

MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

April 10, 2008

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, April 10, 2008, at 4:00 p.m., in the Board Room of the Department of Education, located at 10910 Route 108, Ellicott City, Maryland. The following were present:

Frank Aquino, Chairman
Ellen Flynn Giles, Vice Chairman
Lawrence Cohen
Sandra H. French
Patricia Gordon (afternoon session only)
Diane B. Mikulis
Janet Siddiqui, M.D.
Andrew Gavelek, Student Member

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

Chairman Aquino called the meeting to order at 4:00 p.m., and Mr. Gavelek led the group in the Pledge of Allegiance.

Public Forum

Mr. Terry Weiss, Principal, St. Louis School, and Mrs. Jacqueline Hamilton, Mr. Robert Gallagher, and Mr. Steven Musselman, parents, presented their concerns with the proposal from the HCPSS Transportation Office to change the opening and closing times of the school to 45 minutes later for the 2008/2009 school year.

Approval of Agenda

The following changes were made to the agenda:

- Add: Item VII.A. Administrative Appointment to Staff Personnel.
- Add: Item VII D. Closed Meeting minutes of December 20, 2007; January 15, 2008; and February 5, 2008 (Official and Confidential).

- Review: Item VIII. Correction to the Minutes of the Regular Meeting of March 13, 2008.

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

Superintendent's Report

Dr. Cousin reviewed the status of the Board's capital budget request as presented in the County Executive's FY 2009 Capital Budget for the county. Dr. Cousin also noted that he held the final Candid Conversation session at Hammond HS on April 8, and that he will participate in a cook-off with County Executive Ken Ulman on April 14. He also congratulated Wilde Lake HS senior Phillip Sandborn, winner of the Maryland Regional Junior Science and Humanities Symposium for the second consecutive year.

Dr. Cousin also reported on his attendance at the National School Board Association's (NSBA) annual conference in Orlando, Florida. He noted that it was a very productive event.

Mrs. Mikulis thanked staff members for their presentation on the HCPSS co-teaching model at the NSBA conference. Board members, administrators, and superintendents were among those in attendance who were quite interested in hearing about the success of this program.

Mr. Aquino commented that Board members concentrated their time at the conference on participating in sessions involving community engagement, continuous improvement, school law, and 21st century learning.

Student Representative's Report

There was no Student Representative present.

Mr. Gavelek introduced a video previewing this year's student candidates to the Board of Education. He also noted that this video will be shown on the school system's cable channel during the next week.

Board Members' Reports

Ms. Gordon announced that the Board would hold another "What Counts" forum in the fall of 2008. The purpose of the forum is to allow community members to be part of the educational process by sharing their opinions and taking an active role. The previous "What Counts" forum several years ago was a great success.

Ms. Gordon also noted that she attended a workshop at the NSBA conference that reflected her particular interest in early childhood education. One question that is generating interest is universal preschool education.

Mr. Gavelek added his thanks to Mr. Terry McClung, TV Production Assistant, who put together the video of the student candidates and for giving his time and services to the students.

Consent Agenda (Restricted*)

Staff Personnel; Administrative Appointment; Bids and Contracts; SB 894 Certification Letter; Minutes of Closed Meetings of December 20, 2007, January 15, 2008, and February 5, 2008 (Official and Confidential)

Mrs. Giles asked that Item P-1 of Bids and Contracts (Roof Replacement – Jeffers Hill ES) be pulled for discussion.

Action: Mrs. Giles moved approval of the Restricted Consent Agenda as amended. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

Staff Personnel – Approved by the Board.

Resignations-Violation of Contract

| Name | School | Grade or Subject | Reason | Years in Howard County | Effective Date |
|--------------|--------|------------------|--------------|------------------------|----------------|
| Rowan, Laura | LRHS | Science | Dissatisfied | 1.1 | 09/21/07 |

Resignations

| Name | School | Grade or Subject | Reason | Years in Howard County | Effective Date |
|----------------------|-----------|------------------|------------|------------------------|----------------|
| Boland, Trici | GHS | English | Promotion | Other Co. 7.1 | 09/21/07 |
| Frost, Heather | HCMS | Spec. Ed. | Relocation | 2 months | 10/12/07 |
| Spacciapoli, Natalie | Fr. Leave | Business Ed. | Relocation | 7.0 | 06/30/07 |

Approved – May 27, 2008

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|----------------------------|------|-----------|------------|-----|----------|
| Vredenburgh, Maureen | DOES | English | Relocation | 5.1 | 10/05/07 |
| Whittenbaugh, Stephanie | DRES | Spec. Ed. | Relocation | 3.2 | 11/02/07 |

Contracts

| Name | School | Grade or Subject | Place of Last Teaching Assignment | Grade/ Step | Effective Date |
|---------------------------------|-----------|---------------------|---|----------------|-------------------|
| Bankard, Monica | RHHS | ESOL | San Diego, CA | C-05 | 08/27/07 |
| Bernsohn, Todd | MVMS | WLA (Spa) | -- | A-01 | 08/21/07 |
| Bethea, Anthony | HCMS | SCI | Private Industry | A-11 | 08/21/07 |
| Burdette, Kimberly | CRS | ELE | -- | B-01 | 08/21/07 |
| Burke, Amber | EMMS | WLA (Spa) | -- | A-01 | 08/24/07 |
| Chuppetta, Monica | CCES | ELE | St. Mary's County | A-02 | 08/21/07 |
| Costa, Marlei | WLHS | CSC | Montgomery County | B-05 | 08/27/07 |
| Demos, Dorothy | MHHS | ENG | HCPSS – IA | A-04 | 09/17/07 |
| Doyle, Hillary | PLES | ELE | -- | A-01 | 08/21/07 |
| Elznic, Lyndsay | PMS | SPE | Dix Hills, NY | C-02 | 08/21/07 |
| Evans, Elizabeth | VES.SJLES | ECE | -- | C-01 | 08/21/07 |
| Fargnoli, Christine | LWES | ELE | -- | A-01 | 08/21/07 |
| Giacobbe-Epstein, Nicole | DRES | ECE | Brunswick, GA | C-08 | 08/30/07 |
| Gibbons, Robert | HaHS | CSC | Private Industry | C-11 | 09/10/07 |
| Gino, Lori | LWES | SPE | Staten Island, NY | C-01 | 08/21/07 |
| Golibart, Keri | PLES | ELE | -- | A-01 | 08/23/07 |
| Gray, Yvonne | PVMS | TE | Private Industry | C-06 | 08/21/07 |
| Jaworowski, Samantha | MWMS | SPE | -- | A-01 | 09/11/07 |
| Kolasny, Alice | BBES | ECE | Private School | C-02 | 08/21/07 |
| Shobapriya, Lakshminarayanan | DRES | ESOL | HCPSS – IA | C-03 | 09/10/07 |
| Matthews, Mark | MHHS | SPE | Private School | D-11 | 08/23/07 |
| McFarland, Tracy | HoHS | SST | -- | C-01 | 08/21/07 |
| McVey, James | PVMS | SST | -- | A-01 | 09/17/07 |
| Meek, Casey | CLES | SPE | Lindenhurst, IL | A-04 | 08/21/07 |
| Mueller, Jacklyn | LoES | ELE | -- | A-01 | 08/21/07 |
| Myers, Amber | OMMS | RDG | Carroll County | A-03 | 08/21/07 |
| Nguyen, Martha | VES | ECE | HCPSS – Temp | A-05 | 08/21/07 |
| O'Neill, Patricia | SFES | ECE | Private School | C-08 | 08/21/07 |
| Paige, Brenda | HaHS | SPE | Augusta, GA | A-02 | 08/21/07 |
| Parrotte, Amanda | RHS | WLA (Fre/Ger) | -- | A-01 | 08/21/07 |
| Parsons, Kimberly | BBES | ECE | HCPSS | A-07 | 09/17/07 |
| Pearl, William | HoHS | SST | -- | A-01 | 08/21/07 |
| Prendergast, Nancy | HCMS | SCI | Eagan, MN | C-14 | 08/24/07 |
| Roller, Samantha | BBMS | SPE | -- | A-01 | 09/12/07 |
| Saperstein, Jamie | LiES | ELE | -- | C-01 | 08/22/07 |

| | | | | | |
|---------------------|------|-----|------------------|------|----------|
| Searles, Karen | RHS | SPE | Hoschton, GA | A-08 | 08/21/07 |
| Seldon, Tiana | PLES | ELE | HCPSS | D-04 | 08/27/07 |
| Taylor, Rebecca | WFES | ELE | -- | A-01 | 08/21/07 |
| Wallace, Brian | HWS | SST | Baltimore County | C-04 | 08/21/07 |
| Waltemire, Jennifer | RBES | ELE | Albuquerque, NM | A-12 | 08/21/07 |
| Wetmiller, Cara | DMS | SPE | -- | A-01 | 08/21/07 |
| Wood, Tracy | CCES | ELE | New York, NY | C-03 | 08/21/07 |

Leaves of Absence

| Name | School | Grade or Subject | Reason | Years in Howard County | Effective Date |
|-----------------|--------|------------------|--------|------------------------|----------------|
| Shurtleff, Erin | HMS | Counselor | | 4.2 | 10/01/07 |
| Wright, Stacey | BPES | Spec. Ed. | | 8.2 | 10/09/07 |

Retirements

| Name | School | Grade or Subject | Years in Howard County | Effective Date |
|---------------|--------|------------------|------------------------|----------------|
| Brown, Evelie | HOHS | Home Economics | 11.0 | 06/30/07 |
| Cohen, Vickie | CES | Elem. Ed. | 16.0 | 10/01/07 |

Activities and Athletics Manager – Approved by the Board.

| Name | From | To |
|--------------------|-----------------------------------|--|
| Jonathan Stevenson | Athletic Director Parkville HS | Activities and Athletics Manager Oakland Mills HS |

Superintendent's Certification of Reporting Requirements Under SB 894 – Approved by the Board.

The Board authorized the Board Chairperson, Superintendent, and Chief Operating Officer to sign the Certification and attest to the accuracy of the Bi-Annual Report of Revenues and Expenditures through March 31, 2008.

Bids and Contracts – Approved by the Board.

| | | |
|-----|---|-------------|
| P-2 | Architect for Northfield ES – Addition and Renovation | |
| | TCA Architects | \$1,097,000 |

Minutes of Closed Meetings of December 20, 2007; January 15, 2008; and February 5, 2008 (Official and Confidential) – Approved by the Board.

Bids and Contracts

| | | |
|-----|--|-------------|
| P-1 | Roof Replacement – Jeffers Hill ES Interstate Corporation | \$1,020,000 |
|-----|--|-------------|

Mrs. Giles asked about the number of roofing projects currently underway. Mr. Pindell responded that this is the first of three, and he explained the multi-step process. Mrs. Giles noted that capital budget funding is still subject to approval by the County Council, and an additional allocation of money from the state is also pending. It is hoped that this project will go forward.

Action: Mrs. Giles moved approval of Bids and Contracts Exhibit P-1 under the Restricted Consent Agenda. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

Consent Agenda

Donations; Minutes of March 13, 2008 (Regular Meeting); Operating Budget Monthly Report; and School Construction Monthly Report

The minutes of March 13, 2008 (Regular Meeting) were pulled for a minor correction.

Action: Mrs. Giles moved approval of the Consent Agenda. The motion was seconded by Mr. Gavelek and approved by the members of the Board (8/0).

Donations – Approved by the Board.

| | |
|------------------------|--|
| Bushy Park ES: | Target, in the amount of \$500.57, designated for the purchase of printers and supplies to enhance technology. |
| Hollifield Station ES: | Target, in the amount of \$700.61, designated for the purchase of math manipulatives for math co-teaching. |
| Burleigh Manor MS: | Centennial High School Student Government Organization, in the amount of \$700, designated to help with expenses for students to attend the MASC Conference. |

- Elkridge Landing MS: Best Buy, in the amount of \$2000, designated to enhance podcasting abilities by purchasing the following equipment: camcorder, DVD burner, tripod, a memory card, and some DVD's.
- Centennial HS: Boosters, in the amount of \$500, designated for the Robotics Club.
- Hammond HS: Boosters, in the amount of \$3852, (\$1000) designated for the purchase of reversible jerseys for the girls' lacrosse team, (\$762) designated for the dance team to attend Disney World, (\$1000) designated for printing costs for the school newspaper, and (\$1090) designated to purchase equipment for the football team.
- Long Reach HS: Boosters, in the amount of \$1500, (\$1000) designated to purchase a batting cage, and (\$500) designated to purchase equipment for the football team.
- Marriotts Ridge HS: Mr. and Mrs. Stephen Rice, warm-up bullpens for the baseball team valued at \$856.
- Mt. Hebron HS: Viking Backers, in the amount of \$2680, designated to purchase helmets for the boys' lacrosse team and uniforms for the JV softball team.
- Oakland Mills HS: WBFF/WNUV, in the amount of \$1000, designated for student activities and awards.
- Reservoir HS: Raytheon Solipsys Corporation, in the amount of \$15,000, designated to support the Project Community Spring Retreat.
- Boosters, in the amount of \$15,885.78, designated for the purchase of a coffee pot, golf cart and uniforms for the boys' football and lacrosse teams.

River Hill HS: Lisa Marie Campanaro, in the amount of \$750, designated for the purchase of JV football championship t-shirts.

Minutes of March 13, 2008 (Regular Meeting) – Approved by the Board.

Operating Budget Monthly Report - Accepted by the Board.

School Construction Monthly Report – Accepted by the Board.

Proclamation: School Psychology Week

BOARD OF EDUCATION OF HOWARD COUNTY

PROCLAMATION

HONORING

SCHOOL PSYCHOLOGISTS

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

WHEREAS, to accomplish this mission, schools must apply sound principles of psychology to teaching and learning, and cultivate each child's intellectual, social and emotional development; and

WHEREAS, school psychologists play a vital role in the personal and academic development of students; and

WHEREAS, school psychologists help parents and educators foster healthy child development and are the school-based experts in children's learning and psychological development; and

WHEREAS, school psychologists are leaders in delivering mental health services to students; and

WHEREAS, in times of crisis, school psychologists provide critical support services to all members of the school community as part of Crisis Intervention Teams; and

WHEREAS, school psychologists are key to the school system's ability to provide a safe and nurturing environment for all students; and

THEREFORE BE IT PROCLAIMED that the Board of Education of Howard County designates April 28 through May 2, 2008 as School Psychology Week in the Howard County Public School System as a means to call attention to the essential role of the school psychologist in our public schools; and

BE IT FURTHER PROCLAIMED that the Board of Education extends its gratitude and appreciation for the many contributions made by school psychologists in support of our students and their intellectual, social and emotional growth.

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

Sydney L. Cousin, Superintendent
Howard Co. Public School System

Action: Dr. Siddiqui moved acceptance of the proclamation for School Psychology Week. The motion was seconded by Mrs. Giles and approved by the members of the Board (8/0).

Proclamation: National Administrative Professionals Week

BOARD OF EDUCATION OF HOWARD COUNTY
PROCLAMATION
HONORING
THE ADMINISTRATIVE PROFESSIONALS
OF THE
HOWARD COUNTY PUBLIC SCHOOL SYSTEM

WHEREAS April 21-25, 2008 is designated as National Administrative Professionals Week; and

WHEREAS office professionals have served the schools and offices of the Howard County Public School System with dedication and commitment throughout the history of the organization; and

WHEREAS office professionals play a vital role in advancing the mission and goals of the school system; and

WHEREAS office professionals continue to keep pace with rapid changes in their work environment and master advanced office technology with competency; and

WHEREAS the office professionals frequently and willingly respond to needs over and above their job responsibilities; and

WHEREAS these dedicated employees consistently demonstrate the highest professional standards; and

WHEREAS the contributions of each and every office professional in the system are essential to the provision of quality public education for all children;

THEREFORE BE IT PROCLAIMED that the Board of Education of Howard County supports efforts to express appreciation to the office professionals of the school system; and

BE IT FURTHER PROCLAIMED that the Board designates April 21 - 25, 2008 as Administrative Professionals Week in the Howard County Public School System in order to recognize the many and varied contributions made by office professionals.

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

Sydney L. Cousin, Superintendent
Howard Co. Public School System

Action: Mr. Cohen moved acceptance of the proclamation honoring Administrative Professionals. The motion was seconded by Ms. Gordon and approved by the members of the Board (8/0).

Proclamation: National Volunteers/Partnership Recognition

BOARD OF EDUCATION OF HOWARD COUNTY
PROCLAMATION
HONORING THE CONTRIBUTIONS
OF
EDUCATIONAL PARTNERS AND VOLUNTEERS

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

WHEREAS the Board of Education recognizes that partners in education and volunteers are vital components of a relevant

educational experience and provide valuable assistance to professional educators in fulfillment of the mission of the school system; and

WHEREAS the Board of Education wishes to express sincere appreciation to all volunteers for their individual efforts in making this school system among the best in the nation; and

WHEREAS the Board also wishes to thank the corps of volunteers who serve the Howard County Public School System for their active interest in the children of Howard County, their contributions of time and talent, and their unyielding dedication to the goals of public education; and

WHEREAS partnerships with local businesses and organizations are a vital link between the community and its public schools;

THEREFORE BE IT PROCLAIMED that the Board of Education designates the week of April 27 through May 3, 2008 as Partnerships in Education and Volunteers Week in the Howard County Public School System; and

BE IT FURTHER PROCLAIMED that it is the expressed wish of the Board of Education that this proclamation serve to launch meaningful volunteer recognition in all schools and that copies of this proclamation, along with Volunteer Recognition Certificates, be distributed to all schools to be used to express sincere appreciation to volunteers for their outstanding efforts and contributions.

Frank J. Aquino, Chairman
Howard County Board of Education

Sydney L. Cousin, Superintendent
Howard Co. Public School System

Action: Mrs. Giles moved acceptance of the proclamation honoring National Volunteers/Partnership Recognition. The motion was seconded by Mr. Gavelek and approved by the members of the Board (8/0).

Anticipated School Opening/Closing Times – 2008/2009

Presenter: Mr. David Drown, Director of Transportation.

Mr. Drown reported that each year the Pupil Transportation Office staff reviews the opening and closing times for all public and parochial

schools served by the Howard County school bus fleet. In order to maintain or improve the efficiency of the school bus service, school opening and closing times may need to be adjusted. The following schools are recommended for a time change for the 2008/2009 school year:

| Public Schools | Current Times | Recommended Times |
|----------------------------|----------------------|--------------------------|
| Murray Hill MS | 8:40-3:25 | 8:30-3:15 |
| Patuxent Valley MS | 7:30-2:15 | 7:40-2:25 |
| Parochial Schools | | |
| Our Lady of Perpetual Help | 8:40-3:10 | 9:15-3:45 |
| St. Louis | 8:30-3:00 | 9:15-3:45 |

The principals of the four schools have been notified of the recommended time changes and have been asked to share the information with their communities.

Mr. Drown stated that staff will work with the parochial non-public school community and take suggestions on ways to accommodate their requests. The process consists of making a recommendation, sharing it with the community, and based on feedback, trying to adjust recommendations to better serve the community. It is not always possible to accommodate all requests. Staff will present a final recommendation to the Board on May 8, 2008, which may include changes based on feedback received and adjustments that can be made.

Discussion:

In response to Mr. Cohen, Mr. Drown stated that the last change to a parochial school opening/closing time was in the late 1990's.

Mr. Aquino asked Mr. Drown to provide background on how the parochial schools fit into the system. Mr. Drown explained that there are several parameters that these schools must meet to qualify:

- There must be an agreed-to service area with other private schools that is within Howard County that does not overlap with that of any other parochial school receiving transportation services.
- They have to abide by the HCPSS calendar, bell schedule, and when schools are open and closed.

In response to Dr. Siddiqui, Mr. Drown stated that parochial buses are blended with the public school buses, but HCPSS students do not share the same bus with parochial students.

Mrs. French asked if there was any way to move up the start time for St. Louis ES. Mr. Drown responded that it was not feasible to move the time to an earlier start.

Mr. Aquino indicated that this is an administrative issue, which is technically under the jurisdiction of the Superintendent. However, the Board is sensitive to this issue and will hear from anyone who wants to have their opinion heard.

Categorical Transfer/FY 2008 Operating Budget*

Presenter: Mr. Raymond Brown, Chief Operating Officer.

Mr. Brown presented for Board approval a categorical transfer of \$940,000 to the Special Education category from the categories of Administration (\$150,000), Mid-level Administration (\$350,000), Operation of Plant (\$140,000), and Maintenance of Plant (\$300,000).

Mr. Brown reported that the Board is required to allocate its resources in specific and discrete budget categories as defined in state law. Every year, staff does a review of the budget plan compared to actual expenditures and projects where the school system will be at year-end so that the entire budget is in balance by budget category. This year staff predicts a problem with anticipated overexpenditure in the special education category due to turnover.

Mrs. Giles noted that there were increased costs in Operation of Maintenance of Plant. Mr. Brown responded that increased adjustments are a result of salaries.

Action: Mrs. Giles moved approval of the categorical transfer for the FY 2008 Operating Budget. The motion was seconded by Mrs. Mikulis and approved by the members of the Board (7/0).

Audit Recommendation Status Report

Presenter: Mrs. Beverly Davis, Director of Finance.

Mrs. Davis reported on the status of management's response to the findings and recommendations of the independent audit of the school

system's financial statements for FY 2007. During the audit, the auditor noted contracts without purchase orders in place, as well as project transactions paid through direct payment processing rather than through the approved procurement process. The auditor also reported that certain signed contracts could not be located. The auditor recommended each construction project, regardless of size and scope, have a purchase order and a signed contract to provide accountability and tracking. The auditor recommended that a formal bid procedures manual be developed to ensure all bids are properly evaluated within legal requirements.

The auditor also noted that no written procedures exist for the School Bus Contracting process and that the bus vendor payments are calculated in software with no vendor support. The auditor recommended that the school system consider purchasing a new bus billing system with strong controls and the capability of integration with the IFAS system. The auditor noted that there are no dedicated trained personnel who possess the required knowledge or experience to write reports for financial reporting and recommended that the HCPSS consider establishing a dedicated report writing position.

Ms. Davis reported that the Purchasing Office has completed a draft Procurement Procedures Manual. Staff in the offices of Purchasing and School Construction reviewed files of all current projects to ensure that appropriate contracts are executed and purchase orders are in place. Staff located signed contracts for all projects and found written evidence of Board approval of architect and construction manager contracts on all but seven projects. Clifton Gunderson, LLP, was engaged to examine the schedule and attested to its accuracy. Staff has verified that contractors were paid authorized amounts and that procedures are in place to document appropriate approval and procurement of construction service contracts.

As an interim measure, a full-time senior accounting manager has been assigned to the Transportation Office to manage the School Bus Contractor payment system. Transportation and technology staff are working to identify and implement a software application to meet long-term financial management requirements of the Transportation Office. Currently no HCPSS technology personnel have the necessary knowledge or experience with the IFAS system. Management is in the process of hiring additional IT staff in FY 2008 to support its major software applications, including IFAS. Two IFAS support positions have been added to the FY 2009 budget request.

Discussion:

Mrs. Mikulis asked how many school construction contracts were reviewed. Mrs. Davis responded that every contract and/or project that was started from 2002 and forward was examined, which totaled approximately 30.

Mrs. French asked about what will happen regarding the projects for which approvals have not been found. Dr. Cousin stated that Clifton Gunderson was hired to look at the accuracy of what was reported to them. Staff will be coming back to the Board with recommendations about improving the procurement practices for construction projects. This will include a series of recommendations addressing overall improvements to procedures and additional measures to ensure that records are kept up to date. Staff is discussing a list of recommendations about the improved process, which will come to the Board at the second meeting in May.

Mrs. French noted that she, Mrs. Giles , and several staff members attended the LSA workshop on Records Retention. There is a legal issue for the whole state on the type of records that must be saved, for how long, and where they should be saved. There are legal issues for public entities statewide that must be addressed regarding the types of records that must be saved, in what manner, and for how long. The recommendation was for each Board to have a policy on this subject.

Mrs. Giles pointed out that the Finance Department received the highest possible rating given on an audit in terms of the way in which our finance office acts and purports themselves. She expressed congratulations to the office for the fine job they do.

Assignment of Relocatable Classrooms

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

After receiving additional input and making site visits, staff has updated the recommendation to include providing a unit to Atholton HS and Stevens Forest ES.

| <u>Elementary School</u> | | <u>Middle School</u> | | <u>High School</u> | |
|--------------------------|----|----------------------|----|--------------------|----|
| Bellows Spring | +3 | Murray Hill | +2 | Reservoir | +2 |
| Centennial Lane | -2 | | | Atholton | +1 |
| Deep Run | -2 | | | | |

| | |
|-----------------|----|
| Ilchester | -1 |
| Gorman Crossing | +1 |
| Longfellow | -2 |
| Old Bushy Park | -2 |
| Phelps Luck | +1 |
| Stevens Forest | +1 |
| Waverly | -2 |

Discussion:

Dr. Siddiqui asked about the placement of the relocatable unit for Atholton HS. Mr. Gallihue stated that he thought a good site would be near the playing fields, but the final decision rests with a number of people.

Mrs. Giles noted that as relocatables are evaluated, these evaluations need to be included in the review for the feasibility study.

Mrs. French questioned the recommendation of the removal of a relocatable from Ilchester ES. The kindergarten area is completed, and the next part of the addition is under construction. She asked about the possibility of having more relocatables removed in the middle of the year if no longer needed. Mr. Gallihue responded that it is possible to remove more from that particular school. In this case, the first relocatable identified for removal is one positioned at a fairly steep location, and it can be relocated to a flatter site at another school since it is no longer needed at Ilchester.

Ms. Gordon commented that when the decision is made to put in a relocatable, a survey of the site is done. Mr. Gallihue explained that first there is a preliminary survey by staff, an engineer then checks the site to determine if the dimensions will work, and then a review process follows with the county. After every step is followed, only then can placement of the portable begin.

Ms. Gordon expressed concern about the space that a portable can occupy, giving an example at Phelps Luck ES, which has one in front of the building. Mr. Gallihue agreed that this was not an optimal situation, but given the limited space, and the needs of the school, this was the only solution.

Motion: Mrs. Mikulis moved approval of the recommendation for placement of relocatable units for the school year 2008/2009. The motion was seconded by Ms. Gordon.

Mrs. French asked if the list of relocatables being recommended for surplus will be brought to the Board. Mr. Gallihue stated that the intention is to come back to the Board with a separate report and request for approval.

Action: The motion was approved by the members of the Board (8/0).

Results of High School Facility Assessment

Presenters: Mr. Ken Roey, Executive Director of Facilities Planning and Management; Mr. Jeff Ludwig, Vice President of Gilbert Architects.

Mr. Roey and Mr. Ludwig presented the findings of a facilities and program assessment, which reviewed both the maintenance conditions and program issues at each of the county's 12 high school facilities. The facilities condition assessment reviewed the structural, exterior, interior, mechanical, electrical, and plumbing (MEP) systems at the schools. Out of a possible score of 1000, scores ranged from 910 for Marriotts Ridge HS to 629 for Mt. Hebron HS.

The program assessment measured each school against the current High School Educational Specifications. Program deficiencies ranged from one percent at Marriotts Ridge, River Hill, and Howard to 19 percent at Mt. Hebron. Mr. Roey noted that after completion of the planned renovation project, Mt. Hebron will resemble schools like Reservoir with a deficiency rating at four percent or less.

The report shows that while the HCPSS maintenance program has been extremely effective, deferred maintenance across the 12 high schools totals \$21.3 million, of which \$13.4 million is allocated to Atholton, Centennial, Hammond, and Mt. Hebron.

The school system hired Gilbert Architects Inc. (GAI) to conduct a Facilities Condition and Program Assessment of all 12 Howard County high schools. The facilities condition assessment was based on the Association of Physical Plant Administrators (APPA) assessment approach and was provided by Facilities Engineering Associates (FEA), a subconsultant to Gilbert Architects. The program assessment was based on the Council of Educational Facility Planners International (CEFPI) Guide for School Facility Appraisal and compared the facilities against the General Educational Specifications for High Schools developed in 1999 and the modified specifications for new Howard County high schools dated March 21, 2002.

The middle school assessment will be completed in June 2008. Upon completion of the middle school assessment, elementary schools will be assessed, with a target completion date of December 2008. Findings will be used to determine project priorities and future capital budgets.

Mr. Tom Kierzkowski, Director, School Facilities, added that the Department of School Facilities has been actively involved in this process with the consultants, and staff supports the recommendations and the effort that they have put forth in this very large undertaking. The issue of deferred maintenance had been raised, and the school system is at the point where deferred maintenance needs to be addressed now and on a continuing basis.

Discussion:

Mr. Aquino suggested that a separate work session be set up in order for each school to be reviewed more thoroughly.

Ms. Gordon asked for the rationale on why expenses go along on a fairly even basis until 2021 and then increase. Mr. Roey stated that it is most likely due to several roofs needing replacement in that year.

Mr. Whitaker explained that 2021 is more of a statistical anomaly. As that time period gets closer, most likely these projects could be spread out.

Mrs. Mikulis asked about the meaning of structural issues noted under general findings. Mr. Whitaker stated that structural issues are items that need minor repair. There were no major structural deficiencies or anything that was visually indicative of a major structural safety hazard.

Dr. Siddiqui thanked everyone for the presentation and expressed appreciation for all the work that everyone has done. She also asked about plumbing needs.

Mr. Whitaker said that industry standard guidelines are followed and noted the difficulty in analysis because many parts are not visible. However, any of the visual portions of the systems are checked. Based on the knowledge of the area, the water chemistry and conditions, and knowing what the life cycles are, replacements are

based on those needs. Generally those systems typically last in the 40-to-50-year range of cycle.

Dr. Cousin commented that the High School Facility Assessment report is posted on the school system website. There is a separate report for each individual school, along with the executive summary. He thanked Mr. Kierzkowski and the maintenance department for serving the school system so well over the years. Dr. Cousin also emphasized that the school system cannot continue to shortchange maintenance in the budget. Even though this report reflects that schools are in at least good condition, that does not mean they will always remain that way unless the investment is made to continue repairs and replacements that are needed. The middle school assessment is underway and the elementary school assessment will follow. These findings will be incorporated into future operating and capital budgets.

Mr. Cohen questioned fire and safety issues related to the auditorium curtains. Dr. Cousin suggested having a line item in the operating budget for the gradual replacement of some stage curtains.

Mr. Kierzkowski noted that the curtains cannot continue to be dry cleaned. In many cases, new curtains are purchased because the fabric does not take well to a second or third immersion of dry cleaning chemicals.

Dr. Cousin noted that West Friendship is the oldest school in operation in HCPSS, yet it compares favorably to newer schools. The state formula for when schools will be considered for replacement is after 40 years.

Mr. Whittaker pointed out that if there is good maintenance and replacement of the systems and the building structure meets the needs of its mission, a building can have a very long life. It was noted that one major component on any of these buildings that has been looked at from the very beginning is the roofing system. The roofing system basically protects the entire infrastructure of that building, which is why a very detailed roofing replacement program has been put in place.

On behalf of the Board, Mrs. French expressed appreciation to everyone who works so well on the maintenance of buildings.

Mrs. Giles stated that this comprehensive evaluation gives the Board a good understanding of what school needs are as the capital budget process proceeds.

Mr. Aquino noted that long-range expenditures are shown in today's dollars. Mr. Roey acknowledged that expenditures are not adjusted for inflation.

Early Admission to Kindergarten

Presenter: Ms. Tracy Jones, Coordinator of Early Childhood Programs.

Ms. Jones reported on the status of the early admission procedures, which have been implemented for the past two school years. Based on the data collected during that time period and the other available information, several changes are recommended for the implementation procedures for Policy 9000: Enrollment, Residency, Student Assignment and Admission. Changes include:

- Limiting early admission in the future to students whose birthdays are between September 2 and November 15, inclusive.
- Adding provisions for students who move into the county after the end of the application window but before the beginning of the fall semester.

These changes are incorporated into the revised procedures presented as an Information Item with the current agenda.

Discussion:

Several Board members asked about the rationale for the date of November 15 that staff selected. Ms. Jones stated that the report shows the different percentages of children represented from October 16 through November 15 and noted that staff would have no objection to using the cutoff date of October 15.

Mrs. Erickson explained that fairness to all children and families has been the rationale for the cutoff dates. No matter where the line is drawn, there will be someone who falls short on the following day. To minimize that and the impact on staff, the line was drawn at November 15.

Ms. Gordon stated that she favored the earlier cutoff date of October 15. Mr. Aquino stated that his inclination is to follow staff recommendation if they are willing to accept the additional burden.

Mrs. Erickson reminded Board members that this report is an information item. If the Board feels very strongly about pushing the date forward, staff will take the lead, but the Board is not required to vote on the decision.

Mrs. French added that a child may be successful in kindergarten, but when he or she reaches middle school and transitions into ninth grade, these are the most difficult times with the highest suspension rates. Ms. Jones stated that staff tries to address these issues with the information documents that are provided to parents.

Mr. Robert Glascock, Assistant Superintendent, Curriculum, Instruction and Technology, explained to the Board that staff looked at two years of data to help in this decision-making. The goal was to listen to the voice of the parents who understand their children the best. A very thorough assessment is done, and the data indicates that the school system is trying to give the maximum number of children who would benefit from early admission a very valid assessment process.

Recess: The meeting was recessed by the Chairman at 6:22 p.m. and reconvened at 7:32 p.m.

Public Forum

Student Courtney Bale presented her suggestions for a high school financial literacy course.

Worthington ES parent Ginger Segala expressed her view that the Board should move forward with the Mt. Hebron HS renovation.

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

Mrs. Mary Jane Grauso, President of the PTA Council of Howard County, reported on motions related to the State Department of Agriculture's plans for Gypsy Moth spraying in the county. She also informed the Board that the Harford County Public School System has decided to build replacement schools versus renovating older facilities and that Harford County is building a new high school for \$57 million.

Mr. Raymond Brown explained that the total cost of the Hartford school is \$81 million, and other high schools being constructed in the region that are comparable to HCPSS high schools are costing over \$90 million.

Mt. Hebron HS Renovation – Approval of Schematic Design

Presenter: Mr. Ken Roey, Executive Director, Facilities Planning and Management, and Mr. Jim Emr, Smolen, Emr and Associates Architects.

Mr. Roey explained that the planning committee met again on March 14, 2008, to try to address many of the concerns raised by the public since the last presentation to the Board.

Revisions to the plan since February 2008 include adding eight classrooms, an enlarged science lab and associated areas, an expanded cafeteria, and a redesigned entry with an atrium. The Board will receive the Design Development Documents in July and Construction Documents in November. Approval of the schematic design will keep the project on target for a completion date of December 2011. Total cost of the project is estimated at \$57.3 million.

In summary, Mr. Roey stated that the current concept improves the building and educational program space in a comprehensive manner. The planning process has been extended by a year or more, but ultimately it is a better product. Board approval is requested for the schematic design.

Discussion:

Before starting the Mt. Hebron HS discussion, Dr. Cousin commented on information presented by PTA Council regarding Belair HS in Hartford County. The total cost of Belair HS is \$81,256,724. The base cost is \$79,256,724, which does not include \$2 million in another project for construction of the auditorium. The total project is approximately \$25 million more than the costs being discussed for the renovation of Mt. Hebron HS. He added that this information is from the Hartford County capital budget document, which is available online.

Mr. Brown noted that staff has a continuing dialog with the planning advisory committee, and concerns have been addressed regarding a

smaller science classroom as well as the gathering space. Mr. Brown expressed appreciation to Mr. Ken Roey and his staff and to Mr. Emr for looking at creative ways to address issues within the scope of funds available.

Dr. Siddiqui asked about access to one of the relocatables that is across a parking area. Mr. Emr indicated that most likely traffic would not be allowed in that area during school hours. There may be access for some staff parking, or the area may be used for evening and weekend parking. If traffic needs to be stopped from that area altogether, the area could be made into a student plaza. Mr. Emr noted the importance of ensuring that the area can be safely traversed.

Dr. Siddiqui asked if any renovations are planned for the media center. Mr. Emir responded that the library area would be getting a facelift of finishes. Dr. Siddiqui also asked about construction pricing and if the project may come in under budget. Mr. Roey responded that if pricing continues at current levels, there is an excellent chance that the project will be completed on or under budget.

Mrs. Mikulis noted that when this project was conceived, it was envisioned that it would be a renovation, but the scope of the project changed to trying to bring the school as close to current educational specifications as possible. She expressed concern with this approach and questioned whether the school system could afford to continue with this approach with regards to other high schools. Mrs. Mikulis expressed concern about how this \$57 million project will impact systemic renovations and other school projects in light of the current budget situation. She also asked what could be done at Mt. Hebron if full funding for the project is not received.

Mr. Roey stated that some decisions could be made on scope changes with a little less funding, but with a major reduction in funds, it would be necessary to start over and redesign the project.

Dr. Cousin emphasized the need to find a sustainable source of funding for capital projects. He explained the impact of deferring projects and stated that the goal of the school system is to use the money that is available as efficiently and effectively as possible. Dr. Cousin noted how critical the facility assessment is to the school system's future because it helps outline better processes and ways of identifying when schools should come on line for renovations and/or additions.

Mrs. Mikulis indicated that one of the issues contributing to the situation at Mt. Hebron is that items have been deferred. She expressed concern that taking on a single project of this magnitude will result in reductions in other projects that are still of great importance.

Mrs. French acknowledged the concerns expressed by Mrs. Mikulis and stated that the Board must be fiscally responsible and responsive as well. The Board also needs to advocate for what is really needed, and the feasibility study confirms the renovation needs at Mt. Hebron. Mrs. French indicated that there is full justification for supporting the Mt. Hebron project as it currently stands.

Mr. Cohen noted that this project is being completed in two years and asked if part of the \$57 million could be put in a third year. Mr. Roey stated that the project is being completed in three years, and staff would advocate very strongly to keep the funding in two years in order to avoid further deferrals.

In response to Mr. Cohen's question regarding teaching stations, Mr. Emr expressed confidence that the design meets the total number of adequate-sized classrooms desired, and it will be possible to tailor spaces to the needs of the school if necessary by working with school staff.

Mr. Roey indicated that a good solution has been found for the mechanical improvements needed, specifically for HVAC and plumbing. There is also a contingency of 15 percent in the construction estimate for any growth work that might be found while completing the renovation.

Mr. Gavelek acknowledged the needs of Mt. Hebron but also expressed concern with deferring projects at other schools. Mr. Brown pointed out that the facility assessment allows the school system to have hard data about where resources should be targeted to address the needs in schools from a facility and programmatic perspective.

Mrs. Giles agreed with concerns expressed by the Board regarding funding and deferring systemic renovations, but she expressed approval for the Mt. Hebron project. She stated that the renovation would allow for the use of this facility for the next 30 or 40 years. She emphasized the need to be realistic and that the option of building a new school is not available. In addition, Mrs. Giles noted that the

facilities assessment provides a blueprint for prioritizing that will help enlist the assistance of the County Council and County Executive.

On behalf of the Board, Mrs. Mikulis expressed appreciation to staff and the community for the time and effort that has been put into this project, although she continued to have concerns that the cost of the project may rise. Mr. Roey expressed confidence that the school system can execute this plan with relatively minor changes within the project budget.

Dr. Siddiqui also thanked the community, teachers, staff, and the planning committee for their work in coming up with a good plan and design that also addresses many of the educational specifications. She noted the responsibility of the Board to the community in making a decision on the project and expressed confidence in the Superintendent and staff in carrying out the plan.

Action: Mrs. French moved approval of the April 10, 2008, Schematic Design for Mt. Hebron HS as submitted. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (5/1), with Mrs. Mikulis voting no.

Policy 8030 – High School Graduation Requirements

Presenter: Ms. Ellen Miller, Policy/Charter School Specialist, and Dr. Clarissa Evans, Executive Director, Secondary Curricular Programs.

Highlights of Proposed Revisions:

- Defines the Bridge Plan for Academic Validation.
- Removes the definition of *minimum score*, which will no longer be applicable.
- Updates the definition of *parent*.
- Updates the mathematics credit requirements to reflect changes to COMAR.
- Removes a limitation related to American Sign Language, which is no longer necessary.
- Retains but streamlines a reference to students who entered grade 9 prior to school year 2005-2006 (students entering that year may not have graduated).
- Removes language related to the minimum score.
- Adds language regarding eligibility for participation in the Bridge Plan.
- Corrects a reference to Policy 8020, Grading and Reporting: High School.

Discussion:

Board members expressed approval with the recommended changes.

Action: Mr. Cohen moved that the Board adopt the Superintendent's proposal on Policy 8030 – Graduation Requirements. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).

Policy 4090 – Debt Management
Policy 4100 – Investment

Presenter: Ms. Ellen Miller, Policy/Charter School Specialist.

Mrs. Giles expressed approval for the way these policies have been put together, both of which are conservative in the establishment of parameters. She noted the cooperative development with county government and the financial office in looking at how the school system fits into the county picture and the alignment of these policies.

Action: Mr. Cohen moved that the Board adopt Policy 4090 – Debt Management and Policy 4100 – Investment, as written. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

Policy 5220 – Criteria for Selecting School Bus Contractors
Policy 5230 – School Bus Contractors

Presenter: Ms. Ellen Miller, Policy/Charter School Specialist.

*Highlights of Proposed Revisions:*Policy

- Combined the policies into one new policy, Policy 5220, School Bus Contracts and School Bus Personnel.
- Maintained current limits for the number of school bus contracts awarded to a contractor.
- Aligned the advisory committee requirement with Policy 2050.
- Created a definition for personnel to simplify wording throughout the policy; updated other definitions.
- Removed some details and instead relied upon appropriate references to meeting legal and regulatory requirements as well as provisions of contracts.
- Added a standard regarding liability insurance provided by the Board.

- Permitted emergency contracts of less than one year to be assigned by the Superintendent.
- Added language related to requirements for professional development.
- Added purpose statements and policy references required under Policy 2020.

Implementation Procedures

- Added definitions for contractor personnel and school bus inspections.
- Made appropriate references to Policies 5200 and 5210.
- Updated titles of positions.
- Updated/simplified language related to the mechanical performance of school buses; incorporated appropriate references to major and minor defects.
- Clarified steps related to disciplinary inquiries and actions.

Discussion:

Mrs. French pointed out that this is one of the few policies that includes definitions in the Implementation Procedures.

Action: Mrs. Giles moved adoption of the revised Policy 5220 and the title change to Criteria for Selecting School Bus Contractors and that Policy 5230 be rescinded, effective July 1, 2008. The motion was seconded by Mrs. Mikulis and approved by the members of the Board (7/0).

Policy 7070 – Promotion for Certificated Personnel

Presenter: Ms. Ellen Miller, Policy/Charter School Specialist, and Mr. Kirk Thompson, Director of Human Resources.

Current recommendations include revised language so that HCPSS requirements will match proposed revisions to COMAR 13A.12.04.

Action: Mrs. Giles moved that the Board adopt Policy 7070 – Promotion for Certificated Personnel. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0).

Policy 9280 – Students Charged with Community or Reportable Offenses

Presenter: Dr. Craig Cummings, Coordinator of Alternative Programs.

Dr. Cummings presented revisions to Policy 9280 - Students Charged with Community or Reportable Offenses. The proposed policy includes definitions for "confidential," "criminal gang," "discipline," "gang" and "student record." Standards have been added that distinguish between reportable offenses, offenses related to membership in a criminal gang, and community offenses to provide greater clarity. Changes also include a standard and compliance statement to emphasize the role of the parent in alternative programming. Supporting procedures now provide direction on investigating offenses, different response options, and guidelines for each.

A public hearing will be held on May 8, 2008, with action scheduled for June 12, 2008, and implementation on July 1, 2008.

Discussion:

In response to Dr. Siddiqui, Dr. Cummings confirmed that all "related services" are available for any student with a disciplinary action.

Dr. Cummings stated that there were numerous administrators on the committee who read through the proposed policy and provided feedback. Staff made great efforts to construct the language so that all administrators on the committee felt that their colleagues would understand and would be able to work with.

Mrs. Linda Wise, Assistant Superintendent for Administration, noted that all policies are reviewed with principals for feedback and to answer any questions.

Mr. Cohen and Mrs. Giles suggested that language be included in the Policy Statement and Standards to address criteria for determining appropriate discipline measures. Dr. Cummings agreed to the request and also provided information on when and how information could be used to discipline a student.

Mrs. French noted the importance of having a good policy in place to ensure that the school community remains safe for everyone in the building.

In response to Dr. Siddiqui, Dr. Cummings stated that reportable offenses are specified in the law. A community offense is a more general term and provides a broad latitude to capture behaviors that the school system would deem to be an issue that might interfere with providing a safe and secure environment for students and staff.

Dr. Cummings recognized and expressed appreciation to committee members for their work on this policy.

Policy 8020 – Grading and Reporting: High School

Presenters: Ms. Ellen Miller, Policy/Charter Schools Specialist, and Ms. Lisa Boarman, Guidance and Counseling Facilitator.

Policy Highlights:

- Proposed changes are primarily editorial.
- Policy clarifies calculation of the GPA (grade point average) and provides for marking period, annual, and cumulative.
- Removes definitions not in policy.
- Updates certain definitions.
- Clarifies the code of "pass"
- Adds a code of "X"
- Updates legal references.

Implementation Procedures Highlights:

- Clarifies class rank; references both weighted and unweighted calculations.
- Aligns notification procedures.
- Updates criteria for promotion to reflect seven-period day.
- Reorders provisions related to GPA and Class Rank for clarity.

Proposed Timeline:

| | |
|-----------------|----------------|
| Report: | April 10, 2008 |
| Public Hearing: | May 8, 2008 |
| Action: | June 12, 2008 |
| Effective Date: | July 1, 2008 |

Discussion:

Mrs. French asked for clarification on who has responsibility for ranking and who determines the codes. She indicated the need to include language in the policy for clarification.

Mrs. French expressed disagreement with the approach regarding policy. In August of 1998, the Board moved to adopt a weighted rank system. This has been a Board initiative, and to remove it from the policy is inconsistent. Mrs. French recommended that instead of removing the definition of class rank or of weighted ranking, that a standard be added for authorization for a weighted ranking system, which would then match the existing definition. Mrs. Erickson expressed agreement with Mrs. French and stated that a standard should be included that authorizes the weighted ranking system.

Mrs. French asked that the Board permit certain Board members to meet with the Policy Specialist to review the policy more clearly and come up with language for the standard. She indicated the need to not eliminate definitions just because they are not in the policy section. Ms. Miller provided examples of various ways to address definitions by either embedding them in the text or including a definition section. Mr. Aquino stated that he would like time to consider Mrs. French's request to meet with the Policy Specialist and to determine how best to address this situation.

Mrs. French noted that the policy states that the grading and return of student work will generally occur within three weeks. She asked if students are aware that this should be a general expectation. Mr. Gavelek stated that he could personally attest to the fact that many students are not aware of this guideline. Although many students will take into account that major research papers and any assignments requiring lengthier grading will not be returned within three weeks, most students do not know that their work should be returned within this timeframe. Mrs. French expressed concern about how this information is being conveyed to students, as just a general guideline or an expectation.

Policy 10040 – Charter Schools

Presenter: Ms. Ellen Miller, Policy/Charter School Specialist.

Ms. Miller explained that since the last report, there have been some edits to legal references for style but no additional changes have been made.

Action: Mr. Gavelek moved approval of the proposed revision of Policy 10040 – Charter Schools. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0).

Scheduling Board Meetings and Other Activities

Board members set dates for upcoming events and activities.

Action: Mr. Gavelek moved to adjourn the meeting at 9:44 p.m. The motion was seconded by Mrs. Mikulis and approved by the members of the Board (7/0).

Information Items:

- A. Food and Nutrition Service
- B. Audit Committee Report
- C. Policy 9000 – Enrollment, Residency, Student Assignment and Admission to Pre-K and Kindergarten

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