

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

March 9, 2006

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, March 9, 2006, 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:

Joshua Kaufman, Chairman  
Diane Mikulis, Vice Chairman  
Patricia Gordon  
Mary Kay Sigaty  
Courtney Watson  
Jeff Lasser, Student Member 4:10

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

Chairman Joshua Kaufman called the meeting to order at 4:03 p.m., and Ms. Mikulis led the group in the Pledge of Allegiance.

## Public Forum

Ms. Natalie Woodson, NAACP Education Committee, presented the NAACP's Annual Education Report Card for African American Students. She indicated that the NAACP has awarded "A's" in one or more categories to 45 HCPSS schools.

## Approval of Agenda

Dr. Cousin noted the following changes to the agenda:

Delete: XIV. Bridge to Excellence (deferred to March 23, 2006)

*Action:* Mrs. Watson moved approval of the amended agenda. The motion was seconded by Ms. Gordon and approved by the Board 5-0. Mr. Lasser supported the motion.

## Superintendent's Report

Dr. Cousin announced that three Howard County high school basketball teams are playing in the state semi-finals this year (Long Reach HS boys' team, River Hill HS girls' team, and Atholton HS girls' team). He also congratulated the Hammond HS wrestling team for winning a second consecutive state championship. On a different topic, Dr. Cousin acknowledged growing concerns with the Student Information Management

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System (SIMS) and assured the Board that staff is working to address those concerns. An update on the short- and long-range plans related to SIMS will be presented at the next Board meeting.

### **Student Member's Report**

Mr. Lasser noted that the Howard County Association of Student Councils had 10 students representing Howard County in Annapolis to support student initiatives at the state level. Students met with the entire Howard County Delegation.

### **Student Representatives' Reports**

There were no student representatives to address the Board.

### **Consent Agenda**

Staff Personnel, Bids and Contracts; Research Project-Survey of Oral Health Status of Maryland School Children 2005/2006; Operating Budget Monthly Report; School Construction Monthly Reports; Donations; Minutes of February 7, 2006, Work Session; February 14, 2006, Work Session; February 16, 2006, Work Session; February 28, 2006, Budget Adoption

Mrs. Watson requested Donations be pulled.

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

Mrs. Watson questioned the donation of \$25,000 to Triadelphia Ridge ES from the PTA designated for the purchase of computers. She asked if these computers will supplant the computers to the school. Mrs. Marion Miller, Administrative Director for Elementary Schools said she understood that they will be put into the inventory of the school and then supplant what would have been given to them now. Mr. Tom Miller, e-Learning Facilitator, Curriculum and Instruction, said that the Triadelphia Ridge ES computers were not factored into the calculations that were made to ensure instructional standards. Those computers will now be entered into their system inventory as HCPSS computers, but they have already received their computers and equipment. Mrs. Erickson added that they will count in the next round, and replacement will be in the next three years.

Mr. Kaufman noted that this is a generous donation, but technology is standardized and has been connected closely to curriculum and instruction. Mrs. Watson commented that this school will have multiple computers, and it is a problem with equity. Dr. Cousin said there is nothing that prohibits this type of donation.

*Action:* Mrs. Watson moved approval of the Donations. The motion was seconded by Mrs. Mikulis and approved by the Board 5-0. Mr. Lasser supported the motion.

Staff Personnel – Approved by the Board.

*Resignations-Violation of Contract*

Name	School	Grade or Subject	Reason	Howard County	Years in Effective Date
Hallman, Diana	EMMS	Science	Other Employment	1.6	02/17/06

Resignations

Name	School	Grade or Subject	Reason	Howard County	Years in Effective Date
Nichols, Aimee	WLMS	Math	Return to School	.6	02/03/06
Salony, Julie	BPES	Elem. Ed.	Relocation	4.5	01/20/06

*Contracts*

Name	School	Grade or Subject	Place of Last Assignment	Howard County	Effective Date
Brandt, Kelli	GMS	GUI	Baltimore County	C-03	02/09/06
Lauer, Brandon	RHHS	PE		A-01	03/01/06
Rivera, Lesile	GCES	GT		A-01	02/16/06
Tilghman, Kristen	SES	SPE		B-01	02/09/06
Wyseman, John	RHS/GHS	SPE	New Orleans	C-15	01/19/06

*Leaves of Absence*

Name	School	Grade or Subject	Reason	Howard County	Years in Effective Date
Baxter, Emily	FES	Elem. Ed.	Childbearing	3.7	03/23/06
Peters, Marcie	LWES	Spec. Ed.	Childbearing	7.6	02/24/06
Spacciapoli, Natalie	RHHS	Bus. Ed.	Childbearing	5.6	04/25/06*

\*(Corrected date from 2/9/06 Report)

*Retirements*

Name	School	Grade or Subject	Howard County	Years in Effective Date
Lauer, Earl	RHHS	Phys. Ed.	35.0	03/01/06
Miller, Elizabeth	PMS	English	19.5	02/01/05
Singleton, Samuel	OMHS	Phys. Ed.	12.5	02/01/06

Bids and Contracts – Approved by the Board.

**P-1**

**STUDENT TRANSPORTATION**

Y & L Transportation	\$ 52,650.00
Trans-White, Inc.	46,341.00
Sharon A. Ward, Inc.	48,798.00

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	Walter Sirk	49,834.80
	Vickie A. Cabbage, Inc.	61,236.00
	North County Bus Co., Inc.	68,931.00
	Mullinix Bus Service, Inc.	69,930.00
	AAAffordable Transportation, Inc.	93,771.00
	C.R.B. Enterprises, Inc.	97,210.35
	W. Daniels Transportation	105,363.00
	Bowens Bus Service	106,830.00
	ABC Transportation	132,840.00
	Jubb's Bus Service, Inc.	<u>320,958.00</u>
	<b>TOTAL</b>	\$1,254,693.15
<b>P-2</b>	<b>MOTOR REPAIR SERVICES</b>	
	House of Balance	\$25,000 est.
	Lange Electric	<u>25,000 est.</u>
	<b>TOTAL</b>	\$50,000 est.
<b>P-3</b>	<b>LOCKER REPLACEMENT, SERVICE AND REPAIR</b>	
	Partition Plus, Inc.	\$38,000 est.
	Steel Products, Inc.	<u>37,000 est.</u>
	<b>TOTAL</b>	\$75,000 est.
<b>P-4</b>	<b>CUSTODIAL EQUIPMENT</b>	
	City Group	\$90,944.60
<b>P-5</b>	<b>ON-CALL MASONRY SERVICES</b>	
	Nastos Construction, Inc.	\$27,000 est.
	Tito Contractors, Inc.	27,000 est.
	Most, Inc.	<u>26,000 est.</u>
	<b>TOTAL</b>	\$80,000 est.

Research Project – Survey of Oral Health Status of Maryland School Children 2005/2006  
– Approved by the Board.

FY 2006 Operating Budget Monthly Financial Report – Accepted by the Board.

FY 2006 School Construction Financial Report – Accepted by the Board.

Donations – Approved by the Board.

Clarksville Elementary: PTA, in the amount of \$595 designated for a cultural arts program performance entitled “Dino Rock,” an interactive musical puppet theater.

Deep Run Elementary: PTA, in the amount of \$750 designated for a cultural arts program entitled “Ways of the Bay.”

Hollifield Station ES: PTA, in the amount of \$595 designated for a cultural arts program performance entitled “Dino Rock,” an interactive musical puppet theater.

Triadelphia Ridge ES: PTA, in the amount of \$25,000 designated for the purchase of computers, including a maintenance contract for 36 months, supporting hardware, printers, scanners and LCD projectors.

River Hill High: Boosters, in the amount of \$1458.90; \$600 designated for cheerleading uniforms; \$858.90 designated for softball equipment.

PTSA, in the amount of \$1500 designated for student academic recognition.

Mr. Matthew Hauser of GEICO, in the amount of \$875 designated for a S.H.O.P (Students Helping Other People) assembly.

Minutes – FY 2007 Operating Budget Work Sessions of February 7, 14, and 16, 2006, and FY 2007 Operating Budget Approval of February 28, 2006. – Approved by the Board.

**Proclamation : Music in Our Schools Month**

The following resolution was read by Mrs. Erickson:

**MUSIC IN OUR SCHOOLS MONTH  
*RESOLUTION***

- WHEREAS ,** the *No Child Left Behind* Elementary and Secondary Education Act of 2001 identifies music as a core subject and challenging subject matter for which all students should demonstrate competency; and
- WHEREAS ,** learning in 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 ,** the curriculum of the Howard County Public Schools requires sequential, comprehensive and rigorous study of music for all students; and
- WHEREAS ,** music provides students with a universal language with which to communicate the ideas and emotions of the human spirit and to connect them to our history, our traditions, and our heritage; and

- WHEREAS ,** music provides a unique means of understanding the diversity of cultures that comprise Howard County, our state, the nation, and the world; and
- WHEREAS ,** music education effectively equips students with the higher-order thinking and problem-solving skills, creativity, and other habits of mind that are increasingly critical to their success in lifelong learning and vocations; and
- WHEREAS ,** current brain research reveals that the study of music and other arts enhances brain growth and activity, providing a solid foundation for academic and social success; and
- WHEREAS ,** music and other arts organizations and resources of our County and its communities are important partners for our music teachers and schools; and
- WHEREAS ,** MENC, The National Association for Music Education, has designated March, 2006, as *Music In Our Schools Month*, now
- THEREFORE ,** be it resolved that the Board of Education of Howard County, Maryland, endorses the observance of *Music In Our Schools Month* as an opportunity to support the purposes and practices of music education and encourage teachers, parents, students, and all citizens to participate.

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 Superintendent

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 Chairman of the Board

*Action:* Ms. Gordon moved approval of the resolution for Music in Our Schools Month. The motion was seconded by Mrs. Mikulis and approved by the Board 5-0. Mr. Lasser supported the motion.

### **Legislative Report-2006 General Assembly**

*Presenter:* Mr. Roger Plunkett, Business, Community, & Government Relations Officer.

The following legislation has received action:

**HB 179 - Education - Public Schools – Registration – Withdrawn.**

**SB 238 – Education-Comprehensive Induction Program for New Teachers – Favorable Report with Amendments by Senate Committee on Education, Health & Environmental Affairs.**

**HB 698 - Open Meetings Act - Executive Function - Reporting Requirement – Favorable Report with Amendments by House Health and Government Operations.**

**HB 772 - Open Meetings Act - Scope - Administrative Function – Died in House Health and Government Operations Committee with a portion of the bill amended into HB 698.**

**SB 146 - Education - Task Force on School Safety** - Passed the Senate.

**SB 249 - High Schools - Automated External Defibrillator Program – Requirement** - Passed the Senate.

Mr. Plunkett presented information on the following bills, along with legislative positions recommended by the Superintendent:

<u>Bill</u>	<u>Recommended Position</u>
<p><b>HB 465 - Commission to Study Pay-for-Performance Models of Teacher Compensation</b> – This could have merit when looking at recruitment and retention efforts. Both MSDE and MABE are supporting this initiative.</p> <p>Ms. Gordon felt that this gives certain teachers an advantage over others. It is extremely difficult to determine whether or not a teacher has performed in such a manner that he or she should receive a higher salary than others.</p> <p><i>Action:</i> Mrs. Watson moved approval of HB465 position support. The motion was seconded by Mrs. Mikulis and approved by the Board 3-2 with Ms. Gordon and Ms. Sigaty voting against the motion. Mr. Lasser supported the motion.</p> <p><i>Action:</i> Mrs. Watson moved approval of the recommended position for HB 378 Support, SB611 Oppose, HB 1495 Oppose, HB 1545 Oppose, HB 1265 Oppose. The motion was seconded by Mrs. Mikulis and approved by the Board 5-0. Mr. Lasser supported the motion.</p>	<p><b>Support</b></p>
<p><b>HB 794 - Education-Alternative Teaching Opportunity Program</b> – This bill allows school systems to opt into the program and does not mandate that school systems participate in the program.</p> <p>Mrs. Mikulis asked if there was any more information on what this alternative would consist of. Mr. Plunkett said the program has not been defined at this time.</p> <p><i>Action:</i> Mrs. Mikulis moved approval of the recommended position to support HB 794. The motion was seconded by Mrs. Watson and approved by the Board 5-0. Mr. Lasser supported the motion.</p>	<p><b>Support</b></p>
<p><b>HB 378 - Crimes-Restitution-Victims and Payments</b> -The HCPSS takes very seriously the need for strict school safety policies prohibiting serious threats and violent acts against students, staff, and other persons who use school facilities or who are on school property at any event sponsored by a school. This bill would enhance the penalties available to prosecutors and the courts to include ordering restitution to county boards of education for damages resulting from serious delinquent acts, such as bomb</p>	<p><b>Support</b></p>

threats.

**HB 611 - Education-Audiologists and Speech-Language Pathologists-Licensing Fee Reimbursement** - The HCPSS does not pay licensing fees to employees, as this is not currently in statute to do so. Although the intent is admirable and could be used as bargaining item to recruit, this is an unfunded mandate to school systems. **Oppose**

**HB 1495 - Education-Student Behavioral Intervention and Support Programs-Applicability** - This bill represents an unfunded mandate and attempts to legislate educational policy that is reserved for the state and local boards of education and if enacted would have the effect of reducing or circumscribing local board authority. **Oppose**

**HB 1545 - Education - Kindergarten Plus Program for “High-Poverty Schools”** - This legislation is unnecessary as school systems across the state are already phasing in and implementing full-day kindergarten programs which have already been addressed in the Bridge to Excellence Act as well as the school system Master Plans. **Oppose**

**HB 1265 - Education - Full-Day Kindergarten and Prekindergarten Programs - Alternative Providers** - This bill represents an unfunded mandate and attempts to legislate educational policy that is reserved for the state and local boards of education and if enacted would have the effect of reducing or circumscribing local board authority. **Oppose**

**HB 1531 - Education-Public Schools and Institutions of Higher Education** - The authority to establish curriculum is better left with the State Board and local boards, the same entities charged with the responsibility to research, investigate, and evaluate curriculum and assessments. To establish through legislation piecemeal segments into the curriculum only serves to weaken the effectiveness of the entire educational program. In attaining state and local educational goals, inclusion of selected content are established through a system of statewide accountability. **Oppose**

Mr. Kaufman asked if this bill was put in by supporters of teaching intelligent design in the schools. Mr. Plunkett responded for the most part – yes.

Ms. Sigaty asked what other organizations might feel like they had a vested interest. Mr. Plunkett did not have any other information.

Ms. Gordon asked who sponsored this bill. Mr. Plunkett said the sponsor is Delegate Emmitt Burns.

*Action:* Mr. Kaufman moved approval of staff recommendation to oppose HB 1531 Public Schools Teachers Academic Freedom Act. The motion was seconded by Ms. Gordon and approved by the Board 5-0. Mr. Lasser supported the motion.

**Anticipated School Opening/Closing Times-2006/2007**

*Presenter:* Mr. David Drown, Director, Transportation.

Mr. Drown stated that most school schedules will remain the same next year based on the tentative school opening and closing times recommended for the 2006-2007 school year. The only schedule change is recommended for Phelps Luck ES, which would open and close five minutes earlier next year. The proposed schedule for the new Western ES is 9:25 a.m. to 3:55 p.m. The schedule will be available to the community for their input. The final recommendation will come to the Board in mid-to-late April.

**Waverly ES Addition/Phase I – Design Report**

*Presenter:* Dr. William Brown, Director, School Construction.

The Waverly ES addition will add student capacity to the building. The project will be finished in 2007. In addition to the instructional space, more support space will be added, and the cafeteria will be expanded. Phase I will be constructed and Phase II may or may not be completed depending on the analysis.

Mr. Eric Garcia, Project Manager, SHW Group, LLP thanked the Board and staff for giving SHW the opportunity to work on this project. Mr. Garcia then gave a detailed report on the expansion plans noting such data as:

- The existing building has a capacity of 528 (not including 2 portables that are on site). With the addition, the capacity will be 625.
- Both phases include classroom additions.
  - Phase I has a cafeteria expansion.
  - Phase II has a music and art addition.
- Phase I will add an additional 125 to the capacity in grades 1 – 5 and an additional 22 to the kindergarten capacity.
- Phase II is in design phase and will provide an additional 100-student capacity for a total of 775 students.

Mrs. Watson asked questions about the numbers in the proposal starting with the capacity of the school as it is and a discrepancy with numbers in the Capital Budget. After discussion with Board members and staff, Dr. Cousin explained that the discrepancy involved kindergarten head count. The Capital Budget is looking at the head count rather than the full day, and projections are all going to be over 100% capacity. He added that an explanation should be included in the charts.

Ms. Gordon asked if there were windows along the corridor. Mr. Garcia said skylights were planned in the corridor, but not all classrooms will have windows.

*Action:* Mrs. Watson moved approval of the Waverly ES addition. The motion was seconded by Mrs. Mikulis and approved by the Board 5-0. Mr. Lasser supported the motion.

### **Western ES/School Naming Committee Recommendations**

*Presenter:* Mr. Mark Stout, Coordinator of Secondary Social Studies.

Mr. Stout explained that a committee is involved in the process of naming a school. The committee consists of several staff members, a historian, and a person with knowledge of the geography of the area. Input is considered from administrators from the feeder schools, parents, and students. Ms. Kimberlyn Pratesi, the Principal of the new Western ES, announced the name of Dayton Oaks ES as recommended by the committee.

*Discussion:*

Mr. Kaufman stated that there will be a Public Hearing on the name Dayton Oaks ES on April 6, and the Board will take action on April 27.

### **BOE Audit Committee and Audit Committee Procedures**

Board members and staff discussed revisions to the language of the Audit Committee and the Audit Committee Procedures.

*Action:* Mrs. Watson moved approval to adopt the procedures as amended. Mrs. Mikulis read the three amendments. Mrs. Watson clarified her motion by stating that she moved approval of the audit committee procedures, charter, and resolution as amended. The motion was seconded by Ms. Sigaty and approved by the Board 5-0. Mr. Lasser supported the motion.

Mr. Kaufman nominated Mrs. Mikulis and Ms. Gordon to serve on the Audit Committee of the HCPSS.

*Action:* Mrs. Watson moved approval of Mrs. Mikulis and Ms. Gordon to serve on the Board of Education's Audit Committee. The motion was seconded by Ms. Sigaty and approved by the Board 5-0. Mr. Lasser supported the motion.

### **Schedule of Board Meetings 2006/2007**

*Presenter:* Mrs. Caplan

Board members noted the following additions to the schedule of Board meetings:

- Swearing in of the new Board members on Monday, December 4, 2006, at 5:30 p.m.

- Board meeting of July 27, 2007, was stricken.
- Board members discussed moving the meeting of October 26, 2006, to October 19, 2006. Mrs. Caplan will check with staff to see if this can be accommodated.
- Board members discussed moving the meeting during Thanksgiving week to the previous week.
  - Mrs. Watson said a work session would have to be omitted.
  - Mr. Drown was asked to see if this fits with the Attendance Area Adjustment process.
- Dates for Coffee and Conversation were discussed.

### **Quarterly Agenda, April-June 2006**

Board members and staff discussed changes and additions to the Quarterly Agenda.

### **Policy 1931, Undesignated Fund Balance Reserve Policy**

*Presenter:* Ms. Beverly Jones, Director of Finance, Accounting Services.

Ms. Jones presented this policy with several changes.

#### *Discussion:*

Mr. Kaufman said there are no implementation procedures on how to reach the target. Ms. Jones said she felt the implementation procedures are for end users when they need guidance. Ms. Jones added that the target will be met over the course of a few years by retaining any amounts in excess at the end of each fiscal year. Whatever amounts are left will be presented to the Board in September when the audit is finalized for fiscal year 2006.

Ms. Ellen Miller, Specialist, Policy, noted that under compliance in Policy 1001, Policy Development and Adoption, it states that the Superintendent is authorized to develop implementation procedures to execute Board policies or provide for the administration of schools.

*Action:* Mrs. Watson moved approval of Policy 1931, Undesignated Funds Balance Reserve Policy. The motion was seconded by Ms. Gordon and approved by the Board 5-0. Mr. Lasser supported the motion.

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

### **Public Forum**

Mrs. Veronika Carella, parent, discussed the civil rights of students and a possible environmental risk to Glenelg HS students when outdoor painting occurred in the school's parking lot. Mrs. Carella requested a response to her testimony.

**Public Hearing**

## Policy 9521-Wellness Through Nutrition and Physical Activity

Ms. Christine Lothen-Kline, Director, Health Promotion Bureau at the Howard County Health Department and member of the Nutrition and Physical Activity Coalition.

- Childhood obesity has tripled.
- Diets are poor and need improvement.
- Physical activity is positively associated with academic performance.

Ms. Pam Taylor, Parent and Registered Dietitian.

- Would like to add language to the section titled content integration.
- Students can be harmed by misinformation regarding nutrition.

Ms. Madeleine Greene, Howard County Nutrition and Physical Activity Coalition.

- Obesity epidemic is one of the greatest health challenges of the 21<sup>st</sup> century.
- Centers for Disease Control predicts today's children will lead shorter lives.
- Food belongs in the cafeteria and not in the classroom.
- Encourage setting a good example day and night.

Ms. Gail Doerr, Howard County Board of Health.

- Policy must be consistent for all parts of the school day and for all school-sponsored activities.
- Students need to be active for 30 minutes each day.
- Curriculum should include nutrition and fitness education that reinforces the policy.

Ms. Lauren Bateman, Parent, Clinical Nurse Specialist.

- Students prefer healthy choices.
- Persevere through any difficulties associated with the implementation.
- Set high yet reasonable standards.

Mr. Sean McGowan, Parent, Centennial Lane ES.

- The occasional use of food is a viable educational tool.

Ms. Kathy Eckley, Swansfield ES, Health and Fitness Committee.

- Reconsider the physical education requirements in the wellness policy.

Ms. Mary Jane Barbato-Grauso, President, PTA Council of Howard County.

- Thanked the Board for hearing the commentary by the membership.
- Sent the policy and implementation procedures back to the committee for review and clarification.

Ms. Mary Ellen Creasy, V.P. Operations, PTA Council of Howard County.

- Concerned that there is not enough emphasis on physical activity.
- Not enough emphasis on the nutritional value/quality of food being offered.

Ms. Angela Ballard-Landers, V.P. for Issues, PTA Council of Howard County.

- PTAs are willing to sponsor after-school activities, but PTA insurance does not cover Workers Compensation for instructors of these activities.
- Requests expanding intramural program.
- Difficulty in reserving a room through use of facility.

Ms. Veronika Carella, Corresponding Secretary, PTA Council of Howard County.

- There is no mention of individual healthcare plans in this policy.
- Provisions should be included to allow for food to be available in before care classes.

Ms. Karen Sima, President, Howard County School Food Service Association; Cafeteria Manager, Wilde Lake HS.

- As this policy is written, it will hurt the ala carte sales.
- The number of labor hours for staff may decline.
- School meals are carefully measured portions, and calories are controlled.
- Outside food sources should be eliminated.

Ms. Caryn Lasser, Atholton HS PTSA.

- Opposed to sections of the policy that do not allow for discretion on behalf of administrators.
- Supports opportunities for students to be honored for their achievements.

Ms. Jean Silver-Isenstadt, Parent.

- Agrees that food and beverages should not be used as an education tool (except in limited curricula) or withheld as punishment.
- Encourages consistency in final decision.

Mr. Kaufman noted that at the next Board meeting on March 23, action will be taken on this policy.

## **PTA Council**

Ms. Mary Jane Grauso, President, PTA Council.

Ms. Grauso noted the following areas that the PTA Council is involved in:

- Working on revisions to 14 policies and requested that they would like to be involved in the total process of policy revisions.
- PTA Council unable to attend the County Executive's meeting on the budget, but they are in full support of the Superintendent's Capital Budget.

- Questioned when the Student Information Management System will be up and running. The Council is receiving calls from parents and staff members regarding problems with SIMS.

### **Adjournment**

The Chairman adjourned the meeting at 8:25 p.m.