

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

**November 6, 2008**

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, November 6, 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.

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 4:00 p.m., and three Boy Scouts from Troop 540 led the group in the Pledge of Allegiance.

Under the direction of Mr. Frank Owens, Band Director at Centennial Lane ES, the following student members of the concert band performed the Star Spangled Banner in honor of Veterans Day: Katherine Deppmeier, Helen Kuo, Andrew Li, Kelly MacGillicuddy, Anna Mykytn, Allyanna Rice, and Ashley Rous.

Mr. Chris Wertman, Chairman of the Community Advisory Council (CAC), presented a *Salute to Veterans* slide show.

Five veterans introduced themselves:

- Dr. Jim Walsh, Director of Special Education – served in the U.S. Navy for 3 years.
- Mr. Ken Roey, Executive Director of Facilities Planning and Management – served in the U.S. Navy for 26 years.
- Mr. David Ramsey, Supervisor of Transportation – served in the U.S. Army for 4 years

- Mr. Marion Carter, Technology teacher at Wilde Lake MS – served in the U.S. Air Force for 24 years.
- Mr. Chris Wertman, CAC Chairman – served in the U.S. Air Force for 23 years.

### **Proclamation: In Honor of Veterans**

*BOARD OF EDUCATION OF HOWARD COUNTY*  
**PROCLAMATION**

IN HONOR OF  
VETERANS DAY  
NOVEMBER 11, 2008

**WHEREAS** Veterans Day was established in 1954 by an Act of Congress as a day to honor American veterans for their patriotism, love of country, and willingness to serve and sacrifice for the common good; and

**WHEREAS** in 1918 the armistice between the Allied nations and Germany was declared on the eleventh hour of the eleventh day of the eleventh month to end the hostilities of World War I; and

**WHEREAS** between 1938 and 1954, the nation observed November 11 as Armistice Day, a legal holiday dedicated to veterans of the first world war and to the promotion of enduring peace through good will and mutual understanding between nations; and

**WHEREAS** Veterans Day serves to remind us of the immeasurable sacrifices made by past generations to preserve the freedoms we cherish; and

**WHEREAS** Veterans Day offers an opportunity to instruct current generations about the historical significance of the date and to acknowledge and honor the men and women who have served so valiantly on the seas, in the air and on foreign shores to preserve our heritage of freedom; and

**WHEREAS** the Howard County Public School System is fortunate to employ many veterans who have returned to civilian life and now serve the community through their work in education; and

**WHEREAS** these employees deserve our respect and gratitude for their military service and for the breadth of experience they bring to their current work,

**THEREFORE BE IT PROCLAIMED** that the Board of Education of Howard County salutes those men and women who have fought and those who have sacrificed their lives while serving our county; and

**BE IT FURTHER PROCLAIMED** that the Board of Education intends that this proclamation serve to launch meaningful activities in all Howard County public schools to honor American veterans, both living and deceased.

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Frank J Aquino, Chairman  
Board of Education of Howard County

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Sydney L. Cousin, Superintendent  
Howard County Public School System

*Action:* Mr. Cohen moved that the Board approve the Proclamation in Honor of Veterans Day, November 11, 2008. The motion was seconded by Mrs. Mikulis and approved by the members of the Board (7/0).

### **Public Forum**

Mrs. Colleen Morris thanked the Board for the healthy changes that have been made to the breakfast menus at schools. On behalf of many grateful staff members and the children, Mrs. Morris expressed immense appreciation.

### **Approval of Agenda**

*Action:* Mrs. Giles moved approval of the agenda as amended (The Proclamation in Honor of Veterans was moved to the beginning of the meeting). The motion was seconded by Mrs. Mikulis and approved by the members of the Board (7/0).

### **Superintendent's Report**

Dr. Cousin reported that nearly 93 percent of the Class of 2009 had fulfilled the HSA requirement for graduation by the end of 11<sup>th</sup> grade. He also congratulated the following:

- Dunloggin Middle, Forest Ridge Elementary, and Manor Woods Elementary schools for being named 2008 Schools of Character by the Maryland Center for Character Education.
- Ann Hackling, special educator at Wilde Lake MS, for receiving the Outstanding Teacher Award from the Central Maryland Chapter of the Armed Forces Communications and Electronics Association.

### **Student Representative's Report**

No Student Representative was present to report to the Board.

## Board Members' Reports

Mrs. Gordon invited the public to attend the "What Counts" forum on Tuesday, November 11, 2008, at the Homewood Center from 7:00 p.m. to 9:00 p.m. The forum will provide an opportunity for a mutual exchange of ideas between the public and the school system.

Mrs. Giles reported on Professional Development Day activities that occurred at Patuxent Valley MS on Monday, November 3, 2008. She commented on how productive these days are for teachers and staff in order to meet the needs of students in the classroom and expressed appreciation for their efforts every day.

Mr. Cohen reported on his recent visit to Wilde Lake HS, where discussion took place regarding HSAs (High School Assessments) and the Bridge Program. He thanked all those involved with helping students who are working on HSA Bridge Plans.

Mr. Aquino and Mrs. Gordon congratulated Board members Ellen Giles and Janet Siddiqui on their success in the recent General Election. Both will serve another four years on the Board of Education. Mr. Aquino also expressed appreciation to all who voted on Election Day.

## Consent Agendas - Restricted\* and General

Due to the absence of the Student Member, the Board combined both the Restricted and General Consent agendas for approval. Meeting minutes were pulled for voting purposes.

*Action:* Mrs. Giles moved approval of the consent agendas as amended. The motion was seconded by Dr. Siddiqui and approved by the members of the Board (7/0).

Staff Personnel – Approved by the Board.

### *Resignation:*

Name	School	Grade or Subject	Reason	Years in Howard County	Effective Date
Lewis, Joseph	ReHS	PE/Health	Personal	4.0	09/30/08

*Retirements:*

<u>Name</u>	<u>School</u>	<u>Grade or Subject</u>	<u>Years in Howard County</u>	<u>Effective Date</u>
Campbell, Virginia	CHS	Science	30.0	11/01/08
Carr, Celia	GHS	Asst. Principal	20.3	11/01/08
Whittier, Patricia	LWES	Elem. Ed.	19.3	12/01/08

Donations – Approved by the Board.

Hollifield Station ES: PTA, in the amount of \$1,500, designated for the ESOL Homework Club, an after-school enrichment program for students.

Target, in the amount of \$647.55, designated for student activities.

Manor Woods ES: PTA, in the amount of \$1,290, designated for Arts Echo-Arithmetickles, a Cultural Arts Program.

Burleigh Manor MS: Ahold Financial Services, in the amount of \$2,041.93, designated for the purchase of a sound mixer, an Epson Powerlite LCD projector, and multimedia headphones.

Atholton HS: Shirley and Mark Pfister, in the amount of \$500, designated to assist with expenses for the AHS Athletic Hall of Fame luncheon and awards.

Boosters, in the amount of \$2,000, designated to assist with the expenses to purchase a Marquee sign for the school.

Music Boosters, in the amount of \$1,000, designated to assist with the expenses to purchase a marquee sign for the school.

Frito Lay, in the amount of \$1,000, designated for the purchase of two magnetic readers.

- Centennial HS: PTA Council of Howard County, in the amount of \$500, designated for the Chemical-Free After-Prom Party.
- Glenelg HS: Boosters, in the amount of \$5,000, designated for student activities, the Debate Team Tournament, and the World Language National Exams.
- Howard HS: KLM Youth Foundation, Inc., in the amount of \$1,000, designated for various athletic teams.
- Lions Pride, Inc., in the amount of \$675, designated for the purchase of duffle bags for the volleyball team.
- Marriotts Ridge HS: Boosters, in the amount of \$5,830, (\$4,270) designated for various athletic teams, (\$1,000) designated for partial payment to Power and Control, Inc., for the Power and Control Mat Lamp Hoist and Cord Reel Assembly Kit, and (\$560) designated for partial payment of registration fees to the JHU Model UN Conference 2009.
- Thomas Brandel, use of an Italian icemaker for Homecoming, and consumable supplies valued at \$629.
- Mt. Hebron HS: Target, in the amount of \$626.51, designated for the purchase of an LCD projector.
- Oakland Mills HS: Target, in the amount of \$785.93, designated for the purchase of supplies and materials for community volunteers.
- Reservoir HS: Boosters, in the amount of \$7,965, (\$4,685) designated for the girls' basketball team, (\$1,280) designated for the volleyball team, and \$2,000 designated for the purchase of softball equipment.

River Hill HS: Audrey R. Davis, in the amount of \$1,445, designated to pay for a bus for the cross-country team to attend the Cross Country Manhattan Invitational.

Operating Budget Monthly Financial Report – Accepted by the Board.

FY 2008 School Construction Monthly Report – Accepted by the Board.

Minutes of October 8, 2008 (Board Retreat)

*Action:* Mrs. French moved approval of the Board Retreat minutes of October 8, 2008. The motion was seconded by Mr. Aquino and approved by the members of the Board (7/0).

Minutes of October 21, 2008 (Regular Meeting)

*Action:* Mrs. Giles moved approval of the Regular Meeting minutes of October 21, 2008. The motion was seconded by Mrs. Gordon and approved by the members of the Board (5/0/2), with Mr. Aquino and Mrs. French abstaining due to their absence from the meeting.

Minutes of October 16, 2008 (Closed Official and Confidential)

*Action:* Mrs. Mikulis moved approval of the Closed Official and Confidential minutes of October 16, 2008. The motion was seconded by Mrs. Giles and approved by the members of the Board (4/0/3), with Mr. Cohen, Mrs. French, and Dr. Siddiqui abstaining due to their absence from the meeting.

Minutes of October 15, 2008 (BOE and County Council Quarterly Meeting)

*Action:* Mrs. Gordon moved approval of the BOE/CC minutes of October 15, 2008. The motion was seconded by Mrs. Giles and approved by the members of the Board (6/0/1), with Mrs. French abstaining due to her absence from the meeting.

## Administrative Promotion

Mrs. Erickson presented the following Administrative Promotion for Board approval:

<u>Name</u>	<u>From</u>	<u>To</u>
Kimberly M. Loisel	Resource Teacher Elem. Social Studies HCPSS	Coordinator, Elementary Social Studies/ Language Arts, HCPSS

*Action:* Mrs. Giles moved acceptance of the recommendation of the Deputy Superintendent for the promotion of Ms. Kimberly Loisel. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

## Proposed School Calendar – 2009/2010

*Presenter:* Ms. Patti Caplan, Director of Public Relations.

Ms. Caplan presented the proposed instructional calendar for the 2009/2010 school year as recommended by the Calendar Committee. The proposed calendar includes the following changes from the current year's calendar:

- The first Countywide Professional Development Day is returned to the Friday before Labor Day.
- An additional half-day is provided for school-based professional development at the end of the second quarter.
- One early dismissal in January is extended to elementary and middle schools to provide teachers with three hours of non-student work time to replace time taken for school-based professional development.
- The length of Spring Break is reduced by three days.

Ms. Caplan, who chaired the Calendar Committee, told the Board there were compelling arguments both for and against a change to Spring Break. In the end, the committee agreed to recommend shortening Spring Break by three days based on the following rationale:

- The most beneficial teaching and learning takes place before Memorial Day.
- Three additional days of instruction in the assessed courses at the high school level before HSA administration is significant.
- The school year ends earlier in June, which leaves two weeks between the last day and the start of summer school. This allows

students to receive final grades in time to make decisions about summer school attendance.

- The change adds three days to the summer construction and renovation schedule.

The Board will receive public comment on the proposed calendar at a 7:30 pm hearing on December 11, 2008. Persons interested in presenting testimony may sign up on or after November 20 by calling 410-313-7194. Comments may also be emailed to the Board members (boe@hcpss.org). The proposed 2009/2010 school calendar can be viewed on the school system's website at [www.hcpss.org/news/calendar\\_proposed20092010.pdf](http://www.hcpss.org/news/calendar_proposed20092010.pdf).

*Discussion:*

Mrs. Gordon commented on her opposition to shortening Spring Break and noted that the break is a valuable period off for both teachers and students. Her experience in the classroom and in the schools was that teachers and administrators came back from the break refreshed and able to apply themselves to the remainder of the school year. In addition, students were also able to relax or use the time for college visits, vacations, etc. She advocated very strenuously in favor of keeping the entire Spring Break in the calendar.

Mr. Cohen expressed agreement with Mrs. Gordon and asked that information be obtained from other counties on whether shortening Spring Break has been successful or not. Ms. Caplan agreed to the request.

Mrs. Mikulis spoke in support of trying out the proposal to shorten Spring Break. She noted that at least half of the parents in the community have indicated an interest in shortening the break, and she commented on the difficulties parents have with a longer break. Mrs. Mikulis also noted the importance of having as much instructional time as possible prior to assessments and added that a longer break could be reconsidered if it is found that the shortened break is not in the best interest of students.

Mrs. Giles expressed agreement with Mrs. Mikulis and also noted the importance of allowing sufficient time at the end of the school year for decisions on extended-year and summer school programs. She noted that the proposed 5.5-day period would still provide a nice break and encouraged the community to provide input on this issue.

Dr. Siddiqui expressed concern regarding half days and noted the difficulties parents have voiced in this regard. Ms. Caplan explained the issues associated with combining half days into whole instructional days and noted that the Calendar Committee consists of parents and educators who are very cognizant of issues surrounding half days.

Mrs. French supported a shorter Spring Break and an earlier end to the school year. She asked if consideration had been given to starting school earlier in August. Ms. Caplan noted issues associated with the way marking periods fall in the calendar related to the start date of school but acknowledged that the matter was worth reviewing to determine how the calendar would look under this scenario.

Mr. Brown and Mr. Roey, Executive Director of Facilities Planning and Management, indicated that additional time over the summer for construction projects would be more beneficial, and the trade-off of less time for maintenance and preparation for summer work that generally occurs in the spring would be worthwhile.

Mr. Aquino also indicated his interest in trying out a shortened Spring Break. He encouraged the public to express their opinions and noted various ways of contacting the Board. Emails may be sent to [BOE@hcpss.org](mailto:BOE@hcpss.org), and oral testimony may be presented at the public hearing on December 11, 2008, at 7:30 p.m. Action on the school calendar is scheduled for January 8, 2009.

Board members expressed appreciation to Ms. Caplan and the Calendar Committee for their work.

### **Approval of Mt. Hebron HS Renovation Construction Documents**

*Presenters:* Mr. Ken Roey and Mr. Jim Emr, President, Smolen-Emr + Associates Architects.

#### *Highlights:*

- The Design/Development package was submitted to MSDE (Maryland State Department of Education) on July 25, 2008, and the project was approved to proceed into the Construction Documents phase on August 18, 2008.
- The Mt. Hebron HS Renovation Liaison Committee has been meeting on a monthly basis.
- Design changes since the June 30, 2008, Board report include:
  - Main school entrance canopy, main courtyard, and main gymnasium bleacher modifications.

- Details of the administration suite and cafeteria expansion.
- Conversion of a foreign language technology resource room to a classroom.
- Elimination of the TV Studio control room.
- Finalization of the mechanical and electrical plan details, including IT infrastructure.

*Summary:*

- Plan development has moved forward with the help of the school and community.
- Project is on track for February 2009 award.
- Approval of construction documents for submission to IAC is recommended.
- Total project cost: \$52,169,091

*Discussion:*

Mr. Scott Ruehl, Mt. Hebron HS Principal, clarified that the TV Control Room would still be located in the classroom, but it would not be separated. This was designed for flexibility and will open up the room to allow a class size of 34 while still having the capability of carrying out TV productions.

Dr. Siddiqui noted that many positive comments have been received about how well the Mt. Hebron HS community and school system staff worked together on this committee, and she complimented everyone involved on their efforts.

Mr. Roey explained that the combination of construction pricing coming down and a good initial contingency has kept the costs within the overall project budget.

Dr. Cousin thanked Mr. Ruehl for his leadership and helping to work with the school and the community and expressed confidence in the successfulness of this project. Board members also commented that committee members have been very complimentary on the collaborative efforts of this project.

*Action:* Dr. Siddiqui moved approval of the construction documents as submitted for the Mt. Hebron HS renovation. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

## **Minority Business Enterprise (MBE) Program**

*Presenter:* Mr. Doug Pindell, Purchasing Officer.

Mr. Pindell presented the Cover Sheet for MBE amendments to the Board for approval.

*Highlights:*

- Additional clarification has been requested by the State of Maryland Public School Construction Program regarding the MBE Procedures for State Funded Public School Construction Projects. A Cover Sheet has been developed to accompany the revised procedures approved at the October 21, 2008, Board meeting.
- The IAC has extended the approval date for the amendments to November 17, 2008.

*Action:* Mrs. Giles moved acceptance of the Cover Sheet. The motion was seconded by Mrs. French and approved by the members of the Board (7/0).

## **Policy 4060 – Third Party Billing**

*Presenter:* Dr. James Walsh, Director of Special Education, and Ms. Teresa Rinkinen, Program Head, Third Party Billing.

Revisions to Policy 4060 - Third Party Billing include updates to language to reflect current laws and regulations, clarification of eligibility requirements, and the addition of references to additional HCPSS services that are not currently listed in the policy.

*Discussion:*

Dr. Alban clarified that language related to 504 Plans was eliminated because it is no longer applicable.

Mrs. French indicated that the purpose of the policy does not clearly define how the school system is reimbursed, how the reimbursed funds are used, how they are returned to the schools, or how the schools choose to use the additional funds.

Dr. Cousin stated that a report would be provided to the Board on the status of the federal law on Third Party Billing and the disbursement of funding.

A public hearing on Policy 4060 will be held on Thursday, December 11, 2008, with action scheduled for January 8, 2009.

### **Policy 7080 – Transfer of Administrators**

*Presenter:* Mr. Dan Michaels, Administrative Director, Secondary Schools.

Changes to Policy 7080 - Transfer of Administrators include updates to language and the addition of language that specifically addresses the administrative transfer of assistant principals, a delineation of the steps an administrator takes for a voluntary transfer, and alignment of the policy with contract language.

*Discussion:*

Board members discussed various ways to clarify language in the policy regarding the timeframe for notification to the Board, PTA, and appropriate administrators. Discussion also involved procedures regarding the transfer of Athletic Activities Managers and transfers that involve an entire administration.

A public hearing on Policy 7080 will be held on Thursday, December 11, 2008, with action scheduled for January 8, 2009.

### **Policy 7090 – Administrative Transfer of Teachers**

*Presenter:* Mr. Dan Michaels.

In Policy 7090 - Administrative Transfer of Teachers, language was clarified and updated and redundant language was eliminated.

*Discussion:*

It was noted that transfers are often due to a teacher's strength in a particular area and what they can offer to a new position.

A public hearing on Policy 7090 will be held on Thursday, December 11, 2008, with action scheduled for January 8, 2009.

**Policy 6040 – Procurement of Construction Management Services and  
Policy 6030 – Procurement of Architectural and Engineering Services**

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

The Board was asked to rescind Policy 6040 – Procurement of Construction Management Services and approve a revised Policy 6030, which combines Policies 6040 and 6030. The new Policy 6030 - Procurement of Architectural/Engineering and Construction Management Services eliminates repetitious language and duplicate concepts from the two separate policies.

The new policy also removes dollar limits for capital improvements, adds language that allows the Director of School Construction to negotiate fees, and removes specific directions regarding fee negotiations with firms. It also includes a standard that clarifies the establishment and use of the architects and construction managers “pool,” adds an eighth member to the “pool” selection committee, and removes the specific number of firms for the “pool.”

It was noted that all capital projects for which the selection committee has screened architects and/or construction managers for interview (Item IV.A. of the recommended policy) up to the date of Board adoption will continue to follow the process outlined in current policy.

*Discussion:*

Mr. Gist indicated that the proper time to implement the new policy would be with the advent of the next advertisement of the HCPSS Capital Budget, which will occur after County Council approval in late May or early June.

*Motion:* Mrs. Mikulis moved that the Board rescind Policy 6040 and adopt the revised Policy 6030 – Procurement of Architectural/Engineering and Construction Management Services. The motion was seconded by Mrs. Giles.

Mrs. French thanked Mr. Gist for meeting with the Policy Committee and developing a quality product. Mrs. Gordon commented that Mr. Gist discussed the development of this document at length with the committee members.

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

### **Appointment – PTA Council of Howard County Monthly Report**

There was no one present to report to the Board.

### **Adjournment**

*Action:* Mrs. Giles moved to adjourn the meeting at 6:20 p.m. The motion was seconded by Mr. Cohen and approved by the members of the Board (7/0).

### **Information Items**

Food and Nutrition Service Financial Report  
Annual Report – Policy 1030/Child Abuse and Neglect

\*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.