

# MINUTES OF THE BOARD OF EDUCATION OF HOWARD COUNTY

February 12, 2009

The Board of Education of Howard County held a regularly scheduled meeting on Thursday, February 12, 2009, 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  
Florence Jackson, Recording Secretary

Chairman Frank Aquino called the meeting to order at 4:07 p.m., and Mr. Sundeep Patnaik, River Hill HS, led the group in the Pledge of Allegiance.

## Public Forum

There was no one present to address the Board.

## Approval of Agenda

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

## Superintendent's Report

Dr. Cousin reported on the following items:

- Congratulated Mr. Ken Klock, Athletics and Activities Manager, Reservoir HS, for being designated by the National Interscholastic

Athletic Administrators' Association (NIAAA) as a Certified Master Athletic Administrator.

- Congratulated the Offices of Elementary and Secondary Social Studies for hosting the fourth annual Black Saga Countywide Competition on February 7, 2009, at Patapsco MS.
- Congratulated River Hill HS students and faculty for being named this year's Maryland State School of Character by the Maryland Center for Character Education.

Ms. Pamela Blackwell, Director, Student Services, introduced the following students who were winners in the Anti-Bullying Poster Contest:

- Ms. Rose Cho, Grand Prize Winner, Clarksville MS, Grade 6.
- Ms. Aryanna Horan, Winner, Ilchester ES, Grade 2.
- Ms. Erin Vance, Winner, Triadelphia Ridge ES, Grade 3.
- Ms. Ally Schito, Winner, Ellicott Mills MS, Grade 6.

Ms. Mary Schiller, Manager, Partnerships Office, spoke about the partnership HCPSS has with the Howard County Library. Ms. Schiller introduced Ms. Valerie Gross, Executive Director and Chief Executive Officer, Howard County Library, who thanked the community for their effort in making *Choose Civility* a success.

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

Mr. Sundeep Patnaik, President, Student Government Association (SGA), River Hill HS, noted the following items in his report:

- Problems with the SGA and how to resolve them.
  - Lack of student participation and school spirit.
  - Met with principal, PTA, and representatives from the student body to resolve.
  - Since the meeting, a record number of tickets to homecoming were sold.
  - SGA will be getting involved on a state and national level.

### **Board Members' Reports**

- Mr. Cohen said he and Ms. Gordon attended the Federal Relations Network (FRN) Conference last week. The National School Board Association (NSBA) is looking for reauthorization (with changes) for No Child Left Behind (NCLB). NSBA supported the stimulus bill.
- Ms. Gordon said she attended the National School Board Leadership Conference. One of the speakers discussed closing the achievement

gap not only with students but globally. Collaboration with other nations of the world is important to the future of the United States.

- Ms. Bademosi noted that applications are due for election for the Student Member of the Board of Education for 2009-2010.
  - Howard County Association of Student Councils (HCASC) will be having their next meeting on February 25, 2009, at 7:30 p.m. in the ARL Building.
- Mrs. Giles attended Celebrating Gifted Education in Maryland at the State House where two of our teachers were recognized as Teachers as Leaders – Ms. Debbie Blum and Ms. Linda Jensen, GT Resource Teachers. In addition, Mr. Henry Zheng, who was noted by the Superintendent as having been named a finalist in the Intel Competition, has also been named a semifinalist in the Siemens and Coca Cola competitions.

### **Consent Agenda (Restricted\*)**

#### Staff Personnel, Bids and Contracts, Donations, Operating Budget Monthly Report, and School Construction Report

Mrs. Giles requested that Item P-2 from Bids and Contracts be pulled for discussion.

*Action:* Mrs. Giles moved approval of the Consent Agenda, as amended. The motion was seconded by Mr. Cohen and approved by the Board (7-0\*).

Staff Personnel – Approved by the Board.

#### **Resignations**

| <u>Name</u>        | <u>School</u> | <u>Grade or Subject</u> | <u>Reason</u> | <u>Years in Howard County</u> | <u>Effective Date</u> |
|--------------------|---------------|-------------------------|---------------|-------------------------------|-----------------------|
| Brady, Jennifer    | SWES          | SLP                     | Relocation    | 3.4                           | 12/19/08              |
| Henderson, Richard | CLES          | Spec. Ed.               | Personal      | 3.4                           | 12/19/08              |
| Jacob, Debra       | SJLE          | Elem. Ed.               | Relocation    | .5                            | 01/26/09              |
| Parent, Tracy      | FRC           | Spec. Ed.               | Relocation    | 11.5                          | 01/23/09              |

#### **Contracts**

| <u>Name</u>        | <u>Grade or School</u> | <u>Subject</u> | <u>Place of Last Teaching Assignment</u> | <u>Grade/Step</u> | <u>Effective Date</u> |
|--------------------|------------------------|----------------|--|-------------------|-----------------------|
| Bell, Michael      | WaES                   | SPE            | Private School                           | C-08              | 10/13/08              |
| Bracken, Ann       | RHS                    | ENG            | Montgomery County                        | C-13              | 10/16/08              |
| Krug, Elisabeth    | OMHS                   | ENG            | --                                       | A-01              | 10/16/08              |
| Kettyne, Michel    | OMMS/CRSESOL/FRE       |                | HCPSS – IA                               | A-04              | 11/20/08              |
| Rosas, Christopher | GHS                    | SPE            | HCPSS – IA                               | A-04              | 08/18/08              |

**Leaves of Absence**

| <u>Name</u>    | <u>School</u> | <u>Subject</u> | <u>Years in<br/>Howard<br/>County</u> | <u>Effective<br/>Date</u> |
|----------------|---------------|----------------|---------------------------------------|---------------------------|
| Seriki, Angela | PMS           | Guidance       | 16.5                                  | 01/27/09                  |

**Retirements**

| <u>Name</u>        | <u>School</u> | <u>Grade or<br/>Subject</u> | <u>Years in<br/>Howard<br/>County</u> | <u>Effective<br/>Date</u> |
|--------------------|---------------|-----------------------------|---------------------------------------|---------------------------|
| Adams, Patricia    | BPES          | OT                          | 30.4                                  | 01/01/09                  |
| Dandridge, Barbara | RHHS          | Asst. Principal             | 35.4                                  | 01/01/09                  |
| Duvall, Douglas    | WLHS          | Phys. Ed.                   | 36.5                                  | 02/01/09                  |
| Goff, Gwen         | Warehouse     | Manager                     | 33.8                                  | 02/01/09                  |
| Johnson, Jeanette  | HWS           | Math                        | 34.7                                  | 01/01/09                  |

**Bids and Contracts – Approved by the Board.****P-1 STUDENT TRANSPORTATION**

|                              |                       |
|------------------------------|-----------------------|
| C&L Wilkerson, Inc.          | \$56,999.70           |
| J.C. Bus Company             | 58,095.00             |
| Trans-White, Inc.            | 59,400.00             |
| Mellor's Bus Service         | 60,318.00             |
| Susan D. Miles               | 62,262.00             |
| R & T Defibaugh, Inc.        | 66,375.00             |
| K.A.M. Enterprises Inc.      | 90,000.00             |
| Jubb's Bus Service, Inc.     | 91,305.00             |
| Woodlawn Motor Coach, Inc.   | 126,697.50            |
| Ashwell Transportation, Inc. | 129,420.00            |
| HOB Enterprises, Inc.        | 130,201.20            |
| Y & L Transportation         | 157,815.00            |
| Glenwood G. Whitehead        | 183,915.00            |
| Adkins Enterprises, LTD      | 271,395.00            |
| Tip Top Transportation       | 406,035.00            |
| Bowen's Bus Service Inc.     | <u>431,977.30</u>     |
| <b>TOTAL</b>                 | <b>\$2,382,210.70</b> |

**P-3 WINDOW REPLACEMENT AT HOWARD HIGH SCHOOL**

|                       |           |
|-----------------------|-----------|
| Baltimore Contractors | \$437,388 |
|-----------------------|-----------|

P-4 **CLASSROOM PAPER**

|                                |                    |
|--------------------------------|--------------------|
| OfficeMax                      | \$153.50           |
| Standard Stationary            | 564.00             |
| Kurtz Bros.                    | 2,592.40           |
| AFP Industries, Inc.           | 12,234.10          |
| National Art & School Supplies | 15,312.50          |
| Pyramid Office Products        | <u>25,875.00</u>   |
| <b>TOTAL`</b>                  | <b>\$56,731.50</b> |

Donations – Approved by the Board.

- Hammond ES: Dr. Fredric Sanford, in the amount of \$2,500, designated for the purchase of dance and fitness PE equipment and supplies.
- Manor Woods ES: PTA, in the amount of \$510, designated for the Cultural Arts Program *Slime Time*.
- Triadelphia Ridge ES: General Mills Box Tops for Education, in the amount of \$752.70, designated for the purchase of a piece of playground equipment.
- Bonnie Branch MS: Johns Hopkins University, in the amount of \$1,300, designated to pay for a bus for students to attend a program at Johns Hopkins University.
- Marriotts Ridge HS: Boosters, in the amount of \$645, designated to pay the registration fees for students in the Computer Tech Club to attend the Java Contest.
- PTSA, in the amount of \$1,547.71, designated for the purchase of supplies and materials for the following academic departments: Science, Math, CTE, Special Ed, and Media.
- Reservoir HS: Boosters, in the amount of \$1,600, designated for the purchase of uniforms for the girls' basketball team.
- Wilde Lake HS: Boosters, in the amount of \$6,500, designated for the purchase of weight room equipment.

Clyde's of Columbia, in the amount of \$900, designated to support the students in the Chorus program.

Operating Budget Monthly Report – Accepted by the Board.

School Construction Report – Accepted by the Board.

Bids and Contracts – Item P-2

**P-2 ADDITIONS AND RENOVATIONS TO MT. HEBRON HIGH SCHOOL**

|  |                     |
|--|---------------------|
| Contract 1A – Homewood General Contractors, Inc. | \$4,527,700         |
| Contract 3A – DGS Construction, Inc.             | 928,549             |
| Contract 4A – KaRon Masonry of Maryland, Inc.    | 2,175,000           |
| Contract 5A – Jarvis Steel & Lumber Co., Inc.    | 2,109,000           |
| Contract 7A – Cole Roofing, Inc.                 | 512,030             |
| Contract 15A – G.E. Tignall & Co., Inc.          | 10,722,000          |
| Contract 16A – Key Systems, Inc.                 | <u>6,780,910</u>    |
| <b>TOTAL</b>                                     | <b>\$27,755,189</b> |

Mr. Douglas Pindell, Purchasing Officer, explained that Item P-2 is the recommendation for 7 of 15 contract packages that have been bid for Mt. Hebron HS. The remainder of projects will be brought to the Board at the next Board meeting. These bids reflect implementation of the new Minority Business Enterprise (MBE) program, of which full participation was achieved. Mr. Pindell added that prices came in lower than expected due to the slow market.

*Action:* Mrs. Giles moved approval of Item P-2 in Bids and Contracts. The motion was seconded by Mrs. French and approved by the Board (7-0\*).

**Consent Agenda**

2007-2008 Bridge to Excellence Annual Report; Minutes of Regular Meetings of January 8 and January 22, 2009; Policy Committee Meeting of December 15, 2009; Legislative Committee Meetings of January 14, 2009, and February 2, 2009; Public Hearing of February 3, 2009; and County Council and Board of Education Meeting of February 4, 2009.

The minutes of December 15, 2008 (Policy Committee), and January 14 and February 2, 2009 (Legislative Committee) were pulled for voting purposes.

*Action:* Mrs. Giles moved approval of the 2007-2008 Bridge to Excellence Annual report; Minutes of Regular Meetings of January 8 and January 22, 2009, Public Hearing of February 3, 2009, and the County Council and Board of Education meeting of February 4, 2009. The motion was seconded by Mrs. French and approved by the Board (8-0).

*Action:* Mrs. Giles moved approval of the minutes of the Policy Committee meeting of December 15, 2008. The motion was seconded by Ms. Gordon and approved 3-0 by Policy Committee members Mrs. Giles, Mrs. French, and Ms. Gordon.

*Action:* Dr. Siddiqui moved approval of the minutes of the Legislative Committee meetings of January 14 and February 2, 2009. The motion was seconded by Mr. Aquino and approved 3-0 by Legislative Committee members Dr. Siddiqui, Mr. Aquino, and Mrs. French.

### **Administrative Appointments and Promotions\***

Mrs. Erickson announced the recommended appointment of Ms. Laura Hook from Resource Teacher, Office of World Languages and English Speakers of Other Languages (ESOL) to Coordinator, ESOL.

*Action:* Mrs. French moved approval of the appointment of Ms. Laura Hook to Coordinator, ESOL. The motion was seconded by Dr. Siddiqui and approved by the Board (7-0\*).

### **Proclamation: Youth Art Month**

BOARD OF EDUCATION OF HOWARD COUNTY  
**PROCLAMATION**  
DESIGNATING MARCH 2009  
AS  
YOUTH ART MONTH

***WHEREAS Youth Art Month has been observed nationwide since 1961 and has gained acceptance; and***

**WHEREAS** youth is our most priceless asset; and

**WHEREAS** childhood is the time to develop interests, skills, and aptitudes that will last a lifetime; and

**WHEREAS** the importance of art in education is recognized as being necessary for the full development of all children;

**THEREFORE BE IT PROCLAIMED** that each March be observed as Youth Art Month. All citizens are urged to become interested in and give full support to quality school art programs for children and youth.

**BE IT ALSO PROCLAIMED** that March 2009 be designated as Youth Art Month in the Howard County Public School System.

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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:* Mrs. Giles moved approval of the Proclamation Recognizing Youth Art Month. The motion was seconded by Ms. Gordon and approved by the Board (8-0).

Ms. Linda Newton, Visual Arts Resource Teacher, introduced the following students who presented their artwork:

- Mr. Zack Rogers, Bushy Park ES, Grade 4
- Ms. Ashley Lee, Mt. Hebron HS, Grade 9

**Proclamation: National Women’s History Month**

BOARD OF EDUCATION OF HOWARD COUNTY  
**PROCLAMATION**  
DESIGNATING  
MARCH 2009 AS  
WOMEN’S HISTORY MONTH

**WHEREAS**, women’s history in America has been the story of the struggle of women of all racial, ethnic, and cultural backgrounds to be included in the Preamble to the Constitution, “We, the people”; and

**WHEREAS**, women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement and have continued to work tirelessly to create a more fair and just society for all; and

**WHEREAS**, women now serve at the highest levels of government as Secretary of State, Speaker of the House of Representatives, and in increasing numbers in the Cabinet and the United States Congress; and

**WHEREAS**, we recognize the role of women, who play a critical economic, cultural, and social role in every sphere of life of the Nation by constituting a significant

portion of the labor force, working both inside and outside of the home; transforming culture, history and politics as leaders, writers, scientists, educators, politicians, artists, historians, and social reformers; and

**WHEREAS**, the Howard County Commission for Women, established in 1980 to promote the economic, social and political equality of women, organized the Women's Hall of Fame in 1996 to recognize the accomplishments of Howard County women who have made significant and lasting contributions to the county, the state, and the nation; and

**WHEREAS**, the school system partners with the Commission for Women to promote an essay contest for all secondary Howard County students in celebration of Women's History Month each March; and

***WHEREAS, the theme for Women's History Month in 2009 "Women: Taking the Lead to Save Our Planet";***

**THEREFORE BE IT PROCLAIMED** that the Board of Education declares March 2009 as Women's History Month in The Howard County Public School System; and

**BE IT FURTHER PROCLAIMED** that the Board of Education encourages the community to join in celebration by expanding their knowledge of women who shaped history and their appreciation for the many contributions that women make to our community.

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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:* Ms. Bademosi moved approval of the Proclamation for National Women's History Month. The motion was seconded by Mrs. French and approved by the Board (8-0).

### **Legislative Report/2009 General Assembly**

Mr. Brown reported on the following bills that will be presented to the General Assembly:

- SB 15 – School Construction – Pedestrian and Bicycle Trail Enhancements – Funding
  - Recommendation – Support – Contingent upon additional funding.

- SB 24 – Public Schools – State Aid for School Construction – Planning and Design Costs
  - Recommendation – Support - Contingent upon additional funding.
- SB 100 - Public Schools and Child Care Centers – Artificial Color Additives – Prohibition
  - Recommendation - Oppose
- HB 20 – Intellectual Disability (Rosa’s Law)
  - Recommendation – No position
- HB 26 - Public Schools – Children with Anaphylactic Allergies – Reduction of Risk
  - Recommendation – Oppose

*Discussion:*

SB 15 - Pedestrian and Bicycle Trail Enhancements - Funding

Mr. Dyer asked if the bicycle trails were adjacent to the school or between the community and the school. Mr. Brown responded that they are existing trails either on Board property or adjacent property. He added that this will help in the reduction of transportation costs. It would be those trails and pathways that will allow easy access to travel to school where students would not require school bus transportation.

Mrs. Giles said that these monies can be used to apply for the construction of sidewalks to facilitate pedestrian access to schools and public buildings. Bicycle paths and trails have not been included in the use of sidewalk money. This is an expansion of the project that could be considered for the allocation of sidewalk money, which will facilitate access to schools and other public areas. It expands the scope of what can be considered as a project.

HB 20 - Intellectual Disability (Rosa’s Law)

Dr. Siddiqui said this will probably not pass this year but will eventually go through. There is no code yet for this bill. The Centers for Disease Control (CDC) has already replaced the term in their language. The American Academy of Pediatrics uses both terms interchangeably. Mr. Brown stated that MSDE supports this bill. Ms. Bademosi said that after thorough discussion, the Maryland Association of Student Councils supports the bill. Mrs. Giles mentioned that she was concerned about the change of terminology and indicated the need for assurance that whatever is changed is consistent so that no student loses appropriate

funding or treatment. Dr. Siddiqui said the term intellectual disability does not apply just to children; it applies to all ages.

### HB 26 - Public Schools – Children with Anaphylactic Allergies - Reduction of Risk

Dr. Siddiqui said she felt that HCPSS already does an excellent job in this area. Mrs. French said this bill may be a question of timing and may be supported at a later date. Dr. Siddiqui added that these issues can be addressed at a local level as well.

Mr. Aquino asked if anyone wanted to vote against the committee recommendations.

Mr. Dyer said he favors taking a position now on HB 20 - Rosa's Law rather than taking no position.

*Action:* Mrs. Giles moved acceptance of the committee recommendations for positions on SB 15, SB 24, SB 100, and HB 26. The motion was seconded by Ms. Bademosi and approved by the Board (8-0).

*Action:* Mrs. Giles moved acceptance of the committee recommendation of "No Position" for HB 20. The motion was seconded by Ms. Gordon and approved by the Board (6-1-1), with Mr. Dyer voting no and Ms. Bademosi abstaining.

### **Projection Accuracy Report**

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

Mr. Gallihue explained that the Office of School Planning provides the Board of Education with the student enrollment projection error rate, which is determined by comparing the actual September 30 enrollment with the projected rate. Mr. Gallihue reported that projection error rates at the organizational level were no higher than 0.7 percent this year. Of the 71 schools for which annual projections are provided, 59 have error rates at or below 5 percent and only one exceeded 10 percent. The per-school mean absolute percentage error was 3 percent.

The key finding is that error rates for the 2008 projection compare favorably with the experience of the past decade and demonstrate that the model is providing consistent estimates. Mr. Gallihue indicated that accurate student enrollment projections are critical to HCPSS due to their

use for capital budgeting, redistricting, staffing, and implementation of the county's Adequate Public Facility Ordinance (APFO).

*Discussion:*

Mr. Cohen noted how impressed he was with the accuracy of the report and complimented staff.

Mrs. Gordon noted that Wilde Lake HS had an additional 100 students and was interested in where these students were from. Mr. Gallihue said that a number of different factors effected this change, including a new development in the area, but mainly this is a transitional area. Mrs. Gordon asked if there was any way to predict how many students may be coming to us from private schools. Mr. Gallihue explained that specific data on this issue is not available.

Mr. Dyer asked about the relation of the School Planning Office and the County Council. Mr. Gallihue said there is a direct relationship between their housing model and the enrollment projection model. The School Planning Office helps the county develop the housing projection model, which interfaces with the school system's model. Mr. Gallihue's office meets with the County Council weekly.

Mrs. Giles said there is a limit in terms of new construction. There are about 6,000 resales each year, and there is no way of knowing which neighborhoods are going to turn over. The ability to coordinate with the county has improved projections and the ability to reinterpret. Mr. Gallihue said his office also participates in their weekly review.

Dr. Cousin agreed that the projections were very good.

## **Hiring and Separation Report**

*Presenters:* Mr. Kirk Thompson, Director, Human Resources; Mr. Ernesto Diaz, Manager, Teacher Recruitment and Retention, Office of Human Resources; and Ms. Suzanne Zilber, Manager, Classified and Temporary Services, Office of Human Resources.

Staff from Human Resources presented the annual report on employee hiring and separations. The school system hired 340 teachers for the 2008-2009 school year, and 99.1 percent of classroom positions were filled by the first day of school. A total of 68.5 percent of those hired are experienced teachers, and 19 percent are minority educators.

Forty-eight of the new hires completed internships in Howard County, and 29 are graduates of the school system.

Future challenges include increasing staff diversity, meeting system needs given the national teacher shortage, competing with surrounding public school systems, and implementing the web-based Human Resources/Payroll System to support recruitment and hiring.

*Discussion:*

Mr. Cohen asked if the economy is having any affect on open contracts. Mr. Thompson responded that it is too early to know what the numbers will be at that time, but fewer employees may be leaving their jobs as may have previously happened. More former employees want to return to the workforce.

Ms. Gordon asked if there was a tracking method for teachers who have resigned. Mr. Thompson said that there was not a formal tracking system, but most resignations are due to relocation.

Mrs. Giles noted that it would be a good opportunity to have an on-line application process. Mr. Thompson agreed.

Dr. Siddiqui asked about critical areas in which the school system is short. Mr. Diaz responded that there were quite a few, including science, mathematics, special education, foreign language, technology education, and English.

Mr. Cohen asked if there is a recruiting effort in the county specifically targeted at the student who does not plan on attending college. Ms. Zilber responded that staff does that as much as possible; for example, there are students working in the HCPSS mailroom and in Grounds and Maintenance. Human Resources also has a strong relationship with Howard Community College.

### **Policy 1050 - Tobacco-Free Environment**

*Presenter:* Mr. Dave Bruzga, Administrative Director, Secondary Schools.

Mr. Bruzga noted the following highlights of Policy 1050:

Policy

- Updates language and clarifies the Policy Statement.
- Adds a Purpose Statement.

- Adds the statement "Within the context of this policy, the following definitions apply" to introduce the definitions.
- Moves language from Definitions to Standards.
- Adds Compliance statements.
- Updates and adds new references.

#### Implementation Procedures

- Changes the order of the procedures for informing staff, students, parents, community members, and new employees of the tobacco-free environment.
- Clarifies and updates language.
- Eliminates reference to actors using smoking material in dramatic presentations.

#### *Discussion:*

Ms. Gordon and Mr. Dyer questioned if this policy and Policy 9240 (Student Use and Possession of Tobacco) could be combined. Mr. Cohen said he disagreed with this idea because the consequences are different for a student versus an adult.

Mr. Bruzga explained that combining the two could become confusing. There would have to be two parallel sets of consequences and actions. With high school students, it is necessary to be very specific when outlining offenses as well as penalties. The committee was almost unanimous on this question as well.

Mrs. French commented on plays where students walk across the stage holding an unlit cigarette. She asked if it would be better to have a prohibition and eliminate the possibility of a waiver. Mr. Bruzga responded that the committee did not think it was necessary to note that in the policy because it is stated that cigarettes are prohibited at all times on all properties.

Mrs. French asked, while there is no smoking allowed at bus stops, is there any way to enforce this rule if a parent/guardian were smoking while waiting with their child. Mr. Bruzga said it would be very difficult to regulate, but he felt it should still be included in the statement.

Mr. Dyer again stated that he would like to consider combining the policy for adults and for students into one document. He felt it would be stronger for students to see that the issues are health related. While the rules would be different, it would be interwoven into the logic of the topic.

Mr. Cohen said he disagreed with this idea. When you are talking about student use and possession of tobacco, you are talking about use on school grounds and in the school. There are consequences for the students, but the Board does not have authority over adults.

Mr. Aquino said that administratively this could possibly work under one policy but noted that he is willing to accept the committee's recommendation. Mr. Aquino asked when statements are added; for example, *within the context of this policy, the following definitions apply*, are they uniform from policy to policy. Mr. Bruzga said staff is using that statement in most of the policies as part of the definition statement.

Mrs. French stated that certain policies have or require specialized definitions that will not really fit in all policies on a uniform basis. For those policies that might have one or two definitions unique to that policy, then that phrase will be inserted. Mrs. Giles said this is something that needs to be refined to make sure it is clear for the people using the policy. Mr. Bruzga also added the term *constructive possession*. Mr. Aquino agreed that he had a question on that term also.

Mrs. Erickson recommended that the Policy Committee work with Mrs. Fran Albert, Specialist, Policy/Charter Schools, to come to consensus about the use of the definitions and come back to the Board with a recommendation.

Mr. Bruzga noted that there will be a public hearing on March 12, 2009, with action on April 16, 2009, to adopt the revised policy, effective July 1, 2009.

### **Policy 9240 - Student Use and Possession of Tobacco**

*Presenter:* Mr. Dave Bruzga, Administrative Director, Secondary Schools.

Mr. Bruzga pointed out that incidences of offenses in violation of the policy have been declining in the last three years. However, from the latest data available from 2007, student use, particularly in Grade 12, indicated use of tobacco in the last 12 months, and 7.5 percent of the youth in Maryland are classified as heavy smokers. Howard County's rate of use is a little lower than the rest of the state.

Mr. Bruzga said committee members concurred on all of the recommendations with the exception of the inclusion of the term *Constructive Possession*.

Mr. Aquino questioned this term in the context of this policy in that it is defined but then not used. Mrs. Giles was in agreement that a definition should not be used in a policy if it is not going to be applied. Mr. Bruzga confirmed that if the committee chooses to include it, it would be included in each of the offenses to state *Constructive Possession*.

Ms. Gordon asked for clarification on the fourth and subsequent offenses. Mr. Bruzga explained that a school principal can suspend up to ten days, and then it is referred to the Superintendent's designee for additional days. The trend of these penalties has gone away from purely punitive to hopefully therapeutic. Students in each of these steps of offense are given the option of the suspension itself or to go through a tobacco-use cessation program.

Mr. Bruzga noted that there will be a public hearing on March 12, 2009, and action will be taken on April 16, 2009, with an effective date of July 1, 2009.

### **Policy 7100 Family and Medical Leave**

*Presenters:* Mr. Kirk Thompson, Director, Human Resources, and Ms. Rebecca Salerno, Manager, Instructional Support/Employee Services.

Ms. Salerno noted that the suggested revisions in the policy statement were added. Revisions include the policy being updated to reflect the National Defense Authorization Act of 2008. The wording was changed to provide Military Family Leave under the following circumstances: Eligible employees with up to 26 weeks of leave to care for a covered service member for a single 12-month period who has a serious injury or illness incurred during the line of duty on active duty. Employees with a spouse, son, daughter, or parent on active duty or call to active duty may be eligible for up to 12 weeks of leave entitlement to address certain exigencies.

#### *Discussion:*

Mr. Dyer asked if the Superintendent should be responsible for ensuring that the provisions of this policy are followed, or should it be the Board, adding that authority can be delegated and responsibility cannot. Mr. Aquino said that the day-to-day operations are the Superintendent's responsibility. Mr. Dyer said the language is misleading. Mr. Aquino added that a lot of it is law, and the Board has the obligation to follow the law.

*Action:* Mrs. Giles moved approval of Policy 7100 - Family and Medical Leave, with the recommended changes. The motion was seconded by Mr. Cohen and approved by the Board (8-0).

### **Policy 7130 - Substitute Teachers**

*Presenters:* Mr. Kirk Thompson, Ms. Suzanne Zilber, Human Resources Manager, and Mr. Robert Bruno, Specialist, Human Resources.

Mr. Bruno noted the following revisions:

#### Policy

- Clarifies the role of the Board of Education regarding substitute teachers.
- Updates language regarding the Temporary Service Office role in providing substitute teachers.
- Adds the No Child Left Behind (NCLB) Act of 2001 to the list of references.

#### Implementation Procedures

- Clarifies the confidentiality built into the Temporary Service Office's automated system.
- Adds information regarding school-based administrator access to absences and substitute coverage.
- Clarifies that the orientation program is a prerequisite for eligibility as a substitute teacher.
- Substitutes "automated system" for the Temporary Services Office where appropriate.
- Clarifies the role of the Director of Human Resources when concerns have been reported regarding a substitute teacher.

*Motion:* Ms. Gordon moved approval of Policy 7130 - Substitute Teachers, as amended. The motion was seconded by Mr. Cohen.

#### *Discussion:*

Mrs. French said there needs to be a standard that states the expectations for substitute teachers. She added that there should be one that says that substitute teachers are expected to comply with all HCPSS Board policies, and a job description should be attached to a policy.

Mrs. Erickson commented that this recommendation could be referenced.

*Motion:* Mrs. French moved to amend the motion that a standard be added that all substitute teachers are expected to comply with all HCPSS Board policies. The motion was seconded by Ms. Bademosi.

*Discussion:*

The Board accepted the modification to the motion. Mrs. Giles said that the job description should be added to the references.

*Action:* Mrs. French's amended motion was seconded by Ms. Bademosi and approved by the Board (7-0-1), with Mr. Dyer abstaining.

*Action:* The Board approved the original motion as amended (7-0-1), with Mr. Dyer abstaining.

### **Policy 7060 - Royalties**

*Presenter:* Mr. Mark Blom, General Counsel.

Mr. Blom presented the results of the committee, which was chartered to address the current Royalties Policy. Mr. Blom commented on the exceptional committee members. He stated that the policy is proposed to state that if there are sales to the school system in excess of \$25,000, then the royalties would be donated to charity. It is not meant to say that *if the employee receives royalties of \$25,000*.

*Discussion:*

Mrs. French asked if that meant above that dollar amount. Mr. Blom responded yes. Mrs. French noted that specific wording needs to be included as well.

Ms. Gordon said the person who sells the implement or books would keep the royalties up to \$25,000. Mr. Blom responded yes.

Mr. Aquino said this is not being consistent. The policy says royalties, not sales. Mr. Blom said it should say sales, and Mr. Blom concurred with Mr. Aquino that the wording will be changed. Ms. Gordon reiterated that sales over \$25,000 would be donated to charity.

Mr. Dyer brought up the question of copyright and the duties of the appointees of the Board devoting their entire time to their duties. Mr. Blom said he researched this issue and his conclusion was that this policy, as presented, is drafted in conformity with the law. He added that

he would be glad to provide the Board with a legal memorandum addressing this issue.

Mr. Aquino suggested that the Board ask Mr. Blom to provide his written legal analysis in order to better address Mr. Dyer's question and allow the policy process to follow its course.

**Recess:** The Chairman recessed the meeting at 7:32 p.m. and reconvened at 8:10 p.m.

### **Public Forum**

There was no one present to address the Board.

### **Appointment**

Mr. John Hannay, President of the PTA Council of Howard County, presented the Board with the PTA Council goals and priorities, including:

- Rebuilding and Strengthening the PTA Movement in Howard County.
- Health and Wellness of Students and Staff.
- Safety of Students.
- Academic Performance of Howard County schools.

### **Proclamation: Read Across America Day**

#### BOARD OF EDUCATION OF HOWARD COUNTY

#### **PROCLAMATION**

Designating

March 2, 2009

As

Read Across America Day

**WHEREAS**, the first goal of the Howard County Public School System is to ensure that each child meets rigorous academic achievement standards; and

**WHEREAS**, the school system stands firmly committed to promoting reading as the foundation for students' academic success, their preparation for jobs of the future, and their ability to compete in a global economy; and

**WHEREAS**, the Howard County Public School System encourages community involvement as fundamental to the success of students and our public schools; and

**WHEREAS**, Howard County's quality of life is enhanced by the quality of its public

schools, therefore any investment of time, talent or resources in education is an investment in the overall health and well being of our community; and

**WHEREAS**, the National Education Association's *Read Across America Day*, a national celebration of Dr. Seuss's 105th birthday on March 2, 2009, promotes reading and community involvement in education;

**THEREFORE BE IT PROCLAIMED** that the Board of Education of Howard County enthusiastically endorses the National Education Association's Read Across America campaign and designates March 2, 2009 as Read Across America Day in the Howard County Public School System; and

**BE IT FURTHER PROCLAIMED** that the Board of Education of Howard County invites the community to engage in programs and activities to make America's children the best readers in the world.

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Frank J. Aquino, Chairman  
Howard County Board of Education

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Sydney L. Cousin, Superintendent  
Howard County Public Schools

*Action:* Ms. Gordon moved approval of the Proclamation - Read Across America Day. The motion was seconded by Ms. Bademosi and approved by the Board (8-0).

### **Public Hearing - Policy 6020 - School Construction Program**

John Hannay, President, PTA Council of Howard County (PTACHC)

- Recommended adding the creation of Impact Assessment Reports (IAR) during the design stage of each construction or renovation project.
- Recommended the development and use of Uniform Safety Standards (USS) to ensure the safety of students, staff, and other users of facilities during construction and renovation.
- Recommended incorporating current best practices for Integrated Pest Management (IPM) into the design and construction phases of each project.
- Recommended that any comments on design documents given by approving or advisory agencies including the Interagency Committee on School Construction and the Maryland Public School Construction Program to the Department of Education, and once received, be publicly presented to the Board of Education before construction and renovation activities move forward.
- Supported the inclusion of a post-acceptance evaluation of construction or renovation projects by a stakeholder review

committee with the results reported back to both the BOE as well as the DOE.

Jeff Bronow, Citizen

- Supported PTA Council's recommended changes to Policy 6020.

Elizabeth Edsall Kromm, Howard County Health Department

- Recommended the development of Uniform Safety Standards to ensure the health and safety of all users of school buildings during the time of construction, maintenance, and/or renovation.
- After Policy 6020 is amended, the Health Department will include the Uniform Safety Standards as part of their *Healthy Schools* criteria. This means that in order to apply for a *Healthy Schools* designation, a school would need to adhere to these standards.

Chris Wertman, Chairman, Community Advisory Council (CAC)

- CAC believes there are certain modifications that should be made to this policy before it is adopted by the Board.
- Provided the CAC's specific recommendations for improvement of the proposed policy.

Veronika Carella, Maryland State PTA

- Advocated for safe and healthy school environments and endorsed the National PTA's position on School Construction and Environmental Health.
- Recommended that the BOE give an explanation, including cost/benefit and impact analysis, and an opportunity to take relevant action when oversight agencies (i.e., MSDE, PSCP, etc.) recommendations are declined by the DOE.
- Requested that the BOE ensure in policy improved communications, improved safety standards, and a review of the impact that construction/renovation/maintenance changes have on existing buildings and their occupants, prior to BOE approval of a project.
- Recommended prompt policy reviews and updates as new laws, guidelines, and best practice recommendations related to Healthy and High Performing Schools, Green Schools, Healthy Howard, etc. are adopted, targeting another review in two years.
- Recommended instituting a walk-thru program that uses a SET-like standardized observation checklist based on EPA recommendations.
- Recommended incorporating Integrated Pest Management best practices into the design and renovation phase of a project.

Anja Caldwell, Maryland State PTA

- Recommended the adoption of clearly benchmarked green building standards into the policy.

David A. Jett, NIH (National Institutes of Health) & Parent

- Recommended safeguards that minimize or eliminate potentially harmful exposures during the renovation and construction process.

Johnnie Nussbaum, PTSA President, Glenelg HS

- Supported PTACHC and MD PTA's recommendations.
- Encouraged the Board and school system to use Montgomery County and New York State models of healthy schools and responsible renovations.

**Adjournment:** The Chairman adjourned the meeting at 8:55 p.m.

**Information Items**

Food and Nutrition Service Financial Report

\*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.