

MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

December 1, 2008

The Board of Education of Howard County held a regularly scheduled meeting on Monday, December 1, 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, Esq., Chairman
Ellen Flynn Giles, Vice Chairman
Lawrence H. Cohen
Allen Dyer, Esq.
Sandra H. French
Patricia S. Gordon
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 4:00 p.m. The Atholton HS JROTC (Junior Reserve Officer Training Corps) performed a flag ceremony, and Ms. Jamil Scott, SGA President of Long Reach HS, led the group in the Pledge of Allegiance.

Administration of Oath of Office to New Board Members

Mrs. Margaret Rappaport, Clerk of the Circuit Court, administered the Oath of Office to newly and re-elected members of the Board of Education: Allen Dyer, Ellen Giles, and Janet Siddiqui. Each member thanked the community and all who participated in the election.

Election of Board Chairman and Vice Chairman

Dr. Cousin stated that Maryland law states that the Board of Education needs to elect a Chairman at the first meeting in December. In addition, a Vice Chairman needs to be elected for the Board to function effectively.

Mrs. Gordon nominated Mr. Aquino to continue as Chairman of the Board. Hearing no other nominations, Dr. Cousin cast a single ballot

for the Board and declared Mr. Frank Aquino duly elected as Chairman of the Board of Education.

Mr. Cohen nominated Mrs. Giles to continue as Vice Chairman of the Board. Hearing no other nominations, Dr. Cousin cast a single ballot for the Board and declared Mrs. Ellen Flynn Giles duly elected as Vice Chairman of the Board of Education.

Mr. Aquino and Mrs. Giles expressed appreciation to their fellow Board members, their families, HCPSS staff, students, and the public for their support and for working together to address the challenges ahead.

Public Forum

There was no one present to speak at Public Forum.

Approval of Agenda

The minutes of the BOE Audit Committee meeting of November 19, 2008, were added to Item 4 of the agenda.

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).

Mr. Aquino recognized the following public officials in attendance at the meeting: Mr. Guy Guzzone and Ms. Elizabeth Bobo, Maryland State Delegates; Dr. Calvin Ball and Ms. Mary Kay Sigaty, Howard County Council members; Mrs. Diane Mikulis and Dr. Jane Schuchardt, former BOE members; Congressman Elija Cummings; and Senator Barbara Mikulsky.

Superintendent's Report

Dr. Cousin reported that he had the privilege of welcoming to HCPSS 10 principals from Beijing, China, who will be visiting schools and classrooms over the next two weeks to learn more about the American education system. He also noted that he is a member of the Governor's task force *Partnership for Children in Nature*, which finds ways to get students more involved in the outdoors. The object is to encourage students and parents to avail themselves of the many opportunities that are provided locally, regionally, and nationally through parks and recreational systems.

Student Representative's Report

Ms. Judith Kim, Long Reach HS Student Representative, reported on recent and upcoming activities at the school.

Board Members' Reports

Ms. Bademosi reminded everyone that HCASC (Howard County Association of Student Councils) will be holding a meeting on Wednesday, December 3, 2008. All middle and high school students are welcome, and discussion will involve many important issues that relate to students. Opportunities will also be available for students to serve on various committees.

Consent Agenda (Restricted*)

Bids and Contracts; Donations; School Construction Report; and Operating Budget Monthly Report.

Action: Mrs. Giles moved acceptance of the Restricted Consent Agenda. The motion was seconded by Dr. Siddiqui 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	ELECTRICAL SUPPLIES Graybar Electric Shepherd Electric United Electric	\$150,000 annually
P-2	TECHNOLOGY EDUCATION LUMBER O'Shea Lumber Company Pikesville Lumber Company	\$ 30,000 annually
P-3	WALK-IN STEP VAN Beltway International	\$83,870.00

Donations – Approved by the Board.

Custodial Services: Office of the Sheriff, a 450 gallon high-pressure washer and miscellaneous equipment

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valued at \$10,849, designated for use by the Office of Custodial Services.

Manor Woods ES: PTA, in the amount of \$745, designated to pay for the Cultural Arts Program, Social Studies is Significant.

Running Brook ES: Sheppard Pratt, in the amount of \$1,400, designated for Positive Behavior Intervention and Support (PBIS) student incentives.

Thunder Hill ES: Dong Cheol Oh, in the amount of \$1,000, designated for the purchase of an LCD projector and printer cartridges.

Mayfield Woods MS: PTA, in the amount of \$1,350, designated to assist teachers with websites that provide parental access to class work and homework information.

Atholton HS: Drama Boosters, in the amount of \$600, designated to assist with the expenses to purchase a marquee sign for the school.

Centennial HS: Prior Artisans, in the amount of \$729.74, designated to assist with the cost to print school play programs.

Howard HS: Martha Gagnon, in the amount of \$940, designated to assist with expenses for the after-school PSAT/SAT prep course.

Ellicott City Lions Club, in the amount of \$750, designated to support JROTC activities and service learning projects.

Wal-Mart Foundation, in the amount of \$1,000, designated for 9th grade team activities.

Mt. Hebron HS: Viking Backers, in the amount of \$6,050, designated for the purchase of JV and varsity field hockey bags, boys' varsity soccer uniforms, the girls' soccer team, and the 9th grade team.

School Construction Report –Accepted by the Board.

Operating Budget Monthly Report –Accepted by the Board.

Consent Agenda

Minutes – BOE Legislative Committee Meetings (October 8, November 10, and November 12, 2008) and BOE Audit Committee Meeting (November 19, 2008).

As Chairman of the BOE Legislative Committee, Dr. Siddiqui reported on the meetings of October 8, November 10, and November 12, 2008. Most of the discussions involved the Board's legislative platform, updating language based on previous bills, and anticipation of bills that may be introduced in the next legislative session. The platform will be presented to the Board at their meeting on December 11, 2008.

As Chairman of the BOE Audit Committee, Mr. Cohen reported on the quarterly meeting of November 19, 2008. Ms. Beverly Davis, Director of Finance, and Mr. Matthew Birkelien of Clifton Gunderson reviewed the financial statement and the auditor's draft report. Mr. John Connors, HCPSS Internal Auditor, reported on his schedule for school audits and provided a preliminary legislative briefing. Recommendations from the legislative auditors include expansion of the internal audit office and best practice recognition for the establishment of debt management policies.

Motion: Mr. Cohen moved approval of the BOE Audit Committee meeting minutes. The motion was seconded by Mrs. Giles.

Mrs. French suggested that the title of Chairman be included after Dr. Siddiqui's name in the BOE Legislative Committee meeting minutes.

Action: The motion to accept the BOE Audit Committee minutes was approved by the members of the committee (3/0).

Action: Mr. Aquino moved acceptance of the BOE Legislative Committee minutes, with the change suggested by Mrs. French. The motion was seconded by Dr. Siddiqui and approved by the members of the committee (3/0).

Administrative Transfer

<u>Name</u>	<u>From</u>	<u>To</u>
Jose Stevenson	Director of Information Technology	Director of Student Assessment and Program Evaluation

This item was presented as information to the Board, and no action was required.

FY 2008 Audit Report*

Presenters: Ms. Beverly Davis, Director of Finance, and Mr. Bill Early, Clifton Gunderson, LLC.

Ms. Davis reported that HCPSS received an unqualified opinion from Clifton Gunderson, LLP, who performed the external audit of the financial statements of the Board of Education of Howard County for the year ending June 30, 2008. The auditor noted one significant deficiency in internal control over financial reporting. Staff will provide the Board with a status report on the significant deficiency and management letter comments in April 2009.

Discussion:

Regarding the formal bid process, Dr. Siddiqui encouraged staff to look into implementing a procedure that will provide notification to businesses when they have not been selected as a winner for bids.

The following definition of terms commonly used in audit reports was provided:

- Material Weakness – Holes in internal controls and a likely chance that something would be misstated or misreported in financial statements (none for HCPSS).
- Significant Deficiency – There are controls in place but better controls could be developed, and there is a remote chance that something could happen to financial statements that could cause misstatements (one finding in internal control over financial reporting).
- Operational Issues – Best practices that have been seen in other governments or school systems that could also benefit HCPSS (recommendations only).

During a discussion on Password Policy, it was noted that HCPSS would be responsible for evaluating the costs and benefits of implementing the recommendation.

Action: Dr. Siddiqui moved acceptance of the FY 2008 Audit and Management Letter. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0*).

Superintendent's Certification of Reporting Requirements under Senate Bill 894*

Presenter: Ms. Beverly Davis, Director of Finance.

Ms. Davis explained that the Board is required to submit a biannual financial report to MSDE (Maryland State Department of Education), which requires Board and Superintendent certification. Staff recommended that the Board authorize the Board Chairman, Superintendent, and Chief Financial Officer to sign this certification and attest to the accuracy of the biannual report.

Action: Mrs. French moved that the Board authorize the Board Chairman, Superintendent, and Chief Financial Officer to sign the certification and attest to the accuracy of the biannual report of revenues and expenditures through November 30, 2008. The motion was seconded by Mrs. Giles and approved by the members of the Board (7/0*).

Quarterly Agenda – January – March 2009

Board members discussed the quarterly agenda. Action is scheduled for December 11, 2008.

Adjournment

Action: Mrs. Giles moved adjournment of the Board meeting at 4:51 p.m. The motion was seconded by Mr. Cohen and approved by the members of the Board (8/0).

*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.