

**MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY****July 14, 2005**

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, July 14, 2005, 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:

Courtney Watson, Chairman  
Patricia S. Gordon, Vice Chairman  
Joshua Kaufman  
Diane Mikulis  
Mary Kay Sigaty

Sydney L. Cousin, Superintendent, Secretary/Treasurer  
Sandra Erickson, Chief Academic and Administrative Officer  
Raymond Brown, Chief Operating Officer  
Patti Caplan, Director, Public Relations  
Florence P. Jackson, Recording Secretary

Chairman Courtney Watson called the meeting to order at 4:00 p.m., and Mrs. Mikulis led the group in the Pledge of Allegiance.

**Public Forum**

Mrs. Sue Medicus, parent, asked the Board to develop guidelines for high school proms.

**Approval of Agenda**

Dr. Cousin made the following changes to the agenda:

Change VII. A. Administrative Appointments and Transfers.  
VII. B. Redistricting Feasibility Study and Revised Capital Budget to  
Report not Action.

*Action:* Ms. Gordon moved approval of the amended agenda. The motion was seconded by Ms. Sigaty and approved by the Board 5-0.

**Superintendent's Report** – No report presented.

**Student Member's Report** – No report presented.

**Consent Agenda**

Bids and Contracts, Staff Personnel, School Construction Financial Report, Donation, Minutes of June 8 County Council/Board of Education Meeting, June 9 Regular Board Meeting, June 29 Closed Board Meeting Official and Confidential Minutes.

*Action:* Mr. Kaufman moved approval of the Consent Agenda. The motion was seconded by Mrs. Mikulis and approved by the Board 5-0.

Bids and Contracts – Approved by the Board.

	Description	Amount
P-1	Technology Education Amtek Company	\$31,164
P-2	Temporary Personnel Social Service Consultants, LTD.	\$1,700,000
P-3	Athletic Equipment	
	Aluminum Athletic Equipment Co.	20%
	Century Sports, Inc.	Various Disc.
	DVF Sporting Co.	Various Disc.
	Eurosport	10%
	Bill Fritz Sports Corp.	10%
	Football America	10-40%
	Georgi Sports	Various Disc.
	Korney Board Aids, Inc.	Various Disc.
	Longstreth Sporting Goods	Various Disc.
	M-F Athletic	10%
	Marlow Sports	0-73%
	Passon's Sports	10%
	Riddell/All American	20%
	Sport Stop, Inc.	Various Disc.
	Sportsman's	Various Disc.
	TOTAL	\$375,000
P-4	Band Uniforms DeMoulin Bros. & Co.	\$29,053.92
P-5	Music Instruments & Equipment	
	Baltimore Brass Co.	40-50%
	Glover Equipment Sales Group, LLC	31%
	Interstate Music	10-60%
	Jason's Music Center	38%
	Keyboard World	35.1-51.1%

Music and Arts Center	0-65%
Peripole-Bergerault, Inc.	20%
Potter Violin	5-10%
Southwest Strings	10%
Stu's Music	35-50%
Washington Music	33-50%
Wenger Corp.	0%
TOTAL	<u>\$151,000</u>

Staff Personnel – Approved by the Board. See Attachment A.

School Construction Financial Report – Accepted by the Board.

Donation – Approved by the Board.

A donation of \$1,000 has been received from Northrop Grumman to support Mt. Hebron High School's Science Department. The funds will be used to buy new equipment.

Minutes – Approved by the Board.

### **Administrative Appointments and Transfers**

Dr. Cousin read the following administrative appointment:

	<u>Present Position</u>	<u>New Position</u>
Mrs. Susan Mascaro	Manager, Teacher Recruiting and Hiring	Director, Staff Relations

*Action:* Mr. Kaufman moved approval of Mrs. Susan Mascaro for Director of Staff Relations. The motion was seconded by Mrs. Mikulis and approved by the Board 5-0.

Mrs. Sandra Erickson read the following administrative appointments and transfer:

<u>Name</u>	<u>From</u>	<u>To</u>
Marion Miller	Principal Bellows Spring E.S.	Administrative Director of Elementary Schools
Jacqueline Conarton	Principal Ilchester E.S.	Director of Professional Development
Jacqueline Klamerus	Assistant Principal Deep Run E.S.	Principal Bellows Spring E.S.
Pam Akers	Assistant Principal	Principal

Approved – August 25, 2005

	Phelps Luck E.S.	Phelps Luck E.S.
Sean Martin	Assistant Principal Swansfield E.S.	Principal Bryant Woods E.S.
Bridget Darden	Teacher Hammond E.S.	Assistant Principal Deep Run E.S.
Michelle Leader	Teacher Hollifield Station E.S.	Assistant Principal Phelps Luck E.S.
Lisa Ciarapica	Teacher Swansfield E.S.	Assistant Principal Swansfield E.S.
Carol Hahn	Teacher Triadelphia Ridge E.S.	Assistant Principal Manor Woods E.S.
John Morningstar	Principal Phelps Luck E.S.	Principal Ilchester E.S.

*Action:* Ms. Gordon moved approval of the Administrative Appointments. The motion was seconded by Mr. Kaufman and approved by the Board 5-0.

### **Redistricting Feasibility Study and Revised Capital Budget and Capital Improvement Program**

*Presenters:* Mr. David Drown, Coordinator, Geographic Information Systems; and Dr. Maurice Kalin, Consultant.

Mr. Drown and Dr. Kalin presented the results of a feasibility study for the Long-Range Capital Improvement Program and Redistricting Plan. The study is the first of a four-step process.

*Discussion:*

#### Elementary School

Mr. Kaufman said the feasibility study given for the elementary school does what the Board requested. The question of overbuilding is important, and before the process begins on the capital improvement and redistricting plan, it would be helpful to see plans where additions or the replacement school in the west are reconsidered. Other information that would be helpful for the future would be frequency of redistricting, feed levels, and associated costs.

Mrs. Watson agreed with Mr. Kaufman that the staff presentation meets the Board's directive that all schools would be between 90% and 110%. She wondered if the Board should have used 100% as the directive.

Dr. Kalin noted that there is a comfort level when schools are within the 90% to 100% range, and there may be only a few schools in the low 90% range and more at the 110% range. The target may well be an average of 100% or 105%.

Mrs. Watson said that the study indicates an average elementary school capacity utilization of 96.6%, which she felt is too low in terms of dollars and seats. Ms. Sigaty stated that in 2010, the countywide average is 95.8%, and that is a concern especially if a new school will open that year.

Mrs. Watson asked if Board members were comfortable with giving staff the direction to use a 100% average, and Board members agreed.

Dr. Kalin pointed out that the planning regions are tied to the Adequate Public Facilities Ordinance Chart. The Board has the right to change the regions based on the APFO language; but, as the regions are changed, the impact on the chart will also change. Mr. Drown said that there are no regions that are closed under the current proposed chart. Dr. Kalin cautioned about political ramifications of changing the planning regions.

Mrs. Mikulis stated that the problem in the north is due to the lack of available land for development. Mrs. Watson added that a strong effort was not made to secure land. Dr. Cousin explained that it is not unusual to negotiate with developers and property owners to see what kind of arrangements can be worked out to secure the land.

Mrs. Watson referred to the staff recommendation to convert two regular classrooms into one kindergarten classroom due to both state and local specifications. If kindergarten space were not provided in this way, then relocatables would be utilized on a long-term basis. Mr. Kaufman said he supported seeking funding for the conversions in order not to use relocatables as permanent additions. Mrs. Watson noted that all Board members agreed with the staff recommendation on the plan for kindergarten, which involves using classroom conversions versus brick and mortar.

Mrs. Watson requested that the Board instruct staff to resolve instances where students would be included twice in a feed of less than 15%. Ms. Sigaty pointed out that the mandate could result in the creation of a small feed in another location. Mrs. Watson acknowledged that possibility, but felt a balance needed to be met. She expressed her desire to have staff focus on those areas where students would be affected twice by small feeds. Ms. Sigaty added that she would like staff to look at what has happened previously.

Mr. Kaufman suggested two possible criteria alternatives:

- Two feeds that are both less than 15%.
- Two feeds that add up to less than 30%.

Board members agreed to have staff look at those instances where two feeds are both less than 15%.

#### Middle School

Mrs. Watson noted that staff has asked the Board if the capacity of two specific western middle schools should change from 662 to 817.

Mr. Kaufman commented that if it were necessary to provide a larger middle school, it would probably be better to construct a new facility with core areas designed to accommodate the larger student enrollment. He added that his preference was not to have a middle school with more than 800 students.

Mrs. Erickson explained that having a larger middle school would make it difficult to create a small, nurturing, learning community, and she cited issues such as having students together for different activities, difficulty in providing planning time for teachers, need for additional counselors and media specialists. Mrs. Erickson assured the Board that if it were determined to increase the capacity of a middle school, staff would ensure that it is successful. However, she would not recommend that the larger school become the prototype for Howard County middle schools.

Mr. Drown pointed out that the projections do not support the need for 662 seats in the Western Region; about 300 seats are needed. Additions could be constructed at existing schools where a need is demonstrated by the enrollment projections. Folly Quarter MS and Mount View MS would benefit from additions rather than opening a new school, and redistricting could be avoided. Dr. Cousin added that a feasibility study would have to be conducted to ensure that the schools could accommodate an addition, and that the septic fields would serve the increased student population.

Mr. Drown commented that the project is scheduled for 2011 and, as more information becomes available, the capital improvement program would be amended as needed.

Mrs. Watson noted that the Board has the right to initiate condemnation proceedings in order to secure a school site; however, the Board would prefer to negotiate the purchase of property from a willing seller.

Mr. Kaufman recalled that the Board deferred redistricting Patapsco MS last year in anticipation of a more comprehensive middle school redistricting in conjunction with elementary school redistricting. Mrs. Watson said that the Board's direction is to look at schools that are over 110% and try to provide a plan that will result in schools getting closer to 100% capacity.

### High Schools

Mrs. Watson noted that there are no plans to redistrict high schools this year. Mr. Drown concurred and recommended that staff continue to monitor the high school enrollments. The projections changed about 1.5% per year.

Mrs. Watson stated that the feasibility document was very helpful to the Board, and it provided much more information earlier in the process. Mr. Drown thanked Dr. Kalin for his contribution and Mr. Larry Weaver, Geographical Information Systems, and Ms. Barbara Bleiler, Planning Specialist.

Mr. Drown noted that the document is available in the Public Information Office and, as the redistricting process continues, specific maps will be available on the school system website.

*Action:* Mrs. Mikulis moved approval of the following goals:

- Provide elementary capacity relief for Northeastern, Northern, and Western Regions. Provide capacity in schools located in geographical areas which are difficult to redistrict. Provide appropriate kindergarten space for the full-day kindergarten program.
- Convert grades 1 to 5 classroom space to kindergarten space on a 2 to 1 ratio where space is available.
- Provide additions where capacity is not available for conversions of grade 1 through 5 on a 2 to 1 ratio.
- Redistrict middle school students from over-utilized schools to under-utilized schools in the Northeastern, Northern, and Western Regions.

The motion was seconded by Mr. Kaufman, but he added, “When opening new schools, aim for optimal utilization of new capacity”. Mrs. Mikulis accepted the friendly amendment and the motion was approved by the Board 5-0.

Dr. Kalin said staff will place emphasis on bringing all schools to 100%.

### **Dissemination of Information by Community Groups**

*Presenter:* Mrs. Caplan.

Mrs. Caplan said included in this report is staff recommendation as to the groups that should be allowed to disseminate information and other groups that the Board may want to consider. The Board also asked staff to go back and look at the Montgomery County model based on a recent court decision and see if staff could formulate a recommendation for the Board that was modeled after Montgomery County.

Mrs. Caplan read the following list of organizations recommended by staff for the dissemination of information:

1. Howard County Public School System.
2. The federal government, Maryland state government, local government, and the Columbia Association.
3. Local, state and national Parent/Teacher Associations (organizations).
4. Recognized Booster clubs affiliated with any Howard County school.
5. Non-profit organized youth sports leagues and boosters.
6. Material related to a program immediately before or after school (or a summer academic enrichment program) sponsored by a non-profit organization; and
7. Materials related to an approved fundraising activity.

*Discussion:*

Mrs. Caplan noted that Montgomery County is not doing numbers 6 and 7. Judith Bresler, Esq., Reese and Carney, noted that Montgomery County is doing numbers 1 – 5 plus day care that operates jointly in the school building.

Ms. Bresler added that the current state of the law is that the broader the forum, the more organizations fall within the categories. This means the school system and the Board have less ability to control either in number or content of the communications that staff is taking time to hand to children and the children are bringing home to their parents. From a legal standpoint the first four organizations are going to be the most solid. A broader list of categories could result in challenges by other excluded organizations.

Mrs. Caplan said all the procedures that have been in place does comply with the law. What has changed is that schools cannot ask religious organizations to take out any proselytizing information from their flier.

Mr. Kaufman made the suggestion to strike numbers 6 and 7.

*Action:* Mr. Kaufman moved approval of categories for dissemination numbers 1 – 5.

1. The Howard County Public School System.
2. Federal, state, and local government, and Columbia Association.
3. Local, state, or national Parent Teacher Associations, and parent Teacher Organizations.
4. Recognized booster clubs affiliated with any Howard County Public School System.
5. Nonprofit organized youth sports leagues.

Ms. Bresler noted that the principal reserves the right to stop a communication due to the appropriate or disruptive nature of the flier.

The motion was seconded by Mrs. Watson and approved by the Board 3 – 2 with Mrs. Mikulis and Ms. Sigaty voting against the motion.

### **Policy Review and Revisions for 2005/2006**

*Presenter:* Mrs. Maureen Mirabito, Special Assistant.

Policy 1001 requires staff to bring to the Board a schedule of anticipated policy development and revision activities for the following academic year. On June 9, 2005, the Board adopted a recommendation to review a minimum of 14 policies for the 2005-2006 school year. The Board also adopted a recommendation to review policies, where possible, in groups rather than by date of last revision.

Board members have a list of 20 policies. Thirteen existing policies will be under review this year. Six new policies will be developed, and an additional item, the Student Code of Conduct, will be considered as part of several policy development and review activities.

*Discussion:*

Ms. Sigaty said the Civility Policy needs to be looked at in relation to some other policies in particular discrimination, sexual harassment as well as violence and safety policy because the language that is included in those three policies would be incorporated into a civility policy. She added that it is essential to do these in combination because there are many policies that are related. As something new occurred, new policies were created instead of going back to existing policies.

Mr. Kaufman felt that staff should be sure they can do these policies independently; and if for some reason they cannot, he suggested not doing four more policies this year.

Mrs. Mirabito said a new step is being added whereby staff will be bringing the Board a charter of the status of the policy review for the purpose of feedback prior to the commencement of policy activity.

Mrs. Watson noted that Board members had consensus if staff comes back and says they cannot do it, Mrs. Mirabito will let them know, and Mrs. Mirabito agreed.

**Recess:** The meeting was recessed by the Chairman at 6:45 p.m. and reconvened at 7:00 p.m.

### **Citizens' Advisory Committee Report**

Mrs. Ellen Flynn Giles, Chairman, Citizens' Advisory Committee acknowledged how grateful committee members were that the Board supports the proactive work of the

CAC, and are always anxious to be of help in anyway. She said members have served on at least 15 committees over the past year.

### **Educational Foundation**

*Presenter:* Mrs. Barbara Lawson, Chief Operating Officer, Columbia Foundation.

Ms. Lawson said, when she previously met with a representative from the Board, she felt it was not clear what the purpose was for creating a foundation.

She summarized by explaining that the Columbia Foundation is the oldest community foundation in the state of Maryland. A community foundation is created to capture a portion of each generation's wealth, invest it in a permanent endowment, and use the income from that endowment to better the community. Until the overall mission and vision of this entity are determined, it will be hard to decide what the foundation can do for the school system's needs.

Mrs. Paula Blake, Instructional Facilitator, Career Development/Business Partnerships, indicated the Board may be interested in providing more equity among schools. All schools do not have an equal ability to fundraise.

### *Discussion:*

Mr. Kaufman commented that under the donor-advised funds the Board would have the ability to set up a Board of Directors for the public school system foundation, recognizing that the Columbia Foundation has an advisory board. The advisory board then could determine the process.

Mrs. Watson asked if there was a particular size level where it becomes appropriate to partner with the Columbia Foundation versus doing it on your own. Mrs. Lawson said to look at what the cost is of doing business for the school system. Does it make sense to use a community foundation's resources and pay a fee to manage the money or for the school system to manage it.

Mrs. Watson said the major points are that the Columbia Foundation legally retains control although the organization that signs up with the Columbia Foundation retains some level of direction. At this point it is unknown if this Board is comfortable giving up the control, and if future Boards will be comfortable with that also.

Mrs. Mamie Perkins, Chief of Staff, said the last time the Columbia Foundation was discussed, direction was given to put together a Steering Committee in order to move forward. This work session was not for approval but to give the Board information needed to make recommendations. Mrs. Perkins asked Board Members to suggest names for the Steering Committee, and a letter of invitation will be mailed the first week in August.

**Scheduling**

Board Members reviewed their schedules and set dates for future activities.

**Adjournment**

The Chairman adjourned the meeting at 7:40 p.m.

Attachment:

A – Staff Personnel.