

MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

September 18, 2008

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, September 18, 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 J. Aquino, Chairman
Ellen Flynn Giles, Vice Chairman
Lawrence H. Cohen
Sandra H. French
Patricia S. Gordon
Diane B. Mikulis
Janet Siddiqui, M.D.
Adejire Bademosi, Student Member

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

Chairman Frank Aquino called the meeting to order at 4:06 p.m., and James Geiser, Atholton HS SGA President, led the group in the Pledge of Allegiance.

Public Forum

Mr. Mark Norman spoke about the importance of the HCPSS land bank initiative and issues related to the proposed Turf Valley development.

Approval of Agenda

The following changes were made to the agenda:

- Item 3.A. – Pull forward Elkridge ES Bid Award for Discussion.
- Item 4.I. – Move to Item 4.A. – Proclamation Designating October as Learning disAbility Month.

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

Approved – October 21, 2008

Superintendent's Report

Dr. Cousin reported that the last day for seniors will be Friday, May 22, 2009, and that graduation dates may be scheduled anytime between May 22 and June 4, 2009. An internal review of school supply lists and activities fees is being conducted by School Administration, and the Cooperation and Efficiency in Government Work Group has been formed by the school system and county government. He also reported that the school system was selected as the *Large Business of the Year* by the Howard County Chamber of Commerce and that the HCPSS Family and Community Outreach Program has received a 2008 Partnership District Award for the second time from the National Network of Partnership Schools at Johns Hopkins University.

Student Representative's Report

Mr. James Geiser, Atholton HS SGA President, reported on current and upcoming activities and events taking place at Atholton HS. He thanked the Board members for the financial support for Atholton's continued three-year renovation process, including the roof renovation, the new parking lot, and a safer bus route.

Board Members' Reports

Dr. Siddiqui reported on the Board's September 5, 2008, Legislative Breakfast and the first meeting of the Board's Legislative Committee, which she is chairing.

Mrs. French, Chairman of the Board's Policy Committee, reported on their first meeting.

Mr. Cohen, Chairman of the Board's Audit Committee, reported on the September 2, 2008, committee meeting.

Consent Agenda – Restricted*

Bids and Contracts, and Donations

Mr. Aquino requested that discussion of the Elkridge ES bid award take place prior to approving the consent agenda.

Elkridge ES – Contract Packages (totaling \$4,177,195):

- 1A – General Construction
- 15A – Mechanical
- 16A - Electrical

Mr. Doug Pindell, Purchasing Officer, provided background regarding bids for the Elkridge ES addition and alterations. He noted that a low bid was received from Homewood General Contractors for Package 1A, but the contractor is currently under contract for a number of other school system projects that have not been finished and are actually behind schedule on a number of them. A punch list of issues must be resolved, so it was determined that it was important that those jobs be finished before awarding additional work to Homewood General Contractors. For that reason, staff has recommended that the Board approve the second low bid.

Mr. Pindell also explained that submission of the low bids received for Contract Package 15A (Towson Mechanical) and Package 16A (Action Electrical) did not include full participation, which was a failure to meet the goals of the bids. Those goals also included attempts to comply with the state's MBE (Minority Business Enterprises) program. Therefore, it is recommended that the awards for these packages go to the second low bids.

Mr. Pindell stated that the school system typically awards contracts to the lowest bidder in 85 – 90 percent of cases. Many factors are involved in making a recommendation, including minority participation, past performance, compliance, and responsiveness to the solicitation in terms of completing all documents.

Board members agreed on the importance of adhering to HCPSS standards in awarding bids and contracts.

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

Bids and Contracts – Approved by the Board.

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
P-1	PLAYGROUND EQUIPMENT – CENTENNIAL ELEMENTARY Playground Specialists, Inc.	

\$37,806.45

P-2 REQUEST FOR PROPOSALS FOR SUPPLEMENTAL
PHYSICAL, OCCUPATIONAL, AND SPEECH-
LANGUAGE THERAPY SERVICES
Communication Solutions, Inc. \$20,000

Action	Description	Vendor/Agency/Contract	Amount
PR-1	Modular Buildings	Balto. Co. Public Schools, contract no. RHA 315-04 Expires 11/30/2008	\$150,000
		Savings: Low bid on original solicitation of \$8 per unit plus current design & bidding cost of approx. \$22,300 saved.	

Donations – Approved by the Board.

Triadelphia Ridge ES: Ahold Financial Services, in the amount of \$1,738.51, designated for student activities and educational supplies for the reading and mathematic departments.

PTA, in the amount of \$1,995, designated for the purchase of a bronze statue of the school's mascot, a Labrador Retriever.

Folly Quarter MS: Dr. Thuy ViNguyen, in the amount of \$1,000, designated for the purchase of a cello.

PTA, in the amount of \$2,475, designated for the purchase of a yearly subscription to the Teacher Ease Gradebook.

Marriotts Ridge HS: Mr. David Tilles, in the amount of \$900, designated for the purchase of a mat light.

Boosters, in the amount of \$729.44, designated for the POMS squad.

Marriotts Ridge (cont.) PTSA, in the amount of \$1,083.75, designated to assist with expenses for the back-to-school staff luncheon.

Proclamation Designating October as Learning Disability Month

BOARD OF EDUCATION OF HOWARD COUNTY

PROCLAMATION

DESIGNATING

OCTOBER 2008

AS

LEARNING disAbility MONTH

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

WHEREAS the Howard County Public School System provides a PreK-12 Intervention Continuum of Services to include Quality Classroom Instruction, Moderate Academic Intervention and Intensive Academic Intervention for all students; and

WHEREAS the Departments of Special Education, Student Services, Gifted and Talented, Curriculum, and Administration collaborate to ensure that all staff members and administrators are effective in providing differentiated instruction for all students; and

WHEREAS the school system has developed multidimensional programming for students who have both needs and gifts or talents; and

WHEREAS through participation in school problem solving teams, student services staff work with teachers, families and the community to ensure the academic, social, emotional, and healthy development of all students; and

WHEREAS the Department of Special Education provides professional development and funds to all schools using inclusive education strategies at the elementary, middle and high school levels to increase participation of students with disabilities in the general education classroom; and

WHEREAS teachers understand that all children can learn and ensure that every child is engaged in learning through their unique abilities and interests; and

WHEREAS collaboration between Howard County Public School System and local parent, support, advocacy, and community groups is supported through parent academies, workshops, conferences and speaker series for the community and HCPSS staff;

THEREFORE BE IT PROCLAIMED that the Board of Education of Howard County designates October as Learning disAbility Month in the Howard County Public School System as a way to recognize the essential role of school administrators, teachers, student services, staff, students, parents, and community members in supporting students with disabilities; and,

BE IT FURTHER PROCLAIMED that the Board of Education extends its gratitude and appreciation to all who contribute to the intellectual, social and emotional growth of all students.

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

Sydney L. Cousin, Superintendent
Howard County Public School System

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

Deed of Easement with Howard County at Cedar Lane School*

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

Mr. Gist requested Board approval of an easement for the Department of Public Works (DPW) to maintain waterlines to a fire hydrant located at the rear of the Cedar Lane School located next to Lime Kiln MS. The school system installed a waterline to the fire hydrant, and it is normal and customary for the DPW to maintain these lines.

Action: Mrs. Mikulis moved approval of the Deed of Easement with Howard County at the Cedar Lane School. The motion was seconded by Ms. Gordon and approved by the members of the Board (7/0*).

Northfield ES Schematic Design Approval*

Presenters: Mr. Ken Roey, Executive Director, Facilities Planning and Management, and Mr. Michael Lahowin, Principal, TCA Architects.

Mr. Roey and Mr. Lahowin presented the schematic design documents for the addition and renovations to Northfield ES. It is hoped that this school will become an educational showcase for "green" schools.

Mr. Lahowin provided detailed information regarding the schematic design.

The current schedule is to bring the design/development documents to the Board for approval in April of 2009, with bids going out in May. Excellent bid prices are continuing to come in for projects, and it is hoped that construction pricing will remain low.

Discussion:

Dr. Cousin asked Mr. Roey to explain the possible HVAC option for the Geothermal System alternate. Mr. Roey provided details of the geothermal system. He also noted energy savings associated with this option and stated that it is more efficient, the equipment does not have to work as hard, and it is much more compact. It is expected that a savings of about 30 – 40 percent efficiency would be realized in addition to a significant savings in maintenance costs over the long run. It is also expected that costs would be recovered in approximately 10 years.

Ms. Gordon commented on the “swing room,” and Mr. Lahowin explained that it is actually a regular classroom that is placed between existing pods that allows for regrouping of classrooms as needed from year to year.

In response to Dr. Siddiqui, Mr. Roey explained that LEED stands for Leadership in Energy Environmental Design, which was initiated by the U.S. Green Building Council a number of years ago. There are different levels that can be certified (silver, gold, and platinum), which are based on the number of points achieved. Points can be gained in several different areas such as energy efficiency, water savings, renewable energy, bike racks, etc. There are a series of items that can gain points, but it is also a comprehensive approach. An example of something that could include an educational component would be to have a small solar ray, which could have a power panel visible in the school. Science classes could perform experiments to see the power being generated by those solar panels and understand how it is generated.

Mrs. Giles emphasized that one of the main drivers behind LEEDs certification is not simply the use of renewable resources or elements that lessen the impact on the environment, but to build a sustainable operating system that addresses efficiency of operations and limits in exposure and the release of toxins and other environmental hazards.

Mrs. French referred to various proposals in the design and expressed approval with many aspects. She also noted a concern with light pollution, especially with the sky glow, and indicated that this may be an area that the county can work on as a whole to reduce.

Action: Dr. Siddiqui moved acceptance of the schematic design for Northfield ES as submitted. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0*).

State Capital Budget FY 10 Priority Listing*

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

Mr. Roey presented a priority listing for Board approval that is required as part of the State Capital Budget submittal. He emphasized that the list is not necessarily reflective of local priorities. The list reflects projects that the school system feels are most likely to receive funding by the state.

Mr. Roey noted that the Executive Director of the IAC stated that the recommendation going forward to the Governor for the FY 2010 State Capital Budget is \$325 million, which is substantially more than expected.

Action: Mrs. Mikulis moved approval of the State Capital Budget for FY 2010. The motion was seconded by Ms. Gordon and approved by the members of the Board (7/0*).

Comprehensive Maintenance Program*

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

Mr. Roey explained that the Comprehensive Maintenance Program is required to be submitted to the state. He noted the importance of this document in terms of ongoing maintenance.

Discussion:

Mrs. Mikulis pointed out that this document is available through BoardDocs and includes information and timelines for specific school projects. She also noted that the plan is contingent on funding. Mrs. Giles emphasized that the school system has accomplished a great deal with sometimes limited resources. She commended staff and expressed gratitude to maintenance department and construction office employees for the incredible job they do in keeping the buildings in good shape.

Mr. Roey noted that Mr. Tom Kierzkowski, retired Director of School Facilities, created many of these plans from scratch. A true measure of his legacy is that after his retirement, staff has been able to efficiently continue the process.

Mrs. French asked about safety inspections for bleachers. Mr. Roey indicated that bleachers are inspected on an annual basis. Mrs. French also noted that the square footage of school system property has increased over time without an increase in staff. Mr. Roey indicated that efficiency has improved over time through purchasing new equipment, but there are still issues that are hard to correct without additional manpower and contracted services.

Dr. Cousin reminded the Board that in past years the school system has attempted to obtain a users fee for field usage, which has not been accomplished. While some of the costs for building usage can be recovered, the school system is not able to do that with playing fields that are used extensively by the community. The goal is to keep the fields in a safe condition, but cosmetically they do not always appear to be at their best. He noted the importance of finding a way to sustain efforts as far as grounds maintenance is considered, which becomes a budget issue as well.

Ms. Gordon commented that HCPSS has done a great job providing an environment that is attractive, safe, and up to date for students in order to provide the best learning environment possible, and she thanked Dr. Cousin and Mr. Roey for their efforts.

Mrs. Mikulis pointed out that HCPSS owns and maintains 80 facilities, as well as 192 portable and modular classrooms. Grounds Services maintains 1,576 acres (246 fields, 121 baseball/softball fields, 101 multipurpose fields, and 24 stadium or Bermuda fields). She encouraged staff from a personnel standpoint to consider putting all items into the budget to show the realistic need to keep buildings, fields, and grounds in proper condition.

Action: Mr. Cohen moved adoption of the 2009 Comprehensive Maintenance Program as submitted. The motion was seconded by Mrs. French and approved by the members of the Board (7/0*)

Revised MBE (Minority Business Enterprise) Guidelines*

Presenter: Mr. Doug Pindell, Purchasing Officer.

Overview:

- The Maryland General Assembly passed legislation establishing the State's Minority Business Enterprise (MBE) Program in 1978.
- In 1979, the Interagency Committee (IAC) on School Construction adopted the MBE program into its school construction program.
- The MBE program was revised over the years, increasing participation from 14 percent to 25 percent with specific sub-goal requirements.
- In May 2007, the program became regulation under COMAR 23.03.03 that applied to all state-funded projects, irrespective of procurement method.
- In the spring of 2008, the IAC introduced revisions to the Board-approved MBE Guidelines.

Changes:

- Eliminates overall goal of 25 percent with sub-goals of 10 percent for women and 7 percent for African-American owned businesses by adopting *Procedures* for goal setting based on various factors:
 - Project type or work to be performed.
 - The potential for minority participation.
 - Past participation levels.
- Procedural Changes:
 - Extends minority outreach efforts to achieve the desired MBE and subcontracting goals.
 - Direct outreach efforts will target minority business groups in Howard County and the Baltimore and Washington metropolitan areas.
 - Workshops will be conducted to provide assistance in the bidding process.
 - Collaborates efforts with the county and the Baltimore and Washington metropolitan area economic development authorities to reach out to the minority business community.
- The offices of the Chief Financial Officer and Chief Operating Officer will work collaboratively to develop strategies and programs to maximize the school system's MBE efforts.
- HCPSS applauds the IAC for its commitment and support of the state's MBE program.
- HCPSS will continue to be proactive on this issue and work with all groups to improve and strengthen the program.

Discussion:

In response to Board questions, Mr. Pindell explained that the school system recognizes the Maryland Department of Transportation (MDOT) certification program, which classifies African Americans, women, Alaskan natives, Native Americans, and disabled individuals as minority groups.

Ms. Bademosi asked how the school system determines if a minority group is efficient. Mr. Pindell stated that there are several factors that are considered, and a primary one is history, which has been tracked since 1979. A committee will be developed in the future to evaluate all factors, and the school system will then present the goals to the IAC. The IAC will review those factors and goals, and the school system will issue the bid with those goals, with the intent of achieving full participation.

Mr. Pindell explained that MDOT has a very extensive program that is used by HCPSS. These procedures will apply specifically and will be adhered to for all state-funded projects. The school system is looking at adopting these procedures across the board, so projects will have the same procedures, regardless of state funding.

Action: Mrs. Mikulis moved that the Board adopt the revised Minority Business Enterprise guidelines as presented. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0*).

BOE Negotiation Teams*

Presenter: Mrs. Sue Mascaro, Director of Staff Relations.

Mrs. Mascaro presented recommendations for the Board's FY 2010 negotiation teams. Negotiations for FY 2010 begin this year with all four bargaining units. Contracts for AFSCME, HCEA, and HCEA-ESP are open only for salary negotiations this year. Contract negotiations with HCAA include, but are not limited to, salary.

Action: Dr. Siddiqui moved that the Board approve the negotiation teams as outlined in the report. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0*).

Bridge To Excellence/Master Plan Update/Approval for Submittal to MSDE

Presenter: Ms. Elizabeth Mahler, Coordinator of Strategic Planning and Program Enhancement.

Ms. Mahler reviewed the requirements for the annual update of the school system's *Bridge to Excellence Master Plan*. She indicated that the process occurs between May and November annually, and the final document must be approved by MSDE (Maryland State Department of Education).

Discussion:

Mrs. Erickson noted that BTE reports are given to the Board throughout the school year, highlighting specific areas of the Master Plan and accomplishments in Goals 1 and 2. These regular reports provide an opportunity for the Board to delve more deeply into each of the program areas.

Mrs. Erickson also noted that one of the major strategies is to differentiate support to schools based on needs and then for schools to differentiate support to students based on needs. Staff convenes in the summer to analyze data, determine support needs, and compare successful practices.

In response to Board members, Ms. Mahler agreed to provide corresponding hard data on student numbers, along with the data presented in percentage points. She also agreed to provide hard data regarding student performance in categories such as ELL (English Language Learners), FARMS (free and reduced meals), special education, etc., and to include an explanation of increases in professional staff.

Mrs. Mikulis pointed out that some students are counted more than once if they fall into various categories such as ELL, special education, etc.

The Board praised Ms. Mahler and all those who participated in the review process.

Action: Mrs. Giles moved approval of the BTE Master Plan Update for submittal to MSDE. The motion was seconded by Mrs. Mikulis and approved by the members of the Board (8/0).

MABE (Maryland Association of Boards of Education) Resolutions

Mr. Aquino reported that Board members will vote individually during the MABE Annual Conference on the proposed recommendations contained in the MABE 2008 Resolutions Committee Report. The entire report is posted on BoardDocs, which can be accessed through the school system's website (www.hcpss.org – click on Board of Education, and then click on the link to BoardDocs).

Board members indicated an interest in receiving information from the Superintendent and staff regarding their positions on various resolutions.

Recess: The meeting was recessed by the Chairman at 6:34 p.m. and reconvened at 7:35 p.m.

Public Forum

There was no one present to address the Board.

Appointment – Community Advisory Council (CAC)

Mr. Chris Wertman, CAC Chairman, reported on current activities of the Community Advisory Council.

Public Hearing and Work Session – FY 2010 Capital Budget and FY 2011-2015 Capital Improvement Program

Public Hearing:

Mr. Howard Lyles and Ms. Bessie Borden – Harriet Tubman Foundation

- Spoke in support of the maintenance and warehouse facility line item that would free the Harriet Tubman Building for preservation as a historical building.

Mr. Chris Wertman, CAC Chairman

- Presented concerns of the Community Advisory Council, including the amount of the request, the probability for full funding, and the need for a project prioritization process.

Ms. Karen Lasser and Ms. Ellen Makar – Atholton HS PTSA

- Thanked the Board for the improvements to Atholton's parking lot this summer and for including the Atholton renovation in the FY 2011-2015 Capital Improvement Program (CIP).

Work Session:

Mr. Ray Brown, Chief Financial Officer, pointed out that projects that are not approved in a particular year are clearly defined in the five-year Capital Improvement Program (CIP). Projects that were not funded in FY 2009 were reflected in the FY 2010-2014 CIP. The current capital request reflects those deferrals in terms of the request for 2010. Dr. Cousin emphasized that this budget is a needs-based request. The capital budget, capital improvement plan, and the long-range plan can be found on the HCPSS website.

Mr. Brown expressed agreement with testimony from the CAC regarding prioritizing capital needs. He indicated that prioritization was the purpose behind the facilities assessment. Once the assessments are complete, a comprehensive facilities master plan will be developed, where it will be possible to prioritize capital needs.

Mr. Brown also noted that approval of this capital budget is solely for the purpose of requesting state capital dollars. The Board will have an opportunity between now and February to approve a capital budget that will be forwarded to the County Executive and County Council for funding.

Quarterly Agenda, October – December 2008

Board members reviewed and updated the proposed quarterly agenda for October – December 2008. By consensus, Board members agreed to present minutes of the Audit, Legislative, and Policy Committees for approval during regular meetings of the Board.

Action: Mrs. Mikulis moved approval of the quarterly agenda as modified. The motion was seconded by Ms. Bademosi and approved by the members of the Board (8/0).

Adjournment: The meeting was adjourned by the Chairman at 8:25 p.m.

Information Items

- A. IFAS Quarterly Status Report
- B. SAT Results for the Class of 2008
- 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.