

MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

December 14, 2006

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

Diane Mikulis, Chairman
Frank Aquino
Lawrence Cohen
Sandra H. French
Ellen Flynn Giles
Patricia Gordon
Wossen Ayele, Student Member
Sydney L. Cousin, Superintendent, Secretary/Treasurer
Sandra Erickson, Deputy Superintendent
Patti Caplan, Director, Public Relations
Florence Jackson, Recording Secretary

Chairman Diane Mikulis called the meeting to order at 4:05 p.m., and Mr. Ayele led the group in the Pledge of Allegiance.

Election of Board Chairman and Vice Chairman

Dr. Cousin announced that a new Chairman and Vice Chairman are to be elected at this meeting according to Maryland State Law.

Mrs. French nominated Mrs. Mikulis for Chairman. There were no other nominations. Dr. Cousin cast a single ballot for the Board and declared Mrs. Mikulis to be Chairman.

Ms. Gordon nominated Mr. Aquino for Vice Chairman. There were no other nominations. Dr. Cousin cast a single ballot for the Board and declared Mr. Aquino the Vice Chairman.

Public Forum

Ms. Renee Bos, parent, Cradlerock School, spoke to the Board about the atmosphere that children are learning in at Cradlerock.

Mr. Damola Adamolekun, student, Wilde Lake HS, spoke in support of Howard County Speech and Debate.

Approval of Agenda

Dr. Cousin noted several changes to the agenda.

Move: IX. B from Consent Agenda to Business Agenda XI. A.

Add: Business XI. D. Board of Education Audit Report.

Motion: Mrs. French moved approval of the amended agenda. The motion was seconded by Ms. Gordon and approved by the Board 6-0. The student member supported the motion.

Superintendent's Report

Dr. Cousin mentioned the following items in his report:

- Offered congratulations to River Hill HS and Burleigh Manor MS for being named Blue Ribbon Schools of Excellence for the Year 2007 by the State Superintendent.
- Offered congratulations to Principal Steve Wallis and Harpers Choice MS for receiving the Maryland Center for Character Education Award.
- Congratulated 30 teachers who received the Governor's Citation for involvement in a mathematics symposium.

Mrs. Pamela Blackwell, Director, Student Support Services, introduced and presented awards to the following students who were winners of the Antibullying Poster Contest:

Ms. Ashleigh Frazier, Oakland Mills MS

Ms. Sofia Martin, Manor Woods ES

Ms. Alishia Akhtar, Centennial Lane ES

Ms. Syndi Thomas, Laurel Woods ES

Student Member's Report

Mr. Ayele reported on the following recent activities:

- Students from across the county met in a Leadership Conference organized by Mr. Plunkett. The goal of the conference was to ensure strong collaboration among all the high school Student Government Associations.
- Congratulated new and returning Board members and said he looked forward to working with them.

Student Representatives' Reports

- Ms. Caitlyn Dowling, Glenelg HS, discussed the start of the addition onto Glenelg HS. Students were concerned about the loss of parking spaces, but permits were distributed so it was not a problem.
- A new lateness policy has been initiated. Glenelg is striving for the state standard in attendance excellence.
- Glenelg is taking a proactive stance by warning students about the dangers of drinking and driving.

Appointment

Mrs. Mary Jane Grauso, President, PTA Council of Howard County.

- Congratulated new and returning board members.
- An information session on High School Assessments was well attended and thanked staff for their participation.
- A report on backpacks was distributed. This report has the data that was received from a recent survey.

Citizens' Advisory Committee

Mrs. Rose Dennison, Chairman, Citizens' Advisory Committee.

- Congratulated new and returning Board members and Mrs. Mikulis in her role as Chairman and Mr. Aquino as Vice Chairman.
- Responsibility of CAC is to take on assignments from the Board that reflect public concerns related to the operation of the school system.
- A final report will be presented to the Board in May.
- CAC invites the full Board to their first meeting of the year on January 16, 2007.

Consent Agenda

Staff Personnel; Bids and Contracts; Operating Budget Monthly Report; School Construction Monthly Reports; Superintendent's Certification of Reporting Requirements Under Senate Bill 894; Impact Aid (PL 81-874) Representative; Donations; Minutes of Work Session of November 2, 2006; Regular Meeting of November 9, 2006; Work Session of November 14, 2006; Closed Meeting both Official and Confidential of November 21, 2006; Approval of Board Subcommittee of November 21, 2006; Audit Committee Meeting of December 6, 2006.

Mrs. Mikulis requested that all of the minutes be pulled.

Action: Ms. Gordon moved approval of the Consent Agenda as amended. The motion was seconded by Mr. Aquino and approved by the Board 6-0. The student member supported the motion.

Mrs. Mikulis explained that the minutes need to be pulled because only Ms. Gordon and herself were Board members when these meetings took place. The previous Board established a committee of Mrs. Mikulis and Mrs. Gordon to approve minutes of that Board.

Action: Ms. Gordon moved approval of the Minutes of the Regular meeting of November 21, 2006; Work Session of November 2, 2006; Regular Meeting of November 9, 2006; Work Session of November 14, 2006; Closed meeting both Official and Confidential of November 21, 2006; and the Audit Committee meeting of December 6, 2006. The motion was seconded by Mrs. Mikulis and approved by the Committee 2-0.

Staff Personnel – Approved by the Board.

Resignations-Violation of Contract

<u>Name</u>	<u>School</u>	<u>Grade or Subject</u>	<u>Reason</u>	<u>Years in Howard County</u>	<u>Effective Date</u>
Miralia, Andrea	HAHS	English	Personal	2-1/2 months	11/10/06
Savalia, Asmita	GHS	Comp. Sci.	Other Employment	3.4	12/22/06

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>
Handy, Douglas	WLHS	Ind. Arts	Promotion MSDE	5.3	11/08/06
Smith, Julia	AHS	Spec. Ed.	Relocation	5.4	01/03/07

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>
Forejt, Holly	LES	SPE	Private	A-09	11/20/06
Klinefelter-Lee, Kelly	OMHS	ENG	Chelsea, MA	C-02	11/20/06
Knight, Ken	WLHS	TE	Baltimore City	C-11	11/03/06
Leith, Melissa	SES	SLP	HCPSS	C-02	11/27/06
Reis, Cheryl	HMS	ENG	Detroit, MI	C-06	11/06/06
Rieg, Julie	LWES	ELE	--	A-01	11/06/06

Retirements

<u>Name</u>	<u>School</u>	<u>Grade or Subject</u>	<u>Years in Howard County</u>	<u>Effective Date</u>
Andrews, Bennie	OMMS	Spec. Ed.	31.2	01/01/07
Avery, Kathleen	OMHS	Coop. Work Exp.	22.9	01/01/07
Capella, Barbara	GMS	Spec. Ed.	27.4	01/01/07
White, Donald	RHHS	Asst. Principal	31.11	01/01/07
Wiles, Susan	GHS	Forg. Language	36.4	01/01/07

Administrative Promotion – Accepted by the Board.

Mrs. Erickson read the following Administrative Transfers, Administrative Appointment, and Administrative Promotion:

<u>Name</u>	<u>From</u>	<u>To</u>
Elisa Montalvo	Director, Hispanic Apostolate Catholic Diocese of Richmond, VA	Hispanic Achievement Specialist, HCPSS

<u>Name</u>	<u>From:</u>	<u>To:</u>
Robert Bruce	Principal Centennial Lane ES	Principal Veterans ES
Florence Hu	Assistant Principal Worthington ES	Principal Centennial Ln. ES

Action: Ms. Gordon moved approval of the promotion of Florence Hu to Principal of Centennial Ln. ES. The motion was seconded by Mr. Cohen and approved by the Board 6-0. The student member supported the motion.

Bids and Contracts – Approved by the Board

P-1	Network Wiring Drops Automated Cable Services, Inc.	\$26,174.74
P-2	Cooling Tower Replacement – Forest Ridge ES Chesapeake Systems	\$42,028.00

Operating Budget Monthly Report – Accepted by the Board.

School Construction Monthly Reports – Accepted by the Board.

Superintendent's Certification of Reporting Requirements Under Senate Bill 894 – Approved by the Board

Impact Aid (PI81-874) Representative – Approved by the Board.

Donations – Approved by the Board.

Deep Run Elementary: EzStorage, in the amount of \$10,000, designated to purchase the following technology: (10) digital cameras; (10) memory cards; (10) camera cases; (5) color printers; (3) i-books; (5) ink cartridges; (5) LCD projectors and (5) replacement bulbs.

Approved – January 25, 2007

- Hollifield Station Elem: PTA, in the amount of \$1000, designated to purchase a printer for the special education team and wall cabinets for storage.
- Folly Quarter Middle: Sun Trust Bank, N.A., in the amount of \$3500, designated to support the Robotics Club.
- Hammond Middle: PTA, in the amount of \$3700, (\$2200) designated for the purchase of Teacher Ease, a computer program, and (\$1500) designated for outdoor education expenses.
- Glenelg High: Boosters, in the amount of \$10,223.17, (\$5051.75) designated for the purchase of equipment and uniforms for the following athletic teams: boys and girls basketball, boys and girls lacrosse, boys and girls soccer, volleyball, field hockey, cheerleading, baseball and football, and (\$5171.42) designated to support the following clubs and student activities: Project Wisdom, It's Academic Team, music for the choir, agenda books and a printer for the journalism class.
- Marriotts Ridge High: Boosters, in the amount of \$10,695, (\$750) designated for the purchase of costumes for the dance team, (\$1270) designated for the purchase of art panels, (\$1800) designated for the music program, (\$875) designated for the It's Academic Team, (\$1100) designated for student initiatives, (\$1800) designated for the Class of 2008, (\$1000) designated for the performing arts, (\$600) designated for computer supplies and (\$1500) designated for the Drama Club.
- Reservoir High: Dart Group II Foundation, in the amount of \$3000, designated for the purchase of sound equipment for the Drama Club.
- River Hill High: Eva Anderson, in the amount of \$3000, designated for the Caitlin Dunbar Memorial Fund.

BTE Report: Annual Goal I Progress Report

Presenter: Mrs. Erickson

Mrs. Erickson noted key highlights of 2006 Maryland School Assessment (MSA) and High School Assessment (HSA) data:

MSA

- Overall, 88% of HCPSS students reached proficiency in reading and 84% in mathematics.
- All elementary schools met the county standard of 70% proficient or above in both reading and mathematics.
- All middle schools met the county standard in reading. In mathematics, 13 middle schools met the county standard.

HSA

- Overall, 98% of middle school students passed the HSA.
- There were 11 middle schools with 100% of the students passing the algebra test.
- 85% of students required to pass the algebra HSA succeeded.
- 99% of students required to pass the biology HSA succeeded.

Other accomplishments include:

- All State Recognition 2005-2006
 - 3 Dance
 - 189 Music
- CAPPIE Awards for Drama Productions
 - 26 Awards
- All State Junior Band 2005-2006 (Grades 7-9)
 - Howard County 43%
- All State Junior Orchestra (Grades 7-9)
 - Howard County 32%
- Athletics
 - 15 Regional Championships
 - 4 State Finalists
 - 11 State Champions

Mr. Robert Glascock noted the following further objectives and achievements:

- Standards were set higher than the state.
- Continuous improvement – never stop striving.
- MSA 2006
 - Students are expected to reach advanced or proficient level on these tests.
 - An overwhelming majority of students did just that.
- Focus on student development.
- African American students are making significant gains in advanced level programs.
- Focus on acceleration and talent development is resulting in greater participation for different students in advanced level courses.

Mrs. Linda Wise continued speaking about the following achievements and challenges:

- Significant improvement in all student groups was achieved.
- Challenges still ahead.
 - All students groups need to reach local standards.
- Spoke about Plan, Do, Study, Act cycle (PDSA) – or continuous improvement process.

Mrs. Pam Akers, principal, Phelps Luck ES, introduced the following staff members:

- Ms. Michelle Leader, Assistant Principal.
- Ms. Sandy Keaton, Reading Support Teacher.
- Ms. Leslie Brickner, Math Support Teacher.
- Ms. LaShonne Wright, 4th Grade Instructional Team Leader, Saturday School and Summer School Administrator.

In preparing to S.O.A.R., Mrs. Akers explained the acronym:

S – Seek to understand.

O – Offer support and assistance.

A - Achievement focused.

R - Results oriented.

Among areas focused on for improvement include:

- Monitor results and strategies.
- Planning necessary for success.

Teachers spoke about a variety of support plans - among them:

- Different groups come together to discuss decisions about interventions.
- Collaboration with teachers - often what works with one group can work for another group.
- Reading and math teachers meet weekly to improve practices.
- Spoke about embedded mentoring.
- Core program and extended program – focus on reading and mathematics.
- Attendance issues are a sign of problems.

Dr. Adrian Kaufman, Principal, Reservoir HS, explained their new motto – Learn, Achieve, and Succeed. Every year is started with an emphasis on Goal 2 because without Goal 2 you cannot have Goal 1. Dr. Kaufman noted the following Continuous Improvement Strategies as staff goes through the PDSA cycle:

- Algebra 1 Readiness Assessment (Plan)
- Collaborative Planning (Plan)
- Quarterly Assessments (Do)
- Mock HSA (Do)

Ms. Terry Silverman, teacher, and Ms. Sherry Triman, teacher, spoke about continuous improvement strategies namely:

- Maintain small teacher-to-student ratio.
- Offer double periods of mathematics.

- Make frequent contact with families.
- Provide positive feedback.
- Plan and teach collaboratively.
- Motivate students to attend school regularly.
- Strive to reduce the achievement gap.
- Offer emotional and professional support for teachers.
- Assist teachers with interpreting data.

Dr. Kaufman noted that the support from the Board and curriculum office has helped Reservoir HS students achieve success.

Discussion:

- The Board thanked the principals and their staff for keeping them informed of their progress.
- Dr. Kaufman gave an excellent explanation as to the need for practice tests.
- Important correlation was made between academics and attendance.
- Identifying students in advance, who may be at risk of not passing, is an excellent concept.
- Best practices are being shared with other schools and faculty.

FY 2006 Audit Report

Presenter: Beverly Davis, CPA, Director of Finance.

Mrs. Davis introduced Mr. Malcolm Taylor, partner with Clifton Gunderson, LLP, to highlight the following areas of the audit:

- The audited statements are presented in accordance to Government accounting principles.
- Reviewed statement of net assets.
- Reviewed the Budgetary Comparison Schedule/General Fund.
- No violation of laws was found.
- No material weaknesses in the internal control system were noted.
- No serious deficiencies were noted with the exception of a number involving implementation of the IFAS system

Discussion:

- Most of the categories are spent down except pupil transportation.
 - Transportation funds can be carried over to another budget year.
- Previously the fund balance was voted upon to return to the county.
 - The Board passed a fund balance policy in the last fiscal year which established a threshold for reserve of undesignated fund balance that the Board could retain and budget for the future. With the combination of good financial reporting and the policy that is in place, the county no longer asks the school system to issue them a check.
 - There was never a legal requirement that the fund balance be returned to the local government.

Board members commended staff for their management and oversight.

Action: Ms. Gordon moved approval of the FY 2006 Audit Report. The motion was seconded by Mr. Aquino and approved by the Board 6-0. The student member supported the motion.

Howard County Legislation/2007 Maryland General Assembly

Presenter: Mr. Mark Blom, General Counsel; and Mr. Roger Plunkett, Business, Community and Government Relations Officer.

Truancy Reduction Program

Mr. Blom and Mr. Plunkett reported on plans to establish a Truancy Court to assist families in identifying and addressing the underlying causes of the truancy, while maintaining their ability to enforce compliance with conditions spelled out in the disposition of the case. Truancy Courts have been established throughout the country and state. The measure is designed to be a proactive intervention rather than a punitive reaction. Currently, criminal charges are brought against parents. The proposed legislation would provide for civil courts to deal with the students involved. Mrs. Elizabeth Bobo, State Representative, has agreed to support this legislation. The Board's support is needed to continue pursuing this before it can go before the delegation on January 11, 2007. Dr. Cousin noted that the approval is for the concept of the report.

Discussion:

- Board members were in agreement as to the positive aspect of this concept.
- Howard County is modeling this concept based on the experience on the Eastern Shore.
- Even if the truancy problem is small, the amount of administrative time and energy expended is significant.
- Interventions with parents would be held before any truancy court was filed.
- The state delegation is having a hearing on January 11, 2007.

Action: Mr. Cohen moved approval of a resolution in support of the concept of a truancy court with details and further information to come. The motion was seconded by Mrs. French and approved by the Board 6-0. The student member supported the motion.

Audit Committee Report

Presenter: Mr. John Connors, Auditor.

Mr. Connors noted that at the committee meeting of December 6, 2006, he presented a status report of the audits that had been completed to date. There have been four audits. On three of the audits management attention to the audit report recommendations has been very timely. No report has come through on the fourth audit. Two other audits have been completed but have not been drafted and he hopes to have them to the principals by the end of December.

Mr. Connors also reported on his attendance at a session on legislative audits at the Association of School Business Officials conference. Howard County will be provided a two-month notice prior to the start of any audit. In addition to school board operations and oversight, other items that will be reviewed by the legislative auditors are pupil transportation, information technology, food and nutrition services, and accounting operations.

Discussion:

- Schools are looking to take proactive measures.
- Noted that auditor was invited to speak with custodial managers on payroll issues and with athletics and activities managers on internal controls for cash received at events.

Student Information and Management System Update

Presenter: Mr. Jose Stevenson, Director, Information Technology.

- Presented both short-and long-term plans for SIMS.
- Priority has been to stabilize, maintain, and improve the system.
- Requirements are being identified for the future of SIMS and an integrated student data distribution and reporting infrastructure that can help schools monitor and analyze student progress, identify goals and actions, and support improvement plans.
- Planning process for the data distribution warehouse will start next spring.

Discussion:

- A data warehouse is a way of pulling data from several sources.
 - Data can then be used for analysis and not just storage.
- The goal is to become more self supporting in technology and less dependent on outside vendors for support.
- The schools are working with three systems currently, and they are functioning successfully.
- Montgomery County uses a data warehouse.
 - It took six years for them to develop it at a price of \$17 million.
- Schools are providing feedback.
- Timeline in place includes:
 - Maintain for this year and next year.
 - School system will not rush into anything.
 - Ensuring that the dual systems are working correctly will take a long time.
 - Hiring talented personnel to develop the process is expensive.

Recess: The meeting was recessed by the Chairman at 6:45 p.m. and reconvened at 7:35 p.m.

Public Forum

Mr. Stanley Daniello, parent, spoke about accountability in education specifically in regard to special education students. Principals need to be accountable to all students.

Ms. Emily Woodhouse, student, River Hill HS, spoke in support of the theater arts programs in the high schools. She requested the Board's continued financial support.

Mr. Zach Kashkett, student, showed a video where students from throughout the county spoke about their favorable experiences of theater in Howard County.

Ms. Michelle McGrain, senior, Wilde Lake HS, President of Speech and Debate team, spoke about the impact of speech and debate in her life, and she requested an increase in funding for an extra bus to transport students to tournaments.

Public Hearing on Proposed School Calendar for 2007-2008

Ms. Sue Webster, principal, Triadelphia Ridge ES; president, Howard County Administrators Association.

- Pleased to see professional development days and professional work days included in the calendar.
- Appreciates having a calendar that sets aside time for staff to learn, share ideas, plan, and communicate with parents.
- Requested acceptance of proposed calendar.

Ms. Karen Moore-Robey, principal, Fulton ES

- Supports the proposed calendar as submitted.
- Professional development days will be used for in-depth planning.
- Time to allow piloting of inclusion activities with Cedar Lane School.
- Technology is another area of focus for staff to learn new methodologies.
- Supports keeping spring break as proposed.

Ms. Cheryl Logan, principal, Gorman Crossing ES.

- Supports proposed calendar.
- Gives teachers more time for planning, analyzing data, and many other activities.

Ms. Ann De Lacy, president, Howard County Education Association.

- Spoke in support of proposed calendar with the addition of two half days in January to use as professional workdays in elementary and middle schools. This coincides with days high schools dismiss early for exams.
- Having additional time directly influences the quality of instruction.
- Data from job survey indicated teachers need more time.

Mr. Jonathan Davis, principal, Swansfield ES.

- Spoke in support of the additional half days, and adding more half days in the future.
- Time is needed to implement additional strategies, communicate with parents, and participate in cultural proficiency sessions and unit math assessments.

Policy 3611 Confidentiality of Student Records.

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

Mrs. Blackwell noted the following committee objectives:

- Review the policy to ensure consistency with federal and state laws and regulations.
- 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 standards for maintenance, storage, transfer and security of electronic records including, but not limited to, teacher grade books.

Policy Highlights

- “Confidentiality” in the title.
- Definitions.
- Confidentiality standard for student information.
- Principal responsibility to certify records.
- COMAR reference for reportable offenses.

Implementation Procedure Highlights

- Definitions.
- Additional Family, Educational Rights, Privacy Act (FERPA) rights.
- Description of student records.
- Appeals process.
- Electronic teacher grade books.
- Maintenance and transfer of disciplinary records.
- Guidance related to:
 - Health Insurance Portability and Accountability Act (HIPAA).
 - Confidentiality of student information.
 - Security of electronic records.
 - Place of birth removed.
 - Appeals process added.

The policy statement has been amended to reflect the rights of students and their parents to have full access to individual student records and to have any information which is determined to be inaccurate or misleading removed from those records upon request.

Discussion:

- Place of birth was removed due to the former Board being concerned about identity theft.
- Better definition of word *record* and *eligible student* is needed.
 - Guidelines on definition come from the state.
- Inconsistency in talking about the right to receive a copy of records and another page talks about the right to review and inspect.
 - Under the Family, Educational Rights, and Privacy Act there is a right to review and inspect records under limited circumstances.
- There is no standard when it comes to fees for copies of student records.
- Use of social security number is voluntary. If the number is not needed, it can be taken out of the regulations.

Action: Mr. Aquino moved approval to adopt Policy 3611, Student Records and Confidentiality with recommended changes effective January 23, 2007. The motion was seconded by Ms. Gordon and approved by the Board 6-0. The student member supported the motion.

**Policy 1211 - Citizens Advisory Committees to the Board of Education and School System
Policy 1221-Citizens Advisory Committee to the Board of Education.**

Presenter: Mrs. Ellen Miller, Policy and Charter Schools Specialist.

Mrs. Miller presented the following tasks the committee was charged with:

- Review all parts of the policies to ensure compliance with legal mandates.
- Consider combining the two policies.
- Review the policies for consistency with other school system policies.
- Consider recommendations from stakeholders regarding current and best practice.
- Revise and recommend language as needed to address policy standards outlined in Policy 1001-Policy Development and Adoption.

Mrs. Miller noted that there will be a Public Hearing on January 11, 2007.

Discussion:

- Name change from Citizens Advisory Committee to Community Advisory Council.
- Board would like added the request to CAC to study an issue and make recommendations.
- Written annual report and regular appointments at Board meetings should be in the policy.
- Make changes now and post to website before public hearing.

Policy 11200 - Public Hearings

Presenter: Mrs. Patti Caplan, Director, Public Relations.

Mrs. Caplan reported that a committee of stakeholders, were convened to make appropriate recommendations for revisions. The committee was charged with the following tasks:

- Consider recommendations included in a previous draft presented to the Board of Education in spring 2004.
- Address policy standards outlined in Policy 1001.
- Review the policy for consistency with other school system policies including Policy 1001 and Policy 1675, School Attendance Areas.
- Consider recommendations from stakeholders regarding current and best practice.
- Consider inclusion of appropriate provisions of the Rules for Public Conduct at Public Meetings.

Among highlights to the policy are:

- Invites the public to attend and observe.
- Clarifies the process for registering for public hearings.

- Provides rules for public conduct at public meetings in accordance with the Open Meetings Act.
- Establishes limits on participation.
- Highlights interpreter service.

Mrs. Caplan noted that there will be a Public Hearing on January 11, 2007.

Discussion:

Board members made the following comments regarding this policy:

- Roberts Rules of Order specifically states that only the chairman invites participants to speak.
- The practice has been that substitute speakers are not permitted to speak, but that can change.
 - Substitute speakers can speak at the discretion of the chairman.
- Speakers are asked to provide 15 copies.

Policy 4111 - School Health Services Committee Charter

Presenter: Ms. Donna Heller, Coordinator of Health Services.

Ms. Heller noted that the committee will review Policy 4111 completing the following tasks:

- Review all parts of the policy to ensure compliance with legal mandates.
- Review the policy for consistency with other school system policies.
- Define scope of delivery of health services in light of extended day programs.
- Define scope of delivery of health services to staff.
- Address supervision and evaluation of health assistants reflecting state regulations related to job requirements.
- Consider recommendations from other stakeholders.
- Revise and recommend language as needed to address policy standards outlined in Policy 1001.
- Ensure alignment with system goals and BTE.

Discussion:

- A procedure manual addresses when a health room is to be open and staffed.
- The Do Not Resuscitate (DNR) Policy will be included in the policies reviewed for consistency.
- The use and training of Automated External Defibrillators can be covered – if not in this policy.
- Staff development for health assistants can be addressed.

Policy 1311 - Procurement of Materials, Supplies, Equipment, and Services

Presenter: Mr. Douglas Pindell, Purchasing Officer.

Mr. Pindell explained that the Education Article of the Annotated Code of Maryland, section 5-112, changed the threshold which formal advertisements for bids are required. Effective July 1, 2006, this amount was increased from \$15,000 to \$25,000 by legislative action. This permits an amendment to the Regulations and Procedures for this policy. A survey of surrounding counties

shows that most school systems have gone to the \$25,000 amount. There was a Public Hearing on this question, and no issues were raised.

Discussion:

- With the threshold raised to \$25,000, more bidders will be interested and there will be better numbers.
- Procurement items come to the Board as a consent agenda item, and it can always be pulled for further discussion.
- The original amount of \$15,000 has been in effect since 1995.

Action: Ms. Gordon moved approval of the Revision to Policy 1311, Procurement of Materials, Supplies, Equipment, and Services effectively immediately. The motion was seconded by Mrs. Giles and approved by the Board 5-1 with Mrs. French dissenting. The student member supported the motion.

Quarterly Agenda

Board members made several changes to the Quarterly Agenda.

Action: Mrs. Giles moved approval of the Quarterly Agenda as amended. The motion was seconded by Mr. Aquino and approved by the Board 6-0. The student member supported the motion.

Audit Committee Assignments

Mrs. Mikulis nominated Mr. Cohen, Mrs. Giles, and Ms. Gordon to serve on the Audit Committee. The nomination was approved by consensus. The chairman will be Ms. Gordon.

Maryland Association of Boards of Education Committee Assignments

Board members decided on the following MABE Committee Assignments:

Budget and Planning – Ms. Gordon
Legislative – Mrs. French, Ms. Gordon
Conference Planning – Mrs. Mikulis, Ms. Gordon
Federal Relations Network – Mr. Cohen
Nominating – Mrs. French
Resolutions – Mr. Aquino
Charles W. Willis Memorial Award – Mr. Cohen

Legal Services Association – Mrs. Giles with Mr. Mark Blom, alternate

Action: Mrs. French moved approval of the nomination of Mrs. Giles as representative to the Legal Services Association with Mr. Blom as alternate. The motion was seconded by Mr. Cohen and approved by the Board 6-0. The student member supported the motion.

County Executive's Spending Affordability Committee – Mr. Aquino
Recreation and Parks Board – Mrs. Mikulis
Citizens Advisory Committee – Mrs. Giles
PTA Council of Howard County – Ms. Gordon
District Planning Committee – Mr. Cohen

Board School Cluster Assignments

Board members reviewed and distributed cluster assignments to each member leaving one cluster for the seventh Board member until the time when he/she is appointed.

Adjournment: The chairman adjourned the meeting at 10:10 p.m.

Information Items

Proposed Instructional Materials and Review Schedule
Food and Nutrition Service Monthly Financial Report
IFAS Update