

**TENTATIVE MINUTES****BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND**

Tuesday, November 17, 2009

The Board of Education of Baltimore County met in closed session at 5:31 p.m. at Greenwood. President JoAnn C. Murphy and the following Board members were present: Mr. James E. Coleman, Mr. Earnest E. Hines, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Mr. H. Edward Parker, Lawrence E. Schmidt, Esq., and Mr. David Uhlfelder. In addition, J. Robert Haines, Esquire, Deputy Superintendent, and staff members were present.

Ms. Murphy reminded Board members of community functions and Board of Education events scheduled in November and December.

Edward J. Novak, Esquire, Associate General Counsel, informed Board members that the dinner with the county executive and county council for Tuesday, November 24, 2009, had been postponed. Mr. Parker asked that senators and delegates receive a copy of the Board's legislative platform.

Ms. Murphy noted that the Council of Urban Boards of Education (CUBE) is looking for nominations for its steering committee. Ms. Murphy stated that if any Board member is interested to contact Ms. Brenda Stiffler, Administrative Assistant to the Board.

Mr. Uhlfelder shared with Board members the operation and scope of the Maryland Association of Boards of Education (MABE) Group Insurance Pool and the results of its November 5, 2009 meeting.

Board member, Ms. Mary-Margaret O'Hare, entered the room at 5:45 p.m.

Pursuant to the Annotated Code of Maryland, State Government Article, §§10-508(a)(1) and (a)(8) and upon motion of Mr. Janssen, seconded by Mr. Schmidt, the Board commenced its closed session at 5:48 p.m.

**CLOSED SESSION MINUTES**

The Board of Education of Baltimore County, Maryland, met in closed session at 5:48 p.m. at Greenwood. President JoAnn C. Murphy and the following Board members were present: Mr. James E. Coleman, Mr. Earnest E. Hines, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Ms. Mary-Margaret O'Hare, Mr. H. Edward Parker, Lawrence E. Schmidt, Esq., and Mr. David Uhlfelder. In addition, J. Robert Haines, Esquire, Deputy Superintendent, and the following staff members were present: Ms. Rita Fromm, Chief of Staff; Mr. William Lawrence, Assistant Superintendent, Northwest Area; Ms. Verletta White, Assistant Superintendent,

CLOSED SESSION MINUTES (cont)

Northeast Area; Dr. Manuel Rodriguez, Assistant Superintendent, Southwest Area; Ms. Barbara Walker, Assistant Superintendent, Central Area; Mr. Lyle Patzkowsky, Assistant Superintendent, Southeast Area; Dr. Donald Peccia, Assistant Superintendent, Human Resources; Margaret-Ann Howie, Esquire, General Counsel; Edward J. Novak, Esquire, Associate General Counsel; Andrew W. Nussbaum, Esquire, Knight, Manzi, Nussbaum & LaPlaca, P.A., Counsel to the Board of Education; and Ms. Brenda Stiffler, Administrative Assistant to the Board.

Dr. Peccia reviewed with Board members personnel matters to be considered on the evening's agenda.

On motion of Mr. Parker, seconded by Mr. Schmidt, the Board adjourned its closed session at 5:50 p.m.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 6:35 p.m. at Greenwood. President JoAnn C. Murphy and the following Board members were present: Mr. James E. Coleman, Mr. Earnest E. Hines, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Ms. Mary-Margaret O'Hare, Mr. H. Edward Parker, Lawrence E. Schmidt, Esq., Mr. David Uhlfelder, and Miss Jacqueline Camp. In addition, J. Robert Haines, Esquire, Deputy Superintendent, and staff members were present.

PLEDGE OF ALLEGIANCE

The open session commenced with the Pledge of Allegiance to the Flag, which was led by Christina Francis, a student at Johnnycake Elementary School, followed by a period of silent meditation for those who have served education in the Baltimore County Public Schools.

Hearing no additions or corrections to the Board of Education Work Session of October 20, 2009, Ms. Murphy declared the minutes approved as presented on the Web site.

Ms. Murphy informed the audience of the sessions in which Board members had participated earlier in the afternoon.

SPECIAL ORDER OF BUSINESS

Ms. Murphy announced that the BCPS Comprehensive Annual Financial Report (CAFR) is published annually after completion of the annual audit of the Board's financial statements.

SPECIAL ORDER OF BUSINESS (cont)

The fiscal year 2009 CAFR includes the artwork of BCPS elementary school students. Ms. Murphy recognized and thanked the students by presenting each student with a U.S. Savings Bond. The students were:

- Allison Naglieri – Harford Hills Elementary School
- Christina Francis – Johnnycake Elementary School
- Julian Boyd – Orem Elementary School
- Sidney Brooks – Orem Elementary School
- Kiera Girard – Orem Elementary School
- Belqui July Martinez – Shady Spring Elementary School

PERSONNEL MATTERS

On motion of Mr. Janssen, seconded by Mr. Parker, the Board approved the personnel matters as presented on exhibits B (Copies of the exhibits are attached to the formal minutes).

REPORTS

The Board received the following reports:

- A. **Report on NSBA Councils of Urban Boards of Education (CUBE)** – Ms. Johnson reported on the annual CUBE conference noting this year’s theme focused on governing urban schools in an era of change. Various work sessions held included educating in the throes of a demographic shift, improving urban graduation rates, and raising student achievement. She noted that there was a pilot at the middle school level for students struggling in math; each student received an iPhone in addition to textbook curriculum. This technology changed students’ outlook on learning math. The iPhone increased student performance, test scores improved, and motivation soared. Ms. Johnson stated that copies of the reports and presentations would be available in the Board office.
- B. **Report on NSBA Technology and Leadership (T+L<sup>2</sup>) Conference** – Ms. O’Hare reported on the annual T+L<sup>2</sup> conference, hosted by the National School Boards Association’s (NSBA) Education Technology Department. Ms. O’Hare attended a workshop titled, “Empowering the 21<sup>st</sup> Century Leader.” This session demonstrated how educational leaders can be “agents of change” alongside the students. She also attended BCPS’ virtual learning workshop where the school system was well-represented. Ms. O’Hare suggested that the school system review its electronic device policy and consider permitting students to use Web 2.0 tools, such as [www.gaggle.net](http://www.gaggle.net).

REPORTS (cont)

Mr. Hines reported on his full-day visit to an elementary school watching technology applications. The student population at the school showcased speaks 18 different languages. Mr. Hines noted that this elementary school has embraced the use of technology to transform its classrooms by using wireless devices. One class was using iPhones with at least 100 applications. Students were flipping through the applications and uploading their class information. Mr. Hines stated that BCPS needs to develop ethical practices for future use of these devices.

C. **Department of Technology Overview** – Mr. Michael Goodhues, Chief Information Officer, provided an overview of the Department of Technology, which included:

- Focus Areas
  - Customer Service
  - Accountability
  - Information Management
- Department Responsibilities
- Technology Services to Schools
- Information and System Performance
- Major Accomplishments in Fiscal Years 2006-2009
- Plans for Fiscal Years 2010-2012
- Technology Cost Comparison – 1.7% of BCPS operating budget
- Technology Steering Committee

Ms. O'Hare asked who would be assigned to the steering committee. Mr. Goodhues responded individuals from the departments of curriculum and instruction, finance, technology, communications, human resources, physical facilities, as well as various principals and teachers would comprise the committee members. Ms. O'Hare asked whether the committee members were limited to school system employees. Mr. Goodhues stated that, at the direction of the superintendent, other members can be added. Ms. O'Hare asked what percentage of the fiscal year 2010 operating budget is for textbooks.

Ms. Johnson asked for additional details on the student-computer ratio. Mr. Goodhues stated that the ratio is calculated by the number of computers by the number of students in a school, and that the ratio varies from school to school. Ms. Johnson asked whether there was a master technology plan. Mr. Goodhues responded that one of the goals of the steering committee is to create a master

REPORTS (cont)

technology plan. Ms. Johnson asked whether laptops need to be introduced. Mr. Goodhues responded that a number of schools have access to laptops. Ms. Johnson asked whether BCPS plans to replace all overhead projectors. Mr. Goodhues responded that there is currently no plan to replace overhead projectors.

Ms. O'Hare requested information on the ratio of middle and high school computers by school (inventory report). Ms. O'Hare recommended that the Board receive a report on technology on an annual basis.

Mr. Hines stated that the steering committee should consider the following: ethics document specifically addressing technology; review pilot programs and presentations from the T+L<sup>2</sup> conference and consider implementing; and evaluate non-LAN based concepts.

Miss Camp stated that she would like the steering committee to consider online student journalism.

Ms. Murphy asked whether there were plans for a student focus group. Mr. Goodhues responded that there are plans in place for a student and teacher focus group.

Ms. Johnson requested a list of all technology tools available in schools (i.e. whiteboards, projectors, etc.).

D. **Board of Education Policies** – Ms. O'Hare stated that the Board of Education's Policy Committee met to consider the policies presented this evening, and that the committee is recommending approval of these policies. This is the first reading.

- Proposed Changes to Policy 2370 – ADMINISTRATION: Administrative Operations-Conduct
- Proposed New Policy 4011 – PERSONNEL: General-Medical Examination – Ms. Johnson expressed concern that the first three paragraphs were being deleted, which seemed to be the essence of the policy. Dr. Donald Peccia, Assistant Superintendent of Human Resources, stated that rules and procedures will be established to include current practices.
- Proposed Changes to Policy 4111 – PERSONNEL: Professional Permanent-Recruitment and Selection
- Proposed Changes to Policy 4121 – PERSONNEL: Temporary and Part-Time-Substitute Teachers

REPORTS (cont)

- Proposed Deletion of Policy 4221.1 – PERSONNEL: Recruitment and Selection, Teacher-Aides
- Proposed Deletion of Policy 4231 – PERSONNEL: Classified – Status Change: Transfer, General
- Proposed Deletion of Policy 4231.1 – PERSONNEL: Classified – Status Change: Transfer, Clerical
- Proposed Changes to Policy 4260 – PERSONNEL: Classified-Compensation Plan

- E. **FY2009 Comprehensive Annual Financial Report (CAFR) and Single Audit Report** - Mr. Rodger Janssen, Chair of the Budget and Audit Committee, presented the fiscal year 2009 financial and single audit report and the management letter to the Board. He noted that the auditing firm of Clifton and Gunderson had reviewed all the reports and findings in detail with the Budget and Audit Committee members and staff. Mr. Janssen stated that the Board received an “unqualified opinion” on the CAFR, which is the greatest level of assurance that an auditor can give to indicate that the financial statements of an organization are not materially misstated.

Although the Single Audit Report contained one finding, Mr. Janssen stated that staff has already developed and/or implemented corrective action to address the finding. Mr. Janssen noted that the auditors have considered all prior year findings to be resolved.

- F. **Report on the Office of Internal Audit** – Ms. Frances Parker, Chief Auditor, provided an overview of the Office of Internal Audit, which included:

- Internal Audit Charter
- Goals and Strategies for Fiscal Year 2010
- Annual Work Plan
- Government Auditing Standards

Mr. Janssen noted that one of the more important services provided by the internal auditors is training staff in the proper handling of school funds and practices. Mr. Janssen stated that the Office of Internal Audit is understaffed and that additional positions may be requested for next fiscal year.

REPORTS (cont)

Mr. Uhlfelder stated that a substantial number of hours is needed to meet federal, state, and local mandates. He feels that it is impossible for this group to accomplish the all mandates. Mr. Uhlfelder stated that the Board should begin an immediate supplemental transfer. Ms. Murphy concurred with Mr. Uhlfelder's comments.

Ms. O'Hare asked for a staff comparison between BCPS and Anne Arundel Public Schools (AAPS). Ms. Parker responded that BCPS has nine auditors and one clerk; AAPS has four internal auditors and two investigators. Mr. Uhlfelder stated that every school has functions that the internal audit group is responsible for; therefore, it is difficult to measure.

Mr. Uhlfelder asked whether there is a procedure for requesting additional staff. Mr. Haines responded that there is a supplemental budget process; however, the school system does not typically generate supplemental transfers.

Mr. Schmidt asked how many additional positions the Board would need to consider. Mr. Janssen responded one to three additional positions.

Mr. Parker asked if hours and tasks were based on a full staff every day. Ms. Frances Parker responded that she takes into consideration the total hours, calendar days, number of auditors, backing out vacations and five days of urgent business, then allocating remaining days. Ms. Frances Parker stated that, in order to manage the tasks, the internal audit group tries to work within the framework of those hours in its work plan.

INFORMATION

The Board received the following as information:

- A. Appeals Procedures Handbook
- B. Southeast Area Education Advisory Council Meeting Minutes of October 12, 2009
- C. Southwest Area Education Advisory Council Meeting Minutes of October 21, 2009
- D. Financial Report for months ending September 30, 2008 and 2009

ANNOUNCEMENTS

Ms. Murphy made the following announcements:

- The Southwest Area Education Advisory Council will hold its next meeting on Wednesday, November 18, 2009, at Winfield Elementary School beginning at 7:00 p.m.
- The Central Area Education Advisory Council will hold its next meeting on Thursday, November 19, 2009, at Dumbarton Middle School beginning at 7:00 p.m.
- The Board of Education of Baltimore County will host a dinner meeting with the Baltimore County Executive and Baltimore County Council on Tuesday, November 24, 2009, at approximately 5:30 p.m. The dinner will be held in the Administrative Building on the Greenwood Campus.
- The Board of Education of Baltimore County will hold its next meeting on Tuesday, December 1, 2009, at Greenwood. The meeting will begin with an open session at approximately 5:30 p.m. The Board will then adjourn to meet in closed session. The open session will reconvene at approximately 7:00 p.m. The public is welcome to all open sessions.

ADJOURNMENT

Since there was no further business, the Board adjourned its meeting at 8:29 p.m.

Respectfully submitted,

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Joe A. Hairston  
Secretary-Treasurer

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