

MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

October 3, 2006

The Board of Education of Howard County held a regularly scheduled meeting on Tuesday, October 3, 2006, at 4:00 p.m., in Room B-37 at the Applications and Research Lab, located at 10920 Route 108, Ellicott City, Maryland. The following were present:

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

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

Mr. Kaufman opened the meeting recognizing the recent tragedies at schools around the country. He also recognized the two former students from the Howard County Public School System who have died while fighting in Iraq. Mr. Kaufman then requested a moment of silence.

Chairman Joshua Kaufman called the meeting to order at 4:04 p.m., and Mrs. Mikulis led the group in the Pledge of Allegiance.

Public Forum

There was no one present to address Public Forum.

Approval of Agenda

Dr. Cousin noted the following change to the agenda:

Change VIII. B. To a Report item.

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

Superintendent's Report

Dr. Cousin reported on the following recent activities he participated in:

- Attended the NAACP Back-to-School Night.

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- Met with Dr. Penny Bornstein, Howard County Health Department, regarding flu vaccine clinics.
- Superintendent's Advisory Council for Business and Educational Partnerships met last week, and the 2006 Strategic Plan for Economic Development was discussed.
- A Back Pack Safety Task Force will be convened and recommendations will be forwarded to him.
- Congratulated Mr. Gavin West, teacher, Waterloo ES, for receiving the Bonnie Schwartz Excellence in Teaching Award.
- Recognized Clarksville MS as a 2006 National Blue Ribbon School by the U.S. Department of Education.

Student Member's Report

The student member was not present to address the Board because he was attending the MABE Conference for Student Members.

Student Representatives' Reports

There were no student representatives present to address the Board.

Consent Agenda

Bids and Contracts; Financial Reports (Operating Budget Monthly Report, School Construction Report); Donations; Minutes of Regular Meeting of September 7, 2006; Regular Meeting of September 21, 2006; and Minutes of Closed Meeting both Official and Confidential of September 21, 2006.

Mr. Kaufman requested that the Closed Meeting Minutes both Official and Confidential of September 21, 2006, be tabled until the next meeting.

Ms. Sigaty requested the minutes of September 7, 2006, be pulled.

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

Ms. Sigaty and Mrs. Mikulis noted changes to the minutes of September 7, 2006.

Action: Mrs. Watson moved approval of the amended minutes of September 7, 2006. The motion was seconded by Ms. Gordon and approved by the Board 5-0.

Bids and Contracts – Approved by the Board.

	Description	Amount
P-1	Fertilizer Newsome Seed	\$ 30,718.00

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	Kirby Agri, Inc.	34,075.00
	Sleepy Hollow Enterprises	<u>39,094.20</u>
	TOTAL AWARD	\$103,887.20
P-2	Grass Seed	
	Newsome Seed	\$72,000
P-3	Turf Management Chemicals	
	Lesco, Inc.	\$ 2,026.32
	United Agri Products	<u>77,357.68</u>
	TOTAL AWARD	\$79,384.00
P-4	On-Call Roof Repair Services	
	CitiRoof Corporation	\$ 75,000 approx.
	Alliance Roofing & Sheet Metal	75,000 approx.
	Magco, Inc.	75,000 approx.
	Roofers, Inc.	<u>75,000 approx.</u>
	TOTAL AWARD	\$300,000 approx.

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

FY 2007 School Construction Financial Report – Accepted by the Board.

Donations - Approved by the Board.

Glenelg HS: Ahold Financial/Giant Food, in the amount of \$619.28 designated for the purchase of bulletin boards.

Hammond HS: Ahold Financial/Giant Food, in the amount of \$1790.45 designated for staff development.

Long Reach HS: Boosters, in the amount of \$2000; \$1000 designated to support the girls' soccer program; \$1000 designated to purchase new poms.

 Anonymous, in the amount of \$1000 designated for the Renaissance Program that supports student achievement.

Policy 3611 – Confidentiality of Student Records

Presenter: Mrs. Pamela Blackwell, Director, Student Services.

Mrs. Blackwell presented to the Board the following tasks the committee was charged with:

- Ensure consistency with federal/state laws and regulations.

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- Review the policy for consistency with other school system policies that reference student information and records.
- Develop standards for addressing confidentiality of student information.
- Develop procedures for maintenance, storage, transfer, and security of electronic records.

Among recommended changes to the proposed policy are:

- Change title to include Confidentiality of Student Information.
- Added relevant definitions.
- Added standard related to Confidentiality of Student Information.
- Moved responsibilities of principals from Procedures to Policy.

Highlights of procedural changes include:

- Added definitions.
- Established July 1, 2007, as the effective date for section on Directory Information.
- Included additional rights under Family Educational Rights and Privacy Act (FERPA).
- Provided clarification on what is and is not a part of Student Records.
- Included Administrative Directors and Assistant Superintendent in the appeal process to amend Student Records.
- Included information about maintenance and storage of teacher grade books.
- Provided guidance on Discipline Records.
- Added information about Social Security Numbers and Health Insurance Portability and Accountability Act (HIPAA).
- Provided guidance on Confidentiality of Student Information.

Discussion:

Board members brought up the following areas for discussion:

- Add Administrative Director and Assistant Superintendent in the Implementation Procedures.
- Noted statement that records can be reviewed within 45 days of the request.
- Definition of school official should be stated in Records Management and in Definition.
- Requested definition of reportable offense records and suggested this be added to the Definition section.
- Questioned too much information requested in the Directory Information section.
- Parents have the right to opt out of any Directory Information.

Mr. Kaufman said there is a Public Hearing on November 9, 2006, and Action on December 14, 2006.

Policy 1311 – Procurement of Materials, Supplies, Equipment, and Services (Revision)

Presenter: Mr. Douglas Pindell, Purchasing Officer.

Mr. Pindell said that staff is updating this policy in order to reflect change to legislation that increased the threshold from \$15,000 to \$25,000. This requires an amendment to the Regulations and Procedures for the policy.

Discussion:

- Questioned the advantages of raising the threshold.
 - Bidding could be done more efficiently.
 - Local bidders, in the \$25,000 range, often do not bid because of the expense.
 - Promotes competition among bidders.
- Certain contractors are exempt if they fall outside the purview of the state law.
- Board needs to decide if the threshold should be changed.

Mr. Brown said there will be a Public Hearing on November 9, 2006, and then action will be taken on December 14, 2006.

Operating Budget Review Committee Recommendation

Presenter: Mr. Raymond Brown

The administrative staff has agreed that the following list shows a broad representation of Howard County citizens to be nominated for the FY 2008 Operating Budget Review Committee:

- One nominee, Superintendent's Advisory Council for Business Educational Partnerships.
- One nominee, Chamber of Commerce.
- One nominee, Citizens Advisory Committee.
- One nominee, PTA Council of Howard County.
- One nominee, by each Board member.
- One nominee, Special Education Advisory Council.
- Three nominees, Equity Council.
- One nominee, Economic Development Authority.
- One nominee, Howard County Education Association.

Discussion:

- Committee to start work in December.
- Board candidates, if elected, could nominate a member.

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- Other bargaining units to be added to the committee.

Action: Mrs. Watson moved approval of the membership representation of the FY 2008 Operating Budget Review Committee as presented with the addition of staff - one representative from each bargaining unit and that new board members have an opportunity to add their appointee to the committee at the time they are sworn in. The motion was seconded by Ms. Gordon and approved by the Board 5-0.

State Capital Budget FY 2008 – Priority Listing of Proposed Projects

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

Mr. Roey explained that 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 2008 capital projects.

Discussion:

- Eligible projects refer to projects that provide classroom seats.
 - Full-day kindergarten is eligible and is high on the list.
 - An administration building would not be eligible.

Action: Mrs. Watson moved approval of the State Capital Budget FY 2008 Priority Listing of capital projects for inclusion in the state capital budget request. The motion was seconded by Ms. Gordon and approved by the Board 5-0.

Extended Year Programs for 2006

Presenter: Ms. Debra Jackson, Coordinator, Academic Interventions.

Ms. Jackson reported that over 4,400 students attended HCPSS extended year programs during the past summer. She noted that these programs are a major strategy in the Bridge to Excellence Master Plan for accelerating student achievement. She provided information on Academic Intervention Programs, the Comprehensive Summer School Program, Extended School Year (ESY) Services for Special Education, the Black Student Achievement Program Summer Learning Camp and SEAL, and the Gifted and Talented Summer Institute.

Mr. Khalil Elkhariabi, Wilde Lake HS 10th grade, attended the BSAP SEAL program this summer. He said that the courses helped in many ways, and this year he feels he is off to a very good start.

Ms. Nina Winston, parent, said that her children enjoyed the program. The program offers advanced level instruction and enrichment experiences for all interested students in elementary, middle, and high school.

Discussion:

- Information will be provided to see whether students improved or just maintained performance as a result of summer school.
- Noted that attendance statistics are marginal.
 - Incentives are in place to encourage attendance.
- Tuition costs \$400 for the BSAP program, but scholarships are provided.
 - Attendance is improved when parents pay a small amount of tuition.
- Teachers are paid \$30 per hour for instruction and \$20 per hour for planning.
 - Program tends to attract newer teachers.
 - Teachers with more experience need to be encouraged to participate.

Board of Education Committee Procedures

Presenter: Dr. Cousin

The Board of Education is establishing the following internal Board committees:

- Finance, Audit, and Budget.
- Policy.
- Curriculum and Strategic Planning.
- Facilities and School Planning.

Discussion:

- Cannot have more than three members, but there could be less.
- Preference for two-year terms rather than staggered terms.
- Committees could be broader.
- Intention of the committees is to make the work of the Board easier.
- A separate committee on Legislation was added.

Finance, Audit, Budget

- Add Operating Budget Review Committee.
- Work sessions to remain the same.
- Committee should be responsible for the Board's budget.
- Understand all Bids and Contracts.

Policy Committee

- Questions noted about how the Policy Committee fits with Policy 1001 - Policy Development and Adoption, and what is the role of the Board in creating policies.
 - New Board can review and/or change what the role should be.
- Policy Committee should study Policy 1001 and make recommendations for change.

Curriculum and Strategic Planning Committee

- Add a link to the Bridge to Excellence.
- Board needs to be more involved.
- Assessment data – what does it relay in terms of success and continuation.

Facilities and School Planning Committee

- More explicit on the capital budget, redistricting, and projections should be added.
- Board should be informed about any changes to the Feasibility Study.

Board members decided to select a specific committee to better define the work to be done.

Finance, Audit, Budget – Mr. Kaufman
Legislation – Mrs. Mikulis
Curriculum and Strategic Planning – Ms. Gordon
Policy – Ms. Sigaty
Facilities and School Planning – Mrs. Watson

Board members agreed to add more specific topics and forward to the Board's Executive Assistant, who will coordinate with the Superintendent.

Scheduling

There were no items to be scheduled.

Recess: The Chairman recessed the meeting at 6:25 p.m. and reconvened the meeting at 7:30 p.m.

Public Forum

Mrs. Linda Turner, parent, spoke about her child and other children with disabilities. She noted that inclusion education, as well as rights, are important.

Mr. Mike Smith, parent, spoke about transcripts not taking into account weighted courses. If transcripts reflected the weighted courses, he feels this would encourage students to take more challenging courses.

Appointment – PTA Council of Howard County

PTA Council waived their appointment to address the Board.

Public Hearing – Policy 11400 Parent/Community Involvement

Mrs. Linda Turner, parent.

- Parent and community involvement should be encouraged to help and assist the children.
- Positive things happen with parent involvement.
- Actions are not always indicative of what is in the policy.

Work Session and Approval FY 2008 Capital Budget and FY 2009-2013 Capital Improvement Program

Presenter: Mr. Ken Roey

Mr. Roey requested Board approval of the FY 2008 Capital Budget and FY 2009-2013 Capital Improvement Program for submission to the state. Requirements have been stated previously, and there are difficult discussions ahead.

Discussion:

- Ms. Sigaty spoke in favor of funding for dance space at Hammond HS and Centennial HS.
- Mr. Kaufman noted that dance space is important, but there are other similar needs.
- More detail on projections and enrollment numbers will be available in January.
- Funding needs will be discussed during the County Council meeting.

Action: Mrs. Watson moved preliminary approval for the FY 2008 Capital Budget Request of \$99,605,000; the FY 2009-2013 Capital Improvement Program Request totaling \$442,196,000; the FY 2008-2013 Long-Range Systemic Renovation Projects totaling \$179,139,000; and the FY 2008-2017 Long-Range Master Plan totaling \$837,201,000. The motion was seconded by Ms. Gordon and approved by the Board 5-0.

Adjournment

The Chairman adjourned the meeting at 7:50 p.m.