday, October 20, 2011, at 4.00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt  
Tomi Williams, Student Member (left at 6:00 pm)

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Mamie Perkins, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 4:02 p.m., and Nick Green, Glenelg HS student, led the group in the Pledge of Allegiance.

## Public Forum

Mr. Ralph Albano, representing the Hammond HS Boosters, spoke in support of the proposal to convert high school football fields to artificial turf, particularly the plan to begin with fields for Hammond and Atholton high schools.

## Approval of Agenda

*Change:* Item 13.C. - \*FY 2012 State Budget Supplementary Appropriation - Change from Action to Report/Action

*Action:* Mr. Aquino moved approval of the agenda as amended. The motion was seconded by Mrs. Giles and approved by the Board (8/0).

## Superintendent's Report

Mrs. Perkins reported that the school system recently earned the Healthy Howard Innovation Award for its Virgin Health Miles program. She also congratulated:

- Tammy Goldeisen, Assistant Principal at Folly Quarter MS, for her selection as Maryland Middle School Assistant Principal of the Year.
- Glenelg varsity football coach Butch Schaffer for his selection as Ravens High School Coach of the Week.

Mrs. Perkins also invited the community to the 50+ Expo at Wilde Lake HS, where the school system will promote its Golden Opportunities Program for senior citizens.

### **Student Representative's Report (Glenelg HS)**

Chelsea Caizzi, Glenelg HS Student Government Association (SGA) Executive President, reported on activities and events sponsored at Glenelg HS. The homecoming theme will incorporate the Howard County Goal 2 initiative (a safe and nurturing school environment).

Other activities and events taking place at Glenelg HS:

- A flex-time program will start on November 9, 2011, to provide students with a 25-minute break between 2<sup>nd</sup> and 3<sup>rd</sup> period classes, which allows students to seek additional assistance as needed.
- T-shirts were provided to all students by the SGA, with a different color for each grade.
- Mix-it-up day allowed students to dress according to a certain decade and encouraged communication with students other than usual friends.
- A Student Leadership class is being introduced.

### **Board Members' Reports**

Board members reported on their attendance at school and community activities and events.

### **Consent Agenda (Restricted\*)**

Staff Personnel; Bids and Contracts; and BOE Closed Meeting Minutes (Official and Confidential) of September 22, 2011

*Action:* Mr. Aquino moved acceptance of the \*Restricted Consent Agenda. The motion was seconded by Mr. Meshkin and approved by the Board (7/0\*).

Staff Personnel – Approved by the Board

### **Resignations**

Name	School	Grade or Subject	Reason	Years in Howard County	Effective Date
Anduze, Christi	Fr. Leave	Work Study	Personal	4.0	09/1/11
Paulin, Juliann	WLMS	Reading	Relocation	2 months	10/28/11

### **Contracts**

Name	School	Grade or Subject	Place of Last Teaching Assignment	Grade/Step	Effective Date
Broccolino, Kelly	VES	ECE	HCPSS	C-06	08/25/11
Cox, Christian	GCES	ELE	--	A-01	09/13/11
Daley, Kathleen	JHES	ECE	--	A-01	09/26/11
Downs, Molly	VES	ECE	--	A-01	09/02/11
Gill, Judith	WatES	MUS	Ashburn, VA	B-18	08/31/11
Hostettler, Rebecca	MVMS	SPE	Baltimore City	A-06	08/22/11
Marsico, Christa	TSES	ECE	HCPSS	C-09	09/14/11
Meeder, Lisa	AES	ELE	--	A-01	09/06/11
Paynter, Kennedy	MHMS	SPE	--	C-01	08/22/11
Proctor, Jamie	WLHS	SCI	Graham, NC	C-07	09/12/11

Approved – November 17, 2011

OAH-DYER-001293



PR-2 Custodial Cleaning Services. Howard County Government  
 Contract No. 4400001081  
 Full Brite Cleaning Services  
 Expires: April 29, 2012  
 Contract will provide cleaning  
 services for the staff located at  
 Ascend One building. \$35,173.00 est.

*BOE Closed Meeting Minutes (Official and Confidential) of September 22, 2011 – Approved by the Board*

### **Consent Agenda**

Donations; Regular BOE Meeting Minutes of September 22 and October 4, 2011; and BOE Legislative Committee Meeting Minutes of October 17, 2011

The BOE Legislative Committee Meeting Minutes were pulled for voting purposes.

*Action:* Mrs. Giles moved approval of the General Consent Agenda as amended. The motion was seconded by Mrs. French and approved by the Board (8/0).

#### *Donations – Approved by the Board*

The following donations have been received:

Bryant Woods ES:	Office Max, classroom materials and student supplies valued at \$1001.74.
Forest Ridge ES:	Target, in the amount of \$636.93, designated to subsidize field trips and for the purchase of classroom materials.
Hollifield Station ES:	Target (Greg Steinhafel), in the amount of \$911.71, designated for the purchase of math manipulatives and classroom materials.
Manor Woods ES:	Target, in the amount of \$556.44, designated for the purchase of remotes used for school-wide presentations.
ARL	Robert Schwab, a 2001 Isuzu truck valued at \$1,000, designated for the Automotive Technology Department.
	Thomas Wink, a 1993 Ford Tempo valued at \$1,000, designated for the Automotive Technology Department.
	Wayne Hayes Lingafelter, a 2002 Chevrolet Suburban valued at \$3,500, designated for the Automotive Technology Department.
Atholton HS:	Boosters, in the amount of \$1,411.47, designated for the purchase of soccer goals for the girls' soccer team.
Centennial HS:	Target, in the amount of \$1,096.79, designated for the purchase of computer supplies.

Long Reach HS: Ann Marie Harkleroad, in the amount of \$700, designated to subsidize transportation expenses and competition fees for the marching band.

Target, in the amount of \$1,057.84, designated to pay a speaker for a 9<sup>th</sup> grade student assembly.

River Hill HS: Sage Management, in the amount of \$1,000, designated to purchase art supplies for the Art Department.

Boosters, in the amount of \$715, designated to pay for the cross-country team's tournament entry fees.

Regular BOE Meeting Minutes of September 22 and October 4, 2011 - Approved by the Board

BOE Legislative Committee Meeting Minutes of October 17, 2011

*Action:* Dr. Siddiqui moved approval of the BOE Legislative Committee Meeting Minutes of October 17, 2011. The motion was seconded by Mr. Aquino and approved 3/0 by the committee members (Mr. Aquino, Dr. Siddiqui, and Mrs. Vaillancourt).

**\*Administrative Appointments and Promotions**

Executive Director of Business and Finance

*Action:* Mrs. French moved approval of the appointment of Katrina Burton to the position of Executive Director of Business and Finance. The motion was seconded by Mrs. Giles and approved by the Board (7/0\*).

Special Education Project Facilitator

*Action:* Mrs. Giles moved approval of the appointment of Resource Teacher Marcella Randall to Special Education Project Facilitator. The motion was seconded by Mrs. French and approved by the Board (7/0\*)

**Proclamation: American Indian Heritage Month**

This proclamation designates November 2011 as American Indian Heritage month.

*Action:* Mr. Dyer moved acceptance of the proclamation. The motion was seconded by Mrs. French and approved by the Board (8/0).

**Proclamation: Honoring School Psychologists**

This proclamation designates November 14 - 18, 2011, as School Psychology Week in the Howard County Public School System (HCPSS).

*Action:* Mr. Williams moved acceptance of the proclamation. The motion was seconded by Mrs. Giles and approved by the Board (8/0).



## County Economic Outlook

Mr. Ray Wacks, County Budget Administrator, gave the Board a brief overview of county revenue projections. He reported that there has been little or no growth in property tax since 2010, resulting in a three-year decline in the revenue base. The county did see income tax revenue increase in 2011 and 2012, but growth is expected to slow in the next year. Income tax revenue is heavily dependent on growth in the economy; therefore, the county is approaching the next year with caution.

## Bridge to Excellence Goal 2

*Presenters:* Ms. Rebecca Amani-Dove, Student Assessment and Program Evaluation; and Ms. Pamela Blackwell, Director, Student Services

Goal 2 of the school system focuses on a safe and nurturing school environment as an essential element to promote student achievement. The data presented in this 2010-2011 Goal 2 progress report indicates that the approaches are working.

- Overall student attendance at the elementary, middle, and high school levels continues to be at or near the excellent standard.
- All HCPSS schools are meeting the state standard for safe student behavior.
- Over time, the number and percent of out-of-school suspensions have decreased for middle and high school students.
- Student survey respondents continue to indicate that the overall climate in the schools is safe, welcoming, and nurturing. The majority of respondents were very positive about their school environment.

### *Discussion:*

Mr. Meshkin asked about the rationale behind a disproportionate number of suspensions in particular student subgroups. Mrs. Blackwell stated that teams are working to develop specific objectives for those student groups to decrease the number of suspensions. Staff is also reviewing individual offences to determine if changes are needed in certain policies and if suspensions for certain student groups are more subjective than objective. This review will also provide information to help establish interventions, which may include teacher training and student support.

Dr. Siddiqui noted that showing a breakdown of out-of-school suspensions by individual grade and looking at trends from elementary to middle to high school may be helpful in future reports

Mr. Dyer spoke about the need to address acceptable risks when defining safety in order for students to develop good judgment. He stated that he would like to see more attention given to at-risk students.

In response to Mrs. Giles, Ms. Blackwell stated that many schools have a buddy program for new students when they transition in the middle of the school year. Most schools with high mobility have honed this practice, and the program is particularly effective at the middle school level.

Mrs. Wise pointed out that the most effective strategy involves focusing on what is best for each student, whether it involves academics or behavior, and focusing on Goals 1 and 2. Staff is working to improve in this area.

Staff agreed to provide disaggregated data in the FARMS (free and reduced-price meals) category. In addition, Mrs. Wise stated that staff will look at transitions from elementary to middle and middle to high school and invite students to participate in summer programs to promote success.

### **\*Gorman Crossing ES Design Documents Report**

*Presenters:* Mr. Bruce Gist, Director, School Construction; and Mr. Michael Lahowin, Principal in Charge, TCA Architects

With the addition of nine classrooms to accommodate another 173 students, the total design capacity of the school will be 713 students. As part of this project, the cafeteria will be expanded, as well as adding an additional art, music, and ensemble room, in an effort to expand core facilities to accommodate the additional student capacity. The Howard County Fire Marshall requested that a structural paver emergency access road be installed in place of an existing grass pathway and a second egress door be added to the music room. Staff recommended removal of two proposed storage areas in the music rooms to increase instructional space.

#### *Discussion:*

Mr. Lahowin stated that in order to qualify for LEED (Leadership in Energy and Environmental Design) certification, at least 75 percent of a building must undergo renovation. However, high performance strategies will still be implemented in the architecture of the Gorman Crossing addition. Mr. Dyer stated that he would like to see the energy and environmental approaches set out in the documentation to clearly indicate those features.

*Action:* Mrs. French moved approval of the Design Documents for Gorman Crossing ES. The motion was seconded by Mrs. Giles and approved by the Board (7/0\*).

### **Curriculum and Assessment Development in Support of Common Core State Curriculum**

*Presenter:* Dr. Clarissa Evans, Executive Director, School Improvement and Curricular Programs

This year staff is focusing much of their efforts on the transition to the Maryland Common Core State Curriculum. The Maryland Common Core State Curriculum is aligned with the national Common Core Standards, which ensure that expectations will be consistent for all students no matter where in the country they live. Both programs support the knowledge and skills graduates need to be college and career ready. The first focus is on mathematics and language arts. Common Core Standards are under development for social studies and fine arts. Dr. Evans also reported on how the system is implementing the financial literacy requirement and the recommendation of the Internal Advanced Placement (AP) Work Group to have AP course listings identified in the future as AP only and not AP/GT.

*Discussion:*

Mr. Meshkin asked if HCPSS will be implementing any initiatives to augment the state's common core standards. Dr. Evans explained that the design process is just beginning, but as soon as the state is making decisions on model units and recommended resources, HCPSS staff is discussing strategies that go above and beyond the state guidelines. She assured the Board that HCPSS has the best curriculum team in Maryland, as indicated by their invitation, involvement, and leadership in design meetings with the state.

Mr. Dyer expressed concern about jeopardizing the quality of education in HCPSS if dictated uniformity prohibits teachers from exploring different approaches to delivering quality instruction. Dr. Evans noted the pride that Howard County has in its locally developed curriculum. HCPSS will continue to provide curricular materials that go beyond the common core so that additional rigor is provided in the instructional program to address student needs.

Mrs. French indicated the need for honest discussions about inviting students to participate in AP courses only to have them lose incentive or withdraw due to the rigorous course work. Ms. Zeleana Morris, Secondary English/Language Arts Coordinator, stated that a committee of high school representatives (teachers, guidance counselors, and administrators) discussed ways to encourage students to challenge themselves by enrolling in AP classes and providing supports for their success. Mr. David Bruzga, Secondary Administrative Director, pointed out that a student does not have to be viewed as gifted and talented in order to participate in an AP course, but they may have a passion for a particular subject and can succeed in this environment.

Mrs. Wise pointed out that the school system is working with students from kindergarten through Grade 12 in order to build individual student confidence.

Mrs. Vaillancourt spoke in favor of reducing barriers so that more students challenge themselves to take at least one AP course in an area of personal interest or strength. Mrs. Wise noted various strategies that must be implemented to encourage students, which involves personally discussing their PSAT scores and pointing out indications of potential success in a particular subject.

Dr. Evans explained that vertical articulation is included in the plan, and guidance counselors are receiving professional development to learn how to encourage more students to participate in AP classes. Dr. Evans also spoke about dual enrollment classes that are available for students to receive articulated credit through Howard Community College.

Mr. Aquino expressed concern regarding the uncertainty associated with various college admissions processes and how students can truly balance attempting an AP course and attaining a lower grade with earning a higher grade in an Honors or GT class. Dr. Evans stated that this issue is individualized to each student's situation and the college to which they are applying. Guidance counselors and teachers provide individual coaching and counseling with students in terms of best personal decisions. Parental involvement and input is also needed in this process. She also noted that although colleges apply their own rules related to weighting coursework, they are continually looking for certain levels of rigor and indications that students have challenged themselves.

Mrs. Giles pointed out the need to instill confidence in students so they are comfortable in challenging themselves and noted that authentic learning experiences are being fostered as

early as Pre-K in HCPSS. She expressed appreciation to those who are building bridges to help children gain confidence and to aim as high as possible for success.

Dr. Evans stated that staff is looking at possibilities for alternative forms of instructional delivery through digital media and in providing resources to support the full continuum of instruction.

Mr. Dyer spoke about the COMAR requirement regarding financial literacy and asked if data is being collected to prove that students are meeting this requirement. He suggested that consideration be given to implementing pre- and post-tests for financial literacy courses. Dr. Evans stated that staff currently reviews post-test results, and adjustments are made to the program and to professional development based on student scores. Staff continues to review results from year to year to determine any needed improvements in the program.

Mr. Dyer noted the importance of achieving good writing skills and asked if there are any issues that the Board should address regarding resources, etc., to ensure that students are receiving the best instruction in writing. Dr. Evans agreed to review the matter and provide additional information to the Board.

*Action:* Mrs. Giles moved adoption of the Curriculum and Assessment Development in Support of Common Core State Curriculum and the additions and deletions from the course catalog as recommended in the report, including AP program modifications. The motion was seconded by Mr. Meshkin and approved by the Board (7/0\*).

### **Participation and Performance in Advanced Placement (AP) Courses and Exams for 2011**

*Presenter:* Ms. Rebecca Amani-Dove, Student Assessment and Program Evaluation

In 2011, more than one quarter of all HCPSS high school students, and nearly half of all seniors, enrolled in at least one AP course. Over 80 percent of those students also took the corresponding AP exam. HCPSS students took a total of 7,895 AP exams in 2011. Eighty-two percent of these exams were scored 3 or higher, compared to 61 percent in Maryland and 58 percent throughout the nation.

The AP program in HCPSS is a coordinated effort among various curricular programs, student services, and school-based staff. The program is an integral part of an overall effort to provide students with experiences that help them graduate from HCPSS college and career ready. School staff will continue efforts to identify students with AP potential and to further increase participation and performance levels in all student groups.

#### *Discussion:*

Mr. Meshkin asked staff to provide a breakdown of the availability of AP classes in each high school and noted that there may be ways to fill the gap in availability through e-Learning that is currently accredited through MSDE (Maryland State Department of Education).

Mrs. French asked for data showing national statistics on AP test scores and how HCPSS students compare. Ms. Amani-Dove agreed to research the matter and pointed out that aggregate scores show that HCPSS is above the national average.

Mr. Dyer expressed appreciation for providing fee waivers for AP tests as needed. He asked that staff provide additional information on surrounding school jurisdictions (including Virginia and Pennsylvania) to determine how many are providing AP exam fees as part of a Free and Appropriate Public Education.

**Recess** - The meeting was recessed by the Chairman at 7:26 p.m. and reconvened at 8:05 p.m.

### **Girl Scout Recognition**

Dr. Siddiqui recognized Girl Scouts from North Laurel who were attending the meeting as part of a badge requirement and to learn about the Attendance Area Adjustment (AAA) process that may affect their neighborhoods.

### **Public Forum**

Senator Alan Kittleman informed the Board that he is in favor of artificial turf fields but against backroom deals. He questioned the manner in which projects were selected for the FY 2012 State Budget Supplementary Appropriation and asked the Board to hold a public hearing and have further discussion before approving a designation for artificial turf fields.

Ms. Linda Turner, parent, spoke about staff accountability in addressing bullying.

Ms. Barbara Slayton, Atholton HS Boosters Association, spoke in support of replacing all high school fields with synthetic turf, as well as the needs at Atholton HS in particular.

Mr. Jack Milani, Chairman of the Interscholastic Athletic Advisory Committee (IAAC), noted that the alcohol tax provides unanticipated revenue and an opportunity to jump-start the turf fields project.

Ms. Diane Butler testified that she is not against turf fields but is opposed to misuse of tax dollars for school construction. She pointed out that the two schools selected to get turf fields are in the districts of the legislators who voted for the alcohol tax, and she asked the Board to keep politics out of schools.

### **Appointment - Community Advisory Council (CAC)**

Mr. Ted Mallo, CAC Chairman, reported on recent activities of the committee, including the review of a new state requirement for environmental education, evaluating equity issues related to outdoor education field trips for students in 6<sup>th</sup> grade, and receiving information about the Attendance Area Adjustment process from school system staff.

### **Presentation of Attendance Area Adjustment Plans**

*Presenters:* Mr. Ken Roey, Executive Director, Facilities Planning and Management; and Mr. Joel Gallihue, Manager, School Planning

Mr. Gallihue presented the redistricting recommendation for the 2012-2013 school year, which is designed to use capacity available in the southeast region of the county by shifting western attendance areas eastward. The plan affects 10 elementary schools: Atholton, Bollman Bridge, Dayton Oaks, Forest Ridge, Fulton, Gorman Crossing, Guilford, Hammond, Laurel Woods, and Pointers Run.

Recommendations presented in the report would move an estimated 1,220 students and would take effect in August 2012. The recommendation balances the use of available capacity with transportation considerations such as distance traveled and maintenance of walk areas. Mr. Gallihue noted that the plan successfully balances capacity without substantial negative impact to other considerations (test scores; the number of students receiving free and reduced price meals, etc.) and delays the need for Elementary School #42 until 2019 or later. This stage of redistricting is scheduled for approval on November 17, 2011, and will become effective in August 2012.

Mr. Gallihue pointed out that redistricting recommendations are made in the context of a comprehensive long-range plan that is adjusted each year in the feasibility study. Elementary redistricting to open New Elementary School #41 will be considered for 2013, with the next phase of redistricting planned for 2014 to open the new middle school if funding is approved. The 2012 Feasibility Study will present a more detailed discussion of these plans, which will not be finalized until Board of Education approval.

*Discussion:*

Mr. Gallihue explained that the original plan was revised so that no walk areas are being bused to other schools. This does not permanently solve the problem at Laurel Woods ES, but consideration may still be given to redistricting farther to the east if necessary.

Mr. Gallihue explained that a transition process is in place for all affected schools and includes principals, staff, and administration. The process resulted in input on how the plan was designed and what was ultimately presented. Outreach within each school will continue to ensure the best transition to any adjustments that are made.

Mr. Dyer expressed appreciation for the openness and transparency of the AAA process and the presentations that have been provided to the community.

The Board will hold public work sessions on the plan on November 3, 10, and 15, 2011. The public will also have an opportunity to comment on the plan at public hearings scheduled for November 8 and November 15, 2011.

**\*New Middle School #20 Site**

*Presenters:* Mr. Ken Roey, Executive Director, Facilities Planning and Management, and Mr. Joel Gallihue, Manager, School Planning

The Board approved the Oxford Square site, which was placed in the system's land bank earlier this year, for New Middle School #20 in Elkridge. In presenting the recommendation to the Board, Mr. Roey reminded the Board of their decision to accelerate the middle school construction for opening in August 2014 and added that the schematic design and site must be submitted to the state by March 2012 to be eligible for FY 2013 state funding. He indicated that the site is better suited for a middle school than an elementary and that the developer's offer of \$4 million also extends to construction of a middle school.

*Discussion:*

Mr. Dyer expressed opposition to the recommendation for Board approval without holding a public hearing. He stated that no significant change has occurred with the site since the decision was made to not construct an elementary school on this property and emphasized his concerns regarding the location of a school in close proximity to railroad tracks and a potential CSX Intermodal Facility. Staff pointed out that the site is well suited for construction of a middle school to open in 2014, per direction from the Board. Mr. Roey stated that at this time, there is no alternative site available to meet the 2014 opening of a new middle school. He explained the timeline involved with various stages of approval to ensure a 2014 opening. It was also pointed out that the Board was required to pay 10 percent over the highest appraisal for the site on Ducketts Lane for elementary school #41 when the Oxford Square site was rejected.

Mr. Roey stated that no additional information has been received regarding the location of a CXS Intermodal Facility, and a decision is not expected within the next year. The next public meetings on this issue will occur in November. Mr. Roey also pointed out that the Board's decision should be made assuming that the intermodal facility will be located in this vicinity.

Mr. Meshkin also questioned the recommendation for Board approval without allowing time for public input. It was noted that the Board approved this site as part of the school system's land bank, which included a public hearing. The Board has the option of holding an additional public hearing if desired.

Mrs. Vaillancourt asked about the implications associated with switching construction of the middle school to another site if one becomes available. Mr. Roey explained that there would be design costs involved with the selection of a different property, which would vary depending on the specifics of the site. Additional legal and real estate fees would also be involved.

Mr. Aquino pointed out the importance of ensuring occupancy of a middle school in 2014 due to the urgent need in the area. He noted the positive financial aspects of the property in addition to its location and ability to relieve overcrowding in this area. Mr. Aquino also stated that he would not support a change in direction to delay opening a middle school until 2015.

Mr. Meshkin expressed support for accelerating the middle school but expressed concern with the process involved with site selection. Mr. Aquino stated that real estate transactions are fluid but the need for a school in 2014 outweighs other issues at this point. He also noted the possibility that construction of the middle school may dissuade the establishment of an intermodal facility in close proximity. Projections show tremendous overcrowding in the area without the school opening in 2014.

Ms. Vaillancourt asked about the mechanism available if the Board decides not to build a school due to the definite construction of the intermodal facility. Mr. Aquino stated that the Board has the option to vote against school construction and will incur any costs that have accrued.

Mr. Dyer expressed concern regarding the process and pointed out that the Board has authority to condemn land if needed for a school. That process was not followed two years ago, which could have made an alternative site available now. He also expressed concern about the need for public input on this issue. Mr. Meshkin disagreed with the use of eminent domain.

*Motion:* Mr. Dyer moved that the Board schedule a public hearing on the recommendation to designate this site for New Middle School #20. The motion failed for lack of a second.

Mr. Roey explained the timeline involved to ensure funding approval for FY 2013 by the IAC (Interagency on Public School Construction), which involves their approval of the site by March 2012. Decisions are needed by the Board in time to adhere to this deadline.

Board members encouraged the public to provide input on this matter, including the use of Public Forum slots available at each regular Board meeting.

*Action:* Mr. Aquino moved approval of the acceptance of \*New Middle School Site #20. The motion was seconded by Mrs. French and approved by the Board (5/1/1\*), with Mr. Dyer voting no and Mrs. Vaillancourt abstaining.

### **Adequate Public Facilities Ordinance (APFO) Chart**

*Presenters:* Mr. Ken Roey, Executive Director, Facilities Planning and Management; and Mr. Joel Gallihue, Manager, School Planning

Mr. Gallihue explained that updates to the chart are necessary due to recent designations of school sites in the Capital Improvement Plan (CIP).

*Motion:* Mrs. French moved acceptance of the Adequate Public Facilities Ordinance Chart.

#### *Discussion:*

Mr. Meshkin asked if discussions have occurred about an open-enrollment option to address overcrowding issues. Mr. Roey stated that a report will be presented to the Board on November 3, 2011, that provides information on a review of open enrollment. Mr. Gallihue noted the challenges associated with student projections in an open enrollment situation and stated that development of the chart would be difficult in the first few years of implementation.

Mr. Dyer asked about specific revisions to the chart, and Mr. Gallihue confirmed that the designation of the Oxford Square site as New Middle School #21 would be included in the revised APFO chart.

Staff was asked to amend the chart to show the correct designations for Elementary School #41 and Middle School #20.

*Action:* The motion to approve the APFO chart was seconded by Mr. Aquino (including an amendment as noted above) and approved by the Board (6/1\*), with Mr. Dyer voting no.

### **\*FY 2012 State Budget Supplementary Appropriation**

*Presenter:* Mr. Raymond Brown, Chief Operating Officer, and Mr. Ken Roey, Executive Director, Facilities Planning and Management

Mr. Brown explained that the \$4 million designated to Howard County came in the form of restricted grant funds (non-bond funds). Projects considered for funding were not identified in the capital budget but rather from a list of maintenance and improvement projects paid for by operating funds. As a result, the usual capital project approval process was not followed, which



will be corrected. It was also noted that whatever the Board agrees to must also be agreed to by the County Government.

Mr. Mike Williams, Coordinator of Athletics, indicated that discussion about turf fields began in 2005 as part of ongoing collaboration between the school system and the Department of Recreation and Parks. Last year, an ad hoc committee put together a proposal to partner with the Howard County Department of Recreation and Parks to install artificial turf at high school football fields, and staff began to draft a shared-used agreement. All future fields would be funded through Recreation and Parks at a cost of approximately \$800,000 per field. The average replacement cycle would be 8 to 10 years and could cost as much as \$500,000 for each field, a portion of which would be assumed by Recreation and Parks. In return, Recreation and Parks would get extended use of the fields.

Local jurisdictions have until January 31, 2012, to make any adjustments to the proposal approved by the Board of Public Works.

*Discussion:*

Board members discussed concerns with the process involved with appropriating this funding. By consensus, the Board asked staff to compile a comprehensive list of maintenance and improvement projects that would be eligible for financing using the \$4 million in alcohol tax grant funds. The Board also requested an accounting of the process that resulted in a project list, which included artificial turf fields for two high schools, being approved by the State Board of Public Works on October 15 without Board of Education approval.

A public hearing will be held, and additional discussion will occur regarding artificial turf fields.

**Adjournment** - By Board consensus, the meeting was adjourned at 10:25 p.m.

**Information Items**

A. SAT Results for the Class of 2011

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

November 1, 2011

The Board of Education of Howard County met in closed session on Tuesday, November 1, 2011, at 3:10 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss Superintendent Search Firm Interviews. The motion was seconded by Cynthia L. Vaillancourt and approved 7/0. Persons present: Board members, Janet Siddiqui, M.D., Chairman; Sandra H. French, Vice Chairman; Frank J. Aquino, Esq.; Allen Dyer, Esq.; Ellen Flynn Giles; Brian J. Meshkin (Mr. Meshkin left the meeting at 6:00 p.m.); and Cynthia L. Vaillancourt.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Douglas Pindell, Director Purchasing

The Board interviewed and rated candidates. After deliberation, the Board selected a search firm to facilitate the Superintendent search.

Adjourned: 8:40 p.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education

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**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Douglas Pindell, Director Purchasing

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Adjourned: 8:40 p.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

November 3, 2011

The Board of Education of Howard County met in closed session on Thursday, November 3, 2011, at 3:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss potential litigation against a roof manufacturer. The motion was seconded by Cynthia L. Vaillancourt and approved 6/0 with Mr. Meshkin absent at the vote to close. Persons present: Board members, Janet Siddiqui, M.D., Chairman; Sandra H. French, Vice Chairman; Frank J. Aquino, Esq.; Allen Dyer, Esq.; Ellen Flynn Giles; and Cynthia L. Vaillancourt. Mr. Brian J. Meshkin arrived at 3:17 p.m.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Dr. Sydney L. Cousin, Superintendent; Mamie J. Perkins, Deputy Superintendent; Raymond Brown, Chief Operating Officer; Mark Blom, General Counsel; Ken Roey, Executive Director, Facilities Planning and Management; Doug Pindell, Director Purchasing; Herb Savje, Manager, Building Services; Kathleen V. Hanks, Recording Secretary

Staff reviewed the potential litigation and possible settlement with the roof manufacturer. After in-depth discussion, the Board directed staff on how to proceed.

Adjourned: 3:29 p.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education

Minutes of the Board of Education Policy Committee

November 7, 2011, ML2, 1:00 – 3:00 p.m.

Committee Members: Ellen Flynn Giles, Chairman, Sandra H. French, Brian J. Meshkin

Attendees: Ellen Flynn Giles, Sandra H. French

Staff: Fran Albert, Policy Specialist; Patti Caplan, Director, Public Relations; Mark Blom, General Counsel; Trudy Grantham, Administrative Secretary

Board Staff: Arlene Conway, Administrative Secretary; Kathleen V. Hanks, Recording Secretary

Item	Subject	Discussion	Action/Status	Follow-up
A.	1. Call to Order 2. Approval of Agenda	1. Meeting was called to order at 1:05 p.m. Mr. Meshkin was absent.	2. The agenda was amended to insert a new Item E. Policy 2020 Policy Development and Adoption and approved by consensus.	
B.	Status of 2011-2012 Policy Review Schedule	<p>Mrs. Albert updated the BOE Policy Committee on the status of the 2011-2012 schedule.</p> <p><b>Policy 2000 School Board Governance:</b> Ms. Caplan, co-chair, shared that the committee members have met twice and reviewed similar policies of other districts, including Fairfax, VA; Stroudsburg, PA; and New York City. The committee believes the policy should act not only as a guide to Board operations, but serve to educate the community on the Board’s responsibilities and roles. It was noted that a number of districts have their handbooks serve the role of implementation procedures that are subject to the control and approval by the Board.</p> <p>The BOE Policy Committee asked Ms. Caplan to ask the committee to consider the handbook as a related resource and to feel free to recommend additions to that document for the Board’s consideration, if they believe certain areas should be covered but that they fall outside the scope of the policy. Other items suggested to be included in the policy were Board clusters, committees and the Board’s responsibility to model all policies.</p>		
C.	Policy 2070 Ethics (Financial	Mr. Blom provided a status update. Policy 2070 Ethics and the Regulations are with the State Ethics Commission awaiting approval. Mr. Blom requested that a member of the committee		

Item	Subject	Discussion	Action/Status	Follow-up
	Disclosure Form)	accompany him to the State Ethics Commission Office to assist in expediting the process. Mrs. Giles agreed to do so. Mr. Blom will present a status report to the entire Board at the November 17 Board meeting. Upon receipt of formal approval from the State Ethics Commission, the policy and regulations will be brought to the Board for action		
D.	Application and Management of Definitions in Policy	The policy office reviewed the process of setting definitions in policy. A database of definitions with cross-references to all related policies is maintained by the office. Committee Chairs are given the list of definitions for reference when reviewing or creating the policy. Ms. Albert distributed copies of a workflow chart showing the steps required to change any element within a policy to ensure accuracy and consistency in application of the policy throughout the system. It was noted that the current practice is working well, as evidenced by the recent Board action approving definition alignment for Policy1000 Civility and Policy 1040 Safe School Environments.		
E.	Policy 2020 Policy Development and Adoption	<p>As the Board had directed the Policy Committee to address with the policy office the concerns raised by the Board Members at the Board Meeting on November 3<sup>rd</sup>, the following items were discussed:</p> <p>Regarding the lack of specificity in a requirement for “regular” policy review, the committee recommended that language setting a requirement for review of each policy within a defined time period – such as “at least every X years” or “within an X-year cycle” – be inserted for Board consideration.</p> <p>It was also recommended that scheduling of presentation of the policy review schedule for the coming year to the Board for action be moved to take place before the end of the school year.</p>		

Item	Subject	Discussion	Action/Status	Follow-up
		<p>Regarding the suggestion that the Ombudsman be added to the list of stakeholders, it was recognized that the participation of the Ombudsman on every committee was impractical and not necessarily appropriate, and that the role of the Ombudsman regarding policy review was better served as provided for in the Ombudsman Charter.</p> <p>After reviewing the suggestion that the role of the Policy Committee be included in Policy 2020, the committee recommended that the advisory roles of the Board Committees were better addressed as a whole in Policy 2000 School Board Governance.</p> <p>The committee also recommended that policy committees should remain as advisory committees to the Superintendent.</p> <p>After lengthy discussion, the committee recommended that the standard, “Delegation of Authority” remain a separate section and that authorizing language for the Superintendent regarding policy be retained in this section. Policy 2020 should also retain in this section language regarding Board delegation of the authority to the Superintendent to suspend policy in emergency situations. Board approval for any extension of a policy suspension, and language requiring the Board’s approval for policy reinstatement should be specifically expressed.</p> <p>With regard to the insertion of language directing the monitoring and measurement of policies, the committee looks forward to the planned work shop with Mr. Bounds, Director of Legal and Policy Services at MABE, to provide additional guidance.</p>		

Item	Subject	Discussion	Action/Status	Follow-up
		The committee agreed that the proposed format changes for all policies should be presented separately and will so recommend to the Board.		
F.	General Discussion/ Other	A sentence in Policy 9210 Student Dress Code was published incorrectly. A new circular and corrected language will be appropriately distributed internally and a corrected electronic copy will be posted.		
G.	Scheduling	Policy Committee Meetings are scheduled for the following dates. All meetings, except May 14, are from 1:00 p.m. to 3:00 p.m. in ML2.	March 19, 2012 May 14, 2012 at 9:00 AM	
H.	Adjournment	Meeting was adjourned at 3:45 p.m.		



# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

November 8, 2011

The Board of Education of Howard County (BOE) held a Public Hearing on Attendance Area Adjustment (AAA) Plans on Tuesday, November 8, 2011, at 7:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Cynthia L. Vaillancourt

Patti Caplan, Director, Public Relations  
Kathleen V. Hanks, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 7:00 p.m., and Mr. Aquino led the group in the Pledge of Allegiance.

## **Public Hearing – Attendance Area Adjustment (AAA) Plans**

### Quincy Boateng, Student

- Opposes the Superintendent's recommendation.
- Supports staying at Atholton ES.

### Marc Steingesser, on behalf of Polygons 175, 2175, 177 and 1177

- Supports redistricting of Swansfield ES and Longfellow ES to Clarksville ES to relieve overcrowding.
- Submitted a plan for the Board's review, which also affect the feeds to middle and high school.

### Latisha Willis, Individual

- Supports staying at Atholton ES.
- If redistricted, requested that a phase-out program be implemented with current students staying and new students being redistricted to Hammond ES.
- Willing to waive bus transportation rights if a phase-out is implemented.

### Karen Caron, Individual

- Opposes the Superintendent's recommendation.
- Supports keeping Polygons 18 and 1018 at Atholton ES.
- If the polygons must be moved, please move to Hammond ES.

Amanda Higgins, Individual

- Supports redistricting the Dickinson community between Hammond ES and Atholton ES.

Christopher Martin, Individual

- Supports redistricting by keeping the Dickinson community between Hammond ES and Atholton ES.
- Submitted a plan for the Board's review.

Jenny McAtee, Bollman Bridge ES PTA

- Against the Superintendent's recommendation.
- Supports the Bollman Bridge ES PTA alternative proposals that support maintaining a sense of community, protecting the safety of the children, and providing an environment that promotes learning.

Ricardo Hernandez, Individual

- Supports staying at Atholton ES.
- Supports keeping Polygons 1015 and 15 with the Dickinson community.

Laurie Buonaccorsi, on behalf of Polygons 16 & 1016

- Against sending community to three different elementary schools.
- Supports sending students to Atholton ES or Hammond ES.
- Submitted a petition with 84 families in support of her testimony.

Michael Kouroupis, on behalf of Polygon 107

- Supports redistricting to Fulton ES.
- Submitted a petition with 13 families in support of his testimony.

Paul Danielson, Individual

- Against sending community to three different elementary schools.
- Supports sending students to Atholton ES or Hammond ES.
- Supports keeping the Dickinson community together.

Heather Witt, Individual

- Supports redistricting Polygons 16 and 1016 from Guilford ES to Atholton ES.

Bert Roberts, Individual

- Against redistricting of three streets in the Dickinson community to Guilford ES.
- Supports keeping the community together.

Debbie McGuire, Individual

- Against redistricting of three streets in the Dickinson community to Guilford ES.
- Supports keeping the community together.

Edo Banach, Individual

- Against redistricting of three streets in the Dickinson community to Guilford ES.
- Supports keeping the community together.

Matt Porter, Individual

- Against the Superintendent's recommendation.
- Supports redistricting of Polygons 16 and 1016 to Hammond ES.

Mark Neal, Individual

- Against the Superintendent's recommendation.
- Submitted plans to the Board for their review, which redistricted students from other schools and not Hammond ES.

Dharmesh Shah, Individual

- Supported plan submitted by Mr. Marc Steingesser, which affects the feeds to middle and high school.
- Supported redistricting of Swansfield ES and Longfellow ES to Clarksville ES to relieve overcrowding.

Dara Glenn, Vice President, Bollman Bridge ES PTA

- Against the redistricting of Polygons 1, 1001, 260, and 1260 to Bollman Bridge ES.

Cathleen Richardson, Individual

- Supports Plan I that was presented by the AAA Committee.
- Supports the two alternative plans submitted by the Bollman Bridge ES PTA.

Allison Hoffman, Individual

- Against the Superintendent's recommendation.
- Supports Plan I that was presented by the AAA Committee.

Edith Vargo, Individual

- Against sending community to three different elementary schools.
- Supports sending students to Atholton ES or Hammond ES.
- Supports keeping the Dickinson community together.

Meredith and Mike Rose, Individuals

- Against the Superintendent's recommendation.
- Submitted proposals for the Board's review.

Elizabeth Boateng, Individual

- Against the Superintendent's recommendation.
- Supports keeping Polygons 18 and 1018 at Atholton ES.

Leland Cogdell, Individual

- Supports the Superintendent's recommendation.
- Supports Gorman Crossing ES being redistricted to Fulton ES.

Judy George, Vice President of Bowling Brook Farms Community

- Asked that their community be kept intact and districted to Forest Ridge ES.

Evan Kaley, Individual, Polygon 221

- In favor of redistricting from Hammond ES to Fulton ES.

Nykia Lee, Individual

- Opposes the Superintendent's recommendation.
- Supports staying at Atholton ES.

Brian Moravec, Individual

- Supports staying at Atholton ES.
- Against being redistricted to Guilford ES or Hammond ES.

Myra Phelps, Individual

- Against new development in eastern Howard County as it affects the schools negatively.

Kathy Stohlman, Individual

- Against redistricting from Hammond ES to Fulton ES.

Mike Schmekpeper, Individual

- Supports being redistricted to Hammond ES.

Karen Bruce, Individual

- Supports keeping the Dickinson community together.
- If Dickinson community must be redistricted, supports two schools, not three.

David Vanterpool, Individual

- Encouraged the Board to remember the needs of children so they can be successful.

Chauna Watson, Individual

- Supports Polygons 18 and 1018 remaining at Atholton ES and keeping the community together.

Christina Musser, Individual

- Against redistricting – wants to stay at Hammond ES.
- Her children will attend five schools from elementary to high school with the recommended plan.

Sid Zook, Individual

- Against redistricting – wants to stay at Hammond ES.

Pat Johnson

- After listening to the testimony, encouraged everyone that Hammond ES is a great school. The school community would welcome anyone who is redistricted there with open arms.

**Adjournment** – By Board consensus, the meeting was adjourned at 8:52 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

**MEETING OF THE BOARD OF EDUCATION OF HOWARD COUNTY - AUDIT COMMITTEE**

10910 Route 108, Ellicott City, MD 21042

Tuesday, November 8, 2011, 8:30 a.m., ML2

Committee: Ellen Flynn Giles, Chairman; Frank J. Aquino; Cynthia Vaillancourt

Attendees: Frank J. Aquino, Ellen Flynn Giles, Cynthia Vaillancourt

Staff: Raymond Brown, Chief Operating Officer; Katrina Burton, Executive Director, Finance/Business Services;

Beverly Davis, Director of Finance; David Clark, Internal Auditor;

Kathy Hanks, Administrative Specialist; Barbara Bowers, Administrative Secretary (Board Office)

Guest: Lee Ann Ahern and Matthew Birkelien, Partner, Clifton Gunderson LLP

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
	Call to Order	Meeting called to order at 8:30 a.m.		
I	Approval of Agenda		By consensus	
II	External Audit of HCPSS Financial Statements (Clifton Gunderson)	<p>Note: Clifton Gunderson’s name will change at the beginning of January. They are already in contact with purchasing regarding any contract impact and the transition should be seamless.</p> <p>Mr. Birkelien reviewed the required risk-based audit performed by Clifton Gunderson in accordance with government accounting standards and confirmed that statements are, as a whole, materially correct. There were no difficulties encountered in performing the audit and staff was congratulated for their cooperation and invaluable assistance. Management agreed with Mr. Birkelien’s assessment of the process and concurred with the audit recommendations.</p> <p>The audit contains identification of a single deficiency that Clifton Gunderson considers to be significant:</p> <p><b>Internal Control Over Financial Reporting</b> – The auditors repeated their recommendation that the school system address this deficiency by installing a bus billing system with stronger internal controls and integration into the IFAS system. Mr. Brown stated that internally-developed custom software is currently in Beta testing.</p>		

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		<p>To strengthen internal controls while the testing is in progress, a senior accountant has been assigned to the transportation department for the past year to provide direct oversight and assistance.</p> <p>The audit also supplied observations regarding following areas and included recommendations:</p> <p><b>Inventory Obsolescence</b> – The current system does not provide for the generation of reports in support of inventory aging or obsolescence analysis to support the evaluation the cost effectiveness of purchasing and storage options across departments. The auditors recommend the development of such reports to support for management’s analysis.</p> <p><b>Technical Considerations:</b></p> <ol style="list-style-type: none"> <li>1. <b>Point of Sale System</b> – The auditors recommend use of a point of sale system to provide additional control over food product purchases, inventory and sales and operational efficiencies. Mr. Brown shared that this type of enhancement is on the school system’s radar screen, but noted that it represents a significant capital investment.</li> <li>2. <b>Parent Pay Portal</b> – The auditors recommend the addition of a parent pay portal option to improve security and reduce the risks associated with cash handling operations at the schools. The school system is currently exploring this option as both an internal control and convenience.</li> </ol>		

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		<p><b>Postemployment Benefit Accounting and Financial Reporting</b> – The Governmental Accounting Standards Board (GASB) recently proposed changes and improvements to the current standards regarding these items. As these proposals are currently in exposure draft form, the auditors have taken this opportunity to alert the Board to the pending changes and recommend that the Board continue stay informed as the proposals move through the process. Ms. Davis noted that since the school system and the County are partnered in the trust, we will continue to work collaboratively to stay current and in order to prepare for necessary adjustments.</p>		
III	External Audit of Glenelg Wastewater Treatment Plant	The auditors identified no significant difficulties, material misstatements or disagreements with management on financial accounting and reporting matters, auditing procedures, or other matters which would be significant to the Plant’s financial statements or the report on the financial statements.		
IV	Internal Audit of HCPSS Operational Areas (Follow-up to 2009 MD OLA State Audit – Dave Clark)	<p>Mr. Clark conducted an internal audit of the purchasing office, including a review of the twelve specific 2009 OLA recommendations regarding purchasing operations. The draft audit report includes twenty suggestions for implementation of improvements to strengthen the purchasing office. This report has been forwarded to Mr. Pindell for response.</p> <p>An internal audit of the transportation department, including a review of the eight specific 2009 OLA recommendations regarding transportation operations is just getting started.</p> <p>Mr. Brown noted that approach Mr. Clark is taking in a</p>		



	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		systemic review of the OLA recommendations will position the school system well for the next review of the state legislative auditors.		
V	Internal Audit of Bryant Woods ES (Dave Clark)	<p>The Board-approved plan calls for the audit of school accounts at seven schools this year. Bryant Woods ES (BWES) is complete and Mr. Clark is awaiting a response from the principal. A report will be forwarded to the Board as soon as it is completed. Issues found are common issues, and BWES will address.</p> <p>The next audit underway is Reservoir HS.</p> <p>There was in-depth discussion regarding training of school-based staff. Ms. Davis explained the training available to staff and that there are a number of avenues available.</p>		
VI	Other Internal Audit Issues (Dave Clark)	<p>1. Regarding the Internal Auditor's role on policy development, while auditing standards prohibit an auditor from direct participation in the development of standards that would be subject to his audit, comments and recommendations can be provided as needed.</p> <p>2. Regarding the recent notification of fraud in Pupil Personnel Services, Mr. Clark is participating in the initial review and assessment which will be referred to the police for formal investigation.</p>		
VII	Fraud Hotline Update (Dave Clark)	The "fraud" poster has being sent to every school last week. The hotline is functioning, and the circular was issued on Friday, November 4, 2011. The website is very educational and informative. Mr. Clark will be speaking at the principals' meeting today to inform them of the process. The poster was designed by the Public Information Office.	It was suggested that posters should also be distributed to Central Office buildings. Mr. Clark will follow-up.	

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
VIII	Adjournment	Meeting was adjourned at 9:30 p.m.		
IX	Scheduling	Next meeting will be held Thursday, February 16, 2012, at 11:00 a.m. in ML2.		

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

November 17, 2011

The Board of Education of Howard County (BOE) held a regularly scheduled meeting on Thursday, November 17, 2011, at 4.00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Janet Siddiqui, M.D., Chairman  
Sandra H. French, Vice Chairman  
Frank J. Aquino, Esq.  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Cynthia L. Vaillancourt  
Tomi Williams, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Mamie Perkins, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Janet Siddiqui called the meeting to order at 4:03 p.m., and Tomi Williams led the group in the Pledge of Allegiance.

### Public Forum

There was no one present to address the Board.

### Approval of Agenda

*Action:* Mr. Aquino moved approval of the agenda. The motion was seconded by Mrs. Giles and approved by the Board (8/0).

### Superintendent's Report

Dr. Cousin noted that November 14–18 is American Education Week, and this year marks the 90th anniversary of the annual event. He also congratulated:

- The staff at Bollman Bridge ES for being recognized for the program "Bollman Bridge Supports Our Military Families" in the Promising Partnership Practices Publication produced by the Johns Hopkins National Network of Partnership Schools.
- Mr. Jon Wray for his recent election to the Board of Directors of the National Council of Teachers of Mathematics.

### Board Members' Reports

Board members reported on their attendance at school and community activities and events.

**Consent Agenda (Restricted\*)**Bids and Contracts; Composition of BOE Negotiating Teams; and BOE Closed Meeting Minutes (Official and Confidential) of November 11, 2011

*Action:* Mr. Aquino moved acceptance of the \*Restricted Consent Agenda. The motion was seconded by Mrs. Giles and approved by the Board (7/0\*).

*Bids and Contracts – Approved by the Board*

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
P-1	Apple Repair Services Bell Techlogix	\$116,771.00

*Composition of BOE Negotiating Teams – Approved by the Board**BOE Closed Meeting Minutes (Official and Confidential) of November 11, 2011 - Approved by the Board***Consent Agenda**Donations; Regular BOE Meeting Minutes of October 20 and November 11, 2011; BOE Policy Committee Meeting Minutes of November 7, 2011; and BOE Audit Committee Meeting Minutes of November 8, 2011

Meeting minutes of the BOE Policy Committee and the BOE Audit Committee were pulled for voting purposes.

*Action:* Mr. Aquino moved approval of the General Consent Agenda as amended. The motion was seconded by Mrs. Giles and approved by the Board (8/0).

*Donations – Approved by the Board*

The following donations have been received:

Manor Woods ES:	PTA, in the amount of \$579, designated to purchase single copies of magazines for the classrooms.
Swansfield ES:	PTA, in the amount of \$3,330, designated for the following Cultural Arts Programs: (\$780) for Antonio Roca, Storyteller, (\$750) String Quartet grade 3 specific shows and (\$1,800) for David Schwartz – all day Science and Math Author Visit.
Atholton HS:	PTSA, in the amount of \$500, designated for the purchase of lunch for students who forgot their lunch.
Centennial HS:	Boosters, in the amount of \$7,916.52, designated to the Athletic Program.
Glenelg HS:	Boosters, in the amount of \$2,700, designated for the SAT Prep class salaries and expenses. The PTSA sponsors the after school SAT Prep class.
Marriotts Ridge HS:	ABC Equipment Rental, in the amount of \$5,000, designated for a second regional competition and accommodations to transport our tools and robot.

Mt. Hebron HS: Viking Backers, Inc., in the amount of \$1,600, designated to the Athletic Program for equipment and uniforms for various athletic teams.

Reservoir HS: Mary Lawler, in the amount of \$2,000, designated to purchase dugouts for the baseball and softball fields.

River Hill HS: Boosters, in the amount of \$1,524.25, (\$600) designated for Cheer Fall Competition Expenses, and (\$924.25) designated for Band/Jazz Folios and Jazz/Percussion Music.

#### BOE Policy Committee Meeting Minutes of November 7, 2011

*Action:* Mrs. Giles moved approval of the BOE Policy Committee Meeting Minutes of November 7, 2011. The motion was seconded by Mrs. French and approved 2/0/1 by the committee members, with Mr. Meshkin abstaining due to his absence from the meeting.

#### BOE Audit Committee Meeting Minutes of November 8, 2011

*Action:* Mr. Aquino moved approval of the BOE Audit Committee Meeting Minutes of November 8, 2011. The motion was seconded by Mrs. Vaillancourt and approved 3/0 by the committee members (Mr. Aquino, Mrs. Giles, and Mrs. Vaillancourt).

#### **\*Administrative Appointments and Promotions**

<u>Name</u>	<u>From</u>	<u>To</u>
Ernesto Diaz	Manager of Human Resources	Director of Staff Relations

*Action:* Mrs. French moved approval of the appointment of Ernesto Diaz to the position of Director of Staff Relations. The motion was seconded by Mrs. Giles and approved by the Board (7/0\*).

#### **Superintendent's 2011–2012 Goals**

Dr. Cousin stated that as Superintendent, it is his responsibility to ensure that staff members are effectively using resources and employing strategies to achieve the two goals of the school system.

**Goal 1:** Each child regardless of race, ethnicity, gender, disability or socioeconomic status, will meet the rigorous performance standards that have been established. All diploma-bound students will perform on or above grade level in all measured content areas.

**Goal 2:** Each school will provide a safe and nurturing school environment that values our diversity and commonality.

The following goals reflect priorities Dr. Cousin has identified for the year ahead. The goals represent areas that will support the success of the school system in achieving Goal 1 and Goal 2, solidify the commitment to becoming a world-class leader in the field of education, and will position the school system to be well prepared for *Race to the Top* (RTTT) accountability and mandates. *The Bridge to Excellence* (BTE) *Master Plan* outlines the strategies being used to achieve these goals.

#### Superintendent's Goals:

1. To develop an evaluation tool for teachers and administrators that meets the criteria of state and federal mandates and which emphasizes the importance of student achievement.

2. To ensure that every racial/ethnic group is on track to reach the 100-percent proficiency rate expected for state and federal mandates and thus eliminate the achievement gap.
3. To implement a comprehensive leadership development program and succession plan for all system leaders.
4. To strengthen the internal planning processes of the HCPSS to better align with the school system's mission.

*Discussion:*

Dr. Cousin noted the need to find different ways of providing technology to students as well as training to teachers and staff. Due to the rapidly changing dynamics of technology, the cost involved with having the right tools available must be addressed very carefully in the future.

In response to Mr. Williams' suggestion, Mrs. Perkins stated that student input and involvement will be part of the school system's cultural proficiency program in the future.

Dr. Cousin explained that the school system currently offers organization succession planning on a continuing basis for people who aspire to be assistant principals, principals, or other administrators.

Regarding the Superintendent search, Dr. Cousin suggested that the Board search for:

- A person who understands people first and can deal with different professions within the school system.
- A person who is willing to visit the schools often and familiarize themselves with how the schools in Howard County operate.
- A person who will stay for at least two terms as Superintendent.
- A person who is experienced with budgets and can work as a diplomat.

*Action:* Mr. Dyer moved approval of the Superintendent's 2011–2012 Goals. The motion was seconded by Mr. Aquino and approved by the Board (8/0).

**Update on Wellness Implementation (Policy 9090 Wellness Through Nutrition and Physical Activity)**

*Presenters:* Mr. Ray Brown, Chief Operating Officer; Ms. Mary Klatko, Director, Food and Nutrition Service; Ms. Jackie French, Instructional Facilitator, Physical Education; and Ms. Linda Rangos, Coordinator, Health and Physical Education

Staff presented an update on the implementation of Policy 9090 Wellness Through Nutrition and Physical Activity. Ms. Rangos reported that Family and Consumer Science is taught to all 6th grade students and that nutrition education is one component of the health education curriculum at each level. She informed the Board that curriculum for the Advanced Inquiry: Future of Food unit was developed for the Reading Program. In this course, students will develop an understanding of modern food systems and hidden costs and benefits to decisions people make about what foods to buy and eat. As a capstone project, students will work in small teams to design a restaurant concept and menu consistent with a regenerative food system.

Ms. Jackie French reported that Fitness Improvement Plans were developed last year by each school's physical education department. The teachers were asked to examine current

fitness data, identify area(s) that need improvement, create strategies for improvement, and implement strategies throughout the school year. The Triathlon Lifestyles Physical Education unit of instruction is being piloted at two elementary, two middle, and two high schools in Grades 4, 6, and 9. The Columbia Triathlon Association has partnered with the HCPSS Office of Health and Physical Education to bring this new lifelong sport to Howard County students. Teachers will develop the curriculum and pilot lessons in swimming, biking, and running.

Ms. Klatko reported that all high school concession stands were inspected in an effort to make needed upgrades for Health Department licensing. All schools received a temporary license for both indoor and outdoor concession stands. The Food and Nutrition Service staff taught a 16-hour Safety and Sanitation course to the Athletic Directors and Booster Club members, as required by the Health Department. She also noted that the Food and Nutrition Service page on the HCPSS website is being revised and updated with new information, improved navigation tools, and the addition of a section for frequently asked questions.

*Discussion:*

A report on the Food and Nutrition Advisory Committee Recommendations will be presented to the Board in the near future.

Ms. Klatko stated that à la carte menu items offered for sale to students and adults at all grade levels will continue to meet the Institute of Medicine (IOM) and the Healthier U.S. Schools Challenge (HUSSC) criteria.

Mr. Meshkin asked about limitations on à la carte purchases for students. Mr. Brown stated that staff will provide feedback to the Board on current practices and recommendations for the future. Dr. Siddiqui suggested that feedback be included in the report from the Food and Nutrition Advisory Committee. Mr. Meshkin suggested that the report also include data referencing healthier snacks, including organic snacks offered in the pilot program at Centennial Lane ES.

Ms. Klatko noted that two Howard County schools currently participate in the Maryland Meals for Achievement Program, where every student and teacher in the school is provided breakfast at no cost to the school system. She added that the HCPSS is moving forward with increasing breakfast programs in other schools.

Ms. Klatko reported that in August 2011, all cafeteria managers attended an 8-hour training program on the Healthier U.S. Schools Challenge, presented by faculty from the USDA's National Food Service Management Institute. Cafeteria managers are implementing what they learned, and the school system's ultimate goal is to maintain a high quality nutrition program for all students.

Ms. Jackie French reported on the following efforts to increase physical activity:

- The physical education department has provided professional development to building administrators and team leaders.
- The Document Repository contains resources and tool kits for teachers, which include information about the integration of physical activity into every subject.
- Recess is recognized as an important part of each student's day, and school administrators are responsible for the way programs are implemented.

- Student fitness data is collected using a program called FITNESSGRAM, and a countywide report is developed each year.
- An elective course, *Sport for Life*, is currently being offered to high school students and interest is growing among students.

Board members asked staff to consider partnering with the Columbia Association in a swimming safety program for students in Howard County. Board members expressed a desire for staff to increase the focus on physical activity as a component of the wellness implementation program.

#### **\*FY 2012 State Budget Supplementary Appropriation**

*Presenters:* Mr. Raymond Brown, Chief Financial Officer, and Mr. Ken Roey, Executive Director, Facilities, Planning, and Management

On June 10, 2011, the Board of Public Works (BPW) requested that Howard County identify projects eligible for funding under the provisions of House Bill 1213, enacted as part of the 2011 General Assembly actions. As directed by the Board on October 20, staff reviewed existing requirements using the BPW's criteria.

The facility assessment completed in 2009 by Gilbert Architects shows that 53 percent of the existing deferred maintenance items were roof repair or replacement projects. Within the last month, Building Services staff has reviewed the Gilbert Study and in-house information from maintenance inspections, service logs, and a roof repair history. Based on this comprehensive assessment, staff prioritized the roofs requiring major repairs and recommended that the following projects be considered as part of any revised submission to the Board of Public Works:

- Bollman Bridge Elementary School - Remove and replace the existing 24-year-old steep sloped metal roof panels, insulation and sheet metal (34,000 Sq ft). Repair and/or replace all deteriorated or damaged decking. The resin foam insulation accelerated corrosion to the metal and has been the subject of a class action lawsuit. The project estimate is \$665,000.
- Dunloggin Middle School - Remove and replace the existing 26-year-old low-sloped, single-ply thermoplastic roof system to include insulation and sheet metal and replacement of the penthouse wall panels (64,000 Sq ft). Remove and replace the existing roof deck. Note that the expected service-life of these types of roof systems is 20 years. Significant leaks have been reported in seven different instructional areas this year. The project estimate is \$1,779,000.
- Harper's Choice Middle School - Remove and replace the existing 24-year-old low-sloped single-ply thermoplastic roof system to include insulation and sheet metal and replacement of the penthouse wall panels (66,000 Sq ft). Remove and replace the existing roof deck. Despite repeated repairs, leaks have been reported in several different instructional areas. The project estimate is \$1,814,000.
- Howard High School - Remove and replace the existing 25-year-old low-sloped single-ply thermoplastic roof system to include insulation and sheet metal. The scope of work only includes the science wing and the adjacent bridge roof, as well as the old gymnasium and adjacent lower roof. Numerous repairs have been made throughout the thermoplastic roof sections, including field membrane patches and sealant applied to lap seams; however, pooling



continues to occur throughout the roof sections, and significant leaks continue to be reported in this section of the building. The project estimate is \$722,000.

The Board will hold a public hearing on December 8 and take action on the final list of approved projects on December 20, 2011.

*Discussion:*

Mr. Roey stated that the school system has addressed the critical items regarding Fire and Life Safety Systems as identified in the Gilbert Study.

Mr. Brown explained the distinction between high priority maintenance projects versus improvements and upgrades. He added that a prioritized list of projects will be provided to the Board.

Mrs. French asked for clarification on a project proposed for Wilde Lake MS, noting its educational significance. Mr. Roey will provide details to the Board.

Mr. Roey confirmed that projects requested under the supplementary appropriation cannot be part of a local funding match. Details on projects will be posted on BoardDocs prior to the public hearing on December 8.

### **Policy 2070 Ethics**

*Presenters:* Mr. Raymond Brown, Chief Financial Officer, and Mr. Dan Furman, Staff Attorney

On November 4, 2010, the Board gave tentative approval to Policy 2070 Ethics, its Implementation Procedures, and corresponding Ethics Regulations. The Ethics Regulations were then submitted to the Maryland State Ethics Commission for review and approval.

Mr. Blom reported that the Commission is requiring changes to the Board's Ethics Regulations, which are reflected in the revised policy, implementation procedures, and regulations. Some items have been moved from the HCPSS Ethics Regulations to the policy. Staff has submitted these documents to the State Ethics Commission for further review and is awaiting response. When feedback is received from the Commission, staff will present the documents for Board approval.

*Discussion:*

Mr. Blom explained that the HCPSS Ethics Regulations must mirror the state's, but a higher ethical bar may be created through Board policy. Mrs. French asked Board members to consider whether or not to include language in the policy regarding conflicts of interest related to family members employed with HCPSS, which is not addressed in the state regulations.

Mr. Blom also explained that gifts exceeding \$20 in value from anyone directly or indirectly doing business with the school system must be reported. There are no longer exemptions from this provision.

**BOE 2012 Legislative Platform**

*Presenters:* Mr. Ray Brown, Chief Financial Officer, and Mr. Dan Furman, Staff Attorney

The 2012 Legislative Platform has been reviewed by the BOE Legislative Committee. The Board's advocacy on the state budget and legislative issues can be increased through the development, adoption, and dissemination of position statements to the Maryland General Assembly during the legislative session.

The Legislative Platform for 2012 is an integral component of an overall strategy on issues significant to public education in Howard County. The perspective in the Legislative Platform reflects this focus and is intended to assist elected representatives during the 2012 Maryland General Assembly Session.

*Discussion:*

Regarding funding for transportation to non-public schools in Howard County, Mrs. Giles explained that non-public school transportation is provided as required by law through county funding. Mr. Meshkin indicated a need for language to clarify this regulation.

Mrs. Giles noted that the Maryland State Board of Education is authorized to set curricular requirements as part of the Race to the Top (RTTT) grant.

Mr. Meshkin suggested that the Board add a statement to the platform indicating support of legislative efforts to create a criminal penalty for failing to report cases of child sex abuse to law enforcement authorities. Board members discussed options for language that could be incorporated in the platform.

Mr. Dyer suggested removing the fourth bullet on page 18, which states that The Howard County Board of Education opposes any legislation attempting to address student safety concerns that imposes unfunded mandates on local boards of education. Mrs. Giles agreed with the suggestion.

*Action:* Mrs. French moved approval of the Legislative Platform with the exception of school safety and student discipline and asked that the BOE Legislative Committee review concerns and address those sections for approval at another time. The motion was seconded by Mrs. Giles and approved by the Board (8/0).

**Recess** - The meeting was recessed by the Chairman at 7:04 p.m. and reconvened at 7:47 p.m.

**Public Forum**

There was no one present to address the Board.

**Appointment - Community Advisory Council (CAC)**

Mr. Ted Mallo, CAC Chairman, reported on recent activities of the committee, including a presentation the CAC received on the Aspen Student Information System and a discussion regarding HCPSS policies currently undergoing review.

**\*Hammond HS and Oakland Mills HS Bus Shelter Agreement**

*Presenter:* Mr. Ben Piccard, Howard Transit

Howard Transit, a local commuter bus company serving the citizens of Howard County, has requested permission to construct a transit bus shelter at Hammond HS to serve students and citizens of Howard County. The shelter would help improve access to the bus as well as provide relief from the outside elements. The county will be responsible for both the construction and maintenance costs under this agreement. School administration and the school system's Transportation Office are both in support of this agreement.

*Discussion:*

Mr. Piccard reported that the shelters will be located at existing bus stops and will provide presence at the schools. Mr. Piccard will provide options and costs for adding a bus stop at the Department of Education building.

Mr. Dyer asked that consideration be given to establishing a standard operating procedure that would give Mr. Roey the ability to approve the location of new shelters on school properties without the need for Board approval each time.

*Action:* Mrs. Giles moved approval of the Hammond HS and Oakland Mills HS Bus Shelter License Agreement. The motion was seconded by Mrs. French and approved by the Board (7/0\*).

**\*Approval of Attendance Area Adjustment (AAA) Plans**

*Presenters:* Mr. Ken Roey, Executive Director, Facilities Planning and Management; and Mr. Joel Gallihue, Manager, School Planning

Mr. Gallihue provided data on redistricting considerations requested by the Board as part of BOE Plan 3. Walk areas are preserved in this plan.

Mr. Gallihue noted that some Board members expressed concern regarding the reduced longevity of the plan with regards to Laurel Woods ES. He pointed out that the school was over projected by about 6 percent, so the plan would probably last longer than anticipated. Because of the over projection, this plan should hold until 2015, when enrollment would be above 110 percent.

Mr. Aquino spoke about providing an addition at Laurel Woods ES in the future as opposed to implementing additional geographic adjustments. Mrs. Vaillancourt stated that concerns have been expressed by teachers at Laurel Woods ES regarding safety for walkers as well as the challenges of a transient population. She indicated the need to reconsider moving walkers to schools where they are bused.

Mr. Gallihue tested various scenarios and provided the results associated with moving different polygons in BOE Plan 3. Board members discussed the pros and cons of each scenario.

Mr. Dyer stated his opposition to approving the AAA Plan at this time and indicated the need to address additional concerns from the Hammond ES community.

Mr. Meshkin urged the Board to consider providing flexibility to students and choices for parents by allowing rising 5th grade students the option to remain at their current schools and provide their own transportation. Several Board members disagreed with the suggestion and noted issues of staffing, equity, and successful transitioning for students.

Mrs. Vaillancourt expressed concern with making decisions based on transportation issues and agreed with providing options for families. Mr. Dyer asked that the vote on redistricting be postponed until information is provided on provisions for rising 5th grade students.

Dr. Siddiqui pointed out that the AAA process has been followed in accordance with Policy 6010 School Attendance Areas and acknowledged the difficulty in making redistricting decisions. She emphasized that decisions are based on the common good for all children in Howard County.

Mr. Gallihue was directed to review the impact of grandfathering current 4th grade students and to provide a report to the Board on the number of students affected. The Board will make a decision on possible exemptions for those students after receiving the report.

### **Laurel Woods ES**

#### **Polygons 1, 12, 1001**

*Motion:* Mr. Aquino moved that Laurel Woods ES send to Forest Ridge ES and Forest Ridge ES receive those students in Grades K-5 and future students who reside at properties with access to Washington Boulevard - Rt. 1 (North and South) from the Prince Georges County line to Brewers Court and all streets with egress to this segment of Washington Boulevard; the south side of Brewers Court; the west side of Washington Boulevard - Rt. 1 from Brewers Court to Whiskey Bottom Road; the South side of Whiskey Bottom Road to Harmony Lane; Homestretch Court, Mellow Court, Lilac Park Drive; Old Lantern Way from Whiskey Bottom Road to Moonshine Hollow; the east side of Moonshine Hollow from Whiskey Bottom Road to Tumbleweed Run.

*Action:* The motion was seconded by Mrs. French and approved by the Board (6/1\*), with Mr. Dyer voting no.

### **Forest Ridge ES**

#### **Polygons 260, 1260, 4047**

*Motion:* Mrs. French moved that Forest Ridge ES send to Bollman Bridge ES and Bollman Bridge ES receive those students in Grades K-5 and future students who reside at properties with access to Washington Boulevard - Rt. 1 (North and South) between Brewers Court and the Little Patuxent River including all streets with egress to that segment of Washington Boulevard - Rt. 1 except those on the west side of Washington Boulevard - Rt. 1 between Brewers Court and Whiskey Bottom Road; Whiskey Bottom Road from Washington Boulevard - Rt. 1 to the Prince Georges County line; Freestate Drive; the south side of Gorman Road to Knightsbridge Road; Knightsbridge Road from Gorman Road to the Hammond Branch including all streets with egress to that segment of Knightsbridge Road; the north side of Gorman Road from Washington Boulevard - Rt. 1 to Foundry Street.

*Action:* The motion was seconded by Mr. Aquino and approved by the Board (5/2\*), with Mr. Dyer and Mrs. Vaillancourt voting no.

### **Bollman Bridge ES**

#### **Polygons 27, 1027**

*Motion:* Dr. Siddiqui moved that Bollman Bridge ES send to Guilford ES and Guilford ES receive students in Grades K-5 and future students who reside at properties with access to the east side of Guilford Road from Mary Lane to Mission Road; the west side of Guilford Road from Vollmerhausen Road and Interstate 95 and all streets that egress to that segment of Guilford Road; Mary Lane and all streets with egress to Mary Lane; Pine Road and all streets with egress to Pine Road; Jones Road and all streets with egress to Jones Road.

*Action:* The motion was seconded by Mr. Aquino and approved by the Board (5/2\*), with Mr. Dyer and Mrs. Vaillancourt voting no.

### **Atholton ES**

#### **Polygons 18, 1018, 17, 1017**

*Motion:* Mrs. Giles moved that Atholton ES send to Hammond ES and Hammond ES receive students in Grades K-5 and future students who reside at properties with access to Murray Hill Road from Vollmerhausen Road to Guilford Road and all streets with egress to that section of Murray Hill Road; Guilford road from Murray Hill Road to Broken Land Parkway and all streets with egress to that section of Guilford Road.

*Action:* The motion was seconded by Mrs. French and approved by the Board (5/2\*), with Mr. Dyer and Mr. Meshkin voting no.

### **Guilford ES**

#### **Polygons 16, 1016**

*Motion:* Mr. Meshkin moved that Guilford ES send to Atholton ES and Atholton ES receive students in Grades K-5 and future students who reside at properties with access to the north side of Guilford Road from Broken Land Parkway to Carriage Hills Drive and all streets with egress to that section of Guilford Road.

*Action:* The motion was seconded by Mr. Meshkin and approved by the Board (6/1\*), with Mr. Dyer voting no.

### **Guilford ES**

#### **Polygon 15**

*Motion:* Mrs. Vaillancourt moved that Guilford ES send to Atholton ES and Atholton ES receive students in Grades K-5 and future students who reside at properties with access to the west side of Eden Brook Drive to the terminus of Eden Brook Drive and all streets with egress to and west of that section of Eden Brook Drive; Kindler Road from Guilford Road to First League and all streets with egress to that section of Kindler Road.

*Action:* The motion was seconded by Mr. Aquino and approved by the Board (6/1\*), with Mr. Dyer voting no.

### **Polygon 1015**

*Motion:* Mr. Aquino moved that Guilford ES send to Hammond ES and Hammond ES receive students in Grades K-5 and future students who reside at properties with access to the east side of Eden Brook Drive to the terminus of Eden Brook Drive and all streets with egress to and east of that section of Eden Brook Drive.

*Action:* The motion was seconded by Mrs. French and approved by the Board (6/1\*), with Mr. Dyer voting no.

### **Gorman Crossing ES**

#### **Polygon 7, 1007**

*Motion:* Mrs. French moved that Gorman Crossing ES send to Fulton ES and Fulton ES receive students in Grades K-5 and future students who reside at properties with access to Scaggsville Road from Leisher Road to the terminus of Scaggsville Road and all streets with egress to that section of Scaggsville Road, including all properties that are south of MD 216 that may not currently have access to Scaggsville Road; Stansfield Road from Old Bond Mill Road to Interstate 95 and all streets with egress to that section of Stansfield Road.

*Action:* The motion was seconded by Mrs. Giles and approved by the Board (6/1\*), with Mr. Dyer voting no.

### **Hammond ES**

#### **Polygon 221, 1221, 2221, 8, 1008, 1227**

*Motion:* Dr. Siddiqui moved that Hammond ES send to Fulton ES and Fulton ES receive students in Grades K-5 and future students who reside at properties with access to Scaggsville Road west of Leisher Road to the terminus of Scaggsville Road with all streets with egress to that section of Scaggsville Road, including all properties that are south of MD 216 that may not currently have access to Scaggsville Road; Leisher south of MD 216; Crest Road south of MD 216 and all streets with egress to that section of Crest Road, Ice Crystal Drive and all streets with egress to Ice Crystal Drive, properties with access to Sand Cherry Lane with all streets that egress to Sand Cherry Lane.

*Action:* The motion was seconded by Mr. Aquino and approved by the Board (6/1\*), with Mr. Dyer voting no.

### **Fulton ES**

#### **Polygon 114, 117, 122, 125, 126, 296, 1114, 1115, 1117, 1125, 1296, 2114, 2115, 3115**

*Motion:* Mrs. Giles moved that Fulton ES send to Pointers run ES and Pointers Run ES receive students in Grades K-5 and future students who reside at properties with access to Scaggsville Road north and west of Lime Kiln Road to Hall Shop Road and all streets with egress to this section of Scaggsville Road; Pindell School Road from Scaggsville Road to Simpson Road and

all streets with egress to this section of Pindell School Road; Browns Bridge Road from the Montgomery County line to Scaggsville Road with all streets with egress to Browns Bridge Road; Johns Hopkins Road from Pindell School Road to Flamewood Drive and all streets with egress to this section of Johns Hopkins Road including Oak Crest Drive to its current terminus; excluding properties on the east side of Browns Bridge Road within 1000 feet north or south of Lime Kiln Road; Flamewood Drive, and all streets with egress to Flamewood Drive; Old Hopkins and all streets with egress to Old Hopkins. Sanner Road from Johns Hopkins Road to MD 32 and all streets with egress to Sanner Road; Montpelier Road; the Southside of Simpson Road from Sudbury Court to Hall Shop Road and all streets with egress to this section of Simpson Road; Moorland Road from Browns Bridge Road to the terminus of Moorland Road and all streets with egress to Moorland Road.

*Action:* The motion was seconded by Mr. Aquino and approved by the Board (5/1/1\*), with Mr. Dyer voting no and Mr. Meshkin abstaining.

### **Polygon 119, 1119, 194, 1194**

*Motion:* Mr. Meshkin moved that Fulton ES send to Dayton Oaks ES and Dayton ES receive students in Grades K-5 and future students who reside at properties with access to Scaggsville Road west of Hall Shop Road to Clarksville Pike (MD 108) and all streets with egress to this section of Scaggsville Road; Hall Shop Road from Scaggsville Road to Clarksville Pike (MD 108) and all streets with egress to this section of Hall Shop Road; Clarksville Pike (MD108) from the Montgomery County line to the intersection of Highland and Scaggsville Road and all streets with egress to this section of Clarksville Pike; Mink Hollow Road from the Montgomery County line to Highland road and all streets with egress to Mink Hollow Road.

*Action:* The motion was seconded by Mrs. French and approved by the Board (6/1\*), with Mr. Dyer voting no.

**Adjournment** - By Board consensus, the meeting was adjourned at 10:00 p.m.

### **Information Items**

- A. Success of the Athletic Trainer and Teams
- B. New Elementary School #41 Design Development Submission Comments from Maryland State Department of Education (MSDE)
- C. Phelps Luck ES Construction Document Submission Comments to MSDE

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

December 8, 2011

The Board of Education of Howard County met in closed session on Thursday, December 8, 2011, at 2:00 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss next steps in the acquisition process for the Ducketts Lane property or alternative sites.. The motion was seconded by Brian J. Meshkin and approved 6/0. Mrs. French arrived at 2:10 p.m. after the vote to close the meeting. Persons present: Board members, Janet Siddiqui, M.D., Chairman; Sandra H. French, Vice Chairman; Frank J. Aquino, Esq.; Allen Dyer, Esq.; Ellen Flynn Giles; Brian J. Meshkin; and Cynthia L. Vaillancourt.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Dr. Sydney L. Cousin, Superintendent; Mamie Perkins, Deputy Superintendent;, Raymond Brown, Chief Operating Officer; Ken Roey, Executive Director, Facilities Planning and Management; Bruce Gist, Director School Construction; Joel Gallihue, Manager School Planning; Charles D. MacLeod, Esquire of Funk & Bolton, P.A.; Kathleen V. Hanks, Recording Secretary

Staff presented the status of negotiations on the Ducketts Lane property and their recommendations. The Board voted to accept the Superintendent's recommendation.

Adjourned: 2:40 p.m.

Submitted by: \_\_\_\_\_  
Janet Siddiqui, M.D., Chairman  
Board of Education



## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

December 14, 2011

The Board of Education of Howard County (BOE) held a special meeting for the purpose of developing the Superintendent Profile on December 14, 2011, at 6:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Sandra H. French, Chairman  
Frank J. Aquino, Esq., Vice Chairman  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin (left at 7:15 p.m.)  
Janet Siddiqui, M.D.  
Cynthia L. Vaillancourt

Kathleen V. Hanks, Recording Secretary

Chairman Sandra French called the meeting to order at 6:02 p.m., and Mr. Aquino led the group in the Pledge of Allegiance.

### Approval of Agenda

*Action:* Mr. Aquino moved approval of the agenda as presented. The motion was seconded by Mr. Meshkin and approved by the Board (7/0).

### Superintendent Profile

*Presenter:* Mr. Jim Ogelsby, Ray and Associates, Inc.

### Survey Results:

Mr. Ogelsby discussed the survey process with the Board and reported the results. The survey asked Board of Education members, employees, and other constituents to select the 10 most desirable characteristics from the 33 listed in the survey instrument. As expected, many constituents used the online survey. This was especially true of parents. He reviewed the results of each category. The number of survey participants included:

- 209 Teachers
- 75 Administrators
- 81 Support Staff
- 691 Parents
- 82 Students
- 46 Non-Parent Community Members
- 43 Other
- 1 Community Advisory Council (CAC)
- 11 Business/Non-Profit Communities
- 3 Former Board Members

Approved – December 20, 2011

OAH-DYER-001337

- 1 American Federation of State, County, and Municipal Employees (AFSCME)
- 1 Student Council member
- 4 HCPSS Staff
- 1 Higher Education
- 6 Board of Education Members

It was noted that not all attendees at each session with the consultant completed a survey.

At the encouragement of the consultant, many survey respondents provided additional comments. Mr. Ogelsby distributed copies of the survey comments to the Board. There was discussion regarding releasing the document to the public if names were redacted. Mrs. French stated that legal counsel would need to be consulted and that the document is to remain confidential because it contains names and requests that comments remain confidential. Mr. Ogelsby stated that the Board can use the document as a tool to create questions for the interview process and goals for the future Superintendent.

#### Superintendent Profile:

The Board reviewed the recommended characteristics for the Superintendent Profile. The recommendation of Ray and Associates is as follows:

#### *Recommend:*

1. Is a strong communicator; speaking, listening and writing.
2. Possesses excellent people skills and presents a positive image of the district but will listen to input and make a decision when necessary.
3. Inspires trust, self-confidence, and models high standards of integrity and personal performance with the ability to develop and communicate a vision of quality education for the future to the Board, staff, and community
4. Possesses the leadership skills required to respond to the challenges presented by an ethnically and culturally diverse community.
5. Is strongly committed to a "student first" philosophy in all decisions.
6. Is able to delegate authority appropriately while maintaining accountability.
7. Has knowledge of emerging research and best practice in the area of curriculum/instructional design and practice.
8. Has successful experience in sound management practices, including appropriate participation of others in planning and decision making.
9. Has demonstrated strong leadership skills in previous positions.
10. Is able to lead a large organization dedicated to goals of continuous improvement.

*Consider for Inclusion:*

11. Is able to identify and select building and central office administrators who are capable of advancing the district vision.
12. Possesses the ability to enhance student performance, especially in identifying and closing or narrowing the gaps in student achievement.

*Discussion:*

Board members discussed including items 11 and 12 as part of the characteristics. Dr. Siddiqui stated that it is important to include 12 in the profile because closing the achievement gap is a goal for the current Superintendent.

Mr. Dyer indicated that item 11 may be duplicative, as its components are included in the first 10 items. He agreed with including item 12 and noted the importance of closing the achievement gap.

Mr. Meshkin felt that both items should be included, stating that item 11 is core and 12 is critical. He spoke about the difficulties in hiring and recruiting excellent staff, and Mr. Aquino agreed.

*Action:* Dr. Siddiqui moved that Board accept all twelve characteristics to be included in the advertisement brochure. The motion was seconded by Mr. Meshkin and approved by the Board (7/0).

Brochure:

The Board reviewed the draft brochure and suggested edits to the document. Mr. Ogelsby pointed out that candidates can review more detailed information through the website. After in-depth discussion, the Board recommended changes in the language for clarity.

Mrs. Hanks will work with the Public Information Office to revise the brochure and will forward the document to the Chairman for review. The final brochure will be returned to Ray and Associates by December 18, 2011.

*Action:* Mr. Aquino moved that the Board delegate authority to the Board Chairman to finalize the production of the Superintendent vacancy brochure. The motion was seconded by Mr. Dyer and approved by the Board (7/0).

Salary Parameters:

Mr. Gary Ray of Ray and Associates joined the meeting via cell phone. The consultant recommended that the salary parameter be in the range of \$275,000. The consultant feels it is important to have a solid number to attract excellent candidates. He indicated the need for the salary to reflect the high expectations of the position. After applications are received, the Board can negotiate the contract to whatever salary package they choose. There was in-depth discussion regarding salary parameters that would be listed in the Superintendent vacancy brochure.

*Action:* \*Dr. Siddiqui moved that language in the brochure state that the salary will be in the range of \$275,000 with an excellent comprehensive benefit package. The motion was seconded by Mrs. Giles and approved by the Board (\*5/1), with Mr. Dyer voting no.

**Next Steps - Ray and Associates, Inc.**

As stated in the previously approved schedule by the Board, as soon as the vacancy brochure is finalized, it will be forwarded to Ray and Associates to be placed on their website and on the HCPSS website by approximately December 15, 2011. Mr. Ogelsby stated that the Board is not to handle any applications or have any discussions other than that the Board has hired a consultant. Interested parties are to be directed to Ray and Associates. He explained that they are beginning the recruitment process through a number of avenues. It is Ray and Associates desire to have a choice of several excellent candidates for the Board by February 22, 2012,

Mr. Dyer asked if it was necessary to have a discussion on whether or not the candidates will be interviewed by the public. Mr. Ogelsby stated that a decision is not necessary at this time, and the Board can make that determination after the first set of interviews. Mrs. French indicated that it would be more effective to have the discussion closer to the beginning of the interview process.

**Adjournment** - By consensus the meeting was adjourned at 7:36 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

January 5, 2012

The Board of Education of Howard County (BOE) held a policy workshop with a representative of the Maryland Association of Boards of Education (MABE) on Thursday, January 5, 2012, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Sandra H. French, Chairman  
Frank J. Aquino, Esq., Vice Chairman  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Janet Siddiqui, M.D.  
Cynthia L. Vaillancourt  
Tomi Williams, Student Member

Arlene Conway, Recording Secretary

### Board of Education Policy Workshop

*Presenter:* Mr. Stephen Bounds, Director of Legal and Policy Services, Maryland Association of Boards of Education (MABE)

#### *Highlights:*

Mr. Bounds explained the Board's role in developing policy and the differences between policy and implementation procedures:

- Policy explains "what" and "why."
- Implementation Procedures explain "how" and "when."
  
- Written policy is needed to:
  - Ensure continuity.
  - Clarify expectations.
  - Direct the Superintendent.
  - Inform the public.
  - Secure the Board's position.
  
- Policy development is a cooperative effort involving the Board, staff, and members of the community.
- Policy adoption is a function of the Board.
- Policy implementation is a function of the Superintendent and staff.
- Policy review and evaluation is a function of the Board.

Approved - January 26, 2012

OAH-DYER-001341

### Top 10 Policy Dangers:

1. Blurring the line between policy and implementation procedures.
2. Failure to maintain policies and implementation procedures.
3. Failure to communicate changes to staff.
4. Inadequate training of staff regarding key policies.
5. Lack of easy access to policies and implementation procedures.
6. Failure to follow existing policies and implementation procedures.
7. Misalignment between policy, implementation procedures, and practice.
8. Poorly maintained historical records, e.g., meeting minutes explaining changes.
9. Failure to seek advice of legal counsel.
10. Reactive policy-making.

Mr. Bounds provided a list of 12 key pre-policy questions and 12 post-policy questions for consideration in the revision/development process. He emphasized the importance of reviewing, evaluating, and ensuring that policies are as effective as possible while also balancing the productivity of both staff and the Board.

Mr. Bounds reported on research he has conducted regarding policy evaluation and measurement in other counties. Only one or two school districts have language in their policy on policy development that indicates measurement as part of policy, but research does not indicate how to actually evaluate the effectiveness of policies. Mr. Bounds pointed out that the few school districts that tried to implement a formal evaluation process of every policy stopped doing so because of the difficulty and amount of time required. He stated that the type of review that is currently being done by HCPSS staff appears to be as effective as any other county in the state.

Mr. Bounds pointed out that Howard County is the only jurisdiction in Maryland that holds a public hearing on every policy presented for development or revision.

### *Discussion:*

Mr. Meshkin spoke about the post-policy questions and the need to find a way to determine the effectiveness of policies. He stated that not every single policy can be measured in a definitive, quantitative manner. He asked how the post-policy questions can be answered without having a section on measurements and reporting in policy.

Mr. Bounds stated that the time to look at measurements would be during the adoption or review of a policy to determine whether or not there is information that could be used as a measurement of the policy's success. There is no one-size-fits-all measurement for policy.

Mr. Bounds indicated that the language in the current proposal for Policy 2020 Policy Development and Adoption describes the Board's responsibility very well in holding staff accountable. The Board must determine how that will be done, through reports, data points, etc. Some policies may not be measurable.

Mr. Meshkin asked if Mr. Bounds thought the Board should delineate measurements in those policies where it would be appropriate. Mr. Bounds indicated that that is a function of staff. He felt that the language stating "The Superintendent will develop a process to ensure the continuous monitoring of Board policies and their implementation, including the submission of required reports to the Board of Education" is appropriate to address the issue of

measurements. He cautioned the Board to be mindful of staff's time and possibly taking them away for other important duties in trying to define measurements.

Mr. Aquino stated that the resolution presented by Mr. Ray Brown, Chief Operating Officer, to give staff the responsibility to determine measurements is a good solution. He indicated that concentration on measurements and noting which policies are impacted can be incorporated into the reports that are continually brought to the Board. He agreed with the idea of measuring success but noted the difficulty in determining the degree to which things are measured.

Dr. Siddiqui stated that a disconnect exists with the data being captured but not making a connection with policy. She asked if it would be better to have the committee reviewing a policy look at areas that could possibly be measured or where data is being collected. Mr. Meshkin agreed with Dr. Siddiqui's point.

Mr. French pointed out that very useful data is continually collected, such as child abuse reporting, and asked how an effective measurement could be put into many of the policies.

Mr. Dyer stated that he sees this as a statewide issue and suggested that a concerted effort be made to obtain organized research on the subject of measurements. Mr. Bounds pointed out the challenges with that task because every jurisdiction's policy on policy development is different. He stated that he would contact his counterparts in other states and provide any feedback to the Board. He commented on the high quality of HCPSS policies.

Mrs. Vaillancourt stated that it would be helpful if a clear path could be established for reporting data or other information that seeks to answer questions that apply to particular policies.

Mr. Bounds suggested that the Board ask staff for recommendations on ways to accomplish the Board's intent by looking at reports and tying the information to current policies. He has not found a good model or method in other jurisdictions and noted the need for the Board to develop a sense of the desired outcome. Mr. Bounds reiterated that he would ask for suggestions from other boards of education throughout the United States and report responses to the Board.

Mrs. Vaillancourt asked if trying to include reporting in policy would make the policies unwieldy or should those issues be placed in the implementation procedures. Mr. Bounds replied that building a reporting requirement into every policy would be unrealistic. Theoretically, he agreed with the idea of building requirements into policy but indicated that it would be creating work for staff that would not be productive and the Board may receive data points that do not necessarily provide the desired information. He acknowledged that there are times when data would be very helpful in determining if policies are working. Mr. Bounds stated that consideration should be given to measurements during every policy review, but the Board must recognize that it will not always be possible to determine a measurement component.

Mrs. Giles agreed that measurements work with some policies but not all. She noted that each policy contains cross references to other policies that have an impact or that factor into how another policy works. She pointed out that policy is supposed to support the two goals of the school system and stated that it may be possible to include information in the Bridge to Excellence (BTE) reports on how policies play a role in meeting those goals. When the actual review of a policy takes place, those data points and other information can be reviewed to determine if something could be included in the policy that helps further the school system's

goals and objectives. She agreed that there is no one-size-fits-all solution and noted the difficulty that would be associated with measuring the success of a policy such as site selection. She pointed out some of the problems with data reporting in particular policies and how the information does not always accurately convey the success of a policy.

Mr. Meshkin noted the importance of keeping in mind that the way measurements are determined is not always the same. He stated that measurements can be related to qualitative findings and suggested that every Board policy answer the pre-policy question of "What do you want this policy to accomplish?" which may not always be related to a number. Mr. Aquino noted that the purpose statement in a policy points out why the policy is needed, and staff reports to the Board many times when policies are recommended for elimination or revision as part of the review process.

Mrs. Vaillancourt noted that newer Board members have more of a view from the parent's perspective than the institutional memory that enables others to know when and how issues will be addressed. She asked to what extent the assumptions could be determined in order to better understand where to find the information that shows a policy is working.

Mr. Meshkin suggested that a section of every policy quantify what the Board wants the policy to accomplish, how reports will be received, or some type of measurement of the policy.

Mrs. French pointed out that an annual report is provided to the Board by the Superintendent and staff indicating which policies are not working as intended and need review and revision, as well as those that are still effective and need no changes. She commented on the policy workshops that are presented by the National School Boards Association from the state of Illinois. She noted that their policies contain language such as "for evaluation or for accountability, the superintendent will report to the board on those policies which are working and which need improvement." She noted that how data is counted or reported is the responsibility of their professional educators and not dictated by their board.

Mr. Meshkin agreed with Mrs. French but stated that the language in Policy 2020 is different from that of Illinois, which states that the superintendent will report on what is working and what is not working. He recommended that the same language be included in Policy 2020. Mrs. French felt that the current proposed language accomplishes the same goal.

Mr. Brown referred to previous discussions on this issue and asked that staff be given the opportunity to report to the Board on the progress of developing measurements to inform the school system about the success of its strategic plan. He indicated that the process would help the Board in determining how effective a policy may or may not be in terms of meeting the strategic plan. He noted that data reporting versus measurements are different, and staff is determining how to develop measurements associated with the strategic plan, keeping in mind the potential for having a way to evaluate or measure the effectiveness of policies as part of that process.

Dr. Siddiqui recommended that part of the policy review process include language in the charter for the committee to look at effectiveness, data, or measurements associated with the policy. She suggested that language be implemented in Policy 2020 that would give that direction while staff continues strategic planning in terms of overall system measurements. The Policy Specialist could research whether or not language should be placed in the charter in terms of measurements or evaluations.



Mrs. Vaillancourt stated that she would occasionally like to see backup data in order to ensure that the Board is accountable for its responsibilities. She asked that policy review committees provide the rationale for decisions on reporting data and where particular reports can easily be found by the community. Mrs. Giles proposed that policy reports address discussions of the review committee on particular issues.

Mr. Meshkin suggested adding language to policy to the effect that "The Superintendent will develop measurements and reporting to evaluate the effectiveness of Board policies and their implementation by linking existing data sources to policy as deemed appropriate on a specific policy basis, including the submission of required reports to the Board of Education." Reports to the Board will indicate links to where data related to the policy is included in the BTE plan. Mr. Meshkin stated that there are differences between monitoring and determining if something is working or not and indicated the need to include language that addresses this matter. He indicated that he is no longer adamant about including a measurement and reporting standard in Policy 2020 and felt that a middle ground will allow for coalescence around the idea of saying that something more than continuous monitoring is desired. He stated his interest in linking existing data sources to policy so that there are measurements and reporting on the effectiveness of Board policies and their implementation.

Staff was asked to bring advice to the Board on addressing the topics of discussion, including language that could be incorporated into Policy 2020 regarding measurements or reporting.

Board members expressed appreciation to Mr. Bounds for presenting the workshop. Mr. Bounds stated that he would report any additional information he receives from other boards of education over the next few days.

The Policy Workshop concluded at 5:36 p.m.

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

January 5, 2012

The Board of Education of Howard County (BOE) held a meeting on the Presentation of the Superintendent's Proposed FY 2013 Operating Budget Request on Thursday, January 5, 2012, at 7:30 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Sandra H. French, Chairman  
Frank J. Aquino, Esq., Vice Chairman  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Janet Siddiqui, M.D.  
Cynthia L. Vaillancourt  
Tomi Williams, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Mamie Perkins, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Sandra French called the meeting to order at 7:30 p.m., and Mr. Williams led the group in the Pledge of Allegiance.

### **Approval of Agenda**

The following change was made to the agenda:

Change: Item 3. Adjournment - Change to Closed Session - Action

*Action:* Dr. Siddiqui moved approval of the agenda as amended. The motion was seconded by Mrs. Giles and approved by the Board (8/0).

### **Presentation of the Superintendent's Proposed FY 2013 Operating Budget**

*Presenter:* Dr. Sydney Cousin, Superintendent of Schools

#### *Fiscal Year 2013 Request Totals \$697 million*

Dr. Cousin unveiled his eighth and final operating budget as Superintendent of the Howard County Public School System (HCPSS). Dr. Cousin will retire from the HCPSS on July 1, 2012,

The proposed budget for FY 2013 totals \$697.1 million, which represents an increase of \$13.3 million (1.9 percent) over the approved FY 2012 budget. Dr. Cousin indicated that the proposal protects the classroom by maintaining current class sizes, adding teaching positions to address enrollment growth, and funding instructional resources.

The school system expects to enroll over 800 additional students next year, and \$4.9 million of the increase addresses costs associated with growth. The budget adds a total of 79.2 new positions, including 68.9 to specifically address growth. While the budget includes few new initiatives, it does focus existing funds on those programs that will ensure the school system maintains momentum toward world-class status.

The school system hopes to receive \$476 million in funding from the county. That figure represents Maintenance of Effort plus \$3.3 million for technology, which was previously funded through the capital budget. The increase of \$8.0 million represents a 1.8 percent change in county funding. The remainder of the increase would come in the form of state and federal funding.

Dr. Cousin said that school officials began the budget development process anticipating that funding would be limited due to the sluggish economy and uncertainties about state funding.

The \$13.3 million increase includes:

- \$6.4 million to cover mandatory increases and items that are negotiated or required by recent legislation, including funding the second year of the salary step increase for employee groups, effective June 30, 2012.
- \$5.3 million to support the continuation of current programs such as the technology replacement cycle.
- \$4.9 million to provide for enrollment growth, including 68.9 new classroom positions.
- \$700,000 is dedicated to program enhancements including positions to support the second year of the elementary World Language Pilot, a High School Assessment (HSA) mastery teacher for the Homewood Center, and a teacher for the new Homeland Security Academy.
- To offset the increase, the budget reflects \$4.0 million worth of reductions.

Dr. Cousin stated that the system has been positioned well financially over the past several years by adopting long-term, cost-saving measures that continue to positively impact the current budget as well as this proposal.

The Superintendent characterized the funding request as both realistic and fiscally responsible. He said that it reflects the system's priorities, as well as a commitment to good stewardship, and ensures that schools will have the funding necessary to provide the world-class education Howard County students deserve.

Although the HCPSS is considered among the best in the nation, Dr. Cousin said the school system has an obligation to its students to strive for world-class status. "For this generation of students to stand shoulder to shoulder with their peers in other nations, they must receive instruction that is rigorous and meets the highest international standards," Dr. Cousin said. Our challenge will be to stay the course and not let the current economic climate deter our progress. Funding, or the lack of funding, cannot and will not be used as an excuse for providing anything less than a world-class education for our students."

Dr. Cousin remarked that he is most proud of how well the school system has managed during tough economic times. He said that the system used the challenge as an opportunity to become more focused and more efficient. "I am confident that I am leaving the Howard County Public School System well positioned for the future," he concluded.

The Board will hold a public hearing on the budget on Tuesday, January 31, beginning at 7:00 p.m., followed by public work sessions on February 2, February 7, February 14, and February 16. The Board is scheduled to approve both its operating and capital budget requests at 9:00 a.m. on Tuesday, February 21, 2012.

### **Closed Session**

*Action:* Mr. Aquino moved that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss and receive legal counsel on site acquisition and the Ducketts property. The motion was seconded by Mrs. Giles and approved by the Board (7/0\*).

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

January 5, 2012

The Board of Education of Howard County met in closed session on Thursday, January 5, 2012, at 8:10 p.m, in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Frank J. Aquino that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss and receive legal counsel on site acquisition and the Ducketts property. The motion was seconded by Ellen Flynn Giles and approved 7/0. Persons present: Board members, Sandra H. French, Chairman; Frank J. Aquino, Esq., Vice Chairman; Allen Dyer, Esq.; Ellen Flynn Giles; Brian J. Meshkin; Janet Siddiqui, M.D.; and Cynthia L. Vaillancourt.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Dr. Sydney L. Cousin, Superintendent; Mamie J. Perkins, Deputy Superintendent; Raymond Brown, Chief Operating Officer; Mark Blom, General Counsel; Ken Roey, Executive Director, Facilities Planning and Management; Joel Gallihue, Manager School Planning; Andrea Leahy, Esquire of Funk & Bolton, P.A.; Kathleen V. Hanks, Recording Secretary

**SITE ACQUISITION AND LEGAL COUNSEL**

The Board received legal counsel and the Superintendent's recommendation. After in-depth discussion, the Board voted to proceed with the Superintendent's recommendation.

Adjourned: 10:05 p.m.

Submitted by: \_\_\_\_\_  
Sandra H. French, Chairman  
Board of Education

Approved – January 12, 2012

OAH-DYER-001349

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

January 12, 2012

The Board of Education of Howard County met in closed session on Thursday, January 12, 2012, at 2:30 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Ellen Flynn Giles that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss pending litigation brought by Mr. Allen Dyer and pending legal proceedings regarding Mr. Dyer's removal from the Board. The motion was seconded by Frank Aquino and approved 6/0/1 with Mr. Dyer abstaining. Mr. Dyer voiced his objection of the Board going into closed session as he believes statute prohibits some of the proceedings that are to be discussed. Mrs. French noted his objection.

Persons present: Board members, Sandra H. French, Chairman; Frank J. Aquino, Esq., Vice Chairman; Ellen Flynn Giles; Janet Siddiqui, M.D.; Cynthia L. Vaillancourt; and Tomi Williams, Student Member.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Judith S. Bresler, Carney, Kelehan, Bresler, Bennett & Scherr LLP; Kathleen V. Hanks, Recording Secretary

The Board received an update on pending litigation with Mr. Dyer and received advice of counsel.

Adjourned: 3:23 p.m.

Submitted by: \_\_\_\_\_  
Sandra H. French, Chairman  
Board of Education

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

January 12, 2012

The Board of Education of Howard County met in closed session on Thursday, January 12, 2012, at 6:15 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Dr. Janet Siddiqui that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss school sites. The motion was seconded by Ellen Flynn Giles and approved 7/0. Persons present: Board members, Sandra H. French, Chairman; Frank J. Aquino, Esq., Vice Chairman; Allen Dyer, Esq.; Ellen Flynn Giles; Brian J. Meshkin; Janet Siddiqui, M.D.; and Cynthia L. Vaillancourt.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Dr. Sydney L. Cousin, Superintendent; Mamie J. Perkins, Deputy Superintendent; Raymond Brown, Chief Operating Officer; Sue Mascaro, Chief of Staff; Linda Wise, Chief Academic Officer; Mark Blom, General Counsel; Ken Roey, Executive Director Facilities Planning and Management; Bruce Gist, Director School Construction; Joel Gallihue, Manager School Planning; and Kathleen V. Hanks, Recording Secretary

**SCHOOL SITES**

The Board received an update from staff on Elementary School #41. After in-depth discussion, the Board voted on how to proceed.

Adjourned: 6:50 p.m.

Submitted by: \_\_\_\_\_

Sandra H. French, Chairman  
Board of Education

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

January 12, 2012

The Board of Education of Howard County (BOE) held a regularly scheduled meeting on Thursday, January 12, 2012, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Sandra H. French, Chairman  
Frank J. Aquino, Esq., Vice Chairman  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Janet Siddiqui, M.D.  
Cynthia L. Vaillancourt  
Tomi Williams, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer (afternoon session only)  
Mamie Perkins, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Sandra French called the meeting to order at 4:01 p.m., and Reservoir HS students Wes Horne, Jalen Thomas, and Allie Warrick led the group in the Pledge of Allegiance.

### Public Forum

There was no one present to address the Board.

### Approval of Agenda

*Action:* Dr. Siddiqui moved approval of the agenda. The motion was seconded by Mr. Aquino and approved by the Board (8/0).

### Superintendent's Report

Mrs. Perkins, reporting on behalf of the Superintendent, congratulated the following students:

- Jack Morris, Lime Kiln MS, and Sara Calvert, Centennial HS, for winning the 2011 Martin Luther King, Jr. Essay Contest.
- Running Brook ES 5th Graders who placed first among all elementary schools competing in the Central Region Stock Market Game.
- Jung Brian Lee, Centennial HS, and Stephen Chen, River Hill HS, for receiving honorable mention from the University of Maryland Mathematics Competition.
- Poetry Out Loud county-level competition winners Brian Gilbert of Marriotts Ridge HS, who took first place; Bethany Toner of Oakland Mills HS, who took second place; and Anna Cooke of Centennial HS, who placed third.

Approved – February 9, 2012

OAH-DYER-001352



### Student Representative's Report (Reservoir HS)

Reservoir HS Student Government Association (SGA) Representatives Wes Horne, Jalen Thomas, and Allie Warrick reported on activities and events sponsored at the school. The school's SGA has created a website to increase communication and cooperation among student groups and the community.

### Board Members' Reports

Board members reported on their attendance at recent school and community events.

### Consent Agenda (Restricted\*)

Bids and Contracts; Operating Budget Financial Report; School Construction Monthly Report; and Closed Meeting Minutes (Official and Confidential) of December 20, 2011, and January 5, 2012

*Action:* Mr. Aquino moved approval of the \*Restricted Consent Agenda. The motion was seconded by Mr. Meshkin and approved by the Board (7/0\*).

#### Bids and Contracts – Approved by the Board

<u>Action</u>	<u>Description</u>	<u>Vendor/Agency/Contract</u>	<u>Amount</u>
PR-1	Purchase of up to 12 single portable classrooms for distribution at various schools as required, delivered and set in place.	EMH Environmental Baltimore County Public Schools #MBU 532-09 – Modular Classrooms and Associated Services. Contract term: 5/06/2009 to 4/13/2013 Savings: Time and administrative cost to bid	\$55,140/unit

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
P-1	Gymnasium Equipment & Partition Inspection, Maintenance & Repair Services Partition Plus, Inc. R.J. McCarville Associates, Ltd T.J. Distributors, Inc. Total Award Amount (estimate)	\$100,000.00
P-2	Construction Manager Selection for New Middle School #20 J. Vinton Schafer & Sons, Inc.	\$93,000.00
P-3	Student Transportation Mellors Bus Service Trans-White, Inc. Baruch Transportation	\$ 53,811.00 55,890.00 56,250.00

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	HOB Enterprises, LLC	56,790.00
	Ashwell Transportation, Inc.	57,375.00
	K.A.M Enterprises, Inc.	75,600.00
	Skinner Transportation	76,905.00
	Bowens Bus Service	77,324.85
	Tip Top Transportation	<u>209,916.00</u>
	Total Award Amount	\$719,861.85
P-4	Wrestling Officiating Services Maryland Wrestling Officials Association	\$67,000.00
P-5	Legal Services Provided to the BOE and School System Nussbaum Law, LLC (transfer of contracts)	\$0.00
P-6	Request for Proposals for Supplemental Nursing Personnel and "One to One" Duty Nurse Services BTST Mentoring Service	\$45,000.00
P-7	Maryland Model for School Readiness Grant Ready at Five	\$63,665.00

Operating Budget Financial Report – Accepted by the Board

School Construction Monthly Report – Accepted by the Board

Closed Meeting Minutes (Official and Confidential) of December 20, 2011, and January 5, 2012 – Approved by the Board

**Consent Agenda General**

Donations and Regular Meeting Minutes of December 8, 2011

The minutes of December 8 were pulled for revision and will be brought back for approval on December 20, 2011.

*Action:* Mrs. Giles moved approval of the Donations report. The motion was seconded by Mr. Aquino and approved by the Board (8/0).

Donations – Approved by the Board

The following donations have been received:

ARL Automotive: Robert Schwab, 2001 Isuzu Rodeo, originally valued at \$1,000 should have been valued at \$2,000.

Bryant Woods ES: Patient First, in the amount of \$1,000, designated to purchase books for the school Media Center.

Clarksville ES: PTA, in the amount of \$675, designated for the performance of *Magic Pots and Recycled Bottles*, a cultural arts program.

Approved – February 9, 2012

- Swansfield ES: Target, in the amount of \$573.45, designated for the purchase of beanbags for the Reading Room.
- Ellicott Mills MS: PTA, in the amount of \$1,000, designated for activity bus expenses.
- Harpers Choice MS: Harper's Choice Community Association, in the amount of \$500, designated for student scholarships.
- ARL Automotive: Robert Schwab, 2001 Isuzu Rodeo, originally valued at \$1,000, should have been valued at \$2,000.
- Atholton HS: McDonald's Maple Lawn, in the amount of \$500, designated to assist with field trip expenses, supplies for guest speakers and assist with college application fees for Boys to Men Program.
- The PTR Group, Inc., in the amount of \$5,000, designated to the FIRST Robotics Team for parts and motors.
- Thomas & Dorothy Patterson, in the amount of \$518, designated for the purchase of regulation baseball bats.
- Glenelg HS: Boosters, in the amount of \$6,771.06, designated for supplies for various programs.
- Howard HS: Boosters, in the amount of \$682, designated for the purchase of dance team jackets.
- Long Reach HS: Boosters, in the amount of \$999.63, designated for the purchase of football equipment.
- AFCEA CMD Education Foundation, in the amount of \$1,000, designated to support Tech. Ed., Project Lead The Way.
- River Hill HS: PTSA, in the amount of \$4,000, designated to cover fee for motivational speaker, Michael Fowling.
- Boosters, in the amount of \$1,689.42, designated as follows: (\$1,000) for homecoming activities, (\$689.42) for the purchase of percussion and sound equipment for the music program.
- Wilde Lake HS: Robert S. and Elaine S. Ralph, in the amount of \$2,000, designated to the "Nora Scanlan Memorial Scholarship Fund," which has been established honoring the memory of Nora Scanlan, former WLHS Counselor.
- Mary Kay McCaw, in the amount of \$1,000, designated to the "Nora Scanlan Memorial Scholarship Fund."

Allines Incorporated, in the amount of \$1,000, designated to the "Nora Scanlan Memorial Scholarship Fund."

Howard County Office on Aging/50+ Expo, in the amount of \$1,000, designated to support general school instruction and operation.

**\*Administrative Appointment/Promotion**

<u>Name</u>	<u>From</u>	<u>To</u>
Ms. Lynnette Moore	Reservoir HS Instructional Team Leader	Howard HS Assistant Principal

*Action:* Mrs. Giles moved approval of the appointment of Ms. Lynnette Moore to Assistant Principal of Howard HS. The motion was seconded by Dr. Siddiqui and approved by the Board (7/0\*).

**Proclamation: Designating February 2012 as African American History Month**

This proclamation designates February 2012 as African American History Month. The first proclamation for the Howard County Public School System that designated February as African American History Month was approved by the Board of Education in January 1986.

*Action:* Mrs. Vaillancourt moved acceptance of the proclamation. The motion was seconded by Mrs. Giles and approved by the Board (8/0).

**Proclamation: Designating February as Gifted and Talented Education Month**

This proclamation designates February as Gifted and Talented Education Month. Educators of the Howard County Public School System are dedicated to providing each student with a rich, challenging curriculum and opportunities to enhance academic experience and stretch intellectual capacities.

*Action:* Dr. Siddiqui moved acceptance of the proclamation. The motion was seconded by Mr. Meshkin and approved by the Board (8/0).

**Proclamation: Designating February as Career and Technology Education Month**

This proclamation designates February as Career and Technology Education Month, which is an annual observance to recognize the importance of career and technology education for our students, staff, families, and the school community.

*Action:* Mr. Williams moved acceptance of the proclamation. The motion was seconded by Mrs. Giles and approved by the Board (8/0).

**Proposed 2012–2013 Academic Calendar**

*Presenter:* Mrs. Patti Caplan, Director, Public Relations

In the proposed academic calendar for 2012–2013, the school year will begin for teachers on August 20 and for students on August 27. Schools will be closed on September 3 for Labor Day, September 17 for Rosh Hashanah, and September 26 for Yom Kippur. Schools will be closed for students only on October 19 for the Maryland State Education Association (MSEA) Convention.

A Professional Development/Work Day for educators is scheduled for November 5, followed by the General Election Day on November 6, when schools are closed for students and staff. Fall parent-teacher conferences will be held November 19–21, followed by Thanksgiving break Nov 22–23. Schools will close from December 24 through January 1 for a 10-day Winter Break.

In January, schools are closed on the 21st for Martin Luther King, Jr. Day and for students on the 22nd, giving teachers a professional workday. Spring parent-teacher conferences are scheduled for February 13–15, and schools are closed on February 18 for Presidents' Day.

Spring Break begins on March 29 and runs through April 5. Schools are closed for students on April 25 for a countywide Professional Development (PD) Day and May 17 for a Professional Development/Work Day. Memorial Day is May 27.

The proposal includes a recommendation to build in five inclement weather makeup days at the end of the year. As a result, the last day of school is scheduled for June 20. If fewer than five days are needed for inclement weather makeup, the school year will end earlier.

*Discussion:*

Mrs. Caplan explained that in the current calendar, January 2 was not designated as a holiday for the school system because the New Year's Day holiday on Sunday was recognized on Friday, December 29, 2011. She presented absentee information for January 2, 2012, and pointed out that the decision to open school on that day provided an opportunity to end the school earlier in June.

Mr. Meshkin suggested that the school year begin and end a week earlier than proposed in the 2012–2013 Academic Calendar. Issues related to summer school and the summer construction schedule were discussed. Mrs. French requested that the suggestion be considered for the 2013–2014 school year.

Mr. Dyer requested that two versions of the academic calendar be provided to the Board for the 2013–2014 school year, showing different scenarios for the start and end of the school year.

Mr. Meshkin asked if consideration was given to scheduling the November half-day Professional/Work Day on November 12 in order to coincide with the federal Veterans Day holiday. Mrs. Caplan explained that November 5th was chosen to accommodate the end of the marking period and provide a series of three uninterrupted weeks in the school schedule.

Dr. Siddiqui asked that the next calendar committee also survey teachers regarding the value of February parent-teacher conferences, noting that many methods of communication are available to teachers and parents.

Mr. Meshkin asked if the committee considered moving the countywide Professional Development Day from April 25 to an earlier date. He felt that the effectiveness of the day would be diminished if held so late in the school year. Mrs. Caplan explained the considerations that were given to scheduling the professional development day and noted the difficulties in working a different day into the calendar. She stated that the decision for April 25 was made to coincide with *Take Your Child to Work Day* and pointed out that in some cases, absenteeism on that day (particularly in middle schools) has been greater than 50 percent.

Mrs. Caplan stated that building inclement weather days into the calendar at the end of the year does not affect employee contracts. Schools will not be open for instruction unless makeup days are required, which keeps the number of work days consistent with negotiated agreements.

Mrs. Caplan stated that revised calendar dates (including the graduation schedule and the last day of school) are immediately posted on the HCPSS website and in the schools when known, and solid dates for final exams should be determined by the beginning of May.

Mr. Dyer expressed an interest in posting information on the HCPSS website that describes the process involved with determining the final day of the school year, including historical background on when revised calendar dates have been updated and made available.

*Action:* Mrs. Giles moved acceptance of the proposed 2012–2013 Academic Calendar. The motion was seconded by Mr. Aquino and approved by the Board (7/1), with Mr. Meshkin voting no.

### **Public Hearing I – Middle School Program of Studies**

#### Ms. Valerie Quintanilla, Student

- Advocated to keep reading class in middle school.
- Concerned that the value of reading will lose its importance.

#### Ms. Kelly Smith and Ms. Sadie Whong, Students

- Opposed to the removal of reading as a stand-alone class.
- Concerned that struggle students will not receive reading support as needed.

#### Mr. Wayne Batson, Individual

- Opposed to the proposal and indicated that it does not allow enough instructional time in the classroom to accomplish the goals of the program.

#### Mr. David Smith, Teacher

- Suggested that instrumental music education is at risk under the proposed schedule.
- Requested that band programs across schools be consistent and that band teachers be involved in the scheduling process.

Mr. Paul Lemle, Howard County Education Association (HCEA)

- Urged the Board to vote against the proposal.
- Suggested that the proposal eliminates administrative planning time for teachers of language, technology, art, music, PE, and health, which violates the law and the HCEA agreement.

Mr. Dorothy Tingen, Teacher

- Against eliminating the reading program as a stand-alone class.
- Does not believe that content teachers will have the time to instill a love for reading or have the time to teach reading skills.

Ms. Julie Mills, Teacher

- Stated that under the proposal, planning time will be inequitable for related arts staff.
- Concerned that she cannot be an effective educator with 40 less minutes of planning time per day.

Mr. Robert Miller, Teacher

- Opposed to the proposal and offered suggestions on schedule choices.
- Advocated that successful middle school music programs lead to successful high school programs, scholarships, enriched lives, and creative-disciplined students who are critical thinkers and problem solvers.

Ms. Anne-Marie Lanz, Teacher

- Opposed to the proposed schedule for middle school foreign language as it will lead to decreased hours of instruction, student stress, and a reduction of quality instruction.

Ms. Cathy McNees, Individual

- Suggested that removing the reading program is a disservice to the students of Howard County.
- Advocated that reading should be part of both a reading program and classroom content instruction.

Ms. Joan Orcutt, Howard County Parents for School Music (HCPSM)

- Concerned that music will be short-changed under the proposed schedule.
- Against grade-level grouping for music as it will discourage musicians from growing.
- Concerned that students will be forced to drop music for a world language academic class.

Mrs. Randi Grandolfo, Howard County Parents for School Music (HCPSM)

- Advocated for the continuation of music sectionals as part of the middle school program.
- Shared that her son, who participated in Middle School GT Bands and All-State Bands, plans to be a musician due to his Howard County school band experience.

Ms. Linda Franke, Howard County Parents for School Music (HCPSM)

- Concerned that the proposed schedule will jeopardize music programs and fundamentally alter an appreciation of the arts that children currently enjoy in Howard County schools.
- Suggested that the Board test or pilot different aspects of the recommendations, develop multiple schedules, and evaluate the impact on music and choral programs.

Ms. Susan Mako, Teacher

- Advocated that the middle school world language program not be undermined in the proposed schedule.
- Provided four suggestions for language in the proposed program of studies.

Mr. Brian Taylor, Parent

- Suggested that changes to the middle school schedule cannot be adequately accomplished, tested, and promulgated before September 2012.
- Stated that the proposal comprises several sub-proposals, including changes to, foreign language, PE, and reading classes that could and probably should be considered separately.

Ms. Shirley Pogue, Teacher

- Requested that the Board make adjustments to the proposed schedule as it relates to music, thereby ensuring long-term success of students.
- Stated that music is a life skill because it reaches every student in the school, teaching them to believe in themselves and their abilities.

Mrs. Cathy Mundy, Teacher and Former HCPSS Student

- Provided the Board with extensive documentation on reading instruction research and requested that changes to the middle school schedule be based on solid research and data.
- Expressed concern for the success of students in the future if they are not given a solid foundation in reading instruction.
- Agreed that reading should be part of content classes but not in lieu of stand-alone reading classes.

**Recess** - The meeting was recessed by the Chairman at 6:10 p.m. and reconvened at 7:31 p.m.

**Public Forum**

There was no one present to address the Board.

**Appointment – PTA Council of Howard County (PTACHC)**

Ms. Chaun Hightower, PTACHC President, reported on recent activities of the council. The PTACHC, in association with the Pupil Personnel Office, conducted a coat drive in November to provide county students and families with winter coats and accessories.

**Public Hearing – Policy 6050 Naming or Renaming of School Buildings**

No testimony.

**Public Hearing – Policy 8090 Non-School Hour Participation Requirement for Elementary and Secondary Curricular Programs**

No testimony.

Approved – February 9, 2012



**Public Hearing – Policy 10030 Participation in Contests**

No testimony.

**Public Hearing II – Middle School Program of Studies**Mr. Colin Waddington, Student

- Expressed concern that the proposed schedule suggesting grade-level grouping for instrumental music will limit opportunities for gifted musicians.

Ms. Leslie Kornreich, Individual

- Asked the Board to preserve the stand-alone reading class in the middle school curriculum.
- Stated that all students in middle school benefit from the reading program because below-grade-level students are motivated readers and GT students are challenged.

Ms. Diane Vechery, Individual

- Opposed changes to the instrumental music program, expressing concern that the high school band feeder system will be undercut, severely limiting the potential and quality of all high school programs in the county.
- Expressed concern that changes will negatively impact the ability of HCPSS students to compete with students from other counties.

Ms. Ann Aberdeen, Individual

- Against eliminating the reading program as it will deprive students from being exposed to different reading genres.
- Suggested that a reduction in PE classes contradicts with program goals for “Healthy Howard.”
- Requested that the Board wait to make major middle school schedule changes until the new Superintendent is hired.

Mr. Sergey Nikhinson and Ms. Stella Averbukh, Individuals

- Opposed to the proposed middle school schedule.
- Suggested that the proposed schedule be postponed to allow suggestions from the public.

Mr. Michael Blackman, Teacher/Parent/Former Student

- Opposed the proposed changes to instrumental music, citing issues such as failure to include stakeholder input and a failure to provide students with what they deserve in an instrumental music program.
- Indicated that removing components such as daily curricular ability-grouped instruction and weekly instrumental sectional rehearsals will not result in success.

Mr. Jeff Brodie, Teacher

- Against the changes in the proposed middle school schedule as they relate to instrumental music.
- Shared previous Board documentation stating that the music program requires adequate staffing, time commitment, and structure.

Approved – February 9, 2012

Ms. Yvette Hayes, Parent/PTA President

- Expressed PTA support for the proposed schedule except for eliminating stand-alone reading classes.
- Believes reading is the foundation for student success, which has been evidenced in her own children's struggles and successes.

Mr. Joe Fisher, Teacher

- Asked the Board to take this opportunity to further music in Howard County schools and keep Howard County at number one.
- Asked the Board to allow teachers to provide support in developing the best middle school schedule in all related arts areas.

Mr. Dennis Ward, Parent

- Objected to eliminating reading as a core subject and is concerned that no metrics exist to ensure that reading is developed in content classes.
- Stated that reading affects all communication areas.

**Adjournment** – By Board consensus, the meeting was adjourned at 8:21 p.m.

**Information Items**

- A. Food and Nutrition Service Financial Report
- B. Fundraising/Donation Annual Report

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

January 19, 2012

The Board of Education of Howard County (BOE) held a public work session on the Middle School Program of Studies on Thursday, January 19, 2012, at 7:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Sandra H. French, Chairman  
Frank J. Aquino, Esq., Vice Chairman  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Janet Siddiqui, M.D.  
Cynthia L. Vaillancourt  
Tomi Williams, Student Member

Mamie Perkins, Deputy Superintendent  
Linda Wise, Chief Academic Officer  
Patti Caplan, Director, Public Relations  
Arlene Conway, Recording Secretary

Chairman Sandra French called the meeting to order at 7:00 p.m., and Mr. Dyer led the group in the Pledge of Allegiance.

### **Approval of Agenda**

*Action:* Mr. Aquino moved approval of the agenda. The motion was seconded by Mr. Meshkin and approved by the Board (8/0).

### **Work Session - Middle School Program of Studies**

#### ***Introduction and Overview***

*Presenters:* Mrs. Linda Wise, Chief Academic Officer, and Mr. William Ryan, Executive Director, School Improvement and Administration

Mrs. Wise expressed appreciation to those who provided testimony on the proposed changes to the middle school program of studies and noted that the level of involvement speaks to the priority that education plays in the community and the Howard County Public School System (HCPSS). The goal is to provide a middle school program of studies that prepares students for success in high school, college, and careers. After a careful review and study of information regarding PARCC (Partnership for Assessment Readiness for College and Careers), it was determined that modification of the current middle school schedule was needed to align with a more rigorous common core curriculum and PARCC.

Mrs. Wise provided information on the work group of middle school principals convened to determine what modifications could be made to the middle school schedule.

*Current Middle School Program and Schedule*

- Wide variety of schedules.
- Less instructional time for math than other Maryland systems.
- HCPSS is the only Maryland school system to require reading for all students regardless of proficiency.
- Current schedule is aligned with current state expectations and testing programs, both of which are changing.

*What Has Been Decided?*

- The Maryland Common Core State Curriculum (MCCSC) has been adopted by the state and includes an expectation that students will be able to read and interpret complex text within each content area.
- PARCC assessments will begin in 2014 and will designate students as "on track" or "not on track" for college.
- Two HCPSS elementary schools will be sending a group of students to middle school that have experience in studying world languages.

*Proposed Middle School Program*

- Offers seven 50-minute instructional periods.
- Increases instructional time for mathematics, English, science, and social studies by 15 hours per year.
- Enables students to participate in physical education all year.
- Requires teachers to infuse literacy instruction into content areas.
- Proposal does not eliminate reading.
- Reading assistance will be provided to all students as needed.
- All students will have the opportunity to choose reading instruction by participating in inquiry and innovation modules.

Mrs. Wise explained the importance of phasing in change in a way that makes sense and enables teachers to become familiar with the new common core curriculum and literacy instruction before the new assessments and teacher evaluations are put in place. She noted that 50 percent of a teacher's evaluation will be based on student performance. HCPSS wants teachers to be thoroughly familiar with the new curriculum and for teachers, parents, and other community members to continue to see HCPSS as a school system that anticipates change and prepares. She noted the challenges in helping people understand why change is needed in order to remain successful and to meet the needs of all students. She indicated that many misperceptions exist regarding the proposal.

Information was provided in response to comments, questions, and suggestions on each agenda item.

## Music

*Presenter:* Mr. Rob White, Instructional Facilitator, Music

Staff agreed with testimony regarding the need to ensure that the quality of the middle school music program is maintained in the new schedule. It was indicated that the recommended changes will not negatively impact the music program but will allow for consistency in all programs by expecting each school to adhere to the exemplary program document recommendations:

- Daily Performing Arts Classes
- Ability-Based Grouping in Band and Orchestra
- Weekly Sections
- Consistency Across Schools

Sample class schedules were presented to show the flexibility that the 50-minute periods will provide in student schedules. A wide range of sectional pull-out programs currently exist and will be reviewed for best practices. If approved, changing the middle school schedule will provide an excellent opportunity for music teachers and principals to share best practices and enable the school system to establish common perimeters regarding sectionals.

*Discussion:*

- Students in 6th grade may participate in music with students at the 7th and 8th grade levels, based on ability.
- Separating blocks for related arts will provide more opportunities for students.
- Principals have the flexibility to make decisions based on the overall needs of students in a school.
- More options exist for students to participate in sectionals under the proposal.
- Additional information has become available since the report to the Board in December, which has allowed staff to address various concerns and determine that the schedule is workable.
- There are opportunities to make improvements and create consistency across the school system with the proposal.
- Many music teachers determine the schedule and placement of different programs, including planning periods.
- There will be cases where teachers are instructing students in six out of the seven periods in the proposed schedule.
- Further into the program, staff will be able to provide a cost analysis on hiring additional staff in order to maintain the administrative planning period for teachers.
- The proposal provides equity and consistency in the music program by eliminating the disparity in core time that currently exists, as all classes will be 50-minute periods.
- The proposal allows more opportunities for students, especially in the model where core time occurs at different parts of the day.

## Language Arts

Dr. Clarissa Evans, Executive Director, School Improvement and Curricular Programs, provided information on the differences between the current language arts

program in middle school and the proposed middle school program. Information was also provided on the differences between the PARCC assessments and current MSAs (Maryland School Assessments). Examples of reading assessments under PARCC were provided, and Dr. Evans spoke about Inquiry and Innovation Modules that are part of the proposed schedule.

## **Interventions**

*Presenter:* Ms. Patricia Daley, Director, Special Education

### *Presentation and Discussion:*

- Literacy instruction will be infused into all middle school courses.
- Students may continue to receive additional reading instruction as needed.
- Intervention classes will be customized to meet the needs of individual students.
- Intervention classes will be scheduled in addition to English language arts for 50 minutes each day for the entire school year and will be customized to develop basic or intermediate skills, providing equity to all students across all schools.
- Customized intervention will provide additional reading support.
- The proposed schedule allows access to a foreign language for students needing interventions, which is not always the current case.
- Feedback indicates that students who are placed out in an intervention would prefer to stay in the content area and receive support around the content.
- Success has been seen in reading at all levels for students with disabilities, including the middle school level, through customized interventions.
- Literacy instruction will occur in a more formalized way as the program moves forward.
- Students will be receiving instruction from a content specialist and benefiting from that expertise through disciplinary literacy.
- The Shanahan literary research results have been provided to the Board regarding recommendations reflected in the common core noting that literacy instruction must be emphasized in grades 6–12.
- More opportunities will be available for students to participate in music, and related arts time will be added.
- Students who require interventions in both reading and math will have less access to additional related arts or music classes.
- Common core standards stress the importance of reading informational text in conjunction with the literary text and making comparisons around theme and topic and how they are presented in different approaches.
- The English language arts teachers will be responsible for both informational and literary pieces around a particular theme.
- Staff is currently working with MSDE (Maryland State Department of Education) to identify theme-based units.
- Writing will be developed across content areas, with the English teaching having primary responsibility for explicit teaching of writing skills.
- Teaching reading and writing together is considered a best practice.
- The concept of the proposed program is to ensure that students who leave Grade 12 have the necessary skills to enter credit-bearing courses at the college level and not need remedial courses.
- Consideration has not been given to teaching a logic class in middle school.

- Staff is looking at interdisciplinary connections to determine how those connections can be strengthened and used to help students approach real-world situations.
- Assessments will be given in reading to indicate if a student is on, above, or below grade level and will provide information on strengths and weaknesses, which occurs two to three times a year. This is also done in Grade 5 to help project what a student will need in middle school.
- Staff will participate in PARCC review committees by providing input into the process regarding the classroom, the school system's perspective, and being involved in decision making.
- Staff is developing modules so that all students have access to reading class if desired.
- The proposal requests that reading not be required of children who are proficient and advanced and to provide students with choices.
- Explicit instruction in reading is not being eliminated, nor is the ability for parents and children to request additional reading instruction.

### **Increasing Instructional Time**

- Proposal includes increased instructional time in English, math, social studies, and science.
- Over the course of grades 6–8:
  - Maryland students receive an average of 612 hours of math instruction (mean average = 68 minutes per day).
  - HCPSS students receive 405 hours of math instruction (mean average = 45 minutes per day).
  - 50 minutes of mathematics adds approximately three additional months of instruction over a 3-year period.

### **World Language**

#### Bridge Activities in World Languages:

- Review vocabulary and language structures for at least 15 minutes every day. There are a variety of activities from which to choose:
  - Flashcards (from the *Realidades Online* textbook or *Quizlet*)
  - Review Games (from *Quia* or *Conjuguemos*)
  - Performance Tasks (from *LingtLanguage*)

#### *Discussion:*

- One way to address budgetary constraints is to provide a half-year of world language instruction in Grades 6 and 7, with a full year in Grade 8. This schedule occurs in the phase-in model and can be adopted by the Board as part of the program. This option would result in gaining instructional time in world languages rather than a reduction of 25 percent that would occur in the proposal.
- The proposal restructures the content by using literacy as a vehicle to help students gain content knowledge.
- Costs involved with extending the school day by 20 minutes include:
  - \$4 - \$5 million for instructional staff and administrators.
  - \$8 - \$12 million in transportation costs.
  - Additional costs associated with negotiated agreements.

- Concerns regarding teacher workload are related to the number of students a teacher instructs, which could double when classes meet every other day, as is the case with A/B-day schedules.
- Teachers would lose administrative planning time under the current proposal, but other options are available for consideration.
- World language is currently taught during the related arts block of class periods.
- Disciplinary literacy will also be reinforced within language arts classes.
- Staff is looking to work explicit disciplinary literacy connections into the redesign of curriculum.

### **Advanced Inquiry and Innovation Reading Pilot –**

*Presenters:* Mr. Tom Saunders, Wilde Lake MS; and Ms. Kathryn McKinley, Mount View MS

- Pilot at Mount View and Wilde Lake Middle Schools.
- Implementation: Fall 2010 to Present.
  - 7th and 8th grade advanced readers are given the choice of participating in the HCPSS reading curriculum or opting for an Advanced Inquiry and Innovation course, which consists of four quarterly modules: 2010/2011 Quarterly Modules -  
- Environmental Science, Engineering Challenge, Media and Communication, Civic Literacy.
  - 2011/2012 Quarterly Modules -- Literature Circles, Digital Citizenship, Economic Literacy, The Future of Food.

#### *Discussion:*

- The proposed schedule does not contain enough time for students to participate in both a reading class and an innovation and inquiry module.
- Students who opt for advanced inquiry and innovation will probably be those who are not in a performing arts group and do not require interventions, although there will be exceptions.
- Staff provided detailed information on the pilot schedule, including class size, teacher workload, challenges, etc.
- Teacher planning time was not impacted in the pilot.
- Innovation and Inquiry modules will be available to all students, although those who need interventions will have scheduling challenges.
- Staff can look at other options to determine ways of increasing opportunities for students within the time constraints of the school day.
- Students benefit from the experience of problem solving and participating in performance-based projects and have shown enthusiasm and initiative in the pilot.
- Enrichment seminars and programs are also available to non-GT (gifted and talented) students, even though they may be labeled as GT, and include writer's guild, debate, and robotics.
- Staff emphasized the importance of implementing the program for next year in order to be prepared for the new curriculum, assessments, and performance-based teacher evaluations.
- Staff wants to work to address concerns that were presented in public testimony to the Board.



- A group of 19 middle school principals collaboratively worked with central office staff and teachers at the school level on the proposal, holding many meetings and reviewing numerous documents.
- Principals from Dunloggin and Harper's Choice middle schools shared their enthusiasm for the proposal and spoke about the positive collaboration in designing a program of study that is best for preparing students for future success.

**Recess** - The meeting was recessed by the chairman at 9:43 and reconvened at 9:52 p.m.

### **Scheduling Issues:**

*Presenters:* Mr. David Bruzga and Mr. Dan Michaels, Administrative Directors, Secondary Schools

Information was presented on general scheduling issues, as well as issues considered as part of the proposal. It was noted that all schedules are a series of compromises and negotiations within an allotment of 405 minutes. Some non-negotiable terms must be met, and the schedule must provide students with access to all program offerings, as well as meet current and future academic needs. The social and emotional needs of the middle school population must also be met, along with a responsibility to use staff efficiently. HCPSS is driven to provide reasonable and appropriate staff assignments within areas of certification and expertise, with the imperative that cross-curricular team planning time be provided for staff.

### *Program Implementation Period:*

**Definition:** Period used for instructional collaboration, analysis of data, development of assessments, enhancement of parent communication, or administrative tasks.

- Not individual planning time.
- Assigned to every math, English, science, and social studies teacher.
- Most related arts teachers will have six classes per day with no other duties assigned.

The staffing and scheduling timeline required in order to implement the new program of studies next year was presented. It was emphasized that the entire staffing process is designed to give HCPSS the best advantage in hiring new teachers, while also adhering to the timeline for placement of surplussed teachers and those who return from leave, as contractually required.

### *Discussion:*

- On average, related arts teachers are assigned to meetings or other administrative duties during their planning time for approximately three of the five days in the school week.
- The loss of planning time is a natural consequence of other decisions made in the proposal.
- Information was provided on planning periods for each Maryland public school system.

- Legal counsel addressed issues related to negotiated agreements and indicated that the proposal does not violate the collective bargaining agreement.
- Coverage is provided to teachers in order to accommodate IEP (Individualized Education Plan) meetings.
- Many related arts teachers are currently covering lunch rooms and performing other administrative duties as assigned during their administrative planning time.
- Teachers are also meeting collaboratively during administrative planning times.
- Staff was strongly urged to ensure that a daily program implementation period is maintained to accomplish administrative functions and additional work involved in placing a new schedule on staff.
- A group of related arts teachers have concerns regarding their planning time.
- Staff explained the difference between highly qualified and highly effective teachers and the factors that are considered in their placement; comparison data will be provided to the Board.
- Staffing is based on areas of certification.
- In most cases, teachers would be reassigned within their current buildings.
- Teacher reassignment within or outside a building would be based on areas of certification.

**Staffing:**

- Budget neutral.
- Approximately 175 teachers of record in middle school reading classes (25 percent are special educators, 10 percent are reading specialists, 5 percent are ESOL teachers, and 5 percent are teachers of other content areas).
- Approximately 100 teachers remain (25 percent certified to teach English, 70 percent certified as elementary generalists, 5 percent are guidance and early childhood, and less than 1 percent hold certifications in mathematics, science, or social studies).
- Reassignment of Reading Teachers:
  - English Language Arts
  - English Language Arts Seminar
  - Reading Interventions
  - Innovation and Inquiry Modules
  - Social Studies or Other Content Areas.
- There are no additions or decreases in staff.

**Budget Support for Program Changes**

- Funding allocated in the budget for curriculum development would be focused on the curriculum development needed for the common core.
- Funds remain from summer curriculum workshops that can be used from February through June to get a head start on work that needs to be done.
- Funds have also been identified within both the operating budget and the Title II grant that would be used to support professional development.

**Other Support for Implementation**

- Summer 2012 Educator Effectiveness Academy (June) - Three teachers from each school and their principals will attend and receive training directly from the state on the literacy focus and literacy work that needs to happen.

- The state is also developing curricular materials, and HCPSS teachers and central office staff will work with them on curriculum development.
- Staff can provide the Board with a list of additional resources that might be needed if requested.
- Staff is developing materials and looking at ways of making them available online for easy access to those with an interest or need.
- School systems that did not sign the Race to the Top agreement are still bound to implement the new state curriculum.

### **Summary of the Proposed Middle School Program**

- Offers seven 50-minute instructional periods.
- Increases instructional time for mathematics, English, science, and social studies.
- Provides physical education all year.
- Infuses literacy instruction into all courses as appropriate.
- Requires reading instruction only for students in need and provides systemic interventions/seminars for these students.
- Provides the opportunity for proficient and advanced students to choose reading, if desired, with Inquiry and Innovation Modules.

### **Considerations**

- Adjustments to the December 8, 2011, proposal include consideration of:
  - Providing program implementation periods for related arts teachers every other day (minimal costs).
  - Providing a daily program implementation period for related arts teachers (Staff is recalculating costs using a model similar to high school).
- Pilot a revised middle school program in several schools:
  - Provide a program implementation period for all teachers.

### *Discussion:*

- Cons to scheduling planning time every day and program implementation every other day are that teachers would be required to teach on an A/B-day schedule, which would result in instructing five classes on one day and six classes on the other, almost doubling the amount of students a teacher instructs.
- Three middle schools are currently running an A/B-day schedule with a planning period and administrative planning time every day, which is not common across all middle schools.
- Some middle schools currently schedule 12 classes over two days.

### **Extending the Middle School Day**

- Costs include approximately \$4 million in staffing and \$8–12 million in transportation.
- Extending the school day would involve renegotiations of employee contracts.
- The HCEA (Howard County Education Association) contract is not open for negotiations in this area at this time, but a request could be made to the union.

Staff was asked to provide the following information to the Board:

- A rubric of pros/cons and all details regarding A/B-day schedules.
- Figures in terms of extending the school day.
- A review of true costs for professional development.
- Budget numbers on the scenarios plus the extended school day.
- Costs of both a pilot that includes extending the school day and one that does not.
- Names of the middle schools currently on an A/B schedule.
- Number of students and the minutes related arts teachers instruct at the elementary level.
- Resources that may be needed at the elementary level in terms of transitioning students in fifth grade.

**Transportation Considerations - Middle School Time Change**

*Presenter:* Mr. David Ramsay, Director of Transportation

Mr. Ramsay presented information on planning assumptions, options, and other considerations that were reviewed:

- Option I - All middle schools open at 7:45 a.m. and close at 3:15 p.m.
  - Will create a need for 213 new first tier trips (Three first tier trips are available\*).
  - 210 new contracts needed = \$12,600,000 (approximately) annual additional cost.
- Option II - Split the middle schools into two tiers, 7:25 a.m. - 2:55 p.m. (10 schools) and 8:25 a.m. - 3:55 p.m. (9 schools).
  - Will create a need for 143 first and second tier trips.
  - 143 new contracts needed = \$8,850,000 (approximately) annual additional cost.
- Option III (preferred) Re-tier the entire fleet to examine what time slots could be created (not exercised due to time constraints of this report).
- Adding additional time creates an enormous scheduling challenge and the need for additional equipment.

Staff is responding to a list of concerns presented by the HCEA. The importance of alignment with the proposal for both the Board and educators was noted. A fact sheet has also been provided to principals for distribution to their school communities.

The Board will continue to receive and consider written testimony, comments, and concerns regarding the proposal.

**Adjournment** - By Board consensus, the work session was adjourned at 11:07 p.m.

**Quarterly Meeting of the  
Howard County Board of Education and  
Howard County Council**

Howard County Council  
George Howard Building  
3430 Court House Drive  
Ellicott City, MD 21043

January 24, 2012  
8:15 a.m.

Attendees were as follows:

Board Members: Sandra H. French, Chairman; Frank J. Aquino, Vice Chairman;  
Allen Dyer; Ellen Flynn Giles; Brian J. Meshkin;  
Janet Siddiqui, M.D.; and Cynthia L. Vaillancourt

County Council: Mary Kay Sigaty, Chairperson; Courtney Watson, Vice  
Chairperson; Dr. Calvin Ball; Greg Fox; Jennifer Terrasa; and  
Stephen LeGendre, Council Administrator

Council Staff: Jeff Meyers

County Exec. Staff: David Nitkin, Director of Policy and Legislative Affairs  
John R. Byrd, Director of Recreation and Parks

School Staff: Sydney L. Cousin, Superintendent; Mamie Perkins, Deputy  
Superintendent; Raymond Brown, Chief Operating Officer;  
Sue Mascaro, Chief of Staff; Linda Wise, Chief Academic Officer;  
Ken Roey, Executive Director, Facilities Planning and  
Management; Joel Gallihue, Manager, School Planning; David  
Ramsay, Director Transportation; Kevin Burnett, Coordinator  
School Security; Michael Williams, Coordinator Athletics

Board Staff: Kathleen V. Hanks, Administrative Specialist

Chairperson Sigaty called the meeting to order at 8:20 a.m.

### **1. Redistricting**

Redistricting for the 2012-2013 school was completed on November 17, 2011. As part of continuous improvement of the redistricting process, staff is establishing transition plans/procedures for all schools involved. Ms. Caryn Lasser is the lead person for this process.

Redistricting is tentatively scheduled again for next year with the opening of a new elementary school and the following year for middle school. At this time, high school is listed in the Feasibility Study for 2016. The Feasibility Study is updated on a yearly basis and is presented to the Board in June.

Council asked that the Board and staff consider converting Dayton Oaks ES to a middle school. Staff stated that there could still be distance issues but would take the suggestion under consideration.

### **2. Artificial Turf Fields and Joint Use Agreement**

The Board approved artificial turf fields for Atholton HS and Hammond HS. Atholton HS is beginning a renovation project, and the Hammond HS field will be a stand-alone project. Therefore, it is likely that Hammond's field will be completed first due to ease. After the design teams meet, a plan will be brought forth for the Board's approval.

Staff is meeting and coordinating with Howard County Recreation and Parks regarding a joint-use agreement. Board and Council members shared their concerns regarding stadia lighting and the current agreement with the communities. It was suggested that Recreation and Parks and the school system follow the process that was established when the lights were placed on the athletic fields to allow for a smooth transition. Council also requested that once the process is established that a handout be provided to Council members, Board members, etc., so that all parties are providing consistent information to the public.

Council also asked about items that need to be addressed at Oakland Mills HS and Wilde Lake MS. The Board has requested that staff develop a plan to complete these items. Staff has met with the principals of each school. Some of the work will be accomplished this summer, and the rest will be phased in. These plans will be brought before the Board during the budget work sessions.

### **3. Policy on Police Emergencies and School Buses**

Staff reviewed school emergency procedures. Bus emergency procedures were also reviewed. After a recent incident, staff is making adjustments to the bus procedures and notifications.

### **4. Next meeting**

The next meeting will be on Thursday, April 19, 2012, at 8:15 a.m. The meeting will be held at the Howard County Board of Education in the Board room.

Meeting was adjourned at 9:25 a.m.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

January 24, 2012

The Board of Education of Howard County met in closed session on Tuesday, January 12, 2012, at 10:05 a.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Dr. Janet Siddiqui that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss school sites. The motion was seconded by Frank Aquino and approved 7/0. Persons present: Board members, Sandra H. French, Chairman; Frank J. Aquino, Esq., Vice Chairman; Allen Dyer, Esq.; Ellen Flynn Giles; Brian J. Meshkin; Janet Siddiqui, M.D.; and Cynthia L. Vaillancourt.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Dr. Sydney L. Cousin, Superintendent; Mamie J. Perkins, Deputy Superintendent; Raymond Brown, Chief Operating Officer; Mark Blom, General Counsel; Ken Roey, Executive Director Facilities Planning and Management; Bruce Gist, Director School Construction; Joel Gallihue, Manager School Planning; Charles D. MacLeod, Esquire and Steve DeMitt, Esquire of Funk & Bolton; and Kathleen V. Hanks, Recording Secretary

The Board received an update and legal advice on Elementary School #41 and a potential middle school site. The Board voted on the direction given to staff.

Adjourned: 11:10 a.m.

Submitted by: \_\_\_\_\_

Sandra H. French, Chairman  
Board of Education

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

January 26, 2012

The Board of Education of Howard County met in closed session on Thursday, January 26, 2012, at 1:45 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Frank J. Aquino that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss negotiations. The motion was seconded by Brian J. Meshkin and approved 5/1. Persons present: Board members, Sandra H. French, Chairman; Frank J. Aquino, Esq., Vice Chairman; Allen Dyer, Esq.; Ellen Flynn Giles; Brian J. Meshkin; and Cynthia L. Vaillancourt.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Dr. Sydney L. Cousin, Superintendent; Raymond Brown, Chief Operating Officer; Sue Mascaro, Chief of Staff; Linda Wise, Chief Academic Officer; Mark Blom, General Counsel; William Ryan, Executive Director, School Improvement and Administration; Ernesto Diaz, Director Staff Relations; Mike Johnson, Director, Business Systems; and Kathleen V. Hanks, Recording Secretary

Staff updated the Board and reviewed the Superintendent's recommendations regarding negotiation parameters for HCAA and HCEA bargaining units. The Board had in-depth discussion and voted to accept and/or reject the Superintendent's recommendations.

Adjourned: 3:10 p.m.

Submitted by: \_\_\_\_\_  
Sandra H. French, Chairman  
Board of Education



# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

January 26, 2012

The Board of Education of Howard County (BOE) held a regularly scheduled meeting on Thursday, January 26, 2012, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Sandra H. French, Chairman  
Frank J. Aquino, Esq., Vice Chairman  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Janet Siddiqui, M.D. (arrived at 4:30)  
Cynthia L. Vaillancourt  
Tomi Williams, Student Member

Sydney L. Cousin, Superintendent, Secretary /Treasurer  
Linda Wise, Chief Academic Officer  
Patti Caplan, Director, Public Relations  
Susan Clime, Recording Secretary

Chairman Sandra French called the meeting to order at 4:00 p.m., and Alley McHale, Harpers Choice MS student, led the group in the Pledge of Allegiance.

## Public Forum

Students from the Girls Unite of Oakland Mills MS, Ally McHale, Brianna Markwood, and Talaeya Chambers, updated the Board on recent activities of their group.

Ms. Ann De Lacy asked the Board to consider the classroom perspective when making decisions.

Ms. Leslie Kornreich urged the Board to be proactive in identifying safe and appropriate school sites.

## Approval of Agenda

*Action:* Mr. Aquino moved approval of the agenda. The motion was seconded by Mrs. Giles and approved by the Board (7/0).

## Superintendent's Report:

Mrs. June Wilson, Teacher Development Facilitator, congratulated 17 Howard County Public School System (HCPSS) teachers who earned National Board Certification and two teachers who earned recertification this past November. The Board honored the teachers with a reception and a presentation prior to the Board meeting. The system now has a total of 103 National Board Certified teachers.

Reporting on behalf of the Superintendent, Ms. Susan Mascaro, Chief of Staff, congratulated the following individuals:

- Glenelg High School Coach Ginger Kincaid for being named the Maryland State Field Hockey Coach of the Year by the National Federation of High Schools.

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OAH-DYER-001377

- Glenelg High School graduate Robby Creese, now a freshman at Penn State University, who set a new national collegiate record in the 1000-meter run on January 15 with a time of 2:19:53.
- River Hill High School teacher Anne Contney and 20 students in her advanced Computer Science classes, a.k.a. Team Rocket, for leading a team of three schools to a first place win in the 2011 ZERO Robotics Competition sponsored by NASA and the Massachusetts Institute of Technology (MIT).

Ms. Mascaro also introduced Director Diane Martin; Pat Sasse, Executive Director of the Bright Minds Foundation; and others involved with the Digital Learning Outreach Initiative. Mr. Hubbard from the Bright Minds Foundation thanked all participants in the program, as well as the community and the Board for their support in making the program possible. Donations to the foundation can be made at [Brightmindsfoundation.org](http://Brightmindsfoundation.org).

### **Student Representative's Report (Marriotts Ridge HS)**

Lexi Griffith, Student Government Association (SGA) President, reported on activities and events sponsored at Marriotts Ridge HS and noted that 1,500 toys were collected for the Toys for Tots program.

### **Board Members' Reports**

Board members reported on their attendance at recent school and community events. Mrs. Vaillancourt commended Mr. Williams for his speech at the Governor's Hope-a-Thon in Annapolis.

### **Consent Agenda (Restricted\*)**

Staff Personnel; Bids and Contracts; Afternoon Closed Meeting Minutes (Official and Confidential) of January 12, 2012; and Evening Closed Meeting Minutes (Official and Confidential) of January 12, 2012.

The Afternoon Closed Meeting Minutes (Official and Confidential) of January 12, 2012, were pulled for voting purposes to include the student member.

*Action:* Mr. Meshkin moved approval of the Restricted\* Consent Agenda as amended. The motion was seconded by Mr. Aquino and approved by the Board (7/0\*).

#### Staff Personnel – Approved by the Board

##### Resignations

Name	School	Grade or Subject	Reason	Years in Howard County	Effective Date
Bell, Matthew	HWS	Tech. Ed.	Relocation	6.5	01/20/12
Maciver, Bree	RBES	Elem. Ed.	Relocation	1.4	12/23/11
Pluskota-Grizio, Maur	HCMS	Health Ed.	Promotion	6.4	12/23/11
Sugar, Carla	HOHS	Math	Family Obligations	.5	01/13/12

##### Contracts

Name	School	Grade or Subject	Place of Last Teaching Assignment	Grade/Step	Effective Date
Acluche, Marie	DOES	SLP	Dept of Army	C-10	10/10/11

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Albright, Ashley	AHS/RHS	MAT	--	A-01	09/06/11
Allan, Rita	HoHS	SCI	HCPSS	C-11	11/16/11
Altman, Lauren	BBMS	SCI	--	A-01	11/28/11
Aranguren, Lucy	BWES	ELE	--	C-01	11/07/11
Bentley, Austin	WLMS	RDG	North Bend, OR	C-03	10/31/11
Coolahan, Danielle	SJLES	ELE	--	A-01	01/02/12
D'Ascoli, Catherine	WLHS	WLA (ITL)	--	A-01	10/25/11
Ebersole, Rebecca	ELMS	RDG	--	A-01	10/19/11
Elms, Jessica	LEMS	SPE	Baltimore County	A-03	10/28/11
Faulcon, Larry	LRHS	SPE	Private School	B-10	12/19/11
Flack, Katie	AHS	SCI	--	C-01	12/19/11
Fleegal, Robin	CHS	FACS	--	A-01	10/31/11
Marlow, Melissa	FRES	ELE	--	C-01	11/03/11
McElvancy, Samanth	OMMS	MAT	--	A-01	12/23/11
McWilliams, Brian	LEMS	SCI/MAT	--	C-01	10/11/11
O'Brien, Morgan	THES	SPE	--	A-01	01/18/12
Perry, Emily	OMMS	SCI	New Rochelle, NY	D-05	12/05/11
Reisbert, Erin	CLES	ECE	--	C-01	12/01/11
Ressler, Laura	VES/AES	ELE TE	HCPSS – Para	B-05	11/03/11
Sheridan, Karen	PVMS	SPE	Carroll County	B-10	08/22/11
Wilder, Danielle	BSES	ECE	--	A-01	12/22/11
Yoon, Jessica	VES/DOESESOL		--	A-01	12/19/11

Leaves of Absence

Name	School	Grade or Subject	Years in Howard County	Effective Date
Albanesi, Natalie	MHMS	Science	5.0	01/27/12
Berg, Robin	BSES	Elem. Ed.	21.0	11/17/11
Cohen, Beth	DOES	SLP	6.0	01/02/12
Gibson, Melissa	WES	Kindergarten	3.0	01/26/12
Ngamsnga, Supak Anne	WES	OT	6.0	01/02/12
Seldon, Tiana	PLES	Elem. Ed.	10.0	01/02/12

Retirement

Name	School	Grade or Subject	Years in Howard County	Effective Date
Hill, Nellie	LKMS	Music	21.5	02/01/11

Bids and Contracts – Approved by the Board

Exhibit	Description	Amount
P-1	<b>SITE LIGHTING &amp; EDUCATION POD MODIFICATIONS TALBOTT SPRINGS ELEMENTARY SCHOOL</b> DSM Properties	\$134,810.00
P-2	<b>DELL COMPUTER REPAIR SERVICES</b> Data Networks	\$70,000.00
P-3	<b>COPIER PAPER</b> WB Mason	\$561,712.00

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**P-4 OFFICE SUPPLIES**

	Office Depot		\$1,200,000.00
PR-1	Provide maintenance and repair services to Food and Nutrition Services refrigeration and freezer equipment on a monthly basis.	Air-Tech Refrigeration & Mechanical Contractors, Inc. Baltimore County Public Schools #MBU 550-07 – Preventative Maintenance & Repair of Refrigeration Equipment. Contract term: Expires 06/30/2012 Savings: Time and administrative cost to bid	\$54,000.00 est.

Evening Closed Meeting Minutes (Official and Confidential) of January 12, 2012 – Approved by the Board

Afternoon Closed Meeting Minutes (Official and Confidential) of January 12, 2012

*Action:* Mr. Aquino moved approval of the afternoon Closed Meeting Minutes of January 12, 2012. The motion was seconded by Mrs. Giles and approved by the Board (7/0/1), with Mr. Dyer abstaining due to his absence from the meeting.

**Consent Agenda General**

Donations; 2011 Bridge to Excellence (BTE) Annual Report; and Meeting Minutes of January 5, 2012 (Superintendent's Proposed FY 2013 Operating Budget); January 5, 2012 (Policy Workshop with Maryland Association of Boards of Education); and Regular Meetings of December 8 and December 20, 2011

*Action:* Mr. Meshkin moved approval of the Consent Agenda, with special recognition to Ms. Patti Caplan and Ms. Anna Gable in the Public Information Office for doing a great job with the BTE Annual Report. The motion was seconded by Mr. Aquino and approved by the Board (8/0).

Donations – Approved by the Board

The following donations have been received:

Harper's Choice MS	Scholastic, in the amount of \$1,359.71, designated for the purchase of books for the media center.
Mount View MS	Western Howard County Youth Basketball Association, in the amount of \$1,910, designated for the balance of funds needed for improvements of glass backboards and electronic scoreboard.
Wilde Lake MS	The Rhode Island Foundation, in the amount of \$5,000, designated for the purchase of a tuba for the WLMS band.
Atholton HS	Boosters, in the amount of \$855, designated for the purchase of football helmet decals and stickers.
	PTSA, in the amount of \$2,746.50, designated for the following: (\$1,900) to cover fee for motivational speaker, Michael Fowlin,

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(\$846.50) to assist with registration fees for Science Olympiad and STEM Team.

Dr. George Rozanski & Dr. Forrest Spencer, in the amount of \$5,000, designated for the following: (\$2,500) for the purchase of an Electrophoresis Gel Rig, Mimeo Demonstration Board, Flexible Adult Mannaequin, Vortex, Scalpels, Spectroph Odometer and a Conducting Sensor to enhance the Science Program and (\$2,500) to purchase a class set of art easels and cameras for photography.

Greater Baltimore McDonald's Advertising, in the amount of \$1,044, designated to The Boys to Men-Mentor Group and to purchase DVD's for the social studies program.

AFCEA CMD Education Foundation, in the amount of \$1,000, designated for materials and to assist with competition fees for the FIRST Robotics Team.

White Cliffs Consulting, LLC, in the amount of \$1,000, designated to assist with competition fees for the FIRST Robotics Team.

Hammond HS

PTSA, in the amount of \$2,991.78, designated for the purchase of academic awards for students.

Boosters, in the amount of \$2,500, designated to assist with entrance fees for competition for the Robotics Team.

Marriotts Ridge HS

Boosters Club, Inc., in the amount of \$2,981.46, designated for the following: (\$2,300) for the purchase of rights for the play, *How to Succeed*, and (\$681.46) for the purchase of honor roll ice cream incentive supplies.

Mt. Hebron HS

Viking Backers Inc., in the amount of \$7,500, designated for the following: (\$700) to assist with hotel fees for Model UN Tournament at Georgetown University, (\$600) to purchase ribbons, medals, certificates, display boards and judging materials for the science fair, (\$1,600) to purchase uniforms for the track and tennis programs, (\$1,300) to assist with various athletic event entry fees, (\$2,300) to purchase girls basketball uniforms and (\$1,000) to purchase warm-ups for the wrestling program.

Mt. Hebron Marching Unit Boosters, in the amount of \$700, designated for the purchase of warm-ups for the Lancers.

Oakland Mills HS

PTSA, in the amount of \$5,000, designated to assist with admission fees and expenses for the College Summit Program.

2011 Bridge to Excellence Annual Report (BTE) – Approved by the Board

Meeting Minutes of January 5, 2012 (Superintendent's Proposed FY 2013 Operating Budget); January 5, 2012 (Policy Workshop with Maryland Association of Boards of Education); and Regular Meetings of December 8 and December 20, 2011 – Approved by the Board

### **Proclamation: Employee Appreciation Week**

This proclamation designates February 6–10, 2012, as Employee Appreciation Week in the Howard County Public School System.

*Action:* Mr. Aquino moved acceptance of the proclamation. The motion was seconded by Mrs. Giles and approved by the Board (8/0).

### **Proclamation: National School Counseling**

This proclamation designates February 6–10, 2012, as School Counseling Week in the Howard County Public School System.

*Action:* Dr. Siddiqui moved acceptance of the proclamation. The motion was seconded by Mr. Aquino and approved by the Board (8/0).

### **\*Administrative Appointments and Promotions**

<u>Name</u>	<u>From</u>	<u>To</u>
Brein Bashore	Northwestern HS Program Director/Testing Coordinator	River Hill HS Assistant Principal

*Action:* Dr. Siddiqui moved approval of the appointment of Mr. Brein Bashore to Assistant Principal, River Hill HS. The motion was seconded by Mr. Aquino and approved by the Board (7/0\*).

### **Bridge to Excellence (BTE) Report: Next Generation Teaching and Learning**

*Presenters:* Mrs. Linda Wise, Chief Academic Officer; Ms. Julie Wray, Coordinator, Instructional Technology; Mr. Robert Cole, Facilitator, Instructional Technology; and Ms. Lisa Katz, Specialist, Instructional Technology

The Office of Instructional Technology is focused on supporting the use of technology to empower students, teachers, and leaders to work together to ensure that all students graduate college and career ready and prepared to lead in a globally competitive world.

The vision reflects the belief that effective integration of technology into teaching and learning will produce students who demonstrate proficiency and exhibit 21st century skills in collaboration, communication, critical thinking, creativity, innovation, and problem solving. This will be accomplished by a threefold approach:

- Expanding any-time-any-place access to curriculum.
- Developing personalized learning plans for students based on their educational goals and needs.
- Facilitating education for students in a variety of settings.

*Discussion:*

The Office of Instructional Technology provides various online services and sites to students. Ms. Wray explained that resources directly impacting a student's research are made available by Instructional Team Leaders (ITLs) through all content areas. Media specialists in every school also promote resources and subscriptions; a brochure with direct links to resources is provided to students and parents.

Ms. Wray stated that although survey data shows online education as the highest preference, combined learning environments will likely exist. Not all students and parents prefer the online environment and/or receiving course materials online only.

Mr. Meshkin stated that Howard County public schools should be proactive in determining next steps, which should include public input and community expertise. Ms. Wray noted that members of the Instructional Technology team serve on various committees representing the county and state and contribute new ideas on statewide initiatives. HCPSS staff is also comprised of former Maryland State Department of Education (MSDE) employees who bring expertise to Howard County.

Mr. Cole shared that the school system is not limited in moving forward with e-learning, and opportunities exist in legislation that enables the creation of virtual programs. It was noted that a review of HCPSS policy is needed in order to make these programs a reality.

Ms. Wray explained that staff's plan is to include the instruction vision in the technology plan revision, and collaborative work will involve all stakeholders.

Mr. Meshkin stated that a strategic plan needs to be in place so that the impact of instructional technology is included as the Board makes decisions on curricular changes and in building new schools.

Dr. Evans shared that a technology team comprised of leadership from the Division of Instruction, Division of Organizational Support Services (DOSS), and Finance and Operations works together in reviewing the instruction vision. Another group looks at business and operations. Together, the groups are determining the best ways to move forward in fully integrating aspects of technology with curriculum, including the Universal Design for Learning (UDL).

Ms. Wray stated that providing all students with capabilities to learn outside of school through the use of computers will be addressed as part of the next steps. One resource could be through community partnerships. Collaboration with the HCPSS Technology Department would be needed to determine ways of recording classroom instruction for student use outside of school.

Dr. Siddiqui suggested that resource links be placed more prominently on the HCPSS website for easy navigation. She asked about the extent to which staff has considered students using their own electronic devices in school and supplying devices to those in need.

Ms. Wray shared that the Technology Department and the Office of Instructional Technology are involved in discussions on the use of student devices in the classroom. She explained that a review of policy is needed to determine the best environment for students, which is also one objective of the pilot program. Additional details on pilot programs will be provided to the Board.

Dr. Evans explained that strategic, incremental steps are being taken to determine what is needed in terms of redesigning curriculum materials, resources, and student access to devices for student learning. Current budget allocations are being reviewed to repurpose funds originally designated for text books to acquire online materials and electronic devices. She also shared that before purchasing any devices, staff is waiting on state results of testing devices for the Partnership for Assessment Readiness for College and Careers (PARCC), which will be complete online by students.

Mr. Dyer stated that the school system should take advantage of public domain resources and provide students with digital resources for use after graduation. He asked that staff begin evaluating the idea of enterprise site licenses for software that can be used by students anywhere, anytime.

Ms. Wray noted that the middle school project is testing the anywhere-anytime approach to eLearning, and the iPad pilot is looking at devices and access. Ms. Wray also shared that subscription-based resources are charged yearly per student and total slightly higher than purchasing textbooks, which last seven years. The plan would be to combine subscription resources with free open resource online access.

Mr. Aquino commented on the Universal Design for Learning (UDL), and it was noted that student access to information will be improved through UDL.

Dr. Evans explained that cost savings may be leveraged because many literary classics are available in the public domain. Staff has also identified sites where digital versions of reading materials cost significantly less than bound books. Staff continues to look for the best match of resources for teachers and students.

Mrs. Giles pointed out that children have different learning styles and indicated that the ability to interact directly with people and physical manipulation as opposed to simulation should not be underestimated. She also stated that access to different resources for all students must be provided, keeping in mind different learning styles.

Mr. Meshkin stated that an emphasis should be placed on investment return rather than on expense and indicated that the strategic plan should include policy, implementation, budget considerations, and public input. Mrs. French asked staff to keep the Board informed about next steps.

### **Interscholastic Athletics Concussion Program**

*Presenter:* Mr. Michael Williams, Coordinator, Athletics

The school system's Sports Concussion Education and Testing Program was implemented as an eligibility requirement for participation in selected interscholastic sports in the 2010–2011 school year. Participants in the remaining sports may participate voluntarily in the program. Pre-concussion baseline and post-concussion testing is done with ImpACT (Immediate Post-Concussion Assessment and Cognitive Testing) and administered at the student's high school.

#### *Discussion:*

Mrs. Giles commended staff for their work in modeling this program and looking at the educational aspects for students returning to school after injury, in addition to making the program a mandatory part of athletic participation.

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Mr. Williams stated that baseline testing is given in Grade 9 and repeated in Grade 11. No further testing is done unless there is suspicion of a concussion. Information on specific issues related to special education students is provided to athletic trainers in collaboration with special education staff. Mr. Williams also noted that the use of helmets in sports does not necessarily prevent concussions, but helmets do prevent fractures and lacerations.

Mr. Williams pointed out that state law mandates that any youth league program that uses public facilities for their athletic programs is required to have a concussion education and management program. He also stressed that concussion testing is only one tool in the program, and the most important part is the education provided to parents, student athletes, coaches, trainers, and administrators.

Mr. Dyer suggested having a provision that would allow any parent to bring his/her child to school for baseline testing, at a cost to the parent. He also suggested sharing statistical data with parents and students to raise awareness of the risks associated with specific sports and asked that consideration be given to providing a final assessment for student athletes prior to graduation.

Mr. Williams stated that he will share suggestions from the Board with the Sports Medicine Advisory Committee.

**Recess:** The meeting was recessed by the Chairman at 6:30 p.m. and reconvened at 7:30 p.m.

### **Public Forum**

Ms. Nesa Herring asked how middle schools were chosen to pilot the new School Resource Officer (SRO) program.

Ms. Linda Turner spoke on accountability and equal access for special education students.

### **Appointment – Community Advisory Council (CAC) Monthly Report**

Mr. Ted Mallo, CAC Chairman, reported on recent activities of the council and provided feedback on revisions policies on Board governance and high school grading.

### **Appointment – Howard County Education Association (HCEA)**

Mr. Paul Lemle, HCEA President, presented association positions on several policies under consideration, as well as the Middle School Program of Studies proposal.

### **Policy 2020 Policy Development and Adoption**

*Presenters:* Ms. Susan Mascaro, Chief of Staff, and Ms. Fran Albert, Policy/Charter School Specialist

#### *Policy Highlights:*

- Adds definitions and re-orders the standards for chronology.
- Replaces the "Compliance" section with "Responsibilities."
- Adds "Relevant Data Sources" to the References section and adds a History section.

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- Moves language regarding implementation procedures from Compliance to Standards and changes the format of headers and footers.
- Adds a statement to include the Superintendent's Standing Policy Committee in the policy development process.

*Implementation Procedures Highlights:*

- Adds the processes for providing the Board with implementation procedures.
- Adds Section IV. History.
- Changes the format of headers and footers.

*Discussion:*

Page One

By Board consensus, Section II. Purpose was amended to read as follows: "This policy provides a uniform format for Board policies and establishes processes by which policies are developed, implemented, monitored, evaluated, reviewed, and updated."

Page Two

Board members discussed the annual review cycle for policies (Section IV.C). Ms. Albert indicated that a manageable cycle for policy review is eight years. Mr. Dyer stated that a four-year cycle makes the most sense because it coincides with the length of Board member terms. Mrs. Giles remarked that a four-year cycle might inadvertently rush a policy review and suggested that the cycle be six years.

By consensus, the Board agreed to change the language in Section III.K to indicate that the Superintendent recommends, rather than selects, which policies need or do not need revision.

*Action:* Mr. Dyer moved to amend Section IV.C to reduce the eight-year review cycle to a four-year cycle. The motion was seconded by Mrs. Vaillancourt and failed (1/6/1), with Mr. Aquino, Mrs. French, Mrs. Giles, Dr. Siddiqui, Mrs. Vaillancourt, and Mr. Williams voting no. Mr. Meshkin abstained.

Board members expressed agreement with retaining the six-year policy review cycle.

Page Three

Mr. Meshkin recommended that the Policy Development/Revision committee include an equal number of representatives from central office staff and non-central office staff. He proposed the following language:

- Add statement in Section IV.G - "The school system will post a general public notice soliciting general public participation on a policy development revision committee."
- Add new item (Section IV.G) 8. General Citizens Wishing to Participate.
- Add statement in Section IV.G - "Each committee shall contain an equal number of HCPSS central office staff members as compared to non-central office employees such as educators and school-based administrators, parents, citizens, and students."

Mr. Dyer agreed with broadening the spectrum of participation on policy review committees. Dr. Siddiqui commented that a process needs to be in place to accommodate larger committees

and requests for participation. Mrs. Giles indicated that not every policy review rises to an equal level of public interest.

*Motion:* Mr. Meshkin moved to amend Section IV.G to add the statement "The school system will post a general public notice soliciting general public participation on a policy development revision committee" and to add G.8. General Citizens Wishing to Participate. The motion was seconded by Mr. Dyer.

*Discussion:*

Concerns were expressed about the potential size of review committees and how equity in representation could be achieved. Mr. Meshkin suggested that language be included in the implementation procedures to direct staff on how to determine the makeup of policy review committees.

Mrs. French asked that the motion not include "Wishing to Participate" in item G.8. Mr. Meshkin accepted the request.

*Action:* The motion was approved by the Board (8/0).

*Motion:* Mr. Meshkin moved to amend Section IV.G to add the statement "Ideally, each committee will strive to contain an equal number of HCPSS central office staff members as compared to non-central office employees such as educators and school based administrators, parents, citizens, and students." The motion was seconded by Mr. Dyer.

Mr. Dyer indicated that interest in serving on policy review committees may be increased by allowing more citizen participation.

*Action:* The motion was approved by the Board (6/2), with Mrs. Giles and Mrs. French voting no.

Mrs. Vaillancourt noted the importance of assuring policy committee members that dissenting opinions are acceptable and will be presented to the Board as minority reports.

Page Four

*Action:* Mrs. French moved to retain the language under Section IV.K.1 and K.2 currently proposed for movement to implementation procedures. The motion was seconded by Mr. Meshkin and approved by the board (8/0).

The following language was retained in Section IV.K:

1. Implementation procedures will be submitted to the Board concurrent with the corresponding draft policy.
2. If revisions to implementation procedures do not require changes to a corresponding Board policy, the implementation procedures will be submitted to the Board as an information item prior to implementation.

Mr. Meshkin suggested amending language in Section IV.K to indicate that implementation procedures will be issued by the Superintendent and approved by the Board.

Board members discussed the roles and responsibilities of the Board and the Superintendent related to implementation procedures for policies. Some Board members indicated that the Board should be reviewing implementation procedures to ensure compliance with Board policy, while others believed that implementation procedures should be brought to the Board's attention only and not for approval. A comment was made that the Board should not micromanage the day-to-day operations of the school system, which is the responsibility of the Superintendent.

*Action:* Mr. Meshkin moved to amend Section IV.K by eliminating the period and adding "and reviewed for compliance with Board policy by the Board of Education" and amend corresponding K.2 to state, ". . . as an action item prior to implementation." The motion was seconded by Mr. Dyer and failed by a vote of 3/5, with Mr. Aquino, Mrs. French, Mrs. Giles, Dr. Siddiqui, and Mr. Williams voting no.

#### Page Five

By consensus, Board members agreed to modify the language in Section V.A to state ". . . the schedule will list the policies recommended for review and those recommended as not needing review."

*Motion:* Mr. Meshkin moved to replace the language in Section V.E to read ""The Superintendent will develop a process to evaluate the goals, objectives, and measurable outcomes of Board policies and continuously monitor their implementation, including as appropriate, the submission of reports to the Board that link data sources to policy implementation." The motion was seconded by Mr. Dyer.

#### *Discussion:*

Discussion involved possible staffing impacts related to implementing measurement for all policies, and it was noted that program and other evaluations are currently taking place in the assessment office. The only other school system found that has performed policy measurement and evaluation required a full-time position, and staff was only able to accomplish the evaluation of three or four policies over a period of two years.

*Motion:* Mr. Meshkin amended his motion to replace the word "goals" with "purpose." Mr. Dyer accepted the amendment.

*Action:* The amended motion failed by a vote of 3/5, with Mr. Aquino, Mrs. French, Mrs. Giles, Dr. Siddiqui, and Mr. Williams voting no.

*Action:* Mr. Aquino moved that the Board accept the draft language presented on page 5 of 6, Section V.E to read "The Superintendent will develop a process to ensure the continuous monitoring of Board policies and their implementation including, as appropriate, the submission of reports to the Board that link data sources to policy implementation." The motion was seconded by Mrs. French and approved by the Board (8/0).

*Action:* Mr. Meshkin moved approval of Policy 2020 Policy Development and Adoption as amended. The motion was seconded by Mr. Aquino and approved by the Board (8/0).

#### **Middle School Program of Studies**

*Presenter:* Dr. Clarissa Evans, Executive Director, School Improvement and Curricular Activities; Mr. William Ryan, Executive Director, School Improvement and Administration

Dr. Evans and Mr. Ryan presented adjustments to the proposal in response to concerns expressed by teachers. Costs associated with extending the length of the school day by 50 minutes would be approximately \$4.3 million per year for additional staff and \$8–12 million per year for additional transportation.

*Revisions to Original Proposal:*

- All middle school teachers will receive a Program Implementation Period in addition to individual planning.
  - Program Implementation Period - a period for instructionally related tasks, to include teacher collaboration, professional development, analysis of data, development of assessments, parent communication, and for other duties. The administrative team will assign these activities and duties.
- World Language Instruction:
  - Every other day in Grades 6 and 7
  - Daily in Grade 8

Speaking on behalf of middle school principals, Mr. Thomas Saunders, Wilde Lake MS Principal, expressed complete support for the proposal, noting that change is not easy but he and his colleagues strongly believe that the proposed program is in the best interest of students. He stated that the proposal represents an opportunity to increase instructional time, make the critical shift from teaching reading skills in isolation to incorporating literacy into every content area, provide the opportunity for world language to begin in 6th grade, provide yearlong education for all students, and implement the common core curriculum in a way that is aligned with the looming assessments and supports student achievement for college and career readiness. He stated that all middle schools should begin implementing the new Middle School Program of Study in the 2012/2013 school year in order to ensure that all students and staff are prepared for the demands of 2014.

*Discussion:*

Board members discussed various aspects of the proposed changes.

Dr. Evans explained that with the common core, changes are needed in the reading curriculum. Middle school teachers will now be teaching both works of fiction and non-fiction. The state is recommending a thematic approach and is providing guidance on those recommendations.

Mr. Williams spoke about developing a love for reading in middle school and credited the teachers in both reading and English classes. He indicated that 6th grade is a critical time, and there is potential to lose readers without the appropriate instruction. Dr. Evans stated that having units built around themes will provide an opportunity to make reading more interesting to students and the opportunity to see how a theme is handled in literature as well as in works of non-fiction. Many of the current reading teachers will be teaching the English language arts classes and the Inquiry and Innovation Modules.

Professional development will be provided through curriculum writing workshops over the summer during curriculum development throughout the school year. She noted the importance of getting started due to the time it will take to build capacity and comfort levels. She felt that

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many teachers already possess a set of skills that will enable them to develop strategies to demonstrate those skills to students. The Program Implementation Period will also provide time for teachers to receive support and work collaboratively on creating lessons, etc.

Mr. Ryan acknowledged that providing a daily Program Implementation Period will create challenges and reduce scheduling flexibility, but staff will work with principals to support and ensure that teachers receive two planning periods every day.

Decisions regarding related arts sectionals will be made on a school-by-school basis. Staff stated that there has never been an intention to eliminate sectionals. All schools must plan how those sectionals are pulled out, and the exemplary program document addresses pull-out sectionals across the entire school day.

Regarding world language, staff noted that modifications to the proposal help reduce the doubling of students, and the addition of the Program Implementation Period will help provide support for teachers. This proposal also gives staff the ability for more oversight regarding music sectionals, and best practices will be reviewed. Moving to a 50-minute-period day allows more time for band, orchestra, chorus, and other sectional programs.

Mrs. Vaillancourt expressed concern about equity and the inconsistencies in scheduling that could occur by providing flexibility rather than requiring the same schedule in each school. Mr. Ryan indicated the need for scheduling based on the need of individual students in a particular building. Mrs. French stated that the proposal provides a better minimum time for instruction, and some schools may have more based on the schedule and ability level of students. Mr. Rob White, Music Instructional Facilitator, explained the considerations involved in developing schedules based on student ability and noted the importance of flexibility in accomplishing what is in the best interest of students.

In response to Mr. Meshkin, Mr. Ryan stated that pool positions for staffing are available and can be provided as needed on a school-by-school basis as schedules are determined. No reduction in the availability of classes will occur. Staff will be working school by school to see how world language classes fit across the schedule and will work with teachers to determine specific needs regarding staffing. There is no increase in cost to provide additional world language teachers if needed.

Mr. Meshkin expressed concern about not aligning the middle school curriculum with high school advanced placement courses. Mr. Ryan spoke about advanced placement classes and stated that the rigor, relevance, and connection to content literacy is valuable. Ms. Zeleana Morris noted that the demands of the common core are now equal to the demands of advanced placement courses.

Mrs. Giles stated that she has always been concerned that the current reading course is a one-size-fits-all attempt. Disciplinary literacy and being able to focus individually gives more options to students in terms of getting the most targeted work they need, whether it is extending themselves or receiving intensive interventions that allow them to rise to an appropriate level. She stated her preference for additional options for students to explore in order to promote a love for reading or the application of reading to research and serious analysis or to explore tech ed if they are already a proficient reader. Some students currently receiving interventions do not have the same opportunities to participate in elective courses. She supported the proposal that does not place reading as separate from other classes. This proposal provides better opportunities for students and positions them for success.

Mrs. French asked about mandating that students take a reading module. She expressed concern with giving up entirely on stand-alone reading class. Dr. Evans explained that all modules will include reading. The modules are being designed under the auspices of the English language arts office, and it is assumed that many of the reading teachers will teach the modules.

Mrs. French asked that the public be informed about the amount of time that HCPSS currently provides for mathematics instruction, noting that the 50-minute proposal still falls short of the state average of 68 minutes in math each day. Dr. Evans noted the importance of understanding that schedules reflect the values of each system and their community. Not all systems offer the variety of courses and programs in middle school that HCPSS offers, which impacts the time available for math. Mrs. French noted that HCPSS values fine arts as equally as mathematics.

Mrs. French asked if consideration has been given to providing literacy coaches to help monitor classrooms or assist teachers in bringing reading strategies to core content teachers who are not familiar with reading skills and strategies. She expressed concern about the sufficiency of summer professional development. Mrs. French indicated the need for a few years of ongoing assistance in the classroom in helping teachers incorporate reading skills within content areas. Staff reported that this has been considered and cost was a challenge. The cost to provide one half-time position, plus benefits, for each school would total approximately \$65,000.

Mrs. French asked about reading apprenticeship models, and Dr. Evans stated that some staff members have received training on reading apprenticeship. The school system is looking at the possibilities of providing reading apprenticeship training to all staff as needed.

Mr. Dyer expressed concern that moving to seven 50-minute periods will result in lost opportunities for students in related arts. Mr. Ryan stated that every student will still have two periods of related arts available to them in the proposed schedule. Students who are below grade level in reading will take prescriptive math or reading classes, which will lessen the amount of time available for related arts classes, which is the current practice. Students not needing interventions will have more choices. Mr. Aquino noted that under the proposal, middle school students will have opportunities for a more customized learning curriculum than what is currently available.

Mrs. Vaillancourt expressed concern with diminishing the amount of directed reading opportunities that students are forced to have. Mr. Williams also expressed concern that reading is being sacrificed in this proposal. Dr. Evans emphasized that parents who want reading for their students still have the opportunity to ensure that reading is included in the student's schedule.

Mrs. Vaillancourt pointed out that some staff members are united against rushing into this proposal and commented on the number of scheduling issues and details that have not been determined. Mr. Donyall Dickey, Murray Hill MS Principal, stated that teachers in his school are arguing that this is one of the best things that could happen in looking at the skills students will have to master when reading informational and literary texts. Ms. Kathryn McKinley, Mount View MS Principal, stated that she has found that most of the anxiety for staff involves the question of what they will be teaching next year, which cannot be answered until a decision is made on the program of studies. She noted that reading teachers were reassured when they reviewed the modules that will be offered as many are in the curriculum currently. She also noted the anxiety that is inherent in any matter regarding change.

Mr. Dyer expressed opposition to reducing the schedule from 8 to 7 periods a day and stated that extending the school day has not been adequately studied. He did not like the idea that staff was placed in a position because of the current economic situation of trying to accomplish a new task that has been put forth by MSDE without adequately considering what additional resources would be necessary in order to do that without sacrificing other components of the curriculum. He also expressed concern regarding the split between central office and classroom teachers and noted the need for a unified staff in accepting a major curriculum change. Mr. Dyer also stated that the proposal should be reviewed by the new Superintendent for input and suggested that the Board delay implementing this change until the new Superintendent has been hired.

Mrs. Vaillancourt expressed support for the program but reiterated concerns about teachers not being supportive of the proposal. She indicated the need to work out the significant issues that have been raised before approving the changes. She stated the need to be respectful of the professional teaching staff and indicated her desire to resolve issues.

Mr. Meshkin spoke in favor of many aspects of the proposal and expressed appreciation to administrators for their flexibility in working through issues with the educators. He stated that he does not see a compelling reason for eliminating a dedicated reading program and infusing reading in other areas at the risk of losing student success. He spoke about research indicating gains in comprehension, GPA, course credits, and reading and math scores that were boosted by having a dedicated reading class in addition to English at the high school level. He did not feel that adding an extra five minutes to each class would be of any benefit to students and encouraged the development of a compromise solution on reading instruction.

Mr. Williams expressed concern with eliminating the requirement of a stand-alone reading class. He also expressed a desire for compromise in finding a middle ground on a reading requirement in at least one or two middle school grades.

Mrs. Giles noted the importance of providing consistency across the school system. She commented that there have been concerns regarding the middle school program for a long time in terms of providing the direction students need to move on to the high school level, and this proposal addresses those issues. She pointed out the need for staff to collaborate on providing what is best for both students and teachers.

Dr. Siddiqui supported the proposal and expressed appreciation for the input that has been provided by teachers, students, and administrators. She stated that a change in the middle school schedule is needed in terms of having equitable opportunities for all students. The proposal supports the school system's goal of academic achievement because in that reading is being reinforced in all content areas. Having advanced reading modules for students and increasing time in mathematics will make a difference in eliminating some of the achievement gap at the middle school level. Dr. Siddiqui also pointed out the additional perks of expanding world languages and increasing time for physical education.

Mrs. French commented that she takes personal pride in being one of the Board members who brought forth the idea of mandatory reading in all middle schools over ten years ago, which made a significant difference in reading improvement. She stated that if the proposed schedule does not go forward, there will be no world language in 6th grade and no changes in the 7th and 8th grade program. She also noted the importance of providing equal opportunities to all students. She emphasized that reading will not be lost for anyone in need and indicated that reading class is being reformulated to meet the needs of each child based upon their ability and



interest level. Mrs. French also stated her preference of providing literacy coaches, which she will address during the budget process.

Mr. Aquino stated that the proposal is a good program and expressed appreciation to staff, the community, and the teachers who helped inform the Board on this issue. Staff has addressed many of the issues of concern, both by individual teachers and the Howard County Education Association (HCEA), including the provision of Program Implementation Periods for all middle school teachers. He stated his preference to implement the proposed new middle school program systemwide now. He expressed confidence in staff and faith in teachers to make the program work.

*Action:* Mr. Aquino moved that the Board accept the revised proposal recommended by staff, consisting of the December 8, 2011, proposal with the following modifications: All middle school teachers will receive a program implementation period as defined as a period for instructionally related tasks to teach teacher collaboration, professional development, analysis of data, development of assessments, parent communication, and for other duties that will be assigned by the administrative team, and the implementation of world languages that will be on an every-other-day schedule in Grades 6 and 7 and every day in Grade 8. The motion was seconded by Dr. Siddiqui and failed by a vote of 4/4, with Mr. Dyer, Mr. Meshkin, Mrs. Vaillancourt, and Mr. Williams voting no.

*Action:* Mrs. Vaillancourt moved to delay the issue until the next Board meeting and direct staff to meet with HCEA to either come to an agreement or give the Board a specific list of stalemate issues so the Board can decide if this can be worked out later or is a lost cause. The motion was seconded by Mr. Aquino and approved by the Board (6/2), with Mr. Dyer and Mrs. French voting no.

**Adjournment** - By Board consensus, the meeting was adjourned at 11:20 p.m.

### **Information Items**

- A. Gorman Crossing ES Addition Design Development Submission Comments from MSDE
- B. Stevens Forest ES Renovation/Addition Construction Document Submission Comments from MSDE

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

January 31, 2012

The Board of Education of Howard County (BOE) held a Public Hearing on the Superintendent's Proposed FY 2013 Operating Budget on Tuesday, January 31, 2012, at 7:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Sandra H. French, Chairman  
Frank J. Aquino, Esq., Vice Chairman  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Janet Siddiqui, M.D.  
Cynthia L. Vaillancourt  
Tomi Williams, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Mamie Perkins, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Kathleen Hanks, Recording Secretary

Chairman Sandra French called the meeting to order at 7:00 p.m. Mr. Tomi Williams, Student Member of the Board, led the group in the Pledge of Allegiance.

## **Public Hearing – Superintendent's Proposed FY 2013 Operating Budget**

### Michaela Tummings, Wilde Lake HS Student

- Expressed support of the Superintendent's Proposed FY 2013 Operating Budget in its entirety.
- Thanked the Board for their continued support of the Gifted and Talented Program.

### Ade Lawal, Mt. Hebron HS Student

- Expressed support of Media and Educational Technology in the Superintendent's Proposed FY 2013 Operating Budget.

### Gary Toller, Science Advisory Committee Member

- Expressed sincere appreciation for the stewardship of the Superintendent, and his vision and management skills are appreciated by the Science Advisory Committee.
- Endorsed the philosophy of "inclusion" that emphasizes access and educational exposure for each child to the many excellent science programs.
- The Science Advisory Committee supported the inclusion of a part-time position at the Robinson Nature Center, which will strengthen the pre-K-12 environmental studies and science, technology, engineering, and mathematics (STEM) initiatives.
- Advocated for continued support for elementary STEM education.
- Supported the Superintendent's Proposed FY 2013 Operating Budget as it demonstrates the school systems commitment to providing all students with access to quality science education.

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Donna Schulze, Employee

- Advocated for employee raises.
- Supported the National Education Association (NEA) and Maryland State Education Association (MSEA) initiative regarding the living wage campaign.
- Believed all employees should be able to afford to live in the county they work in.

Paul Lemle, HCEA (Howard County Education Association) President

- Advocated for employee raises in order to attract and maintain the best educators which requires the best salaries in Maryland.
- Shared concern for middle school related arts teachers' administrative planning time.
- Encouraged the Board to join with the union to advocate against pensions being forced on local education agencies.

Prasad Karunakaran, Gifted and Talented Advisory Committee

- Supported the gifted and talented programs on all three levels of the educational system.
- Encouraged the Board to address the gifted and talented programs in the new Middle School Program of Studies.
- Encouraged the Board to adopt the Superintendent's Proposed FY 2013 Operating Budget.

**Adjournment** - By Board consensus, the meeting was adjourned at 7:24 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

January 31, 2012

The Board of Education of Howard County met in closed session on Tuesday, January 31, 2012, at 6:15 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Frank J. Aquino that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss school and the current litigation in Board of Education vs. Ducketts Ridge. The motion was seconded by Ellen Flynn Giles and approved 5/0. Persons present: Board members, Sandra H. French, Chairman; Frank J. Aquino, Esq., Vice Chairman; Allen Dyer, Esq.; Ellen Flynn Giles; and Cynthia L. Vaillancourt. Dr. Janet Siddiqui and Brian J. Meshkin arrived at 6:27 p.m. after the vote to close.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Dr. Sydney L. Cousin, Superintendent; Mamie J. Perkins, Deputy Superintendent; Raymond Brown, Chief Operating Officer; Mark Blom, General Counsel; Ken Roey, Executive Director Facilities Planning and Management; Bruce Gist, Director School Construction; Joel Gallihue, Manager School Planning; Charles D. MacLeod, Esquire of Funk & Bolton; and Kathleen V. Hanks, Recording Secretary

The Board received a status update from staff and counsel regarding school sites and the litigation on Ducketts Ridge. Staff received direction from the Board.

Adjourned: 6:50 p.m.

Submitted by: \_\_\_\_\_  
Sandra H. French, Chairman  
Board of Education

**Minutes of the Board of Education Legislative Committee**

**February 1, 2012 – 3:30 p.m. – ML2**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Cynthia L. Vaillancourt

*Staff:* Raymond H. Brown, COO; Dan Furman, Staff Attorney

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino, Cynthia L. Vaillancourt, Raymond H. Brown, Dan Furman

**Staff:** Kathy Hanks, Administrative Specialist (Board Office)

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
I	<b>Call to Order</b>	Dr. Siddiqui called the meeting to order at 3:35 p.m.		
II	<b>Approval of Agenda</b>		By consensus.	
III	<b>Budget Briefing</b>	<p>Mr. Furman stated that at this time there are a multitude of budget proposals that affect the formulas. It is staff’s recommendation that the Board wait to discuss due to fluidity. It is Mr. Brown’s hope that he will receive more detailed information at a meeting on February 2 on formula calculations.</p> <p>There was in-depth discussion regarding pension shifts, county government, and school system cost savings. The committee also discussed Senator Robey’s draft legislation on county school budgets and maintenance of effort. Mr. Brown and Dr. Siddiqui will follow-up for clarification.</p>		
IV	<b>Review of Legislation, and Staff Position/ Recommendation</b>	<p><b>SB 388</b> Carroll and Howard Counties – Workers’ Compensation – Students in Unpaid Work-Based Learning Experiences</p> <p><b>HB 11</b> Criminal Law – Third Degree Sexual Offense – Person in Position of Authority</p> <p><b>SB 87</b> State Payments of Public School Construction Costs – Remittance of Reimbursement to County</p>	<p>Support</p> <p>Hold – Mr. Furman is to forward a copy of the bill to the committee for review.</p> <p>Oppose</p>	

**Minutes of the Board of Education Legislative Committee**

**February 1, 2012 – 3:30 p.m. – ML2**

**Committee:** Janet Siddiqui, Chairman; Frank J. Aquino; Cynthia L. Vaillancourt

**Staff:** Raymond H. Brown, COO; Dan Furman, Staff Attorney

**Attendees:** Janet Siddiqui, Chairman; Frank J. Aquino, Cynthia L. Vaillancourt, Raymond H. Brown, Dan Furman

**Staff:** Kathy Hanks, Administrative Specialist (Board Office)

Item	Subject	Discussion	Action/Status	Follow-up
		<b>SB 110</b> Motor Vehicle Administration – Young Driver Improvement Program – and Guardian Attendance	Support	
		<b>SB 143</b> Comprehensive Master Plan	Support	
		<b>SB 178</b> Informal Kinship Care – Documentation Supporting Affidavit - Repeal	Oppose – Mr. Furman will have Dr. Cummings on standby to answer any questions from the Board.	
		<b>HB 185</b> Education – Talbot County – Participation in High School Athletic Program	Oppose	
		<b>HB 208</b> Baltimore City Public School System Governance	Oppose	
		<b>SB 293</b> Education – Core Content Areas – Accountability Program	Oppose	
		Dr. Siddiqui also brought before the committee the following bills that were discussed at the recent MABE (Maryland Association of Boards of Education) Legislative Committee meeting.		
		<b>SB190</b> – Education – School Construction – Applicability of Priority Funding Areas	MABE is taking no position on this bill.	

**Minutes of the Board of Education Legislative Committee**

**February 1, 2012 – 3:30 p.m. – ML2**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Cynthia L. Vaillancourt

Staff: Raymond H. Brown, COO; Dan Furman, Staff Attorney

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino, Cynthia L. Vaillancourt, Raymond H. Brown, Dan Furman

**Staff:** Kathy Hanks, Administrative Specialist (Board Office)

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		<p><b>SB 173</b> Public School Buildings – Carbon Monoxide Detection and Warning Equipment</p> <p><b>SB329</b> Education – Parent – Teacher Meetings – Unpaid Leave</p> <p><b>SB 152</b> Budget Reconciliation and Financing Act of 2012</p>	<p>Hold - Mr. Furman will bring information to the next committee meeting.</p> <p>Support – Mr. Furman will add to the Board report.</p> <p>MABE opposes. Mr. Furman is to research and bring the bill to the next committee meeting.</p>	
V	<b>Scheduling</b>	Next meeting is scheduled for Wednesday, February 15, 2012, at 3:30 p.m. in ML2.		
VI	<b>Adjournment</b>	Meeting was adjourned at 4:43 p.m.	By consensus	

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 2, 2012

The Board of Education of Howard County (BOE) held Public Work Session I on the Superintendent's Proposed FY 2013 Operating Budget on Thursday, February 2, 2012, at 7:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Sandra H. French, Chairman  
Frank J. Aquino, Esq., Vice Chairman  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Janet Siddiqui, M.D.  
Cynthia L. Vaillancourt

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Mamie Perkins, Deputy Superintendent  
Arlene Conway, Recording Secretary

Chairman Sandra French called the meeting to order at 7:04 p.m. and led the group in the Pledge of Allegiance.

## Approval of Agenda

*Action:* Mr. Aquino moved approval of the agenda. The motion was seconded by Mr. Meshkin and approved by the Board (7/0).

## Superintendent's Proposed FY 2013 Operating Budget - Work Session I

### Revenues

#### FY 2013 Revenue Status

##### *Howard County Government*

- County Allocation: \$476,050,094 (an increase of \$8,433,053 or 1.8 percent).
- Maintenance of Effort: \$5.1 million:
  - Same per-pupil cost over the last three years.
  - Official state enrollment (50,481.5 students as of September 30, 2011) increased county revenue by \$5.1 million.
- Technology: \$3,327,000 (previously included in the capital budget).
  - Technology has been requested in both the operating and capital budgets due to the changing nature of state funding eligibility and reductions in revenue streams for technology in the capital budget.



*Preliminary State Aid Calculations - Enrollment/Wealth*

- The most critical data variables are still preliminary:
  - Enrollment to include special education and transportation counts.
  - Wealth for calculating the foundation program.

*Preliminary State Aid Calculations - Enrollment*

- Students eligible for state aid on preliminary report: 50,481.5
- State aid calculations interdependent on data received from all Maryland counties.

*Preliminary State Aid Calculations - Geographic Cost of Education Index (GCEI)*

- GCEI: \$5,119,581
- Discretionary dollars vulnerable to reduction or elimination by the General Assembly.

*FY 2013 Revenue Status - Estimated Calculation Using Maryland State Department of Education (MSDE) Preliminary Draft Calculations (01-19-2012):*

	Fiscal 2013 Superintendent	Updated Revenue Projections	Updated Differences
<b>Howard County</b>	<b>476,050,094</b>	<b>476,050,094</b>	<b>0</b>
<b>State</b>	<b>215,259,166</b>	<b>215,457,278</b>	<b>198,112</b>
<b>Federal</b>	<b>370,000</b>	<b>370,000</b>	<b>0</b>
<b>Other Funding</b>	<b>5,455,310</b>	<b>5,455,310</b>	<b>0</b>
<b>Total</b>	<b>697,134,570</b>	<b>697,332,682</b>	<b>198,112</b>

*Effect of Pension Shift to HCPSS:*

	Howard County Government Local	Howard County Public Schools State
Income Tax Revenue Proposal (18 Months)	<b>10,694,124</b>	
Indemnity Mortgage	<b>2,325,000</b>	
Waive Repayment to Local Income Tax Reserve	<b>2,918,127</b>	
<b>Total</b>	<b>15,937,251</b>	
Retirement Split 50/50	<b>-16,229,349</b>	<b>-16,229,349</b>
Loss of GCEI Funding		<b>-5,119,581</b>
<b>Net Local Impact</b>	<b>-292,098</b>	<b>-21,348,930</b>

Dr. Siddiqui noted the need for continual lobbying of both Howard County and state delegations, requesting that pension costs not be shifted to the school system.

Revenue Summary (General Fund Operating Budget) - Appendix 7

- Conservative estimates have been projected in the subcategories under Other Funding.

***Instruction***Program 0601 – Art

- No additional costs have been incurred with the arts integration program pilot at Thunder Hill ES versus the typical elementary school program for art.

Program 0701 - Elementary Programs

- Not all elementary schools are wireless at this time.
- All middle and high schools will be wireless in the fall of 2012.
- Details of the Partnership for Assessment of Readiness for College and Careers (PARCC) will dictate the choice of electronic devices to support the assessments.
- Staff is concerned about purchasing electronic textbook subscriptions at this time because they may not match the school system's standards.
- Information on electronic devices needed to implement the common core curriculum will be available in the spring.

Program 0801 - Business & Computer Management Systems

- Enrollment numbers reflect better estimates since the transition period of changing graduation requirements for technology education has concluded.
- Common core standards for math have been addressed with classes in accounting, entrepreneurship, computer science, etc.
- Much of the software used is available to students online.
- Staff will take into consideration ways to provide students with online resources for use after graduation.

Program 0901 - Language Arts

- Funds in Maintenance of Software are included for student participation in online courses.
- The definitive use of funds to support the common core curriculum is currently unknown, but \$3,000 is included as a placeholder at this time.
- Ongoing professional development is provided for journalism advisors/sponsors, and a journalism conference provides collaboration opportunities.
- Funds for high school newspapers have been increasing to provide equity in all schools.

Program 1001 - World Languages

- A formal report will be provided to the Board in the spring on the two-year World Language Pilot at Waverly and Laurel Woods elementary schools.
- Surveys on the pilot are being conducted to receive feedback from staff, parents, and students.
- Chinese instruction begins with a focus on simplified Chinese, supported with pinyin (the phonetic representation of characters).
- Students at the high school level are exposed to both traditional and simplified Chinese.

Program 1002 - English for Speakers of Other Languages (ESOL)

- A decline in enrollment has been experienced in the past year at the middle and high school levels.
- The majority of growth in the ESOL population is in the primary grades.

- Textbooks at the elementary level are content-integrated books packaged in sets of six, which are more comprehensive and cost more than books used at the middle and high school levels.
- Staff indicated that professional development, collaboration with content teachers, and support through the technology budget will help in eliminating the achievement gap for English language learners.

#### Program 1101 - Health Education

No discussion.

#### Program 1201 - Technology Education

- Budget includes \$582,000 to upgrade the technology education program, which will provide consistent allocation at the middle school level.
- Budget adds mobile labs and a printer for each middle school.
- Staff ensures that any free resources available are utilized.

#### Program 1301 - Kindergarten/Prekindergarten

- 86 percent of students were assessed as fully ready for kindergarten last year, which has risen from 46 percent who were ready when assessments began.
- Staff would like to expand the number of partnerships with other schools in order to serve more students.
- Transportation funds are used for field trips in the community to build experiences for students.

#### Program 1401 - Mathematics

- Embedded in the common core curriculum for math are standards such as argument, reasoning, logic, perseverance, and modeling.
- Staff was asked to present information on digital learning initiatives as separate items throughout the budget.

#### Program 1501 - Library Media

- Budget includes full funding for the media collection for the new northeastern elementary school but could be split over two fiscal years if requested.
- The target collection number has remained the same each year to provide consistency in comparisons.
- A pilot is currently underway on the use of digital devices in library media centers.
- The school system is not ready at this time to move to electronic media centers but consideration will be given to this topic.
- Media specialists possess the necessary skills and are proactive in helping students access information, both inside and outside the school library.

#### Program 1601 - Music

- Staff makes use of various resources within the school system to meet the instrumental needs of students in their specific schools.
- Community donation programs also provide instruments for students.
- Staff works diligently to ensure equity in music programs across the school system.

#### Program 1701 – Physical Education

- Teaching positions at the middle school level are included in the secondary education program.

Program 1801 - Reading

- This budget does not reflect proposed changes to the middle school curriculum that would affect reading teachers.

Program 1901 - Science

- The environmental literacy graduation requirement was passed by the state board of education in June 2011.
- The Robinson Nature Center provides a tremendous learning opportunity for students, and a .5 educator position has been added as a liaison to help align the center's programming with the graduation requirement.
- The half-time educator position at the Howard County Conservancy has directly impacted 1,874 secondary students in over 10 schools.
- Howard County leads the state in the number of green schools.
- The two educators involved with the conservancy and nature centers also support efforts in the area of school-yard environmental habitats.
- It is expected that the half-time educators at both centers will work in tandem, collaborating extensively to avoid replication of programs and to support a complementary instruction to students.

Program 2001 - Social Studies

No discussion.

Program 2201 - Theater and Dance

No discussion.

Program 2301 - Gifted and Talented

No discussion.

Program 2401 - Summer School

- Students were able to complete online courses for credit recovery in the 2011 program, which is being considered for continuation in 2012.
- An additional online opportunity for gifted and talented courses is also being considered for this summer.

Program 2501 - Instructional Technology

- Staff is progressing through the adjustment involved with the co-teaching pilot program.
- Many pilots are currently underway that involve the evaluation of instructional technology and are funded through grants and specific content areas.
- It was suggested that information on funding for digital learning experiences and initiatives be prominently displayed in the budget.
- Staff was asked to provide an update on the progress of various pilot programs.
- Staff was asked to highlight information on the funding amount dedicated towards eLearning-type initiatives.
- A technology steering committee (represented by all divisions in the school system) is working on an overall plan for technology, not only in the area of instruction, but also in operations and other areas as well.

Program 3010 - Elementary Staffing

- Budget adds 21 teachers and 4 paraeducators, based on projected enrollment in Grades 1-5, using current staffing ratios.

Program 3020 - Middle School Staffing

- Middle school staffing will not be affected as a result of any changes to the middle school schedule in 2012/2013.
- Pool positions will be used to support changes as a result of any approved program.

Program 3030 - High School Staffing

- Staff is considering many prototypes for providing online learning opportunities for students in several academic areas.

Program 3201 - Other Regular Programs

- The HCPSS currently has 38 students at the SEED school.
- Staff is gathering information to determine if the SEED school is meeting the needs of HCPSS students.
- Placement in the SEED school is voluntary and based on parent preference.

Program 3205 - Junior Reserve Officers Training (ROTC)

No discussion.

Program 3501 - Academic Intervention Services

- Staff is continuing to explore the expansion of transition assistants and academic mentors for the Black Student Achievement Program (BSAP).
- All HCPSS students are allowed to participate in any of the programs offered in this budget category.
- A BSAP outreach liaison works with a caseload of students and also provides support to any other student in the classroom who needs additional assistance.

Program 3701 - Career Connections

No discussion.

Program 3801- Centralized Career Academies

- Staff will provide Board members with a booklet describing college articulation agreements, credits students can earn through Career and Technology Education (CTE) programs, and certifications that are available to students.
- If an excess of students apply for a program, random assignment is used, and a waiting list is created.

Program 4401 - Family and Consumer Sciences

- Eighth grade students demonstrated their financial literacy acumen to members of the Chamber of Commerce at the State of the County address, which created interest in obtaining materials to help build financial literacy skills.

Program 8701 - IntramuralsProgram 8801 - Cocurricular Activities

- Each middle school is provided 10 athletic activities, with \$350 per sponsor at each middle school.
- Some schools supplement these activities through PTA support.

**Recess** - The meeting was recessed by the Chairman at 9:25 p.m. and reconvened at 9:32 p.m.

### **Mid-Level Administration**

#### Mid-Level Administration Summary

- MSDE publishes a fact book every year (also available online) that includes statewide comparison data on categories such as cost per pupil, number of staff and teachers, state foundation aid per pupil, etc.

#### Program 0304 - Central Office Instructional Personnel

- Automobile allowances for central office personnel are included in the travel mileage section under each specific program.
- There is no staffing ratio for central office secretaries.
- Services for grant writing are contracted when needed. HCPSS no longer has grant writers on staff.

#### Program 0411 - Curriculum & Curriculum-Based Assessments

- Local assessments are developed in house.
- Curriculum-based assessments are designed specifically to measure student progress in the essential HCPSS curriculum and to provide feedback to teachers.

#### Program 1503 - Media Technical Services

No discussion.

#### Program 2701 - Cable Television/Video Production

- It was suggested that the link to Board meeting videos be placed more prominently on the HCPSS website.

#### Program 4701 - School-Based Administration

- Staff designated for the opening of the new northeastern elementary school has been budgeted for half a year in 2013.

#### Program 4801 - Professional and Organizational Development

- Staff will provide the Board with a school-by-school analysis on the staffing of highly qualified teachers.
- Adjustments have been made in staffing as a result of reorganization.
- Staff was asked to provide staffing and costs associated with the cultural proficiency program.

#### Program 4901 - Professional Development Schools (PDS)

- Staff encourages and recruits HCPSS high school students into teacher education programs. Many start at Howard Community College (HCC) and articulate to four-year degree programs.
- Scholarships are provided to Future Educators of America (FEA) candidates through the PDS program.
- Data is being tracked on the number of FEA students who enter HCC or a PDS program and the number of graduates that are hired by HCPSS.

- Staff was asked to look at providing incentives to students who pursue teaching as a career and obtain employment with the school system.
- Master teachers talent-spot students, and many teachers support the field of education.

Category 14 - Community Services

No discussion.

Program 9501 - International Student Services

- Board members were asked to email questions on this program to the appropriate staff member.

**Adjournment:** The meeting was adjourned by the Chairman at 10:01 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 7, 2012

The Board of Education of Howard County (BOE) held Public Work Session II on the Superintendent's Proposed FY 2013 Operating Budget on Tuesday, February 7, 2012, at 1:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Sandra H. French, Chairman  
Frank J. Aquino, Esq., Vice Chairman  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Janet Siddiqui, M.D. (arrived at 1:10 p.m.)  
Cynthia L. Vaillancourt

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Mamie Perkins, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Susan Clime, Recording Secretary

Chairman Sandra French called the meeting to order at 1:05 p.m., and Mr. Dyer led the group in the Pledge of Allegiance.

### Approval of Agenda

*Action:* Mrs. Giles moved approval of the agenda with the amendment of moving discussion on the Board's budget until Dr. Siddiqui's arrival. The motion was seconded by Mr. Aquino and approved by the Board (5/0).

### Superintendent's Proposed FY 2013 Operating Budget - Work Session II

Mr. Brown explained that the budget reflects the second half of the negotiated agreement that impacts FY 2013. Salary impacts that may result from current collective bargaining are not included as negotiations are still underway.

Mr. Meshkin provided budget questions in advance of the work session, which Board members posed and discussed in his absence.

### Administration

#### Program 0102 - Office of the Superintendent

No discussion.

#### Program 0103 – Staff Relations/Equity Assurance

No discussion.

#### Program 0101 – Board of Education

- Hotel expenses were reduced by one day for the National School Boards Association (NSBA) conference for a savings of \$1,470.

Approved – March 22, 2012

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- Funding was eliminated for Leadership Howard County Professional Development for a savings of \$4,800.
- Additional savings may be acquired by reducing attendance at the Maryland Association of Boards of Education (MABE) Boardmanship Academy if necessary.
- The topic of granting Board dismissal authority over staff in this budget has not been resolved.
- Board members expressed satisfaction with the competence and expertise of their staff
- The Board Office currently provides half-time support to the Policy Office and the Internal Auditor.
- The .5 secretarial position in the Policy Office's budget is being increased to full-time, which will eliminate the Board's support of that office.
- The Board may consider adding a .5 secretarial position in the FY 2014 budget if needed as a result of continuing to provide half-time support to the Internal Auditor.

#### Program 0104 – Legal Services Office

- The staff attorney position added in the FY 2012 budget supports the legislative process and special education and is split over two budgets:
  - 30 percent - Business Services and Operations
  - 70 percent - Special Education
- The current cost for a staff attorney is approximately \$78,000 (including benefits).
- It may be necessary to increase staff time dedicated to legislative issues in the future.

#### Program 0105 – Partnerships Office

- The Partnerships Specialist position has been moved to Program 0105 Community Services to replace a previous position. The job title has changed to International Service Specialist and is a full-time position.
- Staff Recognition has been reassigned to the Public Information Office.
- Staff is confident that the office can effectively deliver the program with current staffing levels.
- More than 1,000 partners provide services to HCPSS that enrich the education of students.

#### Program 0201 – Business Services and Operations

No discussion.

#### Program 0203 – Budget Office

- A comprehensive list of vacant positions in the school system will be provided to the Board.
- The total cost for a continuous improvement coordinator is slightly less than \$113,000.
- Staff will request information from other counties regarding improvement coordinator positions.

#### Program 0204 – Payroll Services

- A change in staffing provided a budget reduction of \$20,000.
- Overtime needed to meet short pay periods is being budgeted to appropriately identify costs.
- IFAS has provided a process improvement in payroll operations and costs.
- Staff is hoping to implement an improvement in accounting structure with IFAS 7.9 to make it more cost-center sensitive and to improve comparison data on expenditures.
- Survey results consistently indicate a high level of satisfaction with the Payroll Office.

Program 0205 – Purchasing Services

No discussion.

Program 0206 – Accounting Services

No discussion.

Program 0302 – Public Information Office

- The Director of Public Relations responds to all Public Information Act (PIA) requests in accordance with the law and with the intent of providing any information being sought by the public.
- Staff members from various offices can also be involved in fulfilling PIA requests in collaboration with the Public Information Office, which would make it difficult to budget funds specifically designated for fulfilling PIA requests.
- When particular or specific information is being sought on a frequent or pattern basis, staff is proactive in making that information available to parents, students, and the community through various means of communication.
- Information on past PIA requests will be provided to the Board.
- Human Resources staff is transitioning to an electronic system, and job descriptions for all staff are not readily attainable at this time.
- A PIA request for all job descriptions of employees earning over \$80,000 has been estimated to cost approximately \$117,000.

Program 0303 – Human Resources

- This program contains funding for 81 substitute days to assist in the teacher recruitment operation.
- Trained local school personnel with expertise in particular content areas work with specific colleges and universities as recruiters for the HCPSS.

Program 0305 – Other Support Services

- The increase in contracted labor reflects additional shredding services included last year for the central office.
- The bulk of funds for school shredding are included in the warehouse budget under contracted services.
- Funds for supplemental shredding for the central office also include electronic and hard-copy storage.
- Monitors are being put in place to ensure that only school system documents are being shredded and that the appropriate documents are being recycled.

Program 0502 – Student Assessment and Program Evaluation (SAPE)

- Budget increase is a result of moving technology personnel to support state data reporting requirements and the internal data system (INROADS).
- Costs associated with the Partnership for Assessment of Readiness for College and Careers (PARCC) assessments are unknown at this time.
- The majority of the SAPE budget is not associated with the state assessments.
- SAPE responds to internal and external requests for data related to Goals 1 and 2 and is involved in research, survey support, and data-related activities in addition to administration of the testing program.
- The Grade 2 Stanford 10 is a nationally normed assessment, and costs are split over Supplies-Testing (\$47,000) and Contracted Services (Test Scoring - \$40,000).
- Supplies and Materials (Supplies-Testing) contains \$1,400 to provide reports to parents.

- The Stanford 10 gives students an opportunity to take an assessment prior to the Maryland School Assessment (MSA) and provides parents with information on how their children are performing in 2nd grade.
- Staff will be reviewing both local and vendor assessments as HCPSS transitions to the PARCC assessments.
- A review will provide information on whether assessments are aligned and meeting the needs of students, parents, and teachers.
- The Stanford 10 was put into place in anticipation of the MSAs, and trend data is reviewed.
- Staff will provide the Board with a summary of program evaluations on all assessments.
- Staff will review the impacts of eliminating the Stanford 10 to determine whether or not a replacement assessment should be implemented.
- Gifted and talented testing is also being reviewed to determine ways of identifying more students for the GT program.

### **Mid-Level Administration**

#### Program 3204 - Temporary Services Office

No discussion.

### **Transportation**

#### Program 6701 – Pupil Transportation Office

No discussion.

#### Program 6801 - School Bus Operations - Regular

- Two studies have been completed in the past regarding the short- and long-term benefits of supplying transportation in-house, and both studies were conducted in response to specific economic climates.
- In a strong economy, the school system struggles to find drivers and responsible bidders for contracts.
- In weak economies, strong responses are received to competitive bids.
- Staff intends to proceed with another study as recommended by the Operating Budget Review Committee (OBRC).
- Advantages and disadvantages exist with both publicly operated transportation and outsourcing services. Cost is not the sole determining factor.
- The delivery of services to students and schools in the most effective manner is of great importance.
- A fairly substantial capital outlay is necessary for land, facilities, and equipment for any publicly operated transportation system.
- Transportation services are programmed to meet specific needs.
- HCPSS buses travel over 30,000 miles each day. Every five-cent increase in fuel costs, translates to \$50,000.
- There is a regulatory obligation to transport students, and some states handle costs in different ways, such as increased walking distances.
- Each of the studies performed has resulted in improvements to the delivery of services.
- Part of a new study will include a review of the number of contracts allowed to bus companies.
- There are advantages and disadvantages associated with a large number of contractors versus a smaller amount.

Transportation - Other

- The McKinney-Vento Act requires that school systems provide transportation to students who have become homeless or displaced.
- Buses are currently servicing homeless students residing in the District of Columbia and Baltimore City.
- Staff works with families to provide the best transportation service for their children.
- Statistics show that school buses are the safest form of ground transportation, and data will be provided to the Board on this topic.

**Operation of Plant**

- Costs have decreased by over \$900,000 in the area of utilities.
- Three years ago, the school system reduced gas and electric costs by \$1.5 million.
- This year, another \$1.1 million has been saved in gas and electric expenses.
- Savings have been realized through both technology implementations and behavioral changes in schools and HCPSS buildings.

Program 7101 - Custodial Administration and Training

No discussion.

Program 7102 – Custodial Services

- Contracted cleaning services are included for the Ascend One building in the amount of \$35,000 for services not covered in the lease agreement.

Program 7201 – Utilities

No discussion.

Program 7301 – Warehousing

No discussion.

Program 7401 – Risk Management

- Workshop wages have been reduced by \$1,000.

Program 7501 – Other Operation of Plant

No discussion.

**Maintenance**Program 7601 – Buildings/Grounds Maintenance Administration

- No discussion.

Program 7602 – Building Maintenance

- Maintenance is performed every day at every level, from intensive systemic renovations to daily custodial maintenance.
- Much money has been spent over the last few years in accomplishing deferred maintenance projects.
- A large backlog of deferred maintenance still exists, but many of the items identified by the Gilbert Study several years ago have been completed.

- This past year, 22,900 service calls were answered, with 72 percent of calls answered within seven working days or less. Of the total number of calls, 60 percent were answered in three days or less.
- Funds have been identified in the current operating budget to address some maintenance issues at Oakland Mills HS.
- Funding in the FY 2013 budget has been increased to address issues identified as priorities by OMHS administration and community groups.
- Staff visits every school at least once a year to formally meet with each principal to review their needs and to ensure as much equity as possible.

#### Program 7701- Networks and Technology Support Services

- Staff was asked to include a list of schools that have accomplished wireless installation and a narrative in the Program Highlights noting progress in this area.
- Wireless installation at all schools should be completed by the end of February, and all high schools will have wireless access in March.
- The goal is for wireless access at all middle and high schools by the start of next school year.
- The increase in Technology-Computer funds is due to additional positions that require computers for staff, which can be either desktop or laptop computers.
- PARCC assessments will be given over a period of three days, which will space out the use of computer labs and will accommodate all students over the allotted time. The particular device that will be required for PARCC has not been defined by the state at this time.
- Staff is in the process of revising the strategic technology plan to address allocations of technology within HCPSS and targeting potential grants to address a new technology plan.
- HCPSS is well situated for the PARCC assessment technology requirements compared with many other Maryland counties.

#### Program 7801 – Grounds Maintenance

- This program maintains 1,576 acres of grounds including driveways, walkways, parking lots, paved play areas, tennis courts, running tracks, grass play areas, stadium fields, etc.
- Mowing and snow removal services account for less than 20 percent of the total effort of the Grounds Department.
- Staff collaborates with other county agencies to develop efficiencies in maintaining grounds throughout the school system and the county.
- HCPSS partners with the Department of Recreation and Parks on the maintenance of five joint sites.
- Snow removal is a joint effort involving every agency in Howard County.
- If the school system assumes the replacement cycle for artificial turf fields at Atholton and Hammond high schools, the cost will be \$1 million in 10 years (\$100,000 each year if budgeted over 10 years).

#### Program 7901 – Environmental Maintenance

- Operating expenses for wastewater treatment are included in the utilities budget.

### **Fixed Charges**

#### Program 8001 – Fixed Charges

- This program provides funding for 1,030 regular employees who are not eligible to participate in the teacher pension program. HCPSS pays the employer's full share towards retirement.

- \$1.1 million is also included in the budget to fund an administrative fee that was passed on to school systems last year.
- It is staff's understanding that if the pension costs are shifted to the school system, the administrative fee will no longer be charged.
- The cost of the pension shift for the first year is estimated at \$16.2 million, which will rise to \$20 million in FY 2014.

## **Community Services**

### Program 9101 – Nonpublic School Transportation Services

- Nonpublic schools participating in this service must adhere to the HCPSS school calendar and bell schedule.
- Funding is provided by the county to support this program.
- Any nonpublic school operating in Howard County may apply for transportation services.
- It was suggested that the history of this service be prepared for reference.

### Program 9201 – Community Services – Grounds Maintenance

No discussion.

### Program 9301 – Community Use of Facilities

- Use of an online reservation process has accounted for 60 percent of all bookings this year, with the goal of 100 percent use in the future.
- Each school is unique in the activities that are held and in the areas of the building requested for community use.

### Program 9401 – Other Community Services

No discussion.

## **Capital Outlay**

### Program 0202 – School Construction

- Staff is working with the county government to expedite construction of New Northeastern Elementary #41.
- HCPSS has applied for the necessary permits with the Maryland Department of the Environment (MDE) and the Corps of Engineers.

### Program 0212 – School Planning

- Staff will continue to work proactively using a variety of tools for school site acquisition in order to meet future needs.

## **Restricted Funds (excluding Printing Services)**

### Program 8301 – Food and Nutrition Service

- Howard County has the lowest number of students in the state receiving Free and Reduced Meal Services (FARMS), which affects funding availability for special programs.
- Maryland Hunger Solutions has provided funding for breakfast programs in three elementary schools: Cradlerock, Phelps Luck, and Stevens Forest.
- Maryland Meals for Achievement provides state money to match federal funds, and two schools are receiving a free breakfast in the classroom for every student: Homewood Center and Phelps Luck ES.

- The cost for HCPSS to provide breakfast in the classroom every day for elementary students is \$6.5 million for one year.
- Staff will begin to explore a variety of options for expanding the breakfast program to all schools.
- A significant number of students and families choose to have breakfast together at home even when free programs exist at their schools.
- Extreme measures are taken to ensure the confidentiality of students receiving FARMS.
- Two options for prepaid meals are currently available to all families.

Program 9714 – Information Technology - Information Management Fund

No discussion.

Program 9715 – Health and Dental Self-Insurance - Health Insurance Fund

No discussion.

Program 9716 – Workers' Compensation Fund

No discussion.

Grants Fund

- As grants are phased out, some positions are transferred to the operating budget.
- The Title II, Part A: Teacher Quality Program grant may not be renewed due to a possible switch to competitive grants as a result of Race to the Top.

The next public work session on the FY 2013 Proposed Operating Budget is scheduled for Tuesday, February 14, 2012, at 7:00 p.m.

**Adjournment:** The meeting was adjourned by the Chairman at 4:40 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

OFFICIAL MINUTES OF THE  
BOARD OF EDUCATION OF HOWARD COUNTY  
CLOSED MEETING

February 9, 2012

The Board of Education of Howard County met in closed session on Thursday, February 9, 2012, at 2:16 p.m., in the Board Planning Room of the Department of Education, 10910 Route 108, Ellicott City, MD. A motion was made in public in the Board Room by Dr. Janet Siddiqui that the Board go into closed session pursuant to 10-508(a) of the State Government Article of the Annotated Code of Maryland to discuss negotiations. The motion was seconded by Cynthia L. Vaillancourt and approved (4/0). Persons present: Board members, Sandra H. French, Chairman; Frank J. Aquino, Esq., Vice Chairman (arrived at 2:25 p.m.); Allen Dyer, Esq.; Ellen Flynn Giles (arrived at 3:10 p.m.); Janet Siddiqui, M.D.; and Cynthia L. Vaillancourt.

**ITEMS CONSIDERED, ACTION TAKEN, AND RECORDED VOTES:**

Also present: Dr. Sydney L. Cousin, Superintendent; Mamie J. Perkins, Deputy Superintendent; Raymond Brown, Chief Operating Officer; Sue Mascaro, Chief of Staff; Mark Blom, General Counsel; Ernesto Diaz, Director Staff Relations; Mike Johnson, Director Business Systems; and Kathleen V. Hanks, Recording Secretary

Staff updated the Board and reviewed the Superintendent's recommendations regarding negotiation parameters for AFSCME, HCEA and HCEA-ESP bargaining units. The Board had in-depth discussion and voted to accept and/or reject the Superintendent's recommendations.

Adjourned: 3:37 p.m.

Submitted by: \_\_\_\_\_  
Sandra H. French, Chairman  
Board of Education



## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 9, 2012

The Board of Education of Howard County (BOE) held a regularly scheduled meeting on Thursday, February 9, 2012, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Sandra H. French, Chairman  
Frank J. Aquino, Esq., Vice Chairman  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin (joined at 5:30 p.m. via audio conference)  
Janet Siddiqui, M.D.  
Cynthia L. Vaillancourt  
Tomi Williams, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer (afternoon session)  
Mamie Perkins, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Kathleen Hanks, Recording Secretary

Chairman Sandra French called the meeting to order at 4:20 p.m., and Junior Achievement students Anna Shimeall, Tori Montanez, Allie Durkee, and Ashley Mazer led the group in the Pledge of Allegiance.

### Public Forum

Ms. Ann De Lacy spoke about coming together for change at Cradlerock ES.

### Approval of Agenda

*Action:* Dr. Siddiqui moved approval of the agenda. The motion was seconded by Mrs. Giles and approved by the Board (7/0).

### Superintendent's Report

Dr. Cousin discussed the recent visit to Howard County by Maryland Interim State Superintendent, Bernard Sadusky, to view instruction on finance.

Mrs. Perkins introduced a brief presentation on a new educational partnership with Junior Achievement that gives Howard County middle school students the opportunity to complete a comprehensive economics education program entitled *JA Finance Park*.

Mrs. Perkins also congratulated:

- Mt. Hebron HS Principal, Scott Ruehl, who participated on a panel of school principals at a Congressional Briefing on the report from the National Association of State Boards of Education entitled *Gearing Up: Creating a Systemic Approach to Teacher Effectiveness*.

Approved - March 22, 2012

OAH-DYER-001417

- The Oakland Mills HS Junior ROTC Program for receiving the highest rating available on a formal unit evaluation by the Director of Operations of the Air Force JROTC this past November.
- Student Andrew Wang of Mt. Hebron HS, who won the 2012 Howard County Brain Bee Competition, which tests students' knowledge about the human brain. Andrew will represent Howard County at the USA National Brain Bee Championship on March 4 and 5, 2012.

### **Student Representative's Report (Wilde Lake HS)**

Students Josh Smith and Caylyn Perry reported on activities at the school.

### **Board Members' Reports**

Board members reported on their attendance at school and community activities and events.

### **Appointment – County Economic Update**

Mr. Ray Wacks, County Budget Administrator, indicated that the gradual national recovery is being positively reflected in Howard County. He discussed the impact of the proposed shift of teacher pensions from the state to the counties. He explained that the State's Teachers Pension Plan is a Defined Benefit Pension Plan in which an employer promises a specific monthly benefit that is predetermined by a formula, rather than depending on investment returns. The liability of the pension lies with the employer, and shortfalls in investment income must be made up through increased employer contributions or by changes in benefits. It is estimated that Howard County would have to absorb \$17.2 million in pension costs should the proposal be approved. A little over \$16 million of those costs would be for HCPSS employee pension costs.

### **Consent Agenda (Restricted\*)**

Bids and Contracts; Operating Budget Monthly Report; School Construction Monthly Report; and Closed Minutes (Official and Confidential) of January 24, January 26, and January 31, 2012

*Action:* Dr. Siddiqui moved acceptance of the Restricted\* Consent Agenda. The motion was seconded by Mr. Aquino and approved by the Board (6/0\*).

### Bids and Contracts – Approved by the Board

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
P-1	PHYSICAL EDUCATION SUPPLIES	
	Flaghouse, Inc.	
	Gopher	
	HL Corporation	
	MF Athletic	
	Palos Sports	
	S&S Worldwide, Inc.	
	School Specialty	
	Sports Stop, Inc.	
	Sports Supply Group	
	Wellness Solutions	
	Total Award Amount (estimate)	\$180,000.00

P-2	MECHANICAL/ELECTRICAL RENOVATION CLARKSVILLE ELEMENTARY SCHOOL Towson Mechanical, Inc.	\$5,049,000.00
P-3	BOLLMAN BRIDGE ELEMENTARY ADDITIONS AND RENOVATIONS – CHANGE ORDER Contract Package 1A - Alternate No 5 and 6 Homewood General Contractors Contract Package 15A - Alternate No 5 and 6 Towson Mechanical, Inc. Contract Package 16A - Alternate No 5 and 6 Key Systems, Inc. Total Amount	\$449,267.66  216,693.82  <u>96,551.00</u> \$762,512.48
P-4	REQUEST FOR PROPOSALS FOR SUPPLEMENTAL NURSING PERSONNEL AND “ONE TO ONE” DUTY NURSE SERVICES Compassionate Health Care	\$30,000.00

Action	Description	Vendor/Agency/Contract	Amount
PR-1	Provide chiller preventive maintenance and repair services including water treatment services.	Boland Trane Services, Inc. Loudoun County Public Schools #RFP 12B – Chiller Preventive Maintenance and Repair Services Contract term: Expires June 30, 2012 4 renewal options remaining. Savings: Time and administrative cost to bid	\$250,000.00 est.
PR-2	Provide air filters for HVAC equipment	Air Filter Maintenance, Inc. Baltimore County Public Schools #MWE-802-09, HVAC Filters Contract term: Expires June 30, 2012 2 renewal options remaining. Savings: Time and administrative cost to bid	\$200,000.00 est.
PR-3	Provide fire alarm and sprinkler system inspections including fire hydrants.	VSC Fire and Security Montgomery County Public Schools #9397.3-Fire Alarm, Sprinkler System Inspections Contract term: Expires April 13, 2012 1 renewal option remaining. Savings: Time and administrative cost to bid	\$200,000.00 est.

Operating Budget Monthly Report – Accepted by the Board

School Construction Monthly Report – Accepted by the Board

Closed Meeting Minutes (Official and Confidential) of January 24, January 26, and January 31, 2012 – Approved by the Board

**Consent Agenda**

Donations and Meeting Minutes of January 12 (Regular Meeting); January 19 (Middle School Work Session); January 24 (BOE/County Council Meeting); January 31 (Superintendent's Proposed FY 2013 Operating Budget Public Hearing); and February 1, 2012 (BOE Legislative Committee Meeting)

The BOE Legislative Committee meeting minutes were pulled for voting purposes.

*Action:* Mr. Aquino moved approval of the Consent Agenda as amended. The motion was seconded by Dr. Siddiqui and approved by the Board (7/0).

**Donations – Approved by the Board**

The following donations have been received:

Secondary Science Curricular Office: Shimadzu Scientific Instruments, in the amount of \$1,400, designated for the purchase of trophies and ribbons awarded to STEM fair student winners.

Centennial Lane ES: PTA, in the amount of \$2,934.32, designated for the following: (\$659.32) for the purchase of Scholastic Writing books for Team 4, (\$650) for the Cultural Arts Program, *Blue Sky Puppets*, and (\$1,625) for the Maryland Science Center-Cultural Arts Assembly.

Atholton HS: Atholton Booster Association, in the amount of \$517.50, designated for the purchase of boys' basketball practice uniforms.

Marriotts Ridge HS: SAIC, in the amount of \$2,500, designated to assist with one half of the entrance fee for the Chesapeake Regional Competition.

Mt. Hebron HS: Nelson Jones & Co, Inc, in the amount of \$6000, designated for the Alpha Achievers to purchase materials to build stinkbug traps to sell for fundraiser.

Walmart, in the amount of \$2,000, designated to purchase canned food and household items for the food drive for needy families.

Oakland Mill HS: Booster Club, in the amount of \$3,800, designated for the Athletic Program for the indoor concession and to purchase softball dugouts and volleyball floor standards.

Reservior HS: Boosters, in the amount of \$3,000, designated to assist with athletic tournament fees.

Meeting Minutes of January 12 (Regular Meeting); January 19 (Middle School Work Session); January 24 (BOE/County Council Meeting); and January 31 (Superintendent's Proposed FY 2013 Operating Budget Public Hearing) – Approved by the Board

BOE Legislative Committee Meeting Minutes of February 1, 2012

*Action:* Dr. Siddiqui moved approval of the BOE Legislative Committee Meeting Minutes. The motion was seconded by Mr. Aquino and approved (3/0) by the committee members (Mr. Aquino, Dr. Siddiqui, and Mrs. Vaillancourt).

**Proclamation: National Women's History Month**

This proclamation designates the month of March 2012 as National Women's History Month in the Howard County Public School System in celebration of women's contributions to our Nation.

*Action:* Dr. Siddiqui moved approval of the proclamation. The motion was seconded by Mrs. Giles and approved by the Board (7/0).

**Proclamation: Music in Our Schools Month**

This proclamation designates the month of March 2012 as Music in Our Schools Month to underscore the importance of music education, to acknowledge the contributions of music educators, and to celebrate the musical accomplishments of students.

*Action:* Mrs. Giles moved approval of the proclamation. The motion was seconded by Dr. Siddiqui and approved by the Board (7/0).

**\*Gorman Crossing ES Construction Documents Report**

*Presenters:* Mr. Bruce Gist, Director of School Construction; Mr. Michael Lahowin, Principal in Charge, TCA Architects; and Mr. Scott Washington, Manager of Design and Preconstruction Services

Since the design development presentation, project refinements include removal and installation of the blacktop area adjacent to the art/music addition, skylights, IT design in all new classrooms, and an add-alternate to install a new DDC HVAC building control system.

*Discussion:*

Staff is working very closely with the Technology Department to meet the needs of schools. It was noted that county finance standards have become more restrictive regarding technology purchases as part of capital projects.

*Action:* Dr. Siddiqui moved approval of the Gorman Crossing ES Construction Documents Report as presented. The motion was seconded by Mr. Aquino and approved by the Board (6/0\*).

**Board Meeting Conferencing – Discussion and Action**

Using a Chairman's prerogative, Mrs. French added this item to the agenda to allow Board discussion regarding Mr. Meshkin's request to participate and vote via audio or teleconference for the remainder of the meeting.

Mr. Aquino referred to information received on this issue from Mr. Mark Blom, HCPSS Legal Counsel, and Ms. Judy Bresler, Esq., Carney, Kelehan, Bresler, Bennett & Scherr LLP. Both attorneys agreed that the Board is entitled to interpret their own handbook rules. Mr. Aquino stated that Mr. Meshkin also requested to participate in the discussion regarding his participation in the Board meeting via teleconference.

Mrs. French pointed out that the Board's Handbook was created before videoconferencing methods such as Skype were known and states that "Board members may not vote in absentia or by proxy." In 2003, one Board member participated in a Board work session through audio conferencing for the public's benefit in hearing the Board member's point of view. She noted that Ms. Bresler stated that Board agreement to approve Mr. Meshkin's request will set a precedent and a practice that would continue for all Board meetings, for any Board member, until the Board meets in retreat or closed meeting to discuss and vote otherwise.

Mr. Dyer agreed that Mr. Meshkin should be allowed to participate in the discussion about Mr. Meshkin's participation in the Board meeting via teleconference. He expressed support for Mr. Meshkin's request and stated that the experience would provide insight into how the process works. He also stated that Mr. Meshkin brings a fresh perspective to the Board on the use of technology. Mr. Dyer pointed out that the Board will be voting on important issues during this meeting and stated that he would like Mr. Meshkin to be able to participate through a legal and appropriate method.

Mrs. Giles believed that if Mr. Meshkin participated in the discussion regarding his participation, then the Board would have already made the decision to permit Mr. Meshkin to participate in the Board meeting via teleconference.

Dr. Siddiqui asked if the legal advice included confirmation that a person participating in this manner would be counted as being in attendance. Mr. Aquino confirmed, and Mrs. French stated that the minutes would indicate attendance by teleconference. Mrs. French also stated that Mr. Williams, Student Member of the Board, is eligible to participate in the discussion and vote.

Mrs. French explained that Ms. Bresler told her that the Board had two options: to take an advisory vote and ratify at the next meeting, or to consider this as "a case of first impression", in that this has never come to the Board before. If the latter is approved, then the practice continues until the Board decides otherwise.

*Motion:* Dr. Siddiqui moved that the Board allow Mr. Meshkin full participation, including voting, for the remainder of the meeting and that the Board schedule in the future at a Board meeting or retreat further discussion of participation in this manner. The motion was seconded by Mr. Aquino.

*Discussion:*

Mr. Dyer expressed support for the motion. He stated that he will be out of the area during the vote on the FY 2013 budget and would like an opportunity to participate and vote from a distance.

Board members noted the importance of scheduling a retreat as soon as possible to revisit this issue.

*Action:* The motion was approved by a vote of 7/0.

Mr. Meshkin joined the meeting via audio conference at 5:30 p.m.

### **Policy 6050 Naming or Renaming of School Building**

*Presenter:* Ms. Marion Miller, Administrative Director, Elementary Schools

Staff presented changes to the policy in response to feedback from Board members and other stakeholders.

Highlights:

- Changes title of policy from “Naming or Renaming of School Buildings” to “Naming and Renaming Schools.”
- Adds definitions for Cultural Proficiency, Human Geographic Features, and Physical Geographic Features.
- Specifies that this policy relates to the naming of school buildings only. The Board may choose to name other buildings at its discretion.
- Clarifies which structures are not named, such as other buildings, auditoriums, cafeterias, libraries, stadiums, fields, and weight rooms.
- Replaces Sections B.1 and B.2 with Standard IV.B to describe which buildings will not be named.
- Replaces “for” with “of” in Standard IV.F.

General Counsel reviewed the policy for a second time and does not feel the inclusion of the concept of cultural proficiency is a concern. No changes have been made to the Implementation Procedures since the report stage.

Ms. Miller stated that including all stakeholders in the renaming of the Cradlerock ES and Lake Elkorn MS directly affected school spirit and school cohesiveness in a positive way. This concept was applied to revising Policy 6050.

*Discussion:*

By consensus, the Board agreed to the following changes in policy language:

#### **V. Compliance Responsibilities**

- A. The Board ~~is responsible for the determination of~~ will determine the names of public schools ~~buildings~~ in Howard County.
- B. The Superintendent/Designee ~~is responsible for convening~~ will convene school naming/renaming committees.
- C. The Superintendent/Designee ~~is responsible for providing~~ will provide the School Naming/Renaming Committee recommendations to the Board for approval.

*Action:* Dr. Siddiqui moved approval of revised Policy 6050. The motion was seconded by Mrs. Vaillancourt and approved by the Board (8/0).

### **Policy 8090 Non-School-Hour Participation Requirements for Elementary and Secondary Curricular Programs**

*Presenter:* Ms. Marie DeAngelis, Director, Elementary Curricular Programs

Staff presented proposed changes to the policy in response to feedback from Board members and other stakeholders. The policy documents have also been reformatted to comply with revised Policy 2020 Policy Development and Adoption.

Policy Changes:

- Adds “face-to-face” to the definition of Non-School-Hour Curricular Activities.
- Replaces “hours” with “rehearsals and performances” under Section V.B.

Implementation Procedures Changes:

- Replaces “hours for” with “activities during” for secondary programs.
- Substitutes “rehearsals and performances” for “hours” for both middle and high school courses.

*Discussion:*

The following changes were suggested by the Board:

#### **V. Compliance Responsibilities**

- A. Curriculum coordinators ~~are responsible for~~ will identifying those non-school-hour curricular activities integral to each program or course.
- B. Curriculum coordinators ~~are responsible for~~ will determining the maximum number of rehearsals and performances for non-school-hour curricular activities in which students will participate to meet program requirements.
- C. The principal/designee ~~is responsible for~~ will approving any schedule of curricular activities during non-school hours.
- D. Curricular activity leaders ~~are responsible for~~ will providing participating students and their parents with information prior to or at the beginning of the course regarding required and voluntary activities for all curricular activities taking place during non-school hours.

In response to discussion, Ms. Albert recommended adding a statement to Section V that restates the school administrator’s responsibility for approving any exclusion of a student from a scheduled performance.



Ms. Albert will craft language for Section V with the BOE Policy Committee and return changes to the full Board as an information item.

*Action:* Mrs. Giles moved approval of revised Policy 8090. The motion was seconded by Mrs. Vaillancourt and approved by the Board (8/0).

### **Policy 10030 Participation in Contests**

*Presenter:* Ms. Arlene Harrison, Administrative Director, Elementary Schools

Staff presented changes to the policy in response to feedback from Board members and other stakeholders.

#### **Policy Changes:**

- Deletes “one-time occurrence” in the definition of Contest.
- Adds “competitive” before “activity” in Section III.A.

#### **Implementation Procedures Changes:**

- Replaces “schoolwide” with “systemwide” in Section IV.

#### *Discussion:*

Mr. Dyer expressed concern that the policy does not address protection of the intellectual property of students and stated that the Board should take responsibility to ensure that contest owners are not benefiting from a student’s intellectual property. Mr. Dyer indicated the need to address this issue in the policy.

Mr. Aquino expressed concern with the Board making a policy decision directing that students cannot participate in a contest that requires the transfer of intellectual property because it could place the Board in a position of providing legal advice to students and families.

Mrs. Giles stated that the policy should only pertain to contests that come into the school system and are approved by administrators or directors. Mr. Blom indicated that the policy could include providing notice to parents if provisions in a contract seek an interest in the intellectual property.

Staff was asked to include a definition of “hardship” and to work on language in the policy to address the Board’s concerns and suggestions regarding legal issues. Recommendations will be brought back to the Board for approval.

### **Policy 2070 Ethics and Ethics Regulations**

*Presenter:* Mr. Mark Blom, General Counsel

Mr. Blom presented revised HCPSS Ethics Regulations, reflecting changes requested by the Maryland State Ethics Commission. The Ethics Regulations contain two financial disclosure forms: the state-mandated form for Board members and candidates and a local form for employees.

**Ethics Regulations Changes:**

- Moves some provisions from the Ethics Regulations to Policy 2070 Ethics.
- Aligns some definitions with state definitions.
- Replaces local language with state language.
- Adds the local annual disclosure form for staff.

Policy 2070 has been revised for consistency with the Ethics Regulations that will be submitted to the State Ethics Commission upon Board approval. Policy 2070 will become effective on the date the state approves the Ethics Regulations.

*Discussion:*

Mr. Blom stated that redacted copies are provided to the Board on all Ethics Panel opinions and decisions, as well as decisions made when an employee seeks an advisory opinion.

Mrs. Giles recommended changing Section IV.P.3 to state, “. . . accepting one gift of nominal value not to exceed \$20 in cost, as long as it presents no conflict of interest.”

After discussion, it was decided to strike “. . . for own benefit or that of another” from Section IV.P.5 of the policy and from Section VII.F in the Ethics Regulations and to add “. . . intentionally disclosing confidential information”.

The Board asked Mr. Blom to add the definition of confidentiality from the records retention policy and to alphabetize the definitions in the Ethics Regulations.

*Motion:* Mr. Aquino moved approval of Policy 2070 with the edits requested by the Board. The motion was seconded by Mrs. French.

*Discussion:*

Mr. Aquino withdrew his motion after some Board members requested that revisions be reviewed prior to approval of the policy.

Mr. Blom stated that his intention is to receive approval on the Ethics Regulations before the primary election on April 3 so that Board of Education candidates advancing to the general election can file the new financial disclosure form. The Board asked Mr. Blom to ensure that the Ethics Regulations and Policy 2070 address how confidentiality applies to the Board's Ethics Panel.

*Action:* Dr. Siddiqui moved that the Board direct Mr. Blom to bring proposed changes to the Ethics Regulations, Policy 2070, and financial disclosure forms to the next Board meeting. The motion was seconded by Mrs. Vaillancourt and approved by the Board (8/0).

## **Policy 3010 Emergency Closing of Schools**

*Presenters:* Ms. Patti Caplan, Director, Public Relations, and Mr. David Ramsay, Director, Transportation

### **Policy Highlights:**

- Changes the title from “Emergency Closing of Schools” to “Emergency Preparedness and Response.”
- Adds a statement regarding advanced planning to the Policy Statement.
- Adds a statement about providing educational program offerings during emergencies, when feasible, to the Policy Statement.
- Alters the Purpose statement to include responding to situations.
- Adds a Definition section which includes First Responder, Continuity of Operations, Crisis, School-Based Crisis Intervention Teams, Crisis Intervention Teams, HCPSS Emergency Operations Response Plan, Parent, and Protective Action.
- Adds a standard that focuses on the safety of students and staff as well as the HCPSS preparedness and response to emergency situations.
- Adds the responsibilities of the Superintendent/Designee to develop and implement Emergency Response Plans and Continuity of Operations Plans.
- Updates references.

### **Implementation Procedures Highlights:**

- Adds a section for Emergency Preparedness for the HCPSS.
- Specifies procedures for system-level emergency responses.
- Specifies procedures for school-level emergency responses.
- Describes the protective actions of closing schools; late opening/early dismissal; lockdown; modified lockdown; shelter in place; evacuation; and duck, cover, and hold on.
- Specifies recovery efforts systemwide, including working with the county and providing regular status reports to the Superintendent and the Board.

### *Discussion:*

In response to Board concerns, Ms. Caplan agreed to review language in the policy to ensure that the policy applies to school-sponsored activities that occur outside the school day or off school property.

Mrs. Giles suggested that the order of terminology be listed from minor to major response to provide a better understanding of the process.

Ms. Caplan noted that response information is provided to parents via the HCPSS website and is also outlined in a parent handbook. Information includes specific details regarding each protective action.

A public hearing on the proposed policy will be held on March 8, with action scheduled for April 12, 2012.

**Policy 4030 Accountability of School Activity Funds**

*Presenter:* Ms. Beverly Davis, Director of Finance

**Policy Highlights:**

- Adds community, parent organizations, and students to the Policy Statement.
- Moves the statement that activity funds are public funds to the Policy Statement.
- Adds Fiduciary Agent to the definitions.
- Creates a separate standard stating that school activity funds will not be used to benefit individuals.
- Clarifies the list of activities for which school activity funds may be used.
- Adds a standard for the contents of the comprehensive Manual of Policies and Procedures for School Activity Funds.
- Adds Generally Accepted Accounting Principles (GAAP) and the manual to the references.

**Implementation Procedures Highlights:**

- Adds a statement ensuring that all principals receive training on administering school activity funds.
- Delineates the contents of the Manual of Policies and Procedures for School Activity Funds.
- Specifies that the manual is available on the HCPSS intranet as well as the CLC School Activity Conference.
- Changes the role of the annual review of the manual from the Superintendent to the Director of Finance.
- Delineates the membership of the committee for school activity funds and specifies a two-year appointment term.

Mrs. Giles stated that the internal auditor, Mr. David Clark, will present information to the BOE Audit Committee on his review of the policy, which will be brought to the Board for feedback.

A public hearing on proposed Policy 4030 will be held on March 8, with action scheduled for April 12, 2012.

**Policy 9250 Weapons**

*Presenter:* Dr. Craig Cummings, Coordinator, Alternative Education and Pupil Personnel Services

**Policy Highlights:**

- Adds language to the Policy Statement indicating the priority of providing a safe and nurturing school environment.
- Expands the Purpose Statement to include safety for students and staff, prohibition of weapons, and consequences for violations of the policy.
- Provides an enhanced definition of Weapon.
- Differentiates a firearm from a weapon.
- Adds a definition of Law Enforcement Agent.
- Adds “employees, volunteers, and service providers” to persons needing to abide by this policy.
- Updates references.

**Implementation Procedures Highlights:**

- Separates Violations of Policy into two sections: Student and Non-Student.
- Within both violations sections, separates an immediate and serious threat from one that is not serious and immediate.

*Discussion:*

Dr. Cummings commented that the provision in Section IV.C applies only to firearms and reflects wording from the Federal Gun-Free Schools Act. Other weapons violations will be dealt with by administrators. Per Board request, Dr. Cummings will note in the policy that the definition of a firearm is consistent with federal legislation.

Mrs. Giles recommended replacing the language in Section III.D from "The term weapon does not include:" to "Unless used to threaten or harm another, the following are not considered weapons:"

A public hearing on proposed Policy 9250 will be held on March 8, with action scheduled for April 12, 2012.

**Recess:** The meeting was recessed by the Chairman at 7:30 p.m. and reconvened at 8:15 p.m.

**Public Forum**

Ms. Linda Turner spoke to the Board regarding accountability for addressing bullying.

**Appointment – PTA Council of Howard County (PTACH)**

No one was present to address the Board.

**Appointment – Howard County Education Association (HCEA)**

Mr. Paul Lemle, HCEA President, asked that the Board continue with the current middle school schedule and give special consideration to the schedule at Burleigh Manor MS.

**Middle School Program of Studies**

*Presenters:* Mrs. Linda Wise, Chief Academic Officer; Dr. Clarissa Evans, Executive Director, School Improvement and Curricular Programs; Mr. William Ryan, Executive Director, School Improvement and School Administration; and Mr. William Barnes, Coordinator, Secondary Mathematics

The centerpiece of Maryland's current wave of educational reform is the transition to the Maryland Common Core State Curriculum (MCCSC). This curriculum is based on national standards that are more rigorous than the standards the state currently assesses and better reflect the skills students need to be prepared for college and career.

- By 2013-2014, the HCPSS must fully transition to the rigorous new MCCSC.
- In 2012-2013, HCPSS will pilot new no-fault teacher and principal evaluation systems.
- The Maryland State Department of Education (MSDE) has indicated that Maryland will be expected to implement revised evaluation systems in 2013-2014.
- In 2013-2014, the HCPSS will be engaged in state field-testing of the new Partnership for the Assessment of Readiness for College and Careers (PARCC) assessments that must be fully implemented in 2014-2015.

Staff presented the following recommendations for the middle school schedule proposal based on feedback from Board members and stakeholder groups:

- All middle school teachers will receive a program implementation period, which is defined as a period for instructionally related tasks, to include teacher collaboration, professional development, analysis of data, development of assessments, parent communication, and for other duties. The administrative team will assign these activities and duties.
- World language instruction will occur every other day in Grades 6 and 7 and every day in Grade 8.
- All students in Grade 6 who do not score advanced on the Grade 5 Maryland State Assessment (MSA) will be enrolled in a reading module, unless they are placed in the reading seminar/intervention program.

*Discussion:*

Mr. Ryan stated that the proposed schedule will ensure that seven 50-minute periods will be provided in all middle schools and will allow scheduling flexibility in each school. Teachers will be involved in implementation, and staff will provide quarterly reports on the program schedule.

Mrs. Vaillancourt expressed concern that with the proposed schedule, reading module topics and availability will not be equitable in all schools. She questioned why the modules cannot be infused into the current reading program and indicated that principals have the ability to implement schedules based on current parameters, without Board approval.

Mr. Ryan stated that the proposed schedule provides opportunities to increase instructional time, and all middle school students will have the option to take both a world language class and a performing arts class in the new schedule. He also stressed that the new schedule will allow opportunities for students to take more than one reading module while also increasing the amount of time spent in content classes.

Dr. Evans explained that the new schedule will increase reading instruction from 135 hours to 150 hours. Scheduling parameters must be approved by the Board before principals can begin implementation of the new program.

Dr. Evans stated that curriculum staff and teachers will work together to design an evaluation other than theme or topic specific if directed by the Board. Staff was asked about the possibility of requiring students to enroll in reading modules for two quarters rather than one.

Mrs. Juliann Dibble, Director, Professional and Organizational Development, stated that staff will continue to work on a comprehensive plan for professional development and noted that the new schedule provides a daily program implementation period, which can incorporate those needs.

In response to Mr. Dyer, Mr. Ryan pointed out that related arts classes are still part of the new schedule, and curriculum staff feels strongly that all related arts classes be maintained with access to all students.

Dr. Siddiqui spoke in favor of the 50-minute-period schedule and indicated that increased time in mathematics will provide an opportunity to close achievement gaps, and increased physical education time will benefit all students.

Dr. Evans explained that the Maryland State Department of Education (MSDE) presented language arts supervisors with a list of standards to replace with the common core. She explained some of the changes that will take effect and noted that with the demands of the common core, the curriculum will be modified and changed regardless of any schedule changes.

Mr. Williams expressed concern regarding the curriculum change for reading and asked how results will be measured in the proposal. Dr. Evans stated that HCPSS will provide professional development and opportunities for teachers to collaborate on lessons, as well as ensure that principals have the opportunity to review teaching lessons on literacy instruction. She also noted that over time, local assessments will be redesigned and will require students to complete tasks that will eventually be part of the PARCC assessment. Sample assessments will be received in the next school year.

*Motion:* Dr. Siddiqui moved that the Board implement the December 8, 2011, proposal for revising the Middle School Program of Studies with the following modifications:

- All middle school teachers will receive a Program Implementation Period.  
Program Implementation Period - a period for instructionally related tasks, to include teacher collaboration, professional development, analysis of data, development of assessments, parent communication, and for other duties. The administrative team will assign these activities and duties.
- World languages will be every other day in Grades 6 and 7. The class will be every day in Grade 8.
- All 6th grade students will take two quarters of reading modules; the first of which will be a reading skills transition module.
- Staff will provide the Board with a mid-year report on progress, with stakeholder input, including a comprehensive update on the professional development plan.

The motion was seconded by Mr. Aquino.

*Discussion:*

The wording of the motion was discussed, and Dr. Siddiqui presented a modification to preclude advanced readers and intervention-eligible seminar students from the two-quarter reading module requirement. Mr. Aquino agreed to the modification.

Mr. Aquino pointed out that state statute does not allow the Board to change curriculum without a recommendation of the Superintendent/Designee.

Mr. Dyer suggested delaying the middle school proposal for another year to allow time for a review of methods that other states will use in implementing the common core curriculum. Some Board members stated that other school systems often follow the lead of HCPSS.

Mr. Meshkin expressed concern with the recommendation, indicating the possibility of decisions being based on standardized test scores. Ms. Fran Clay, Language Arts Coordinator, described the factors used in determining the placement of students.

Dr. Evans offered the following language suggestion:

"All students in Grade 6 whose reading profile does not reflect above-grade-level reading performance at the end of Grade 5 will take two reading modules, unless they are in the seminar/intervention program."

Dr. Siddiqui modified her motion according to the suggested change, and Mr. Aquino accepted the modification.

Mr. Meshkin expressed his concerns about not being allowed to participate in previous meetings of the Board via teleconference or other type of audio conferencing. Board members expressed their own concerns and opinions, and after debate, the question was called.

The modified motion was repeated:

*Motion:* Dr. Siddiqui moved that the Board implement the December 8, 2011, proposal for revising the Middle School Program of Studies with the following modifications:

- All middle school teachers will receive a Program Implementation Period.  
Program Implementation Period - a period for instructionally related tasks, to include teacher collaboration, professional development, analysis of data, development of assessments, parent communication, and for other duties. The administrative team will assign these activities and duties.
- World languages will be every other day in Grades 6 and 7. The class will be every day in Grade 8.
- All students in Grade 6 whose reading profile does not reflect above-grade-level reading performance at the end of Grade 5 will take two quarters of reading modules, the first of which would be a reading skills transition module, unless they are in the seminar/intervention program.
- Staff will provide the Board with a mid-year report on progress, with stakeholder input, including a comprehensive update on the professional development plan.

The modified motion was seconded by Mr. Aquino.

*Action:* The motion to approve the Middle School Program of Studies, as modified, was approved by the Board (5/3), with Mr. Dyer, Mrs. Vaillancourt, and Mr. Williams voting no.



**Legislative Report/2012 General Assembly**

*Presenter:* Mr. Dan Furman, HCPSS Staff Attorney

The 430<sup>th</sup> Maryland General Assembly 2012 session began January 11, 2012. The following bills and recommended positions were presented for Board approval:

- SB 388 – Carroll and Howard Counties – Workers’ Compensation – Students in Unpaid Work-Based Learning Experiences
  - Recommendation – Support
- SB 87 – State Payments of Public School Construction Costs – Remittance of Reimbursement to County
  - Recommendation – Opposed
- SB 110 – Motor Vehicle Administration – Young Driver Improvement Program – And Guardian Attendance
  - Recommendation – Support
- SB 143 – Comprehensive Master Plan
  - Recommendation – Support
- SB 178 – Informal Kinship Care – Documentation Supporting Affidavit – Repeal
  - Recommendation – Oppose
- HB 185 – Education – Talbot County – Participation in High School Athletic Program
  - Recommendation – Oppose
- HB 208 – Baltimore City Public School System Governance
  - Recommendation – Oppose
- SB 293 – Education – Core Content Areas – Accountability Program
  - Recommendation – Oppose
- SB 329 – Education – Parent – Teacher Meetings – Unpaid Leave
  - Recommendation – Support

*Discussion:*

Mr. Dyer asked if the BOE Legislative Committee has had any progress on either of his recommendations: a salary increase for Board members and providing a scholarship to the Student Member.

Dr. Siddiqui stated that she has not discussed the recommendations and suggested that Mr. Dyer speak to the delegates. She added that due to the pension shift possibility and other financial issues for Howard County, additional recommendations may not be considered by the delegation at this time.

Mr. Dyer requested a discussion on full voting rights and a scholarship for the Student Member at a Board meeting prior to this summer. It was suggested that this topic be addressed during approval of the next quarterly agenda.

*Action:* Mrs. Giles moved to accept the recommendation from the BOE Legislative Committee regarding legislation currently before the General Assembly. The motion was seconded by Mrs. Vaillancourt and approved by the Board (7/0/1), with Mr. Dyer abstaining.

**Adjournment** - By Board consensus, the meeting was adjourned at 11:10 p.m.

**Information Items**

- A. Food and Nutrition Service Financial Report
- B. Projection Accuracy Report

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

**Minutes of the Board of Education Legislative Committee**

**February 15, 2012 – 3:30 p.m. – ML2**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Cynthia L. Vaillancourt

Staff: Raymond H. Brown, COO; Dan Furman, Staff Attorney

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino, Cynthia L. Vaillancourt, Raymond H. Brown, Dan Furman

**Staff:** Kathy Hanks, Administrative Specialist (Board Office)

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
I	<b>Call to Order</b>	Dr. Siddiqui called the meeting to order at 3:37 p.m.		
II	<b>Approval of Agenda</b>		By consensus.	
III	<b>Review of Legislation, and Staff Position/ Recommendation</b>	<p><b>SB 948/HB 1177</b> Ethics – Financial Disclosure by Local Elected Officials and county Boards of Education.</p> <p><b>HB 93/SB 153</b> Creation of a State Debt – Qualified Zone Academy Bonds</p> <p><b>SB 197</b> Sales and Use Tax – Distribution of Revenues – Public School Construction</p> <p><b>SB 173</b> Public School Buildings – Carbon Monoxide Detection and Warning Equipment</p> <p><b>SB 63/ HB 1067</b> Child Abuse and Neglect – Failure to Provide Notice or Report – Civil Liability and Criminal Penalty</p> <p><b>SB 140</b> Crimes – Child Abuse and Neglect – Failure to Report</p> <p><b>HB 201</b> Public Schools – Meals Menus – Nutrition Information</p>	<p>Support</p> <p>Support</p> <p>Support</p> <p>Hold – Mr. Furman will bring additional information at the next committee meeting.</p> <p>Support</p> <p>Will support broader bill SB 63.</p> <p>Support – Mr. Furman will keep the committee informed on movement and language.</p>	

**Minutes of the Board of Education Legislative Committee**

**February 15, 2012 – 3:30 p.m. – ML2**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Cynthia L. Vaillancourt

Staff: Raymond H. Brown, COO; Dan Furman, Staff Attorney

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino, Cynthia L. Vaillancourt, Raymond H. Brown, Dan Furman

**Staff:** Kathy Hanks, Administrative Specialist (Board Office)

Item	Subject	Discussion	Action/Status	Follow-up
		<b>HB 196/SB 625</b> Student Health and Fitness Act	Oppose	
		<b>HB 18</b> Crimes – Requirement to Report Death or Disappearance of Minor - Penalties	No Position – Mr. Furman will track.	
		<b>HB 308</b> Tobacco-Free Schools Act	Oppose	
		<b>SB 605/HB 757</b> Education – Children in State-Supervised Care – Geographical Attendance Area	Oppose	
		<b>SB 357/HB 191</b> State Board of Education – Financial Literacy Curriculum – Graduation Requirement	Oppose	
		<b>HB 373</b> Education – Age for Compulsory Public school Attendance – Exemptions	Support	
		<b>HB 384</b> Baltimore County Public Schools – Enrollment and Transfer – Parental Decision	Oppose	
		<b>HB 335</b> Education – Public Secondary Schools Near Boundary of Two Counties	Oppose	
		<b>HB 11</b> Criminal Law – Third Degree Sexual Offense – Person in Position of Authority	No position – remove.	

**Minutes of the Board of Education Legislative Committee**

**February 15, 2012 – 3:30 p.m. – ML2**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Cynthia L. Vaillancourt

Staff: Raymond H. Brown, COO; Dan Furman, Staff Attorney

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino, Cynthia L. Vaillancourt, Raymond H. Brown, Dan Furman

**Staff:** Kathy Hanks, Administrative Specialist (Board Office)

<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
IV	<b>Budget</b>	<p>Staff received initial budget numbers from the governor and the county is disputing those numbers. State aid information will be available on Friday, February 17 at 1:00 p.m. Mr. Furman will attend the meeting to receive the information.</p> <p>Dr. Siddiqui updated the committee on her meeting with Senator Robey regarding draft legislation on Board authority. No bill has been filed to date.</p> <p>Mr. Brown stated that there is additional draft legislation on Board authority, but it has not been filed yet. Staff will continue to track.</p>		
V	<b>Scheduling</b>	<p>The meeting on March 14 at 3:30 p.m. will be rescheduled to Monday, March 12 at 7:30 a.m. and will be held in the Board Planning Room.</p> <p>The next meeting is scheduled for Wednesday, February 29, 2012, at 3:30 p.m. in ML2.</p>		
VI	<b>Adjournment</b>	<p>The meeting was adjourned by consensus at 4:50 p.m.</p>		

**MEETING OF THE BOARD OF EDUCATION OF HOWARD COUNTY - AUDIT COMMITTEE**

10910 Route 108, Ellicott City, MD 21042

Thursday, February 16, 2012, 11:00 a.m., ML2

Committee: Frank J. Aquino, Ellen Flynn Giles; Cynthia L. Vaillancourt

Attendees: Frank J. Aquino, Ellen Flynn Giles, Cynthia L. Vaillancourt

Staff: Raymond Brown, Chief Operating Officer; David Clark, Internal Auditor; Katrina Burton, Executive Director Business and Finance;

Beverly Davis, Director of Finance

Kathleen Hanks, Administrative Specialist (Board Office)

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
	Call to Order	Meeting called to order at 11:00 a.m.		
I	Approval of Agenda		By consensus	
II	MSDE Audits (Bev Davis)	HCPSS is due for a biannual Maryland State Department of Education (MSDE) audit. MSDE will be on site June 11 through July 13, 2012. Staff expects a smooth audit.		
III	Policy 4030 Proposed Changes (Bev Davis and Dave Clark)	<p>Staff reviewed with the committee the changes proposed to Policy 4030 Accountability of School Activity Funds included in the Board report. Staff will review policy cross references to ensure alignment with related policies.</p> <p>Removal of staff appreciation as an approved use of School Activity Funds has created concern at the school level and may increase public testimony. Staff is developing comprehensive guidelines to address any confusion and ensure appropriate use.</p> <p>Mr. Clark stated that his role as an advisor on policy has worked very well and that he has had the opportunity to provide comment on other policies as well. One in particular is Policy 8100 Field Trips and Student Activity Trips as it applies to supervision, transportation, and the assumption of risk.</p>		
IV	School Audits (Dave Clark)	Mr. Clark reviewed the status of the current school audit schedule. He is on track to complete the scheduled seven audits. Bryant Woods ES and Reservoir HS have been completed. The Marriotts Ridge HS report is pending,		Recommend that the Board accept Mr. Clark's recommendation

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		<p>and he is currently auditing Wilde Lake HS.            Mr. Clark recommended that the scheduled audit of River Hill HS, which was already audited in 2007, be delayed and the audit of an as-yet unaudited middle school be substituted.</p> <p>The remaining 13 first-time audits can be scheduled and completed by the end of next year. Mr. Clark advised that after all schools have been audited once, he would like to put more emphasis on auditing high schools and move to a more issues-based audit approach.</p>		<p>to modify the 2012 Audit Plan to reflect a delay in the scheduled audit of RHHS and substitute an as-yet unaudited middle school.</p>
V	OLA Follow-Up (Dave Clark)	<p>The Maryland State Auditor, the Office of Legislative Audits (OLA), audited HCPSS in 2009 and will audit HCPSS again sometime within the next three years and will be on site for approximately 18 months. It is expected that the OLA will follow the same audit approach as it did in 2009.</p> <p>Mr. Clark has completed his review of actions taken by the HCPSS Purchasing Office and Transportation Office to respond to the OLA's 2009 audit recommendations and will begin reviewing Food and Nutrition Services' responses next.</p> <p>Mr. Clark recommended consideration of delay in proceeding with the original plan to include an audit equipment, payroll, and school building security operations in 2012 (as aspects of the first two responsibilities are covered in the school audits) in order to complete a more in-depth review of the HCPSS's responses to the 2009 OLA recommendations in a timely manner. These audits can be included in the 2013 Audit</p>		<p>Recommend that the Board accept Mr. Clark's recommendation to modify the 2012 Audit Plan to reflect a delay in the program audits of equipment, payroll, and school building security in order to complete a comprehensive review of the system's responses to the 2009 OLA recommendations.</p>

	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		Plan.		
VI	Hotline Update (Dave Clark)	Posters have been distributed in all the school, buildings and facilities. Two calls have been received to date. Both calls were legitimate and have been handled.  Mr. Clark provided the committee with an update on the development of improved guidelines for process controls as a result of his review of Pupil Personnel Fund management and HCPSS disposal of scrap materials.		
VII	Scheduling	Due to a conflict, the Tuesday, June 5 meeting will begin at 8:00 a.m. instead of 8:30 a.m. It will be held in ML2.		
VIII	Adjournment	Meeting was adjourned at Noon by consensus.		



## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 21, 2012

The Board of Education of Howard County (BOE) held a meeting to adopt the Superintendent's Proposed FY 2013 Operating and Capital Budgets, FY 2014-2018 Capital Improvement Program Request, FY 2013-2018 Long Range Systemic Renovation/Modernization Projects, and FY 2013-2022 Long-Range Master Plan on Tuesday, February 21, 2012, at 9:00 a.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Sandra H. French, Chairman  
Frank J. Aquino, Esq., Vice Chairman  
Ellen Flynn Giles  
Brian J. Meshkin  
Janet Siddiqui, M.D.  
Cynthia L. Vaillancourt

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Mamie Perkins, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Kathleen Hanks, Recording Secretary

Chairman Sandra French called the meeting to order at 9:10 a.m., and Mr. Frank Aquino led the group in the Pledge of Allegiance.

Staff stated that the Board currently has the most current information, and the Revenue numbers are unchanged.

Prior to approval of Expenditures and/or other budget items, staff requested that the Board propose any motions regarding additions to the budget in order for categorical amounts to be adjusted and possible offsets discussed.

### **Approval of Agenda**

*Action:* Dr. Siddiqui moved approval of the agenda. The motion was seconded by Mr. Aquino and approved by the Board (6/0).

### **\*FY 2013 Operating Budget – Revenues**

#### County Appropriation

*Action:* Dr. Siddiqui moved acceptance of the County Appropriation in the amount of \$476,050,094. The motion was seconded by Mr. Aquino and approved by the Board (\*6/0).

Approved – March 8, 2012

OAH-DYER-001441

State Sources

*Action:* Mrs. French moved approval of the State Sources with an additional amount to the budget proposal of \$198,110 so that the total requested would be in the amount of \$215,457,276. The motion was seconded by Mrs. Giles and approved by the Board (\*6/0).

Federal Sources

*Action:* Mr. Aquino moved approval of the Federal Sources line item revenue in the amount of \$370,000. The motion was seconded by Mrs. Giles and approved by the Board (\*6/0).

Other Sources

*Action:* Mrs. Vaillancourt moved approval of Other Sources in the amount of \$5,455,310. The motion was seconded by Mr. Meshkin and approved by the Board (\*6/0).

Totals

*Action:* Mr. Meshkin moved approval of the Total Revenue for the Fiscal Year 2013 Operating Budget in the amount of \$697,332,680. The motion was seconded by Mr. Aquino and approved by the Board (\*6/0).

**\*FY 2013 Operating Budget – Expenditures***Discussion:*

Dr. Siddiqui proposed an addition of two full-time community liaison positions at the elementary school level in the amount of \$46,900 (\$19,620 will be placed in Instructional Salaries and \$27,280 in Fixed Charges). She stated that students have academic mentors in middle and high school, and the full-time positions at the elementary level will assist in closing the achievement gap. Dr. Siddiqui asked Board members for consensus.

Mr. Meshkin asked if additional professional development dollars for general staff to assist with English language learners had been added.

Ms. Laura Hook, Coordinator, ESOL Program, stated staff is not requesting additional funds. Staff will be more strategic with current parameters and embed it within the common core professional development in supporting the English language learners.

Mr. Meshkin asked staff if this item would be an incremental increase or an offset. He also asked the Board if there would be consensus to reconsider a prior motion of adding additional pupil personnel workers (PPWs).

Mrs. Vaillancourt asked staff to provide a breakdown as to why a PPW costs \$114,000.

Mr. Aquino stated that it was his understanding that staff did not request funding for additional PPWs.

Mrs. Giles agreed with Mr. Aquino. She stated that staff planned to phase in an academic intervention specialist.

Mr. Meshkin expressed concern at the dramatic enrollment growth with homeless and free and reduced meal students and workloads for the current PPWs. He posed to the Board members which position would narrow the achievement gap best – community liaisons or PPWs.

Mrs. French believed that the community liaison position would best meet the challenge as they interact with more students. PPWs are invaluable, but have a more specific audience.

Mr. Meshkin asked if the community liaisons would be targeting only African American students. He stated a number of aspects of the achievement gap suggest that students with socio-economic issues struggle with poor academic performance and wants to ensure that all students who need assistance receive it.

Mrs. Diane Martin, Director, Student, Family and Community Services, stated that the Black Student Achievement Program (BSAP) liaisons have a unique position in that they have a caseload of students, which is not limited to those of African American descent. As the liaison works in agreement with the classroom teacher, the academic needs of all children are met. Staff also stated that schools that are served by the BSAP liaisons have a higher percentage of free and reduced meal students.

Mrs. French stated that the specific caseload assigned to a liaison is determined by academics. This provides accountability and measurement of effectiveness for the liaison position.

After discussion, there was no consensus to proceed with increasing PPW positions in the budget.

*Motion:* Dr. Siddiqui moved that the Board approve two full-time community liaison positions at the elementary school level in the amount of \$46,900 to be apportioned as appropriate. The motion was seconded by Mrs. Vaillancourt.

*Discussion:*

Mr. Meshkin asked Dr. Siddiqui if she would be willing to entertain a motion that the additional liaison positions would not be labeled as part of the Black Student Achievement Program, but would be labeled in such a way to address all students.

Dr. Siddiqui said she would not. She believes the Black Student Achievement Program does address all students. There are a number of BSAP interventions, such as Math Academy, that assist all students.

*Action:* The motion was approved by the Board (\*5/1) with Mr. Meshkin voting no.

*Discussion:*

Mrs. Vaillancourt and Mr. Meshkin requested discussion at a future Board meeting regarding labeling of the liaison position. It was suggested that the discussion be added when the quarterly agenda is presented in the near future.

Board members asked staff if the Board provided enough funds for the digital school. Staff assured the Board that there were sufficient funds to meet the needs of the digital school for the first year.

Administration

*Action:* Mr. Aquino moved approval of the administration budget with the reduction of \$6,270 in Board of Education Travel and Conference line item and the addition of \$90,000 for the continuous improvement coordinator position for a total of \$11,332,220. The motion was seconded by Mrs. Giles and approved by the Board (\*6/0).

Mid-Level Administration

*Action:* Mrs. Vaillancourt moved acceptance of Mid-Level Administration for \$55,676,520 plus the additions of \$130,000 for the digital education officer and \$41,000 for technical assistant for digital school making a new total of \$55,847,520. The motion was seconded by Mr. Meshkin and approved by the Board (\*6/0).

Instructional Salaries

*Action:* Dr. Siddiqui moved approval of Instructional Salaries including the professional development for digital school of \$46,000 and the community liaisons of \$19,620 for a total of \$292,842,070. The motion was seconded by Mr. Aquino and approved by the Board (\*6/0).

Textbooks & Instructional Supplies

*Action:* Mr. Meshkin moved approval of Textbooks & Instructional Supplies which was originally proposed by the Superintendent of \$14,482,200 with reductions to textbook \$280,030, defer Library/Media upgrade for Atholton HS until FY14 renovation is complete in December 2013, program 1501 in the amount of \$125,000, an addition for supplies for the digital school in program category 2601 in the amount of \$21,920; and a reduction in additional equipment, program 3201 in the amount of \$46,900; which is a total reduction of \$451,930; a subsequent addition of \$21,920; for a grand total of \$14,052,190. The motion was seconded by Mrs. Giles and approved by the (\*6/0).

Other Instructional Costs

*Action:* Mrs. Giles moved approval of Other Instructional Costs including the addition of \$220,000 for contracted services for digital school, program 2601, and an addition of \$10,000 for conferences and meetings for digital school, program 2601; for a grand total of \$3,018,300. The motion was seconded by Mr. Aquino and approved by the Board (\*6/0).

Special Education

*Action:* Dr. Siddiqui moved approval of the request of \$86,915,530. The motion was seconded by Mrs. Giles and approved by the Board (\*6/0).

Student Personnel Services

*Action:* Mrs. French moved approval of the Student Personnel Services in the amount of \$2,731,860. The motion was seconded by Mrs. Giles and approved by the Board (\*6/0).

Health Services

*Action:* Mr. Aquino moved approval of Health Services in the amount of \$6,221,890. The motion was seconded by Mr. Meshkin and approved by the Board (\*6/0).

Student Transportation

*Action:* Mrs. Vaillancourt moved acceptance of the Superintendent's budget item for Student Transportation in the amount of \$37,319,310. The motion was seconded by Mrs. Giles and approved by the Board (\*6/0).

Operation of Plant

*Action:* Mr. Meshkin moved approval of Operation of Plant in the amount of \$41,843,420. The motion was seconded by Mrs. Giles and approved by the Board (\*6/0).

Maintenance of Plant

*Action:* Mrs. Giles moved acceptance of the funding of Maintenance of Plant in the amount of \$21,254,300. The motion was seconded by Mr. Aquino and approved by the Board (\*6/0).

Fixed Charges

*Action:* Dr. Siddiqui moved approval of the Fixed Charges category that includes the social security for digital education officer, continuous improvement coordinator, technical assistant and temporary help of \$23,490; and the health benefits for 3.0 new positions of \$27,000; plus the additional for the community liaisons for \$27,280; for a grand total Board request of \$116,918,270. The motion was seconded by Mrs. Giles and approved by the Board (\*6/0).

Community Services

*Action:* Mrs. French moved approval of Community Services in the total amount of \$6,146,540. The motion was seconded by Mr. Aquino and approved by the Board (\*6/0).

Capital Outlay

*Action:* Mr. Aquino moved approval of Capital Outlay in the amount of \$889,260. The motion was seconded by Mrs. Giles and approved by the Board (\*6/0).

Total FY 2013 Board of Education Operating Budget Request

*Action:* Mr. Aquino moved approval of the Board requested operating budget amount of \$697,332,680. The motion was seconded by Dr. Siddiqui and approved by the Board (\*6/0).

*Discussion:*

The Board had discussion regarding adding an agenda item to a future Board meeting to discuss the effect of the potential pension shift to local governments. By consensus, the first Board meeting in March was proposed and agreed upon.

**\*FY 2013 Operating Budget – Restricted Funds**Food Service Fund

*Action:* Mr. Aquino moved approval of the Food Service Fund in the amount of \$11,923,380. The motion was seconded by Mrs. Giles and approved by the Board (\*6/0).

Printing and Duplicating Fund

*Action:* Mrs. Vaillancourt moved acceptance of the Superintendent's budget item for Printing and Duplicating Fund in the amount of \$2,598,220. The motion was seconded by Mrs. Giles and approved by the Board (\*6/0).

Information Management Fund

*Action:* Mr. Meshkin moved approval of the Information Management Fund in the amount of \$5,146,160. The motion was seconded by Mrs. Giles and approved by the Board (\*6/0).

Health Insurance Fund

*Action:* Mrs. Giles moved acceptance of the Superintendent's recommendation for the Health Insurance Fund in the amount of \$105,018,130. The motion was seconded by Mr. Meshkin and approved by the Board (\*6/0).

Workers' Compensation Fund

*Action:* Dr. Siddiqui moved approval of the Workers' Compensation Fund in the amount of \$2,608,220. The motion was seconded by Mrs. Giles and approved by the Board (\*6/0).

Grants Fund

*Action:* Mrs. French moved approval of the Grants Fund in the amount of \$40,000,000. The motion was seconded by Dr. Siddiqui and approved by the Board (\*5/1) with Mr. Meshkin voting no. Mr. Meshkin stated he was opposed because the Board had not yet received the Grants Board report.

**\*FY 2013 Capital Budget**FY 2013 Capital Budget

*Action:* Mrs. Giles moved approval of the FY 2013 Capital Budget request in the amount of \$99,700,000. The motion was seconded by Mr. Aquino and approved by the Board (\*6/0).

FY 2014-2018 Capital Improvement Program

*Action:* Dr. Siddiqui moved approval of the FY 2014-2018 Capital Improvement Program request in the amount of \$510,885,000. The motion was seconded by Mrs. Giles and approved by the Board (\*6/0).

FY 2013-2022 Long-Range Master Plan

*Action:* Mr. Aquino moved approval of the FY 2013-2022 Long-Range Master Plan in the amount of \$1,012,729,000. The motion was seconded by Mrs. Giles and approved by the Board (\*6/0).

FY 2013-2018 Long-Range Systemic Renovation/Modernization Projects

*Action:* Mrs. French moved approval of the FY 2013-2018 Long Range Systemic Renovation Modernization Projects in the amount of \$271,017,000. The motion was seconded by Mrs. Giles and approved by the Board (\*6/0).

**Comments**

Mrs. French thanked Dr. Cousin for an excellent budget and staff for all of their hard work. She expressed the Board's excitement for the new digital school. It was noted that negotiated agreements for salaries are not in the budget. As soon as they are completed, a supplemental budget will be submitted.

**Adjournment** – By Board consensus, the meeting was adjourned at 10:27 a.m.

**Attachments**

- A. FY 2013 Operating Budget Request Summary
- B. FY 2013 Capital Budget Request
- C. FY 2014-2018 Capital Improvement Program Request
- D. FY 2013-2022 Long-Range Master Plan
- E. FY 2013-2018 Long-Range Systematic Renovations Projects

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

Approved – March 8, 2012

<b>Howard County Public Schools Fiscal 2013 Operating Budget</b>
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Category		Superintendent	Reductions	Additions	Board Request
Tab	Name				
01	Administration	\$11,248,490	(\$6,270)	\$90,000	<b>\$11,332,220</b>
02	Mid-Level Admin.	\$55,676,520	\$0	\$171,000	<b>\$55,847,520</b>
03	Instructional Salaries	\$292,776,450	\$0	\$65,620	<b>\$292,842,070</b>
04	Instructional Supplies	\$14,482,200	(\$451,930)	\$21,920	<b>\$14,052,190</b>
05	Instructional Other	\$2,788,300	\$0	\$230,000	<b>\$3,018,300</b>
06	Special Education	\$86,915,530	\$0	\$0	<b>\$86,915,530</b>
07	Pupil Personnel	\$2,731,860	\$0	\$0	<b>\$2,731,860</b>
08	Health Services	\$6,221,890	\$0	\$0	<b>\$6,221,890</b>
09	Transportation	\$37,319,310	\$0	\$0	<b>\$37,319,310</b>
10	Operation of Plant	\$41,843,420	\$0	\$0	<b>\$41,843,420</b>
11	Maintenance of Plant	\$21,254,300	\$0	\$0	<b>\$21,254,300</b>
12	Fixed Charges	\$116,840,500	\$0	\$77,770	<b>\$116,918,270</b>
14	Community Services	\$6,146,540	\$0	\$0	<b>\$6,146,540</b>
15	Capital Outlay	\$889,260	\$0	\$0	<b>\$889,260</b>
<b>Totals</b>		<b>\$697,134,570</b>	<b>(\$458,200)</b>	<b>\$656,310</b>	<b>\$697,332,680</b>



## FY 2013 Capital Budget

Board of Education's Requested 2/21/12

(Estimated Cost in Current Dollars - Thousands (000) Omitted)

Prior Authorization																	FY 2013 Funding				
																	FY 2013				
Grades	Capacity	Project	Occupancy Date	Project TOTAL	State	Local Bonds	TranTax	Zbond	Paygo	Prior A. Total	YTD* State	Local	Codes	Trans. Tax	Zbond	Paygo	Total				
9-12		Atholton HS Renovation	Aug-15	31,583		21,583				21,583	6,277	3,723	(C, E)				10,000				
K-5	600	New Elementary School #41	Aug-13	30,947		13,719				13,719	2,902	14,326	(C, E)				17,228				
K-5	100	Phelps Luck ES Renovation	Aug-13	19,708		10,514				10,514	4,500	4,694	(C, E)				9,194				
K-5		Longfellow ES Renovation	Aug-14	9,852								9,852	(C)				9,852				
K-5	173	Gorman Crossing ES Addition	Aug-13	6,881		810				810	1,773	4,298	(C, E)				6,071				
K-5	100	Running Brook ES Addition	Aug-14	435		125				125	248	62	(P)				310				
6-8	662	New Middle School #20	Aug-14	12,551								12,551	(P, C)				12,551				
		Systemic Renovations/Modernizations		219,676	71,022	93,982	6,100	26,323	1,855	199,282		20,394	(P,C,E)				20,394				
		Roofing Projects		32,977	3,498	16,728	3,251	4,500		27,977	917	4,083	(P,C,E)				5,000				
		Playground Equipment		2,180		1,400	580			1,980		200	(E)				200				
		Relocatable Classrooms		13,310		9,410	1,100	1,100		11,610		1,700					1,700				
		Site Acquisition & Construction Reserve		21,153	911	9,425	8,817			19,153		2,000					2,000				
		Technology		19,486		9,986	4,500			14,486		5,000					5,000				
		School Parking Lot Expansions		4,200	1,400	2,800				4,200											
		Barrier Free		5,203		3,450	1,250		303	5,003		200					200				
		<b>TOTALS</b>		\$430,142	\$76,831	\$193,932	\$25,598	\$31,923	\$2,158	\$330,442	\$16,617	\$83,083					\$99,700				
											\$16,617	\$83,083					\$99,700				
		* YTD State Allocations as of 1/25/12 Board of Public Works Meeting																			



## FY 2013-2022 Long-Range Master Plan

Board of Education's Requested 2/21/12

(Estimated Cost in Current Dollars - Thousands (000) Omitted)

Project	Occupancy Date	FY 2013		FY 2014		FY 2015		FY 2016		FY 2017		FY 2018		FY 2019	FY 2020	FY 2021	FY 2022
Atholton HS Renovation	Aug-15	10,000	(C, E)	20,000	(C,E)	9,486	(C,E)										
New Elementary School #41	Aug-13	17,228	(C, E)														
Phelps Luck ES Renovation	Aug-13	9,194	(C, E)														
Longfellow ES Renovation	Aug-14	9,852	(C)	6,568	(C,E)												
Gorman Crossing ES Addition	Aug-13	6,071	(C, E)														
Running Brook ES Addition	Aug-14	310	(P)	2,259	(C,E)												
New Middle School #20	Aug-14	12,551	(P, C)	18,093	(C,E)												
OLD Cedar Lane Addition/Reno Phase I / II						3,252	(P)	15,631	(C,E)	15,631	(C,E)						
Maintenance/Warehouse Facility	Aug-17							14,112	(C,E)	9,408	(C,E)						
Hammond HS Renovation	Aug-18							5,972	(P)	32,492	(C,E)	21,662	(C,E)				
New Elementary School #42	Aug-19											2,696	(P)	23,969			
Oakland Mills HS Renovation	Aug-22													6,019	32,742	21,828	
Centennial HS Renovation	Aug-26																6,019
Systemic Renovations/Modernizations		20,394	(P,C,E)	31,467	(P,C,E)	64,256	(P,C,E)	66,865	(P,C,E)	46,716	(P,C,E)	41,319	(P,C,E)	54,203	59,624	62,605	65,735
Roofing Projects		5,000	(P,C,E)	5,000	(P,C,E)	5,000	(P,C,E)	5,000	(P,C,E)	5,000	(P,C,E)	5,000	(P,C,E)	5,000	5,000	5,000	5,000
Playground Equipment		200	(E)	200	(E)	200	(E)	200	(E)	200	(E)	200	(E)	200	200	200	200
Relocatable Classrooms		1,700		1,100		1,100		1,100		1,100		1,100		1,100	1,100	1,100	1,100
Site Acquisition & Construction Reserve		2,000		2,000		2,000		2,000		2,000		2,000		2,000	2,000	2,000	2,000
Technology		5,000		5,000		7,000		9,000		9,500		7,000		8,000	6,000	9,500	9,500
School Parking Lot Expansions				600		600		600		600		600		600	600	600	600
Barrier Free		200		200		200		200		200		200		200	200	200	200
<b>TOTALS</b>		\$99,700		\$92,487		\$93,094		\$120,680		\$122,847		\$81,777		\$101,291	\$107,466	\$103,033	\$90,354
Ten-Year Long-Range Master Plan =						\$1,012,729											
										(P) Planning (C) Construction (E) Equipment							



## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 23, 2012

The Board of Education of Howard County (BOE) held a regularly scheduled meeting on Thursday, February 23, 2012, at 4:00 p.m. in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Sandra H. French, Chairman  
Frank J. Aquino, Esq., Vice Chairman  
Allen Dyer, Esq.  
Ellen Flynn Giles  
Brian J. Meshkin  
Janet Siddiqui, M.D.  
Cynthia L. Vaillancourt  
Tomi Williams, Student Member

Sydney L. Cousin, Superintendent, Secretary/Treasurer (afternoon session)  
Mamie Perkins, Deputy Superintendent  
Patti Caplan, Director, Public Relations  
Barbara Bowers, Recording Secretary

Chairman Sandra French called the meeting to order at 4:04 p.m., and Mt. Hebron HS student Katelyn Ely led the group in the Pledge of Allegiance.

### Public Forum

There was no one present to address the Board.

### Approval of Agenda

*Action:* Mr. Aquino moved approval of the agenda. The motion was seconded by Mrs. Giles and approved by the members of the Board (8/0).

### Superintendent's Report

Reporting on behalf of the Superintendent, Mrs. Perkins congratulated the winners of the 2012 Black Saga Competition. At the elementary level, Hammond ES took first place, with Forest Ridge and Phelps Luck taking second and third respectively. Bonnie Branch MS won at the middle level, followed by Hammond MS in second place and Patuxent Valley MS in third place. She also congratulated the following individuals:

- Mike Senisi, Atholton HS Athletic and Activities Manager, who earned certification as a Master Athletic Administrator from the National Interscholastic Athletic Administrators Association.
- Razia Kosi, Cultural Proficiency Specialist, for being named to the Howard County Women's Hall of Fame.
- Jerdine Nolen, special education teacher at Mt. Hebron HS, for being nominated for the NAACP Image Award in the category of Outstanding Literacy Work – Youth/Teens.

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Mr. Williams, Athletics Coordinator, presented a video on the Allied Sports Program.

Mrs. Pamela Blackwell, Director of Student Services, announced the winners of this year's Safe Schools Anti-bullying Poster Contest:

- Jinyu Huang, Grand Prize Winner, Ellicott Mills MS, Grade 6
- Sadie Martin, K-2 Winner, Bellows Spring ES, Grade 2
- Alondra Vargas, 3-5 Winner, Laurel Woods ES, Grade 5
- Jocelyn Truong, 6-8 Winner, Burleigh Manor MS, Grade 7

### **Student Representative's Report (Mt. Hebron HS)**

Katelyn Ely, Student Government Association (SGA) President, reported on activities and events sponsored at Mt. Hebron HS. Major highlights include the on-going renovation process; the SGA canned food drive; a new project called Hebron for Hope; and the exceptional performance by the students in various academic and co-curricular competitions.

### **Board Members' Reports**

Board members reported on their attendance at recent school and community events.

### **Consent Agenda (Restricted\*)**

#### Staff Personnel and Bids and Contracts

*Action:* Mr. Aquino moved approval of the Restricted Consent Agenda. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0\*).

#### Staff Personnel – Approved by the Board

#### **Resignations**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Reason</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
Anderson, Elizabeth	CHS	Speech Lang.	Personal	5.5	01/23/12
Gardner, Julie	GES	Spec. Ed.	Personal	5.5	02/06/12
Van Cleef, Ashley	ARL	Spec. Ed.	Personal	5.5	01/27/12

#### **Contracts**

<b>Name</b>	<b>Grade or Effective School</b>	<b>Subject</b>	<b>Place of Last Teaching Assignment</b>	<b>Grade/Step</b>	<b>Effective Date</b>
Clark, Amanda	RBES	ELE	Rochester, NH	C-03	02/08/2012
Kay, Kristie	EMMS	SPE	Depew, NY	C-11	01/20/2012
Liversidge, Anne	HoHS	ASL	Private	C-05	02/02/2012
Petry, Stacey	MWMS	MAT	Private Industry	C-09	01/30/2012

**Leaves of Absence**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Reason</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
Fleming, Robert	MRHS	Tech. Ed.		13.0	02/08/12
Leighanne, Vader	HCMS	Social Studies		7.0	01/25/12

**Retirement**

<b>Name</b>	<b>School</b>	<b>Grade or Subject</b>	<b>Reason</b>	<b>Years in Howard County</b>	<b>Effective Date</b>
Flanagan, Kathleen	HCMS	FCS		12.0	04/01/12

**Bids and Contracts – Approved by the Board**

<b>Exhibit</b>	<b>Description</b>	<b>Amount</b>
P-1	<b>ON CALL LOCKER INSPECTION, REPLACEMENT, MAINTENANCE AND REPAIR SERVICES</b> JLN Construction Services, LLC Most, Inc. Partition Plus, Inc. <b>Total Award Amount (estimate)</b>	\$100,000.00
P-2	<b>CENTREX TELECOMMUNICATION SERVICES</b> Verizon Business Services	\$371,357.00
P-3	<b>PRI TELECOMMUNICATION SERVICES</b> Verizon Business Services	\$104,535.00
P-4	<b>INTERNET ACCESS</b> Verizon Business Services	\$3,275.00
P-5	<b>WEB HOSTING SERVICES</b> Verio	\$10,783.00
P-6	<b>MODULAR CLASSROOM BUILDINGS FOR ATHOLTON HIGH SCHOOL</b> EMH Environmental, Inc.	\$1,412,800.00

**Consent Agenda General**

Donations and Meeting Minutes of January 26 (Regular Meeting); February 15 (BOE Legislative Committee); and February 16, 2012 (Audit Committee)

*Action:* Mr. Meshkin moved approval of the Donations Report and the revised Regular BOE Meeting Minutes of January 26, 2012. The motion was seconded by Mr. Aquino and approved by the members of the Board (8/0).

**Donations – Approved by the Board**

The following donations have been received:

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OAH-DYER-001455

- Lisbon ES Shutterfly, in the amount of \$2,000, designated for the purchase of materials for the STEM reading and mathematics initiatives.
- Triadelphia Ridge ES Box Tops for Education, in the amount of \$686.90, designated for PBIS celebrations and initiatives.
- Glenelg HS Bonnie Branch MS PTSA, in the amount of \$1,900, designated to assist in covering the fee for motivational speaker, Michael Fowlin.
- Mt. Hebron HS Dudley Whitney, a complete Pearl Forum 5 piece drum set with throne, valued at \$2,000.
- Oakland Mills MS Preston Scheffenacker Properties, Inc., in the amount of \$4,190, designated for audio/visual equipment to support OMMS communications.
- River Hill HS ASRC Aerospace Corporation, in the amount of \$1,000, designated to assist with expenses for the Robotics Team trip to MIT for competition.
- ASRC Management Services, in the amount of \$1,000, designated to assist with expenses for the Robotics Team trip to MIT for competition.
- ASRC Research & Technology Solutions, in the amount of \$1,000, designated to assist with expenses for the Robotics Team trip to MIT for competition.
- ATK Space Systems Inc., in the amount of \$1,500, designated to assist with expenses for the Robotics Team trip to MIT for competition.
- SGT, Inc., in the amount of \$1,000, designated to assist with expenses for the Robotics Team trip to MIT for competition.
- FIRST, in the amount of \$6,500, designated to the Robotics Club for robot parts, motors, and other expenses.
- PTSA, in the amount of \$2,205, designated for the purchase of *Teacher Web Subscription*.
- Boosters, in the amount of \$7,765, designated as follows: (\$1,765) to assist with wrestling tournament fees, (\$6,000) for the purchase of athletic team uniforms and equipment.

#### BOE Legislative Committee Meeting Minutes of February 15, 2012

*Action:* Dr. Siddiqui moved approval of the BOE Legislative Committee Meeting Minutes of February 15, 2012. The motion was seconded by Mr. Aquino and approved 3/0 by the committee members (Dr. Siddiqui, Mr. Aquino, and Mrs. Vaillancourt).



BOE Audit Committee Meeting Minutes of February 16, 2012

*Action:* Mrs. Giles moved approval of the BOE Audit Committee Meeting Minutes of February 16, 2012. The motion was seconded by Mrs. Vaillancourt and approved 3/0 by the committee members (Mrs. Giles, Mrs. Vaillancourt, and Mr. Aquino).

Mrs. Giles reported that the Internal Auditor recommends Board action that would modify the 2012 Audit Plan to include:

- Substituting a previously audited high school with a middle school that has not yet been audited.
- Reflect a delay in the program audits of equipment, payroll, and school building security in order to complete a comprehensive review of the system's responses to the 2009 Office of Legislative Audits (OLA) recommendations

Board members discussed the recommendations and suggested having Mr. Clark attend a future Board meeting and present a follow-up report

*Action:* Mrs. Giles moved approval of the recommendation of the Internal Auditor to modify the Audit Plan and that the Internal Auditor would provide a report on the changes at a later date. The motion was seconded by Dr. Siddiqui and approved by the Board (8/0).

**\*Administrative Appointments and Promotions**

<u>Name</u>	<u>From</u>	<u>To</u>
Mr. William Stolis	Teacher and Team Leader Patuxent Valley MS	Area Manager for Pupil Transportation

*Action:* Mr. Aquino moved approval of the appointment of Mr. Stolis to Area Manager for Pupil Transportation. The motion was seconded by Dr. Siddiqui and approved by the Board (7/0\*).

**Proclamation: Read Across America**

This proclamation designates March 2, 2012, as Read Across America Day in the Howard County Public School System (HCPSS).

*Action:* Mrs. Giles moved acceptance of the proclamation. The motion was seconded by Mrs. Vaillancourt and approved by the Board (8/0).

**Proclamation: Youth Art Month**

In honor of Youth Art Month, Mr. Gino Molfino, Fine Arts Resource Teacher, introduced Anna Smull, a student of Talbott Springs ES, and her teacher Pam Lennon; Sierra Faish, a student of Hollifield ES, and her teachers Megan Riley and Margie Eisen; and Sondra Pearson, a student of Reservoir HS, and her teacher Greg English, who each displayed and explained the composition of their work.

This proclamation designates March 2012 as Youth Art Month in the HCPSS.

*Action:* Mr. Meshkin moved acceptance of the proclamation. The motion was seconded by Mr. Aquino and approved by the Board (8/0).

**Proclamation: National Social Work Month**

This proclamation designates March 2012 as National Social Work Month in the HCPSS.

*Action:* Mr. Williams moved acceptance of the proclamation. The motion was seconded by Mr. Aquino and approved by the Board (8/0).

**Bridge to Excellence Report: Anti-Bullying Task Force**

*Presenters:* Mrs. Pamela Blackwell, Director for Student Services, and Ms. Rosanne Wilson, Specialist for Positive Behavior Supports

In a report on the status of the school system's anti-bullying efforts, Mrs. Blackwell indicated that approximately one-third of HCPSS students report having been teased, harassed, or bullied. Appearance was most often cited as the reason for the bullying. Race was the second most frequently mentioned reason.

In June 2006, a report of the HCPSS Anti-bullying Task Force was presented to the BOE, which included nine recommendations for addressing bullying in the school system. In December 2010, the Superintendent reconvened the Anti-bullying Task Force to determine the extent to which the recommendations developed in 2005-2006 had been implemented. The 2010-2011 task force also examined whether current issues of cyberbullying and bullying targeted toward gay, lesbian, bisexual, and transgender youth were being addressed through the original recommendations.

Mrs. Blackwell discussed progress that has been made in the areas of policy development, professional development, curriculum, student involvement, parent education, and resource development. Students from Howard HS shared information about the school's *Mix It Up Day*, when students are encouraged to make friends with someone outside their circle of friends, and how the activity breaks down barriers that lead to harassment and bullying.

The recommendations will continue to be implemented, regularly monitored, and evaluated with a goal of eliminating the bullying, cyberbullying, harassment, and intimidation that compromises the learning environment and well-being of our students, staff, and community.

*Discussion:*

Mrs. Vaillancourt stated that parents are having difficulty locating the bullying form on the HCPSS website. Mrs. Blackwell stated that not only is the form on the website, but also in the guidance office, the front office, the health services office, and the media center at each school.

Mrs. Vaillancourt suggested that a more proactive requirement be made by staff to encourage parents to fill out the bullying paperwork. Mrs. Blackwell said a leadership meeting was held in November 2011, where the administrative team was asked to make

sure that information is shared with staff in various ways. She added that she would work with the school administrators to make sure that forms are available.

Mrs. Vaillancourt asked if the school system has a bullying policy for adults. Mrs. Blackwell said that a section in policy 1060 addresses staff bullying. She added that staff can contact the Equity Assurance Office for assistance.

Mrs. Vaillancourt asked how bullying retaliation is handled. Mrs. Blackwell explained that an administrator selects a particular range of consequences depending on the code of conduct. The range of consequences include age consideration, the developmental level, and the number of previous offenses of the bully.

Mrs. Blackwell will provide more information to the Board regarding the second bulleted item under Curriculum Infusion – Bully prevention objectives for grades K-9 have been embedded in the curriculum for Health Education, School Counseling, Elementary Technology, and the Digital Citizenship Project. She noted that curriculum for Health Education ends at ninth grade, because health is not required after the ninth grade.

Mrs. Blackwell stated that school counselors are working diligently to create a bully-free environment and that early intervention is the key. She added that mediation is not a recommended course of action when addressing bullying.

Mrs. Blackwell stated that the student survey is being revised for clarification on specific questions. She added that due to the increased awareness of the form, the incident reporting by students has increased.

Board members requested that future data reports include the types of incidents the suspensions are related to (category of suspension) and the type of suspensions received (including the number days suspended).

### **\*New Middle School #20 Schematic Design Report**

*Presenters:* Mr. Bruce Gist, Director of School Construction; Mr. Michael Lahowin, Principal in Charge, TCA Architects; Ms. Robyn Toth, Project Architect; and Mr. Scott Washington, Manager of Design and Preconstruction Services

#### *Overview:*

- Fifth use of the prototype middle school plans based on the 1994 Middle School Educational Specifications.
- Emphasis was placed on bringing the plans into line with our concerns and goals of energy efficiency.
- Project features include a geothermal HVAC system.
- LEED 'Silver' certificate project.
- Much concern was considered by the design team to ensure the building plans were appropriately updated to serve the current needs of the middle school program.
- Unique opportunity to work collaboratively with the developer of the surrounding Oxford Square development in designing a school which reflects the atmosphere of the community.

The design development presentation will be brought to the Board for approval in June 2012. The construction documents presentation will be brought to the Board for approval in October 2012. The school opening date is set for August 2012.

*Discussion:*

Mr. Roey stated that there is a plan for some type of community space on the site, with its own separate egress. He added that until further discussion takes place with the appropriate parties, he would not suggest making any changes to the schematic design.

Regarding the intermodal facility, Mr. Roey stated that he has not received any updates other than what has been printed in the newspaper. He added that the railroad location is approximately three-quarters of a mile from the school site.

Staff reported that the schematic design development can incorporate the transition to the Maryland Common Core State Curriculum (MCCSC) and other programs approved by the Board.

Mr. Gist reported that there has been a steady increase in the cost of construction. Prices are rising significantly and contractors are looking ahead to fuel and commodities costs.

*Action:* Dr. Siddiqui moved approval of the new middle school #20 schematic design report. The motion was seconded by Mrs. Giles and approved by the Board (6/1\*), with Mr. Dyer voting no.

Mr. Dyer stated that he is opposed to this site due to the location of the railroad tracks. He believes it is a dangerous site.

### **Proposed Textbooks/Instructional Materials**

*Presenter:* Dr. Clarissa Evans, Executive Director, School Improvement and Curricular Programs

The proposed textbook list was presented to the Board on December 20, 2011. In compliance with Policy 8040 Selection of Instructional Materials, proposed materials were displayed from December 21, 2011, to January 13, 2012, in the lobby at the Department of Education, the Howard County Central Library, and the Howard County Miller Library.

There were no comments or requests for reevaluation for any of the proposed textbooks.

*Discussion:*

Mr. Meshkin expressed concern about the book *Flush* not being age appropriate. Ms. Zeleana Morris, Coordinator of Secondary English/Language Arts, explained that the book is part of the summer reading program, and it was selected to complement students in the e-summer school math program. She added that the goal is to provide interdisciplinary cross-curricular connections that would complement and support one another.

*Action:* Dr. Siddiqui moved approval of the Proposed Textbooks/Instructional Materials. The motion was seconded by Mr. Aquino and approved by the Board (7/1), with Mr. Meshkin voting no.

### **Hiring and Separation Report**

*Presenters:* Mr. Kirk Thompson, Director of Human Resources; Dr. John DiPaula, Manager, Teacher Recruiting and Hiring, Office of Human Resources; Ms. Kim Mahle, Manager, Employee Services and Instructional Support, Office of Human Resources

Mr. Thompson stated that the school system started the school year with 100 percent of classroom positions filled. Human Resources hired 268 teachers for the 2011-2012 school year, 50 percent of whom were experienced teachers. Fifty-two of the new hires are graduates of the HCPSS.

Mr. Thompson also noted that 32 percent of new hires have five or more years of experience, 40 percent completed their degrees outside of Maryland, and 48 percent hold advanced degrees.

Fourteen percent of new hires are minorities, with 50 percent of those being African American, 33 percent Asian, 17 percent mixed race, and 8 percent Hispanic/Latino. Mr. Thompson said that the online employment application process, teacher job fairs, and the ability to offer early contracts in critical shortage areas help recruitment efforts.

The school system also hired 164 support service employees and 768 temporary employees including 441 substitute teachers and 137 summer workers. Last year, 94 professional employees and 55 support staff retired.

#### *Discussion:*

Mr. Thompson stated that all school systems basically follow the same hiring system. By contract, the involuntary transfer positions and the return from leave positions must be completed first. The Human Resources Office receives the list of these positions in March. The critical need area positions will be offered next. Potential job fair candidates will be targeted during the month of March. If a candidate has been offered a position but chooses to not accept, it's usually because of assignment or location. Howard County is ranked third in the state when it comes to starting teacher salary, following Montgomery and Calvert Counties.

Mr. Aquino asked for a report that includes key issues such as retention and resignations compared to neighboring jurisdictions. Mr. Thompson said he would provide this information to the Board and added that the overall turnover rate in Howard County is 5.9 percent in all categories.

Mr. Thompson reported that the national teacher burn-out rate is 50 percent, but in Howard County, the rate is 22 percent. The HCPSS rate is low due to the on-going support and training that is offered to staff.

Mrs. Vaillancourt asked why males make up 20 percent in the teaching field, but 35 percent in the administrative field. Mr. Thompson stated he would provide the Board with the information requested.

Mr. Meshkin questioned the results of Table 27 in the Board report, "Percentage of new teachers resigning first five years of teaching." According to the table most new teachers resign in Year 2 or Year 3 of their teaching careers. Mr. Thompson said that relocation is the most common reason for teacher resignation. He stated that the exit surveys do not give specific information, but it is something Human Resources could study in the future. He added that teachers receive tenure after 3 years of successful teaching.

There was in-depth discussion on Mrs. French's concern regarding the uneven diversity of the teaching staff at individual schools. Human Resources will continue to work with our partnerships; other appropriate organizations; and Future Teachers of America (FTA) programs at schools to encourage HCPSS students to consider the teaching profession.

**Recess:** The meeting was recessed by the chairman at 7:11 p.m. and reconvened at 7:52 p.m.

### **Public Forum**

There was no one present to address the Board.

### **PTA Council of Howard County Monthly Report**

Ms. Chaun Hightower, President of PTA Council (PTACHC), presented testimony from the PTA Board of Directors requesting that the Board set a positive example through their interactions and focus on their responsibilities to students.

### **Howard County Education Association**

Mr. Paul Lemle, President of the Howard County Education Association (HCEA), suggested that the Board seek mediation to deal with ongoing conflicts.

### **Community Advisory Council Monthly Report**

Mr. Chris Wertman, past Chairman of the Community Advisory Council (CAC), reported on recent activities of the Council.

### **Annual Grants Report**

*Presenter:* Ms. Juliann Dibble, Director of Professional and Organizational Development

Ms. Dibble provided a comprehensive report on grant funds received by the system in the past fiscal year and information on evaluations of grant-funded programs and projects. In fiscal year 2011, HCPSS received grants of \$5,000 and totaling over \$32 million. This included federal ARRA funds. Next year, the school system anticipates receiving approximately \$21 million in grant funding.

Future direction includes:

- Collaboration with the Student Assessment and Program Evaluation (SAPE) Department to develop an evaluation instrument specifically for the grants that do not have a formal evaluation requirement.
- To create and maintain a web-based location where Grant Program Managers can post current evaluation information.

*Discussion:*

Board members found the report to be very instructive and expressed their appreciation to staff.

Mr. Meshkin asked about the changes between the initial information item report on December 20 and this report concerning the recommendations for further measurements of grant programs. He also pointed out an example of metrics in the report around the successful attainment of objectives in educating homeless children and youth as an example of how the grant report measurements can provide insights into program evaluation of larger programs.

Mrs. Giles expressed how important and successful grant programs are to the instructional program for students.

Ms. Dibble explained that the current process being used to produce the report was institutionalized years ago and was a way for the Board to hear from program managers on how money received influenced the programs. Because all grants are different, it is difficult to have an assessment that answers all concerns. Based on Board feedback, staff will revise their strategy when producing future reports and put further effort and planning into the measurements of grant programs.

### **Food Nutrition Services Program Update**

*Presenter:* Mr. Raymond Brown, Chief Operating Officer; Dr. Barbara Wasserman, Nutrition and Physical Activity Coalition; and Mr. Glenn Schneider, The Horizon Foundation

Recommendations of the Food and Nutrition Services Advisory Committee convened to review all aspects of the current School Meals Program and make recommendations for improvement. The committee presented six recommendations:

- Schedule recess before lunch in all elementary schools.
- Improve the middle school lunch schedule by using shifts.
- Hire a full-time registered dietitian.
- Enhance communications to stakeholders.
- Create additional marketing strategies.
- Strengthen the wellness policy (Policy 9080 Wellness Through Nutrition and Physical Activity).

Mr. Brown indicated that staff concurs with the recommendations and will begin implementation as noted in the report. Regarding the recommendation to strengthen the system's Wellness Policy, staff suggests convening a School Wellness Committee. The

committee would be charged with providing recommendations regarding strategies and approaches for implementing and monitoring the system's wellness policy.

*Discussion:*

Board members expressed their appreciation for the thorough report and agreed with the recommendations suggested by the advisory committee.

Dr. Siddiqui stated that a few years ago she approached staff regarding the development of a task force to look at nutrition in the schools. She expressed her gratitude for the work accomplished by everyone and agreed with the suggested recommendations.

Dr. Wasserman stated that the school system is obligated to follow the United States Department of Agriculture (USDA) standards as part of the federal reimbursement program. She suggested that some of the guidelines of the Institute of Medicine (IOM) including portion size, calories associated with portion size, and sodium requirements or sodium limits associated with portion size be incorporated as well as the USDA standards.

Mr. Schneider stated that the results of the advisory committee will assist in the future wellness policy for the school system. Although nutrition was the charge of the advisory committee, other topics of discussion included physical education and physical activity. Members of the advisory committee expressed interest in serving on the future Wellness Review Policy Committee.

Mr. Dyer suggested that a relationship be set up with Howard Community College (HCC) initiating curriculum that would prepare a person for the position of full-time registered dietitian.

Dr. Wasserman stated that obesity is a major concern of the Local Health Improvement Coalition. The coalition intends to identify and utilize programs that will set nutritional standards for preschool and after-school programs.

### **Policy 2070 Ethics and Ethics Regulations**

*Presenter:* Mr. Mark Blom, General Counsel

Staff presented changes to the policy in response to feedback from Board members and stakeholders. Language was drafted to address adding a definition of Confidential Information, revising the acceptance of gift provision, and editing the provision on disclosing confidential information.



**Proposed Policy Changes:**

- **Definition of Confidential Information:**
  - D. Confidential Information includes the following:
    - Records protected against release or distribution by a federal, state, or controlling law;
    - Attorney-client privileged material and attorney work product, unless legally waived by the party controlling the privilege;
    - Identifying information concerning the Requestor of an Advisory Opinion from the Ethics Panel;
    - ~~All information regarding a Complaint filed with the Ethics Panel until a final decision on the Complaint has been issued by the Board of Education; and,~~
    - Information classified as confidential under the express provisions of a Board Policy or Implementation Procedures.
- **Acceptance of Gifts**

The provision in IV.P.3. has been deleted and new language proposed. The new language mirrors the language in the Ethics Regulations on this subject.
- **Disclosing Confidential Information**
  - After reviewing this provision further, after the Board meeting, a revised proposal is being presented. The revision incorporates the Board's intention, but also retains a substantive aspect that could otherwise have been deleted.

*Discussion:*

The Board reviewed the proposed language by section. After discussion, the majority of the Board accepted the language for the following:

**III. Definitions**

- D. Confidential Information includes the following:
  1. Records protected against release or distribution by a federal, state, or controlling law;
  2. Attorney-client privileged material and attorney work product, unless legally waived by the party controlling the privilege;

By consensus, the Board agreed to the language in Definition 1, and 2:

**III. Definitions**

- D. Confidential Information includes the following:
  3. Identifying information concerning the Requestor of an Advisory Opinion from the Ethics Panel;

By consensus, the Board agreed to defer **III. Definitions**, D. 4, until a later date.

In response to discussion, Mr. Blom withdrew **III. Definitions**, D. 5, as presented.

*Motion:* Mr. Aquino moved that the Board allow Mr. Blom to forward the ethics regulations to the State Ethics Commission, including definition Ethics Regulations 2. E. Confidential Information; and Policy 2070 III. Definitions, D. Items 1, 2, 3, and a new #4, that states all information regarding a complaint filed with the Ethics Panel unless authorized for release by the Board of Education, and striking #5. The motion was seconded by Mr. Meshkin.

The revised language is as follows:

- Ethics Regulations 2. E. Confidential Information.
- Policy 2070 Ethics, III. Definitions
  - D. Confidential Information includes the following:
    1. Records protected against release or distribution by a federal, state, or controlling law;
    2. Attorney-client privileged material and attorney work product, unless legally waived by the party controlling the privilege;
    3. Identifying information concerning the Requestor of an Advisory Opinion from the Ethics Panel;
    4. All information regarding the complaint filed with the Ethics Panel unless otherwise authorized for release by the Board of Education.
    5. ~~Information classified as confidential under the express provisions of a Board Policy or Implementation Procedures.~~

*Discussion:*

Mr. Dyer expressed concern about the definition, stating that the person who has the most at risk is denied the right to release information to the public.

*Action:* The motion was approved by the Board (6/2), with Mrs. Vaillancourt and Mr. Dyer voting no.

*Discussion:*

Mr. Blom provided the Board with four revisions to Ethics Policy:

- IV.P.3 Violations of this ethics policy or the Ethics Regulations can include, but not be limited to:
  - Accepting a gift in violation of Section VII.D of the Ethics Regulations. An unsolicited gift of \$20.00 or less in cost is not a violation, unless the gift would tend to impair the impartiality and independence of judgment of the person receiving the gift.
- IV.P. Violations of this ethics policy or the Ethics Regulations can include, but not be limited to:
  - ~~4– 5~~ Intentionally ~~Disclosing~~ confidential information to an unauthorized recipient or using confidential information for one's own benefit or that of another.
- IV.J. All opinions, findings and recommendations by the Ethics Panel will be forwarded ~~copied~~ to the Board.
- V.A. Legal counsel will serve as staff liaison to the HCPSS Ethics Panel and will ensure that the appropriate reports, opinions, findings and recommendations are relayed to the Board in a timely manner.

*Motion:* Dr. Siddiqui moved that the Board adopt the four recommendations suggested by Mr. Blom to the proposed Board policy, to become effective on the date of the State Ethics Commission's approval. The motion was seconded by Mr. Aquino.

*Discussion:*

Mr. Dyer expressed his concern about the wording used in the revision of Section IV.P.4- 5.

Board members discussed their concerns about the importance of voting on the four suggested recommendations at this time.

*Action:* The motion failed for lack of a majority (4/4), and will be brought back at a later meeting (Yea: Dr. Siddiqui, Mrs. French, Mr. Aquino, and Mrs. Giles and Nay: Mr. Dyer, Mr. Meshkin, Mr. Williams, and Mrs. Vaillancourt).

### **Legislative Report 2012 General Assembly**

*Presenter:* Mr. Dan Furman, HCPSS Staff Attorney

The following bills and recommended positions were presented for Board approval:

- SB 948/HB 1177 – Ethics – Financial Disclosure by Local Elected Officials and County Boards of Education
  - Recommendation – Support
- HB 93/SB 153 – Creation of a State Debt – Qualified Zone Academy Bonds
  - Recommendation – Support
- SB 197 – Sales and Use Tax – Distribution of Revenues – Public School Construction
  - Recommendation – Support
- SB 63/HB 1067 – Child Abuse and Neglect – Failure to Provide Notice or Report – Civil Liability and Criminal Penalty
  - Recommendation – Support
- HB 201 – Public Schools – Meal Menus – Nutrition Information
  - Recommendation – Support
- HB 196 – Student Health and Fitness Act
  - Recommendation – Oppose
- HB – 308 – Tobacco-Free Schools Act
  - Recommendation – Oppose
- SB 605/HB 757 – Education – Children in State-Supervised Care – Geographical Attendance Area
  - Recommendation – Oppose

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- SB 307/HB 191 – State Board of Education – financial Literacy Curriculum – Graduation Requirement
  - Recommendation – Oppose
- HB 373 – Education – Age for Compulsory Public School Attendance – Exemptions
  - Recommendation – Support
- HB 384 – Baltimore County Public Schools – Enrollment and Transfer – Parental Decision
  - Recommendation – Oppose
- HB 335 – Education – Public Secondary Schools Near Boundary of Two Counties
  - Recommendation - Oppose

*Discussion:*

HB 384 was pulled for discussion.

Mr. Furman reported that HB 384 was presented in last year's legislative session as a statewide bill and failed passage. It is being reintroduced this year with nearly identical language and is limited to local legislation, specifically the Baltimore County Public School System.

Board members discussed the bill and noted that in Maryland, the individual county Boards of Education are authorized to allow enrollment and transfer as the bill suggests. The majority of Board members expressed opposition to the State usurping local Board authority.

Mr. Meshkin expressed his concerns and noted his support of the legislation.

*Motion:* Dr. Siddiqui moved that the Board oppose HB 384. The motion was seconded by Mr. Aquino.

*Discussion:*

Mr. Dyer expressed concern that HB 384 is not a legally valid bill and on that basis alone he could justify opposing the bill.

*Action:* The motion was approved by the members of the Board (7/1), with Mr. Meshkin voting no.

*Action:* Mrs. Giles moved acceptance of the remainder of the recommendations contained in the legislative report. The motion was seconded by Mr. Aquino and approved by the Board (8/0).

**Adjournment** – By Board consensus, the meeting was adjourned at 10:43 p.m.

\*Under Section 3-701 of the Education Article of the *Annotated Code of Maryland*, the Student Member may not vote on these matters. Passage of a motion by the Board on these matters requires the affirmative vote of four (4) Board members.

**Minutes of the Board of Education Legislative Committee**

**March 12, 2012 – 7:30 a.m. – ML2**

*Committee:* Janet Siddiqui, Chairman; Frank J. Aquino; Cynthia L. Vaillancourt

*Staff:* Raymond H. Brown, Chief Operating Officer; Dan Furman, Staff Attorney

*Attendees:* Janet Siddiqui, Chairman; Frank J. Aquino (arrived at 7:58 a.m.), Cynthia L. Vaillancourt, Dan Furman

**Staff:** Kathy Hanks, Administrative Specialist (Board Office)

Item	Subject	Discussion	Action/Status	Follow-up
I	<b>Call to Order</b>	Meeting called to order at 7:35 a.m.	By consensus	
II	<b>Approval of Agenda</b>		By consensus	
III	<b>Review of Legislation, and Staff Position/ Recommendation</b>	<p><b>SB 848</b> Education - Maintenance of Effort was discussed. It is a committee version, and the official amended version is yet to be released. The greatest concern is the recurring cost that includes an addition stating the county, the Board, and bargaining units must be in agreement. As soon as an official markup is available, it will be provided.</p> <p><b>COMAR 13 A.08.01</b> Student Discipline was discussed. The Maryland State Board of Education is proposing changes, which would affect the Board’s appeal process. Staff is concerned with the disclosure of witness statements. Staff intended to provide comments to the State Board. The committee requested Mr. Furman provides the staff comments prior to submission and the full report for discussion at the next Board meeting. Mr. Furman will also forward the draft to the Legislative Committee for comments.</p> <p><b>SB 478</b> Fire Safety Standards for Engine Components</p>	No position	

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Item	Subject	Discussion	Action/Status	Follow-up
		<p><b>HB 1210</b> Public School Teachers and Administrators – Appeals and Layoffs – Rights and Limitations</p> <p><b>HB 1214</b> Education – Public High Schools – Maximum Student Enrollment Policy</p> <p><b>HB 1252</b> Education – Dyslexia Testing and Services for Dyslexic Students – Pilot Program</p> <p><b>HB 1049</b> Elementary and Secondary Education – County-Supervised Home Instruction – High School Diploma</p> <p><b>HB 1218</b> Public Charter Schools – Chartering Authorities, Application Requirements, Employees, and Facility Funding</p> <p><b>HB 1110</b> Public Schools – Dating Violence</p> <p><b>HB 1241</b> Education – Preschool for All – Establishment</p>	<p>Hold</p> <p>Oppose</p> <p>Support</p> <p>Oppose</p> <p>Oppose</p> <p>Oppose</p> <p>Hold</p>	<p>Mr. Furman is to provide additional information as to current HCPSS practices.</p>

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<b>Item</b>	<b>Subject</b>	<b>Discussion</b>	<b>Action/Status</b>	<b>Follow-up</b>
		<b>HB 1401</b> State Department of Education – Oral Health Education – Certification and Monitoring	Oppose	Mr. Furman is to provide additional information as to current HCPSS practices.
IV	<b>Scheduling</b>	The next meeting is scheduled for Wednesday, March 28, 2012, at 3:30 p.m. in ML2.		
V	<b>Adjournment</b>	Meeting was adjourned at 8:32 a.m.	By consensus	