

MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

May 8, 2008

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, May 8, 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
Diane Mikulis
Janet Siddiqui, M.D.
Andrew Gavelek, Student Member

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

Chairman Aquino called the meeting to order at 4:02 p.m., and Joseph Ayoub, Student Representative, led the group in the Pledge of Allegiance.

Public Forum

Mr. Matthew Acquard, student, Hammond MS, petitioned the Board to place defibrillators in all schools.

Approval of Agenda

The following changes were made to the agenda:

- Delete: MHHS Scoreboard from Item VIII.A. Donations (full report will be presented at a future BOE meeting).
- Delete/Add: Item XIII. Appointment – Delete: PTA Council of Howard County Monthly Report; Add: Community Advisory Council Report.
- Add: Minutes for approval under Item VII.D. Consent Agenda Restricted – Closed Meeting Minutes of April 24, 2008.
- Add: Minutes for approval under Item VIII.B. Consent Agenda – BOE meeting minutes of March 27, 2008, and County Council minutes of April 16, 2008.
- Add: Item XV. Scheduling

Approved – June 12, 2008

Action: Mrs. Giles moved approval of the amended agenda. The motion was seconded by Mrs. French and approved by the Board (8-0).

Superintendent's Report

Dr. Cousin commented on his attendance at the Homewood Center Career Day and the Cedar Lane Challenge Day. He also congratulated Wilde Lake HS student Phillip Sandborn who, for the second consecutive year, won first place in the Engineering Division at the National Junior Science and Humanities Symposium Competition. In addition, Phillip has just been named the Northrop Grumman Engineering Scholar for Howard County.

Student Representative's Report

Mr. Joseph Ayoub, 8th grader from Dunloggin MS, is a member of the Student Government Association (SGA) and was selected to represent his school in "Howard County Voices for a Change". He spoke very highly of his principal, the staff, and the students at Dunloggin MS. He reported on different activities and events taking place at Dunloggin MS.

Board Members' Reports

Mrs. Mikulis reported on the Cedar Lane Challenge Day that she, Mrs. French, Mrs. Giles, and Mr. Cohen attended. The event was moved inside due to weather conditions and turned out to be a wonderful event. She added that the event provided the opportunity to showcase students who are not often recognized. Mr. Cohen commented on the remarkable job that staff did for this event. Mrs. Giles added that having the event inside made it easy to share in everyone's success. Mrs. French commented on the pool events that took place.

Mr. Gavelek presented the results of the annual Howard County Association of Student Councils (HCASC) elections. The results were:

- Secretary - Robert Bostick of River Hill HS.
- Treasurer – Sadhvi Saxena of Centennial HS.
- Vice President – Chloe Heckman of Centennial HS.
- President – Mary Wang of Centennial HS.

Consent Agenda (Restricted)

Staff Personnel; Bids and Contracts; Appointment of Local Representative PL81-874 (Impact Aid); Minutes-Closed Meeting of April 24, 2008 (Official and Confidential); Clemens Crossing ES – Approval of Easement.

Approved – June 12, 2008

Mrs. Mikulis requested that Bids and Contracts Item P-3 (Paving Services) be pulled for discussion.

Mr. Pindell briefly described the paving services that would be taking place at the following schools:

- Lisbon ES – small parking lot to the left of the school will be resurfaced.
- Mayfield Woods MS – resurfacing the entire area.
- Howard HS – resurfacing the entire area.
- Glenelg HS – additional parking spaces to the left of the school.
- River Hill HS – resurfacing the driveway (exit) between Clarksville ES and River Hill HS.
- Bollman Bridge ES – resurfacing the bus loop and the left side of the parking area.
- Forest Ridge ES – resurfacing the entire area.
- Stevens Forest ES – resurfacing the bus loop and parking lot.

Action: Mrs. Giles moved approval of the amended Restricted Consent Agenda. The motion was seconded by Ms. Gordon and approved by 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
Lockerman, Marcy	DOES	Elem. Ed.	Personal	6.0	05/09/08

Resignations

Name	School	Grade or Subject	Reason	Years in Howard County	Effective Date
Barnes, Brandi	LRHS	Spec. Ed.	Pursue Other Career	3.0	06/12/08
Bear, Melissa	Fr. Leave	Elem. Ed.	Other Employment	3.8	04/30/08
Belton, Haley	HOHS	Spec. Ed.	Other Employment	3.0	06/12/08
Blakey, Michelle	LOES	Elem. Ed.	Relocation	1.0	06/12/08
Carr, Lauren	HAHS	Math	Personal	2.0	06/12/08
Davis, Elizabeth	VES	Elem. Ed.	Relocation	2.0	06/12/08
Davis, Eloise	MHMS	Math	Dissatisfied	2.0	06/12/08

Hedrick, Jennifer	PMS	ESOL/WLA	Other Employment	2.0	06/12/08
Johnson, Christine	HaHS	English	Family Obligations	2.0	06/12/08
Jung, Britney	VES	Elem. Ed	Personal	1.0	06/12/08
Keeler, Myra	MHHS	Spec. Ed.	Personal	3.0	06/12/08
Knecht, Lauren	JHES	Kindergarten	Relocation	1.0	06/12/08
Laudwein, Michael	OMHS	S. Studies	Personal	2.0	06/12/08
Leffelman, Christianne	CRS	Music	Relocation	1.0	06/12/08
MacLeod,, Jessica	RHHS	Foreign Lang.	Personal	1.0	06/12/08
Martin, Angela	ReHS	Math	Personal	1.0	04/22/08
Marx, Andean	Fr. Leave	Elem. Ed.	Relocated	8.0	06/30/08
Maskeroni, Claudia	SJES	Spec. Ed.	Personal	13.0	06/12/08
Polek, Meghan	GES	Elem. Ed.	Relocation	1.0	06/12/08
Rowe, Bryan	RHHS	Math	Other Employment	13.0	06/30/08
Scrufari, Carrie	HaMS	English	Return to School	2.0	06/12/08
Shah, Siddhi	LRHS	Math	Relocation	2.0	06/12/08
Slagle, Randall	GMS	Tech. Ed.	Relocation	2.0	06/12/08
So, Jin	WoES	Elem. Ed.	Return to School	7.0	06/12/08
Sweitzer, Kelley	HaHS	English	Relocation	2.0	06/12/08
Swigart, Karen	OMMS	Rdg. Specialist	Other Employment	1.0	06/12/08
Tanzi, Jennifer	Fr. Leave	English	Family Obligations	3.0	06/30/08
Tomassoni, John	MHHS	WLA	Relocation	3.0	06/12/08
Wien, Russell	OMMS	Spec. Ed.	Relocation	2.0	06/12/08

Contracts

Name	Grade or School	Subject	Place of Last Teaching Assignment	Grade/Step	Effective Date
Green, Maurislyn	HAHS	CRD	-	A-1	03/10/08

Leaves of Absence

Name	School	Grade or Subject	Years in Howard County	Effective Date
Ferguson, Elizabeth	BBMS	Math/SS	4.9	05/01/08
*Gjerde, Kim	CES	Phys. Ed.	13.4	01/08/08
Urban, Amy	HSES	Elem. Ed.	9.0	05/30/08
Wong, Emily	GES	Spec. Ed.	2.8	04/07/08

*Corrected from March 13, 2008 board report which stated this as a childrearing leave.

Retirements

Name	School	Grade or Subject	Years in Howard County	Effective Date
Agard, Denise	HOM	Alt. Edu.	27.0	07/01/08
Beri, Lorraine	WES	Elem. Ed.	27.0	07/01/08
Bradburn, Sue	PRES	Kindergarten	20.0	07/01/08
Brewer, Kathryn	PRES	Kindergarten	21.3	07/01/08
Carey, Janet	GES	Elem. Ed.	35.0	07/01/08
Chillemi, Louis	LoES	Principal	37.0	07/01/08
Clopton, Nina	SFES	Music	13.0	02/01/08
Cook, Donald	MHHS	Math	30.5	07/01/08
Flynn, Margaret	SJES	Elem. Ed.	14.0	07/01/08
Foss, Marsha	WoES	Reading Specialist	16.0	07/01/08
Fulda, Martha	WES	Elem. Ed.	11.0	07/01/08
Giorgio, Sharon	C.O.	Resource Teacher	25.8	07/01/08

Holly, Nancy	OMMS	GT Resource	33.0	07/10/08
Iny, Willma	CLES	Elem. Ed.	30.3	07/01/08
McCarthy, Diane	ReHS	Counselor	14.0	07/01/08
Miller, Carolyn	CHS	Math	30.0	07/01/08
Parker, Virginia	PVMS	Speech Pathologist	27.0	07/01/08
Pieper, Josephine	GHS	Spec. Ed.	14.0	07/01/08
Rohde, Edwin	CHS	Science	30.0	07/01/08
Rothman, Ronee	TSES	Elem. Ed.	23.0	07/01/08
Smith, Pamela	TRES	Spec. Ed.	16.0	07/01/08
Struhar, Charles	OMHS	English	33.0	07/01/08
Sweeney, Ann	HSES	Spec. Ed.	24.0	07/01/08
Tilley, Lynda	EMMS	English	13.0	07/01/08
Valentine, Bernice	MWMS	Math	22.8	07/01/08
Vanderwagen, Suzanne	GCES	Elem. Ed.	23.0	07/01/08
Viggiano, Elaine	HMS	Science	17.0	07/01/08
Yanek, Carol	FRC	Resource Teacher	28.0	07/01/08

Bids and Contracts – Approved by the Board.

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
P-1	CONSTRUCTION MANAGER FOR NORTHFIELD ELEMENTARY SCHOOL J. Vinton Schafer & Sons, Inc.	\$596,750
P-2	ASBESTOS ABATEMENT SERVICES Asbestos Specialists, Inc. Bristol Environmental Goel Services, Inc.	\$ 75,000 annually
P-3	PAVING SERVICES P. Flanigan & Sons, Inc. M.T. Laney Co. Inc. The American Asphalt & Paving Co. LLC A.G. Parrott Co. TOTAL AWARD	\$ 41,862.50 67,970.00 81,940.00 <u>414,185.00</u> \$605,957.50
P-4	PURCHASE AND INSTALLATION OF BLEACHERS FOR CENTENNIAL AND HOWARD HIGH SCHOOLS T.J. Distributors, Inc.	\$170,475
P-5	FIRE ALARM REPLACEMENT BOLLMAN BRIDGE ELEMENTARY SCHOOL Key Systems, Inc.	\$165,200

P-6 **INFORMATION TECHNOLOGY SUPPORT SERVICES**

Various contractors as listed on Exhibit P-6

\$500,000 est.

Appointment of Local Representative PL81-874 (Impact Aid) – Approved by the Board.

Minutes-Closed Meeting of April 24, 2008 (Official and Confidential) – Approved by the Board

Clemens Crossing ES – Approval of Easement – Approved by the Board.

Consent Agenda

Donations; Minutes of Regular BOE Meeting of March 27, 2008; Minutes of the BOE and County Council of April 16, 2008; Operating Budget Monthly Report; School Construction Monthly Report

The Running Brook ES donation item was pulled for discussion:

Ms. Gordon expressed appreciation to Ms. Vivian Bailey of the Running Brook ES area. Ms. Bailey is a senior citizen and has been very active in promoting the welfare of students and giving her time and money to Running Brook ES. Ms. Bailey's recent donation of \$5,000 to Running Brook ES is designated for professional development for staff to implement school improvement goals.

Action: Ms. Gordon moved approval of the Consent Agenda as amended. The motion was seconded by Mr. Cohen and approved by the Board (8/0).

Donations – Approved by the Board with the exception of Mt. Hebron HS donation of scoreboards by the Viking Backers (full report to follow).

Forest Ridge ES: Target, in the amount of \$510.43, designated for the purchase of technology materials and supplies and for student activities.

Manor Woods ES: PTA, in the amount of \$1000, designated for the purchase of ink cartridges for printers in classrooms.

- Running Brook ES: Vivian Bailey, in the amount of \$5000, designated for professional development for staff to implement school improvement goals.
- ARL: Tim Carr, a 1999 BMW 528I valued at \$4500 for the students in the Automotive Academy.
- Robert Burkhardt, a 1999 Saturn SE coupe valued at \$2000 for the students in the Automotive Academy.
- Atholton HS: Teresa D. Daniell, in the amount of \$500, designated for the purchase of lacrosse equipment for the boys' lacrosse team.
- Centennial HS: DSVC Retail, in the amount of \$1000, designated for the After Prom Chemical Free Party.
- Glenelg HS: Boosters, in the amount of \$5000, designated for the After Prom Party.
- Eyres Bus Service, Inc., in the amount of \$2000, designated to help with expenses for students in the music program to attend the spring trip.
- Hammond HS: Boosters, in the amount of \$5200, designated for the purchase of a scoreboard for the softball field.
- Charles J. Reed, in the amount of \$1400, designated for the purchase of an outdoor shed to store athletic equipment.
- Long Reach HS: Boosters, in the amount of \$1300, (\$600) designated for the purchase of uniforms for the POMS squad, and (\$700) designated for the purchase of uniforms for the field hockey team.
- Honeywell Technology Solutions Inc., in the amount of \$3000, designated to support the Engineering and Rocketry Program.
- Target, in the amount of \$607.80, designated to support the Renaissance student activities program, a program that supports academic achievement.

Marriotts Ridge HS: MRHS Music Foundation, Inc., in the amount of \$720, designated to support the students in the music program.

Boosters, in the amount of \$637.66, designated for the purchase of refreshments and general supplies for Junior Interview Day.

Minutes of the Regular BOE Meeting of March 27, 2008; and the Board of Education and County Council meeting of April 16, 2008 – Approved by the Board.

Operating Budget Monthly Report – Accepted by the Board.

School Construction Monthly Reports – Accepted by the Board.

School Opening and Closing Times, 2008/2009

Presenter: Mr. Les Douglas, Assistant Supervisor, Transportation.

Mr. Douglas reported that in order to maintain or improve the efficiency of school bus service, opening and closing times for four schools will be adjusted for the 2008-2009 school year. The following schools will have a time change:

<u>Public Schools</u>	<u>Current Times</u>	<u>Recommended Times</u>
Murray Hill MS	8:40-3:25	8:30-3:15
Patuxent Valley MS	7:30-2:15	7:40-2:25

<u>Parochial Schools</u>		
Our Lady of Perpetual Help	8:40-3:10	9:15-3:45
St. Louis	8:30-3:00	9:15-3:45

Discussion:

Mr. Douglas discussed the following options that were studied for the change in school time regarding the St. Louis school:

- Changing the high school times was too difficult to accomplish.
- Offering an opening and closing time that was not as late as the recommended time would present a domino effect through the eastern part of the county.
- Providing collector stops to St. Louis school where students would gather at various schools and buses would pick students up from

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schools instead of neighborhood corners. Feedback determined this to not be a viable option.

Mr. Douglas said there will be a notice going out to all five parochial schools on a yearly basis regarding school opening and closing times.

Mrs. French stated that she felt the change in opening and closing times at both HCPSS middle schools will help the teachers and be more effective for the educational program.

Adequate Public Facilities Ordinance (APFO) Chart

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

Mr. Gallihue explained that the APFO chart is utilized as part of the residential growth management process of Howard County. Individual elementary (grades K-5) or middle schools (grades 6-8) that show a capacity utilization of less than 115 percent are considered open for future residential development. At the elementary level, regions that demonstrate capacity utilization above 115 percent are considered "closed" to future residential development.

Plans for redistricting will continue to be considered to balance capacity within and across regions. Scenarios are tested each year in the Feasibility Study; however, future redistricting is not reflected in the APFO chart projections. Future redistricting was taken into consideration when schools are affected by redistricting associated with new schools or approved capital additions as listed in the FY 2009 Capital Budget.

Discussion:

Board members discussed their disappointment in the way that some schools built next to each other are classified in different regions and asked if schools could be put into regions according to the area where the school populations are drawn.

Dr. Cousin explained that when new schools were built, they were placed in particular regions to relieve over capacity. Due to growth in particular regions over time, the rationale previously used may not seem logical when looking at the APFO chart now. He added that consideration should be given in the future to reclassifying regions.

Action: Mrs. Mikulis moved approval of the Adequate Public Facilities Ordinance (APFO) Chart. The motion was seconded by Ms. Gordon and approved by the Board (8/0).

Nominations for Maryland Association of Boards of Education (MABE) Board of Directors/Officers

Board members discussed the commitment and benefits of sitting on the MABE Board of Directors. Ms. Gordon is the current President-elect, and Mrs. Mikulis also currently serves on the MABE Board, but will not run again as she will be leaving the Board in December. Mrs. Giles expressed interest in running for a position on the MABE Board.

Action: Ms. Gordon moved approval of the nomination of Mrs. Giles for the Board of Directors of the Maryland Association of Boards of Education. The motion was seconded by Mr. Cohen and approved by the Board (8/0).

Certification of Election of Student Member to the Board

Mr. Plunkett reported that as required by Policy 2010 - Student Representation, a countywide election for all students in grades 6-11 was held for the 2008/2009 Student Member of the Board of Education. The BOE was asked to certify that Ms. Adejire Bademosi (who received 55.4 percent of the vote) be elected as the 2008/2009 Student Member of the BOE.

Action: Mr. Gavelek moved confirmation of the election of Adejire Bademosi from Marriotts Ridge HS as the 2008/2009 Student Member to the Board of Education. The motion was seconded by Ms. Gordon and approved by the Board (8/0).

Selection of Construction Management and Architectural/Engineering Services for Capital Projects

Presenters: Dr. Sydney Cousin, Superintendent, and Mr. Mark Blom, General Counsel.

Dr. Cousin reported on the findings of a review of construction management and architectural/engineering services for capital projects and presented recommendations to ensure future compliance with policies governing the selection process. The school system's process for the selection of construction managers, architects, and engineers for school construction projects is set forth in Board Policies 6030, Procurement of Architects/Engineers, and 6040, Procurement of Construction Managers. These policies were enacted in 1990, with the following stated goals:

- To obtain a consistently high level of professional expertise in our construction projects.
- To administer a selection process which is open to competent and experienced firms in the region.
- To obtain services at a cost reflective of the size of the project and comparable projects in the region.

The regulations and implementation procedures associated with the policy set forth an annual selection process. From 1990 through 1999, the selection process as specified in these policies was strictly adhered to by staff. Beginning in 1999, staff began using an alternative selection process for some projects, which involved administering the notice and screening/selection procedure on a multiyear basis by creating a short list of acceptable firms. Firms were then selected for each project off of the short list and recommended for appointment.

Dr. Cousin said this process was consistent with the expressed policy objectives; however, it did not strictly comply with the regulations and implementation procedures. Because of this deviation, he initiated an investigation of the scope of the issue and whether there were any financial ramifications. He emphasized that prudent management of public funds is extremely important to everyone in the school system. The school system wants to ensure that all Board policies are followed to the letter and that the intent also meets the letter of the policies.

A review by independent auditor Clifton Gunderson, LLP, verified that the alternative process did not result in an increase in costs. Studies indicate that the HCPSS has the lowest construction costs in the region. To improve efficiency and accountability, Dr. Cousin recommended expanding the role of the school system's purchasing officer to include responsibility as a contracting officer with responsibilities for ensuring that the hiring of construction managers and architects follows policy. He also proposed that the practice of prequalifying a short-list of approved firms be stopped. Work will begin immediately on policy revisions.

Discussion:

Mr. Roey said that the short list of approved firms consisted of about six primary architects (several others were used sporadically) and four to six primary construction managers (several others were used sporadically). He said many interviews were conducted. Those selected were used on multiple projects. Over time, other firms were interviewed and added to the short list. Mrs. French noted that extremely good results were gained from the firms that were used.

Mr. Blom explained that industrywide the standard combination of fees awarded to architects/engineers and construction managers is 14 percent of the project cost, but the cost paid equated to about 10 percent.

Dr. Siddiqui expressed appreciation that necessary disciplinary actions were taken, that the audit revealed that no taxpayers' dollars were misused as a result of this, and that matters are moving forward in a positive direction.

Mr. Cohen gave credit to the Superintendent and everyone involved for taking the actions needed. Mrs. Giles agreed and expressed approval for the direction that the remedies are going.

Mrs. French also agreed with Board member's comments but noted the need for consideration of the sacredness of policy. She expressed disappointment that policy was ignored and hoped that would not happen again. She stated that she would be more vigilant and perhaps ask more questions because trust has been shaken. She questioned whether or not the school system lost any opportunities for access to innovative, creative architectural concepts and stressed the need to hold policy and the process sacred.

Mr. Aquino also expressed concern over the lack of compliance in this case but expressed belief that that the school system was very fortunate in this situation. He also expressed appreciation to staff for bringing the issue to the Board's attention, investigating the situation, and confirming along with the auditors that no financial harm had occurred. Mr. Aquino indicated his confidence that the Superintendent's corrective action plans will be successful and will result in the avoidance of any similar circumstances in the future.

Mr. Blom emphasized that the action of staff in bringing this to the Board shows the respect for Board policy that Board members articulated.

Dr. Cousin stated that the school system is looking for improvements in process all the time and will continue to ensure that staff not only meets policy requirements, but makes sure that policies are kept current.

Board members thanked Dr. Cousin, Mr. Blom, and Mr. Roey for bringing the information to the Board's attention, investigating the situation, confirming with the auditors that no financial harm had occurred, and for taking action to resolve the problem.

Policy 6030/6040 – Approval of Charter – Procurement of Architectural and Engineering Services and Procurement of Construction Management Services.

Presenter: Mr. Bruce Gist, Director, School Construction.

Mr. Gist presented Policy 6030 and Policy 6040 and noted that the intent is to have both fully refined policies to the Board for final approval in November 2008.

Discussion:

Mrs. Mikulis commented on the extensive length of time since these policies have been revised.

Mrs. French stated that she was unsure about the mandated requirement of minority participation and asked if the matter could be further reviewed. Mr. Brown said he was currently working with the Purchasing Officer in reviewing how to go about improving minority participation for all construction contracts. He added that additional information will be provided to the Board within the next two months.

Mrs. French asked if the two policies could be combined into one. Dr. Cousin indicated that this may be the outcome eventually.

Action: Mrs. Giles moved approval of Policy 6030/6040 – Approval of Charter – Procurement of Architectural and Engineering Services and Procurement of Construction Management Services. The motion was seconded by Dr. Siddiqui and approved by the Board (8/0).

Scheduling

The Board scheduled upcoming meetings and activities.

Recess

The meeting was recessed by the Chairman at 6 p.m. and reconvened at 7:30 p.m.

Public Forum

Ms. Alexandra Wolf, a Homewood School student, spoke to the Board about her campaign to stop bullying.

Mr. Allen Hardester addressed the Board on health insurance and asked the school system to reexamine its position given the impact of new legislation.

Mr. Carl Bess addressed the Board on the importance of community involvement in education. He spoke about the successful program he is involved in at Harpers Choice MS mentoring students under a program set up by the Office of Aging.

Appointment – Community Advisory Council (CAC)

Mr. Chris Wertman, Chairman, CAC, reported on recent activities of the Council and read the ceremonial statement used by the military to remember those who are prisoners of war or missing in action.

Public Hearing - Policy 9280 – Students Charged with Community or Reportable Offenses

Mr. Steven Estomin, Policy Coordinator of the Community Advisory Council (CAC), testified in support of the revisions to Policy 9280 and encouraged Board adoption.

Public Hearing - Policy 8020 – Grading and Reporting: High School

Mr. Chris Wertman, Chairman, CAC, explained to the Board that he would provide his testimony via email.

Adjournment

Action: Mrs. Mikulis moved to adjourn the meeting at 8:10 p.m. The motion was seconded by Mrs. Giles and approved by the Board (8/0).

Information Items

Food and Nutrition Services Financial Report (Mary Klatko)

*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.