

## MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

August 22, 2008

The members of the Board of Education of Howard County held a retreat on Friday, August 22, 2008 at 1:00 p.m. in the Potomac Room of the Faulkner Ridge Center, 10598 Marble Faun Court, Columbia, MD 21044. The meeting was open to the public. The following were present:

Frank J. Aquino, Chairman

Ellen Flynn Giles, Vice Chairman

Lawrence H. Cohen

Sandra H. French

Diane B. Mikulis

Janet Siddiqui, M.D.

Kitty Blumsack, Facilitator, Maryland Association of Boards of Education (MABE)

Board Office Staff: Kathy Hanks, Barbara Bowers, Arlene Conway, Rose Dennison, Florence Jackson

- The purpose of the retreat was to discuss the Master Board Program

The meeting was called to order at 1:00 p.m. and was then turned over to Ms. Blumsack from MABE.

The following items were discussed in great detail:

- Action Minutes from January
- Open area is communication.
- Committee Structure – we have three committees – audit, policy and legislative. Ms. Giles gave Ms. Blumsack a copy of the committee structures/policies that we established.
- Board Staff Roles & Responsibilities: Procedures for roles and how we interact with board and school staff. Apply internal auditor charter and set pieces in place. Administrative Specialist position was added and in place.
- Community Engagement – The main topic of discussion was “What Counts” a community engagement event that the Board and Staff have held twice before. The event is scheduled for November 11. Mr. Aquino said that there had been discussions with the Superintendent about using the event as an instructional tool to educate attendees on the budget process, with a concentration on the operating budget. Attendees would then discuss and engage in exercises intended to help focus attention on determining budget priorities. The input received from the attendees on budget priorities would then also be shared with the budget review committee. Further discussions with the Superintendent and Staff would be required to confirm staff/Board roles at the event.-
- Board Handbook: After a brief review of the status of the updating project, it was decided that publishing it for Board Members in a three ring binder would ease future updates as pages could be updated and replaced as needed, which Mrs. French advised had been the intent of the original authors. Mr. Aquino suggested that we complete the handbook and have all members meet together to discuss it with the goal of finalizing it before December 1<sup>st</sup>.
- Communications: It was decided to put this on hold.

Approved 10-2-08

Ms. Blumsack handed out “The 3 A’s of Public Life” and discussed it. We then completed a Self Assessment Questionnaire and discussed it in great length.

Regarding communication, how will we know what it would look like? In three years what do we want it to look like?

1. People will know how to use the school system.
2. Fewer complaint calls.
3. People will know what the board does.
4. We would have some new information, insights. More voices heard.
5. Board more visible.

The following are Action Items from the meeting.

ACTION AREA	LEAD(S)	TIME FRAME	COMMENTS
Board staff – roles and responsibilities and procedures	Ellen Giles Frank Aquino	October 8, 2008	Apply internal auditor charter components
What Counts	Pat Gordon Frank Aquino	Next meeting with Superintendent  Nov 11, 2008 – program date	Get clarification from Superintendent on agenda and roles of board
Board Handbook	Diane Mikulis Ellen Giles Florence Jackson Pat Gordon Mamie Perkins	Dec 1, 2008	Continue process of incorporating current handbook into a notebook that also contains information in the New Board Member Orientation Program
Explore new ways to communicate with the public	<input type="checkbox"/> Blogs – Jire Bademosi, Frank Aquino <input type="checkbox"/> e-newsletters – Kathy Hanks <input type="checkbox"/> podcasts – Ellen Giles, Janet Siddiqui <input type="checkbox"/> TV conversations - Ellen Giles, Janet Siddiqui <input type="checkbox"/> “in person” – Diane Mikulis, Larry Cohen <input type="checkbox"/> Cluster schools – Ellen Giles, Barbara Bowers	Oct 8, 2008	Look at what is involved  What are the costs (not only financial) and benefits of each

Adjournment - The retreat concluded at 3:35 p.m.