

**MEETING OF THE BOARD OF EDUCATION
OF HOWARD COUNTY**

10910 Clarksville Pike
Ellicott City, MD 21042

November 21, 2019

- | | | |
|-------------|---|--------|
| 4-4:05 p.m. | 1. OPENING ITEMS | |
| | A. PLEDGE OF ALLEGIANCE | |
| | B. APPROVAL OF AGENDA | |
| 4:05-4:20 | 2. REPORTS | |
| | A. SUPERINTENDENT'S REPORT | |
| | B. STUDENT REPRESENTATIVES' REPORTS (Centennial HS) | |
| | C. STUDENT BOARD MEMBER'S REPORT | |
| 4:20-4:35 | 3. PUBLIC FORUM | |
| | The Board looks forward to hearing comments from a maximum of five citizens on educational issues during the regular meetings. Each speaker is limited to three minutes. Topics excluded from Public Forum are individual personnel matters, complaints identifying individual students, pending appeals, topics for which the Board schedules public hearings, and advertising or solicitation for products and/or services. Citizen participation is not intended to be a question and answer session. However, each speaker will receive a written response. All persons are expected to exhibit civil behavior in accordance with Policy 1000 Civility. | |
| 4:35-4:45 | 4. APPOINTMENT | |
| | Howard County Education Association (HCEA) | |
| 4:45-4:50 | 5. CONSENT AGENDA (Restricted*) | |
| | A. Legal Fees Monthly Report (Mark Blom) | REPORT |
| 4:50-4:55 | 6. CONSENT AGENDA | |
| | A. Donations (Anissa Dennis) | ACTION |
| | B. Meeting Minutes – 11 05 2019 AAA WS IV Meeting Summary | ACTION |
| | C. Meeting Minutes – 11 07 2019 AAA WS V Meeting Summary and
Regular Meeting Summary | ACTION |
| | D. Meeting Minutes – 11 12 2019 AAA WS VI Meeting Summary | ACTION |
| | E. Meeting Minutes – 11 14 2019 AAA WS VIII Meeting Summary | ACTION |
| | F. Meeting Minutes – 11 18 2019 AAA WS IX Meeting Summary | ACTION |

(over)

- | | | |
|-------------|---|---|
| 4:55-5:10 | 7. ADMINISTRATIVE AGENDA
A. *Bids and Contracts (Douglas Pindell) | ACTION |
| 5:10-5:50 | 8. PROGRAM AGENDA
A. Extended Year Programs (Caroline Walker/Terrell Savage) | REPORT |
| 5:50-7 | 9. DINNER RECESS
A. Dinner Recess | |
| 7-7:15 p.m. | 10. PUBLIC FORUM (See note above) | |
| 7:15-7:20 | 11. APPOINTMENT
A. Community Advisory Council | |
| 7:20-7:45 | 12. ADMINISTRATIVE AGENDA (Continued)
A. *Approval of Attendance Area Adjustment Plan
(Scott Washington/Renee Kamen) | ACTION |
| 7:45-7:55 | 13. REPORTS (Continued)
A. BOARD MEMBERS' REPORTS | |
| 7:55 | 14. ADJOURNMENT
A. Adjournment | |
| | 15. INFORMATION ITEM(S)
A. Food and Nutrition Service Financial Report (Brian Ralph)
B. Success of the Athletic Trainer and Teams (John Davis)
C. Class of 2019 SAT & ACT Participation, Performance,
Three-Year Trends SAT Results for the Class of 2019
(Ebony Langford-Brown/Eva Yiu) | INFORMATION
INFORMATION
INFORMATION |

Kathy
This was pulled that we are moving it to a future meeting per Vicky's request?
Agenda is subject to approval.
Jan

*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.

To access the agenda and supporting documents through Board Docs, go to:
www.hcpss.org → About → Board Docs → Select Meeting → View the Agenda



ACTION

**BOARD OF EDUCATION OF HOWARD COUNTY
MEETING AGENDA ITEM**

TITLE: Donations **DATE:** November 21, 2019

PRESENTER(S): Anissa Dennis, Chief School Management and Instructional Leadership Officer

Strategic Call To Action Alignment: Operations and practices are responsive, transparent, fiscally responsible and accountable, with students at the heart of all decisions.

OVERVIEW:

The following donations have been received:

ARL: Maryland Future Farmers of America Foundation, in the amount of \$2,500, designated to assist with travel and competition expenses.

Curriculum
Centennial Lane ES: CLES PTA, in the amount of \$3,650, designated as follows: (\$1,250) for the purchase of Being A Writer Kit, to supplement current instructional materials, for grades 2 and 5 and (\$2,400) for the purchase of Being a Reader small group sets to supplement current instructional materials.

Hammond ES: HES PTA, in the amount of \$700, designated for the cultural arts program Just In Weather.

Swansfield ES: Safeway Foundation, in the amount of \$1,753.62, designated for the purchase of materials to support PBIS and Restorative Justice initiatives.

Toyota Finance, in the amount of \$705.50, designated for the purchase of materials to install a raingarden.

Veterans ES: Safeway Store, in the amount of \$3,055.27, designated for the purchase of PBIS Incentives and to assist with field trip expenses.

Atholton HS: Atholton Booster Association, in the amount of \$1,369.84, designated for the purchase of cheerleading tops and track equipment to support athletic programs.

Centennial HS: CHS Boosters, in the amount of \$6,937, designated as follows: (\$637) to assist with the cost of a soccer storage container and (\$6,300) to assist with after school transportation costs for various clubs.

Hammond HS: District V Athletic Association, in the amount of \$1,000, designated for the purchase of athletic equipment.

Long Reach HS: LRHS Boosters, in the amount of \$2,702, designated for the purchase of security door screening to be put on existing doors.

Reservoir HS: Fredericktowne Players, in the amount of \$1,150, designated to support the Reservoir Theatre Program.

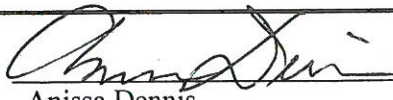
River Hill HS: Karin Lawrence, in the amount of \$42,404.99, designated to support athletic programs as follows: (\$9067.99) for the purchase of weight room flooring, (\$9,817) for the installation of weight room equipment, and (\$23,520) for the purchase of weight room equipment.

Wilde Lake HS: Melissa and Gabriel Helicke, in the amount of \$621, designated for the purchase of equipment and uniforms for boys' soccer to support the athletic program.


Is this really ok?


RECOMMENDATION/FUTURE DIRECTION: Recommends the Board accept the Donations Report.

SUBMITTED BY:


Anissa Dennis
Chief School Management
and Instructional Leadership
Officer

APPROVAL/CONCURRENCE:


Michael J. Martirano, Ed.D.
Superintendent


Karalee Turner-Little
Deputy Superintendent

OK

MEETING SUMMARY OF THE BOARD OF EDUCATION OF HOWARD COUNTY

November 05, 2019

The video/audio recordings of the Board of Education meetings are the official record of the meetings and can be viewed at:

<http://www.hcpss.org/board/>

The Board of Education of Howard County held Work Session IV on Attendance Area Adjustments on Tuesday, November 05, 2019 at 6:30 p.m. in the Boardroom of the Department of Education, located at 10910 Clarksville Pike, Ellicott City, Maryland. The following were present:

Mavis Ellis, Chair
Kirsten A. Coombs, Vice Chair
Vicky Cutroneo
Christina Delmont-Small
Jennifer Swickard Mallo
Sabina Taj
Chao Wu, Ph.D. (arrived at 6:31 p.m.)

Michael J. Martirano, Ed.D., Superintendent, Secretary/Treasurer (arrived at 8:16 p.m.)
Karalee Turner-Little, Deputy Superintendent
Trudy Grantham, Executive Assistant for the Board of Education

The following is a summary of the motions made and votes taken at the meeting and are for informational purposes only. If there is any discrepancy between the video and this summary, the video, which constitutes the minutes of the meeting, shall control. Other matters addressed by or discussed with the Board are available in the video/audio recordings. All Board reports/supporting documents for the meeting are provided to the Board and are located on BoardDocs at:

<http://www.boarddocs.com/mabe/hcpssmd/Board.nsf/Public>

Chair Mavis Ellis called the meeting to order at 6:30 p.m.

APPROVAL OF AGENDA

Action: Mrs. Coombs moved approval of the agenda as presented. The motion was seconded by Dr. Wu and approved by the Board (7/0).

WORK SESSION

*Attendance Area Adjustment Work Session IV

The Board had in-depth discussion regarding various Attendance Area Adjustment plans and asked clarifying questions.

Action: Ms. Taj moved to go back to the Superintendent's Proposed Plan. The motion was seconded by Ms. Ellis and failed (2/5*) with Mrs. Cutroneo, Mrs. Mallo, Ms. Coombs, Dr. Wu and Mrs. Delmont-Small voting no.

Unapproved

Recess: The meeting was recessed by the Chair at 8:25 p.m. and reconvened at 8:38 p.m.

The Board continued discussion.

Action: Ms. Mallo moved to have the discussion start with schools in the east and then move west. The motion was seconded by Ms. Taj and approved by the Board (4/3*) with Mrs. Cutroneo, Dr. Wu, and Mrs. Delmont-Small voting no.

Action: Dr. Wu moved to continue the discussion moving west to east. The motion was seconded by Mrs. Delmont-Small and failed (3/4*) with Mrs. Mallo, Ms. Coombs, Ms. Ellis, and Ms. Taj voting no.

Action: Mrs. Mallo moved to have staff develop a scenario to look at the impact of moving six polygons (58, 54, 52, 1058, 1054, and 2054) to Atholton High School. The motion was seconded by Ms. Coombs and approved by the Board (7/0*).

The Board provided direction to staff for the next work session.

Adjournment - By Board consensus, the meeting was adjourned at 10:16 p.m.

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OK

MEETING SUMMARY OF THE BOARD OF EDUCATION OF HOWARD COUNTY

November 07, 2019

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<http://www.hcpss.org/board/>

The Board of Education of Howard County held Work Session V on Attendance Area Adjustments and a regularly scheduled meeting on Thursday, November 07, 2019, at 1 p.m. in the Boardroom of the Department of Education, located at 10910 Clarksville Pike, Ellicott City, Maryland. The following were present:

Mavis Ellis, Chair
Kirsten A. Coombs, Vice Chair
Vicky Cutroneo (arrived 4:02 p.m.)
Christina Delmont-Small
Jennifer Swickard Mallo
Sabina Taj
Chao Wu, Ph.D.
Allison Alston, Student Member (arrived 4 p.m.)

Michael J. Martirano, Ed.D., Superintendent, Secretary/Treasurer
Karalee Turner-Little, Deputy Superintendent
Kathleen Hanks, Administrator

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Chair Mavis Ellis called the meeting to order at 1:15 p.m.

APPROVAL OF AGENDA

Action: Ms. Coombs moved approval of the agenda as presented. The motion was seconded by Mrs. Mallo and approved by the Board (6/0).

WORK SESSION

*Attendance Area Adjustment Work Session V

The Board had in-depth discussion regarding various Attendance Area Adjustment plans, asked clarifying questions, and provided direction to staff for the next work session.

By consensus, move polygons 52, 2051, 51 1051, 279, and 3139 from Oakland Mills HS to Atholton HS.

Unapproved

By Board consensus, move polygons 308, 1308, and 2308 from Mt. Hebron HS to Centennial HS.

Action: Ms. Coombs moved to move polygons 97, 154, 214, 1154, and 2154 from Centennial HS to Marriotts Ridge HS. The motion was seconded by Mrs. Mallo and approved by the Board (5/1*) with Mrs. Delmont-Small abstaining.

Action: Ms. Coombs moved to move polygons 171 and 1171 from Marriotts Ridge HS to Glenelg HS. The motion was seconded by Dr. Wu and approved by the Board (4/2*) with Mrs. Delmont-Small and Mrs. Mallo voting no.

Recess: The meeting was recessed by the Chair at 3:35 p.m. and reconvened at 4:02 p.m.

REPORTS – Superintendent, student representative and Student Board Member reports were provided.

***CONSENT AGENDA RESTRICTED**

Staff Personnel and School Construction Monthly Report

Action: Ms. Coombs moved approval of the Consent Agenda Restricted. The motion was seconded by Dr. Wu and approved by the Board (7/0*).

CONSENT AGENDA

Donations; Resolution: Recognizing National Education Support Professionals Day; Meeting Minutes – 10 10 2019 AAA PH #2 Region III Meeting Summary; Meeting Minutes – 10 10 2019 AAA PH #3 Region III Meeting Summary; Meeting Minutes – 10 15 2019 AAA PH #4 Region III Meeting Summary; Meeting Minutes – 10 17 2019 Regular Meeting Summary; Meeting Minutes; Meeting Minutes – 10 23 2019 Audit Committee Meeting Minutes; Meeting Minutes – 10 28 2019 AAA WS II Meeting Summary; Meeting Minutes – 10 30 2019 AAA WS II Meeting Summary; and Meeting Minutes - 11 04 2019 Audit Committee Minutes

Pull: 8.H. 10 23 2019 Audit Committee Meeting Minutes were pulled for voting purposes.
8.J. 11 04 2019 Audit Committee Meeting Minutes were pulled for voting purposes.

Action: Mrs. Mallo moved approval of the Consent Agenda. The motion was seconded by Dr. Wu and approved by the Board (8/0).

10 23 2019 Audit Committee Meeting Minutes

By consensus, the Audit Committee Minutes were approved by committee members Mrs. Delmont-Small, Ms. Coombs, and Dr. Wu.

11 04 2019 Audit Committee Meeting Minutes

By consensus, the Audit Committee Minutes were approved by committee members Mrs. Delmont-Small, Ms. Coombs, and Dr. Wu.

Unapproved

ADMINISTRATIVE AGENDA*FY 2019 Audit Report

Action: Ms. Coombs moved to accept the 2019 Audit Report. The motion was seconded by Ms. Taj and approved by the Board (6/0*). Mrs. Mallo was not present at the vote.

*FY 2020 General Fund Supplemental Budget Augmentation and Categorical Budget Transfer

Action: Ms. Coombs moved approval of the categorical budget transfer request. The motion was seconded by Mrs. Delmont-Small and approved by the Board (7/0*)

County Administration Data Request MOU

Action: Ms. Coombs moved approval of the County Administration Data Request MOU as amended. The motion was seconded by Ms. Taj and approved (8/0).

*Bids and Contracts

Action: Dr. Wu moved approval of Bids and Contracts. The motion was seconded by Ms. Taj and approved by the Board (7/0*).

*Employee Child Care Program

Action: Mrs. Mallo moved adoption of Option 1 for the future of the Employee Child Care Program. The motion was seconded by Ms. Coombs and approved by the Board (8/0).

Action: Ms. Taj moved to direct the Superintendent to investigate the expansion of the program. The motion was seconded by Mrs. Coombs and approved by the Board (8/0).

Action: Ms. Taj moved to direct the Superintendent to investigate extending the lease from two to four years. The motion was seconded by Mrs. Coombs and approved by the Board (8/0).

2020-2021 Proposed Academic Calendar

Action: Ms. Coombs moved approval of the 2020-2021 Proposed Academic Calendar option 1. The motion was seconded by Ms. Ellis and approved by the Board (8/0).

*STOP School Violence: Prevention and Mental Health Training Program Grant

Action: Mrs. Mallo moved approval of the acceptance of funds from the Department of Justice and Bureau of Justice Assistance for use within Department of Program Innovation and Student Well-Being in the Howard County Public School System. The motion was seconded by Ms. Coombs and approved by the Board (7/0*).

Recess: The meeting was recessed by the Chair at 7:04 p.m. and reconvened at 7:32 p.m.

POLICYPolicy 5100 Health Services

Action: Mrs. Mallo moved approval of modified Policy Health Services. The motion was seconded by Ms. Coombs and approved by the Board (8/0).

Policy 5120 Communicable Diseases-Prevention and Control

Action: Mrs. Mallo moved approval of Policy 5120 Communicable Diseases Prevention and Control as amended. The motion was seconded by Ms. Taj and approved by the Board (8/0).

ADMINISTRATIVE AGENDA (Continued)ESSA Consolidated Strategic Plan

Action: Ms. Coombs moved approval of the 2019 Local ESSA Consolidated Strategic Plan for final submission to the Maryland State Department of Education and accept funding for the included grant applications. The motion was seconded by Dr. Wu and approved by the Board (8/0).

REPORTS – Board Member Reports were provided.

Adjournment - By Board consensus, the meeting was adjourned at 9:29 p.m.

INFORMATION ITEMS

- A. Policy 1030 Child Abuse and Neglect – Annual Report
- B. Ombudsman Report

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OK

MEETING SUMMARY OF THE BOARD OF EDUCATION OF HOWARD COUNTY

November 12, 2019

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<http://www.hcpss.org/board/>

The Board of Education of Howard County held Work Session VI on Attendance Area Adjustments on Tuesday, November 12, 2019 at 4 p.m. in the Boardroom of the Department of Education, located at 10910 Clarksville Pike, Ellicott City, Maryland. The following were present:

Mavis Ellis, Chair
Kirsten A. Coombs, Vice Chair
Vicky Cutroneo
Christina Delmont-Small
Jennifer Swickard Mallo
Sabina Taj
Chao Wu, Ph.D.

Michael J. Martirano, Ed.D., Superintendent, Secretary/Treasurer
Karalee Turner-Little, Deputy Superintendent (left 7:12 p.m.)
Kathleen Hanks, Administrator

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Chair Mavis Ellis called the meeting to order at 4 p.m.

APPROVAL OF AGENDA

Add: 6 p.m. Dinner Recess

Action: Ms. Coombs moved approval of the agenda as amended. The motion was seconded by Dr. Wu and approved by the Board (7/0).

WORK SESSION

*Attendance Area Adjustment Work Session VI

The Board had in-depth discussion regarding various Attendance Area Adjustment plans and asked clarifying questions.

Action: Dr. Wu moved to keep polygons polygons 200 and 1200 at River Hill High School. The motion was seconded by Ms. Ellis. The motion failed (3/4*) with Ms. Coombs, Ms. Cutroneo, Mrs. Mallo, and Ms. Taj voting no.

Unapproved

Action: Mrs. Cutroneo moved to move polygons 200 and 1200 from River Hill High School to Glenelg High School. The motion was seconded by Ms. Coombs and approved by the Board (4/3*) with Mrs. Delmont-Small, Ms. Ellis, and Dr. Wu voting no.

Recess: The meeting was recessed by the Chair at 5:56 p.m. and reconvened at 6:30 p.m.

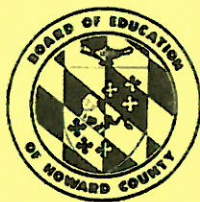
The Board continued discussion and provided direction to staff for the next work session.

Recess: The meeting was recessed by the Chair at 7:58 p.m. and reconvened at 8:09 p.m.

Adjournment - By Board consensus, the meeting was adjourned at 8:51 p.m.

All Board reports provided to the Board are located on BoardDocs at:
<http://www.boarddocs.com/mabe/hcpssmd/Board.nsf/Public>

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OK

Agenda Item Details

Meeting Nov 21, 2019 - Administrative Agenda 4 & 7 p.m. Meeting of the Board of Education of Howard County

Category 6. CONSENT AGENDA

Subject E. Meeting Minutes – 11 14 2019 AAA WS VIII Meeting Summary - ACTION

Access Public

Type Action, Minutes

Recommended Action Move approval of the Consent Agenda.

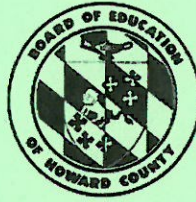
Public Content

The audio/video recording is the official meeting minutes and is located on HCPSS-TV.

Administrative Content

This document will be provided as soon as it is available.

Executive Content



OK

Agenda Item Details

Meeting Nov 21, 2019 - Administrative Agenda 4 & 7 p.m. Meeting of the Board of Education of Howard County

Category 6. CONSENT AGENDA

Subject F. Meeting Minutes – 11 18 2019 AAA WS IX Meeting Summary - ACTION

Access Public

Type Action, Minutes

Recommended Action Move approval of the Consent Agenda.

Public Content

The audio/video recording is the official meeting minutes and is located on HCPSS-TV.

Administrative Content

This document will be provided as soon as it is available.

Executive Content



**BOARD OF EDUCATION OF HOWARD COUNTY
MEETING AGENDA ITEM**

TITLE: Legal Fees Monthly Report

DATE: November 21, 2019

PRESENTER(S): Mark C. Blom, General Counsel

Strategic Call To Action Alignment: Operations and practices are responsive, transparent, fiscally responsible and accountable, with students at the heart of all decisions.

OVERVIEW:

The attached report details the following legal expenses.

As of November 7, 2019, the school system has received invoices for outside legal services provided in the preceding month totaling \$32,603.50. The amount of \$13,324.00 was spent in the area of Board Operations and \$19,279.50 was spent in the area of special education. The breakdown of these expenses by category is provided in the attached Appendix A, and a breakdown by law firm is provided in Appendix B. Also attached to this Board Report is Appendix C that shows the difference between FY19 legal fees v. FY20 legal fees spent each month and showing the total savings to date. The total savings as of this date are \$1,199.70.

RECOMMENDATION/FUTURE DIRECTION:

None

SUBMITTED BY:

Mark C. Blom
Mark C. Blom
General Counsel

APPROVAL/CONCURRENCE:

Michael J. Martirano
Michael J. Martirano, Ed.D.
Superintendent

Karalee Turner-Little
Karalee Turner-Little
Deputy Superintendent

*How do we
determine
when to
use outside
counsel vs.
keeping in
house?
Who makes that
decision?*

[illegible]

Af A

[illegible]

NON-SPECIAL EDUCATION LEGAL EXPENSES												YEAR TO DATE											
	July	August	September	October	November	December	January	February	March	April	May	June											
FY 19	\$12,415.90	\$0.00	\$7,314.00	\$36,574.90																			
FY 20	\$4,588.91	\$1,711.09	\$11,081.00	\$13,324.00																			
Savings in FY20	\$7,826.99	-\$1,711.09	-\$3,767.00	\$23,250.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,599.80						

SPECIAL EDUCATION LEGAL EXPENSES															
	July	August	September	October	November	December	January	February	March	April	May	June		YEAR TO DATE	
FY 19	\$0.00	\$0.00	\$0.00	\$0.00											
FY 20	\$3,750.00	\$367.00	\$1,003.60	\$19,279.50											
Savings in FY20	-\$3,750.00	-\$367.00	-\$1,003.60	-\$19,279.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$24,400.10	

\$1,199.70 FY 20 TOTAL SAVINGS TO DATE

Note: Expenses reflected for each month are typically for services rendered the month before. For example, expenses reflected in the July column would be for legal services provided in June.



ACTION

BOARD OF EDUCATION OF HOWARD COUNTY
MEETING AGENDA ITEM

TITLE: Bids and Contracts

DATE: November 21, 2019

PRESENTER(S): Douglas Pindell, Purchasing Director

Strategic Call to Action Alignment: Operations and practices are responsive, transparent, fiscally responsible and accountable, with students at the heart of all decisions.

OVERVIEW:

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
PC-31	CLOUD-BASED ENTERPRISE RESOURCE PLANNING SOFTWARE Workday, Inc.	\$1,600,000.00 <i>OK</i>
PC-32	THERAPEUTIC COUNSELING SERVICES FOR STUDENTS WITH AN INDIVIDUALIZED EDUCATION PROGRAM (IEP) Cobb Pediatric Speech Services, LLC, d/b/a The Stepping Stones Group Susan Lee, Ph.D. TOTAL AWARD	\$40,000.00 <i>OK but questions</i>
PR-13	PURCHASE OF FORD ROUTE STAR WALK-IN STEP VANS Apple Ford	\$83,267.28 <i>OK</i>
PR-14	SCHOOL BUS CAMERA SYSTEM IVS, Inc. d/b/a AngelTrax	\$43,081.39 <i>OK</i>
PR-15	VIDEO PRODUCTION EQUIPMENT AND SERVICES FOR BOARD OF EDUCATION MEETINGS Swagit Productions, LLC	\$89,000.00 <i>OK</i>


PC-Competitive solicitations issued by the Procurement Office.

PR-Piggyback recommendations as allowed by law and policy.

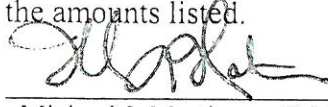
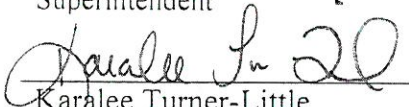
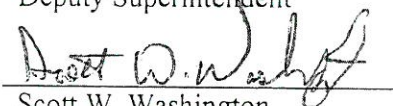
RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the Board approve the bid award recommendations in the amounts listed.

SUBMITTED BY:


Douglas Pindell
Purchasing Director

APPROVAL/CONCURRENCE:


Michael J. Martirano, Ed.D.
Superintendent
Karalee Turner-Little
Deputy Superintendent
Scott W. Washington
Acting Chief Operating Officer

CLOUD-BASED ENTERPRISE RESOURCE PLANNING SOFTWARE

Fact Sheet

1. Workday is a cloud-based Enterprise Resource Planning (ERP) system used by all employees and the offices of Human Resources, Finance, Accounting, Benefits, Payroll, and Purchasing for business operations.
2. The Board of Education (BOE) approved the piggyback of a Douglas County School District (Colorado) contract with Workday, Inc. in December 2014 that included a cloud subscription, automatic product upgrades and enhancements.
3. The current Workday subscription agreement is scheduled to end December 31, 2019.
4. HCPSS's Department of Information Technology (IT) would like to extend the current agreement for an additional five-year term for a total subscription fee of \$8.0 million. The annual subscription fee is \$1.6 million. The base annual subscription rate per staff of \$189.36 will remain flat for the period of this contract.
5. It is recommended that the BOE approve the contract extension for an additional five-year term subject to satisfactory performance and funding. The offices of the General Counsel, Purchasing, and Data Privacy have reviewed and approved the renewal subscription agreements.
6. Funding is provided by the Technology Operating Budget, Program #9714.

**THERAPEUTIC COUNSELING SERVICES FOR STUDENTS WITH AN
INDIVIDUALIZED EDUCATION PROGRAM (IEP)
RFP No. 009.20.B1**

Fact Sheet

*How do
these firms
in
Colorado
and FL
provide
local
services?*

1. The Howard County Public School System (HCPSS) issued a bid to solicit qualified professional independent mental health providers/agencies to provide therapeutic counseling services for students with an Individualized Education Program (IEP) at schools throughout HCPSS as assigned. Goals for the therapeutic counseling services are to: 1) address student's social-emotional goals and objectives outlined on their IEP; 2) measure student's progress on their social-emotional goals; and 3) consult with school staff regarding student's participation and progress. The bid was posted on the Howard County Public Schools Purchasing website and also on eMaryland Marketplace as required by the State of Maryland.
2. Responses were received from the following vendors:
 1. Cobb Pediatric Speech Services, LLC
d/b/a The Stepping Stones Group
2586 Trailridge Drive East, Ste. 100
Lafayette, CO 80026
Hourly rates range from \$30.00 to 84.00 per hour
based on credentials/certifications.
 2. Susan Lee, Ph.D.
10808 Hickory Ridge Road
Columbia, MD 21044
Rate is \$85.00/30 min. session
 3. Therapia Staffing, LLC
7451 Wiles Road, Ste 107
Coral Springs, FL 33067
Hourly rates range from \$69.00 to 82.00 per
hour based on credentials/certifications.
3. The bid requested vendors to provide counseling services to deliver school-based therapeutic counseling services for students with an IEP in a PK-12 school environment. Community counselors would collaborate with school staff to provide the support services as needed.
4. The school system had previously received counseling services on a limited basis that did not require a formal bid and was less than \$25,000 annually. Those firms chose not to participate in this process. The need for counseling services has grown to require the establishment of formal agreements. The cost for services is not expected to exceed \$40,000.00 annually.
5. A committee, chaired by Dr. Cynthia Schultmeier, Coordinator of School Psychology and Instructional Intervention, included Janice Yetter, Director of Special Education and Jessica Yaniro, Instructional Facilitator – Special Education. The committee recommends awarding contracts to Cobb Pediatric Speech Services, LLC and Susan Lee, Ph.D.
6. The contract term shall be for an initial one-year period ending June 30, 2020. The school system has the option to renew for four additional one-year periods subject to satisfactory performance and desired outcomes.
7. Funding is located in the FY20 Operating Budget, Special Education, School Based Services, Program #3321.

PURCHASE OF FORD ROUTE STAR WALK-IN STEP VANS

Fact Sheet

1. The Logistic Center requests the approval to utilize a Howard County Government Contract to purchase two Ford Route Star Walk-in Step Vans for the department's daily operations.
2. Apple Ford in Columbia, Maryland is under contract with the Howard County Government, Contract #4400003196. The contract is effective January 1, 2017 to December 31, 2021.
3. It is recommended that the Board of Education approve staff to utilize this contract for the purchase of two Ford Route Star Walk-in Step Vans, including interior shelving, for a total not to exceed \$83,267.28 for both vehicles. By utilizing this contract, the administrative cost of bidding and time will be saved in addition to benefiting from the discounted volume pricing established by the Howard County Government Contract for a savings of \$9,628.00.
4. Funding has been allocated in the FY20 Operating Budget, Logistic Center, Program #7301, Equipment Replacement in which \$85,000.00 funds were allocated for this one time purchase.

SCHOOL BUS CAMERA SYSTEM

OK

Fact Sheet

1. On March 12, 2015, the Board of Education approved the final phase of the installation of a 4-camera system for the 2015-16 school year on the remaining school bus fleet. Four hundred fifty three (453) route buses were outfitted with the system during the 2017-2018 school year.
2. The proper use and operation of the camera system has been a benefit to school administration, the Student Transportation office and school bus contractors as a means of assisting with investigations and in deterring misbehavior on school buses. The installation of the camera system serves to reduce bullying as well as other student discipline problems, improve customer service, and continues to support the recommendations of the Joint Task Force on School Security report.
3. The installation has been completed and we are moving to a maintenance phase of the bus camera system. The vendor, IVS, Inc., d/b/a AngelTrax has a contract that the school system may utilize for maintenance through the National Purchasing Cooperative Interlocal Participation Agreement, contract #523-17, effective from 4/1/2019 to 3/31/2020. The Student Transportation office has been satisfied with the performance of the system and the customer service received from AngelTrax. With installation complete, the school system received a proposal for annual maintenance at \$94.27 per unit for a total of \$43,081.39. This reflects a 4.7% increase over prior pricing and includes 457 buses.
4. It is recommended that the Board of Education utilize contract #523-17 with IVS, Inc. d/b/a AngelTrax to provide maintenance of the camera systems for a total of \$43,081.39 for the 2019-2020 school year.
5. The most recent student transportation bid solicitations issued were updated to reflect the requirement that all buses must be outfitted with camera systems. As a result, the annual maintenance costs will be transferred to bus contractors as new bids are awarded. As the buses age, the responsibility of maintenance will be passed on to the bus contractors. For the current year, the new contracts to date will be charged back a total of \$19,231.08, resulting in a net cost to the Board of Education of \$23,850.31.
6. Funding is located in the FY20 Operating Budget, Student Transportation, Program #6801.

**VIDEO PRODUCTION EQUIPMENT AND SERVICES
FOR
BOARD OF EDUCATION MEETINGS**

OK

Fact Sheet

1. The Department of Information Technology requests approval to utilize Swagit Productions, LLC (Swagit) for video production equipment and services to broadcast and archive all Board of Education (BOE) meetings.
2. Swagit is under contract with The Interlocal Purchasing System (TIPS) Purchasing Cooperative, of which HCPSS is a member. TIPS serves entities such as K-12 school districts, charter schools, colleges and universities, cities and municipalities, counties and parishes, state agencies, and non-profit organizations.
3. It is recommended that the Board of Education approve the use of TIPS Contract #160901, Digital Recording and/or Video Production, for the purchase of video production equipment and services from Swagit Productions, LLC. By utilizing this contract, the school system will reduce the cost of Board of Education meetings and other broadcasts.
4. The one-time hardware setup cost is \$59,000.00 and the annual ongoing operating cost will be no more than \$30,000.00 annually.
5. Funding is provided by the FY20 Operating Budget, Television Services, Contracted General, Program #2702.

REPORT



BOARD OF EDUCATION OF HOWARD COUNTY MEETING AGENDA ITEM

TITLE: Extended School Year Programs **DATE:** November 21, 2019

PRESENTER(S) Robert Cole, Coordinator, Digital Education; Sheree Whitby, Coordinator, Student Access and Achievement; Janice Yetter, Director of Special Education

Strategic Call to Action Alignment: Each and every student receives a high-quality education through access to individualized instruction, challenges, supports and opportunities.

OVERVIEW:

During the summer of 2019, the Howard County Public School System (HCPSS) offered a variety of extended year programs focused on maintenance, acceleration, and enrichment. These programs included the Academic Intervention Summer Programs (AI), the Summer Institute (SI), the Innovative Pathways High School Program, Extended School Year Services (ESY), the G/T Summer Institutes for Talent Development (G/T), the Career Academies Summer Program, the Regional Early Childhood Center (RECC) Early Intervention Program and Summer Cultural Exchange Program. This report provides descriptions of specific summer offerings, details the logistics of HCPSS summer programs, presents demographic data of program participants, and describes next steps to continuously improve student access and achievement.

RECOMMENDATION/FUTURE DIRECTION:

Implement the plans to improve extended year programs. Continue to provide an array of extended year summer programs for students and their families.

**SUBMITTED
BY:**

Caroline Y. Walker

Caroline Y. Walker, Ph.D.
Executive Director, Program
Innovation and Student Well-being

Terrell Savage

Terrell Savage, Ed.D.
Executive Director, Special
Education

Robert Cole

Robert Cole,
Coordinator, Digital Education

**APPROVAL/
CONCURRENCE:**

Michael J. Martirano

Michael J. Martirano, Ed.D.
Superintendent

Karalee Turner-Little

Karalee Turner-Little
Deputy Superintendent

William J. Barnes

William J. Barnes
Chief Academic Officer

Background

Research indicates that when students are not engaged during the summer months, the result is a phenomenon known as “summer slide/learning loss.” Students forget previously learned concepts and skills and, when tested, are found to have lost approximately 2.5 months of information. Summer programs are a powerful means of reducing achievement gaps and ensuring all students achieve academic success.

During the summer of 2019, the Howard County Public School System (HCPSS) continued to offer summer programs which provided instructional access and enrichment opportunities for approximately 7,060 students in Pre-Kindergarten through Grade 12. These programs provided individualized instructional support and offered students access to educational opportunities and challenging coursework in a supportive learning environment. Summer programs provided both structured interventions as well as options to accelerate learning beyond the school year. With its summer programs, the HCPSS is able to continue to address the goal of having all students graduate college and career-ready by providing opportunities beyond the 10-month regular school year.

The demographics of students accessing maintenance and acceleration of instruction highlight the school system’s commitment to equitable access to instruction. Enrollments by gender show a significantly larger number of female (59%) than male (41%) students. Students receiving special education services make up 35% of the total students attending summer programs. Active English Learners are 15% of the total students enrolled. Lastly, a diverse student population is accessing programs: African American (37%), Hispanic (22%), Asian (18%), White (18%), and Two or More Races (5%).

why??
graduation
rate
by gender?

The summer programs included the Academic Intervention Summer Programs (AI), the Career Academies Summer Program, the Extended School Year Services (ESY), the G/T Summer Institutes for Talent Development (G/T), the Innovative Pathways High School Program, the Regional Early Childhood Center (RECC) Early Intervention Program, and the Summer Institute (SI). This report provides descriptions of specific summer offerings, details the logistics of HCPSS summer programs, presents demographic data of program participants and describes next steps to continuously improve student access and achievement.

Summer Programs

The HCPSS Summer Programs provided both maintenance and acceleration of instruction for students whose educational program would be negatively impacted if services were not provided during the summer. The six HCPSS Summer Programs are summarized below.

What
happened
to BSAP?

Academic Intervention

The Academic Intervention (AI) summer program provided interventions for students who were academically underperforming or at risk of underperforming. Elementary and middle school students build understanding of discipline-specific skills and concepts in English Language Arts and/or mathematics.

- Accomplishments:
 - 87.8% of students surveyed responded that going to the AI Summer Program helped them feel ready for the next school year
 - 93.7% of parents surveyed responded they were satisfied with the AI Summer Program
 - 97.4% of parents responded that their child enjoyed the AI Summer Program
- Next Steps:
 - Continue collaboration with ESY in planning and coordination of services and resources
 - Continue to explore extended day enrichment options and other summer school models

Program Contact:	Julie Alonso-Hughes, Coordinator Educational Pathways
Grade Levels:	Grades K-8
Number of Enrollments:	2,569 <ul style="list-style-type: none">● Elementary School: 1,482● Middle School: 1,087
Student Groups:	Academic Intervention K-8
Transportation Provided:	Yes, HCPSS bus (community collection stops)
Program Goals:	<ul style="list-style-type: none">● Reduce summer learning loss in reading and math● Provide social emotional learning opportunities● Provide opportunities for healthy eating at qualified sites
Highlights:	<ul style="list-style-type: none">● 10 Elementary and 6 Middle School Sites● A+ Partnership with Howard County Public Library● Summer Meals Program
Budget:	Tuition costs: N/A Revenue collected: N/A Funding source(s): HCPSS Operating Budget: 3501

What about those items that needed improvement

Career Academies Summer Programs

The Career Academies Summer Camps offerings provided authentic hands-on activities for students to learn and practice skills related to a career field. These opportunities allowed students to investigate 21st century careers that they could continue to explore in the high school Career Academies programs. The camp offered programs for Architecture, Automotive, Biotechnology, Construction, Culinary Science, Cyber Security, Engineering, Graphic Design, and Interactive Media and Game Design. To further explore their related career field, some of the programs participated in field trips relating to their specific Academy, such as the trip to the Cyber Security Summit.

Program Contact:	Stephanie Discepolo, CTE Resource Teacher
Grade Levels:	Grades 6-10
Number of Enrollments:	130
Student Groups:	Middle and High School students
Transportation Provided:	No
Program Goals:	<ul style="list-style-type: none">● Explore the Career Academies offered to students in high school
Highlights:	<ul style="list-style-type: none">● Related interests to careers through hands on activities● Career related field trips
Budget:	<p>Tuition costs: \$200.00 \$50.00 before/after care</p> <p>Revenue collected: \$26,000</p> <p>Funding source(s): Tuition covers the cost of the program</p>

Extended School Year (ESY)

The Extended School Year (ESY) program provided services to those students receiving special education services whose Individualized Education Program (IEP) teams determined they required ESY instruction. ESY services were recommended by IEP teams for students with disabilities when it was determined that the benefits they gained from their educational program during the school year would be significantly jeopardized if they did not receive services during the summer. The IEP team selected specific goals and objectives related to critical life skills to be addressed during ESY services. ESY-eligible students, ages three (3) through twenty-one (21), who attended Howard County Public Schools during the school year, received services in the Least Restrictive

Environment (LRE), primarily with their same-age peers at the Academic Intervention or high school summer program sites.

- Accomplishments:
 - Implemented additional continuum of delivery options to meet individualized student needs as determined by the IEP teams
 - 94.8% of families completing the survey agreed or strongly agreed that the programs were responsive to their children's needs
- Next Steps:
 - Continue to examine ESY delivery model options to meet student needs
 - Continue collaboration with Academic Intervention in planning and coordination of services and resources

Program Contact:	Janice Yetter, Director Department of Special Education
Grade Levels:	Grades K-12
Number of Enrollments:	1,195
Student Groups:	Students with disabilities who qualify for ESY services through the IEP process
Transportation Provided:	Yes, HCPSS bus
Program Goals:	<ul style="list-style-type: none"> ● Students meet ESY goals and objectives
Highlights:	<ul style="list-style-type: none"> ● 11 service delivery options delivered across 22 locations (10 ES, 6 MS, 4 HS, Cedar Lane and Homewood Centers)
Budget:	Tuition costs: N/A Revenue collected: N/A Funding source(s): HCPSS Operating Budget: 3326

Regional Early Childhood Center (RECC) Extended School Year (ESY)

The RECC ESY program provided services to eligible students ages 3-5 receiving special education services whose Individualized Education Program (IEP) teams determined that the benefits they gained from their educational program during the school year would be significantly jeopardized if they did not receive services during the summer break. Programs were held at four (4) different summer sites and supported students from across the county.

- Accomplishments:

- Tienet data indicated that 99% of students maintained or made progress on selected IEP goals and objectives. Specific feedback included:
 - “Continuation of school helped my child learn about transitioning”
 - “Loved my son's ESY staff!”
 - “Absolutely love the program. Grateful for the teachers and staff who work with the kiddos. Greatly appreciate staff working through the summer to work with all the kiddos.”
- 95% of families felt that staff responded to their child’s needs
- 97% of families felt their child started and ended with a positive attitude about RECC ESY
- 92% of families felt their input was valued by the ESY/IEP team
- Next Steps:
 - Continue to provide specific behavior supports at each site to address intense needs
 - Continue to examine the possibility of increasing pay for teachers and paraeducators in order to attract more experienced staff

Program Contact:	Jennifer Harwood, Coordinator Early Intervention Services
Grade Levels:	Pre-Kindergarten, 3-5-year olds
Number of Enrollments:	167 students
Student Groups:	Preschool Pre-Kindergarten MINC-FL MINC-P MINC-EL
Transportation Provided:	Yes, HCPSS bus
Program Goals:	<ul style="list-style-type: none"> ● Maintenance of critical IEP goals and objectives for eligible students
Highlights:	<ul style="list-style-type: none"> ● Provide a high-quality program, focusing on the individual strengths and critical needs of individual students
Budget:	Tuition costs: N/A Revenue collected: N/A Funding source(s): HCPSS Operating Budget: 3324

Gifted and Talented Summer Institutes for Talent Development

The Gifted and Talented (G/T) Summer Institutes for Talent Development included two half-day sessions that provided advanced-level enrichment experiences for elementary and middle school students aligned to student interests. The program offered enrichment classes in Language Arts, Mathematics, Science, Social Studies, Technology, Engineering, and Fine Arts. No prior advanced coursework was required.

The G/T Summer Institutes engaged students in hands-on, interactive learning experiences in areas of interest, such as computer programming, painting, creative writing, entrepreneurship, financial literacy, and engineering design. At the conclusion of each two-week session, students showcased their learning by sharing original products and ideas with their families and community members. Ninety-nine percent (99%) of students and 97% of families indicated that they enjoyed the instruction and enrichment provided.

- Accomplishments:
 - Both families and students indicated satisfaction with the instruction provided as part of the G/T Summer Institutes (99% and 97% respectively)
 - Increased participation of Black/African American and Hispanic students (2% and 1% respectively) from summer 2018 enrollment
- Next Steps:
 - Continue collaboration with BSAP and Hispanic Achievement Liaisons in order to increase participation of Black/African American and Hispanic students in the G/T Summer Institutes
 - Implement an equitable online registration process through Synergy

Program Contact:	Debbie Blum, Coordinator Gifted and Talented Education
Grade Levels:	Grades 1-8
Number of Enrollments:	899 (Some students participated in both two-week sessions)
Student Groups:	Elementary and Middle School students
Transportation Provided:	No
Program Goals:	<ul style="list-style-type: none">● Provide advanced-level enrichment opportunities to support equitable instruction for all students based upon their interests
Highlights:	<ul style="list-style-type: none">● Provided instruction for students through 54 enrichment classes in Language Arts, Mathematics, Science, Social Studies, Technology, Engineering, and Fine Arts

	<ul style="list-style-type: none"> ● Included a guest speaker or field experience related to the content of each class
Budget:	<p>Tuition costs: Session I - \$288 Session II - \$320</p> <p>Revenue collected: \$260,208</p> <p>Funding source(s): Tuition covers the cost of the program</p>

Innovative Pathways High School Summer Program

The Comprehensive Summer School High School Program provided original credits for students to accelerate or maintain their high school course plan, recover credits in not yet mastered courses, and receive Bridge Project support to meet graduation requirements. In addition to face-to-face instruction, students participated in blended digital and fully online courses, pairing high-quality digital content with face-to-face learning experiences. The Early Summer School Credit Recovery program allowed students to extend the time allocated to meet their course learning goals by extending learning from the fourth marking period into the summer session. Incoming Grade 9 students were able to participate in an academic intervention program that provided enrichment in the content areas of math and English to better prepare them for high school.

Program Contact:	Daniel Rosewag, Administrator Innovative Pathways
Grade Levels:	Grades 9-12 (Including incoming Grade 9 students)
Number of Enrollments:	1,390
Student Groups:	High School students
Transportation Provided:	Modified HCPSS bus (qualifying students in ESOL, summer graduating seniors, GearUp for 9th Grade students for Academic Intervention); RTA bus passes
Program Goals:	<ul style="list-style-type: none"> ● Provide equity of enrollment, support all students to find success with their individualized goals and needs ● Allow under-credited students to get back on track for graduation ● Provide academic intervention for incoming Grade 9 students ● Support students seeking advancement or to open room in their regular year schedules for increased course/content

	options (e.g., art, music, etc.)
Highlights:	<ul style="list-style-type: none"> ● Summer School HS Graduation, 95%+ student success rate ● 112 Bridge Projects completed ● Equitable and efficient registration and enrollment processes ● RTA Bus Transportation pilot
Budget:	<p>Tuition costs: 1.0 credit: \$550 0.5 credit: \$325 Early Summer Credit Recovery: \$50</p> <p>Revenue collected: \$346,560 Total Tuition Costs: \$604,275 Tuition Adjustments: \$206,628</p> <p>Funding source(s): HCPSS Operating Budget: 2401</p>

Summer Cultural Exchange Program

The Office of International Student and Family Services (OISFS) coordinated a three-week English immersion program for twenty-six (26) visiting Korean students who stayed with local host families. The program consisted of morning classes for direct English instruction from two certified ESOL teachers and afternoon excursions and field trips such as visits to NASA Goddard, Johns Hopkins University, and the Smithsonian museums.

The Summer Cultural Exchange Program is a direct result of the Memorandum of Understanding (MOU) signed between the HCPSS and the Iksan School District in 2006. This summer was the 11th year of the program.

- Accomplishments:
 - Students and their families have consistently viewed the program as a key factor in developing fluency in English
 - The opening ceremony reviewed program parameters and HCPSS policies for students and their accompanying teachers
 - The closing ceremony showcased students' writing and musical talents
- Next Steps:
 - Renew the MOU to provide access for students next summer
 - Each summer the students arrive with increasing levels of English proficiency which has greatly changed the nature of the interactions between the Korean students and our summer school students. Future

summer programs may include increased interactions between the visiting Korean students and HCPSS students and staff to facilitate increased debate and discussion

Program Contact:	Min Woo, Specialist International Student & Family Services
Grade Levels:	Middle School students
Number of Enrollments:	26
Student Groups:	Students from Iksan, South Korea
Transportation Provided:	No
Program Goals:	<ul style="list-style-type: none"> ● Facilitate an English immersion classroom ● Provide educational field trip experiences ● Introduce American culture to Korean students
Highlights:	<ul style="list-style-type: none"> ● Iksan students gain fluency in speaking and writing ● Discussion and debate between Korean and HCPSS students
Budget:	<p>Tuition costs: \$13,000.00</p> <p>Revenue collected: \$13,000.00</p> <p>Funding source(s): Tuition covers the cost of the program</p>

Summer Institute

Summer Institute provided learning opportunities for students entering Kindergarten through Grade 9 with core academic and enrichment courses. Students had the opportunity to enhance their skills in the core instructional areas of reading and mathematics and engaged in educational opportunities for academic acceleration in social studies and/or science. In addition, enrichment classes offered students creative and innovative learning experiences.

The emphasis of the Summer Institute was on creativity, strengths, talents, expression, and exploration in STEM (Science, Technology, Engineering, Mathematics), the arts, healthy lifestyles, world languages, and other project and inquiry-based courses. Over the years, the Summer Institute has established a reputation of providing a safe and nurturing environment that values diversity while encouraging students to excel as leaders ready to conquer the challenges of the 21st century. To increase access to the Summer Institute program, an additional 200 students spaces were added during Summer 2019, with priority given to current HCPSS students.

- Accomplishments:
 - 97% of staff indicated they would or would consider returning to work at Summer Institute
 - Over 80% of students indicated that their teachers provided the assistance they needed
 - 85% of parents indicated their children are better prepared for the fall as a result of Summer Institute
 - Academic classes exposed students to first quarter objectives
 - Fairways Hills Golf Course provided golf and character-building lessons to students in Grades 3-9
- Next Steps:
 - Develop a more equitable registration process in Synergy

Program Contact:	Sheree Whitby, Coordinator Student Access & Achievement
Grade Levels:	Incoming Kindergarten - Incoming 9th Grade
Number of Enrollments:	859
Student Groups:	Elementary, Middle, and High School students
Transportation Provided:	Yes, HCPSS bus (community collection stops)
Program Goals:	<ul style="list-style-type: none"> ● Provide opportunities for accelerated learning in smaller classes ● Provide students choice for 36 (21 elementary, 15 secondary) academic and cultural enrichment classes
Highlights:	<ul style="list-style-type: none"> ● Each academic class engaged students in socio-emotional activities, such as <i>Move This World</i>, <i>Mindfulness</i>, and/or <i>Meditation</i> ● SCTA Theme Weeks celebrated one overarching commitment each week through fun school-wide activities ● 94 high school student volunteers supported the program ● Students participated in academic classes in the morning and enrichment classes in the afternoon
Budget:	Tuition costs: \$650 Revenue collected: \$383,818 Funding source(s): HCPSS Operating Budget: 2401

Logistics

Joint Summer School Committee

The Joint Summer School (JSS) Committee is composed of managers from each of the summer programs as well as representatives from Assessment and Reporting, Capital Planning and Construction, Enterprise Applications, Food and Nutrition Services, Human Resources, Information Technology, Program Evaluation, Purchasing, and School Facilities. The group met monthly from September through June to discuss and plan shared responsibilities of the programs. Some of the accomplishments of the Joint Summer School Committee included: implementing more equitable registration processes, developing consistent hiring processes for summer staff, identifying technology needs for program locations, and revising the financial assistance processes to better serve all summer programs.

Building Use

Table 1 shows the physical locations of the 2019 summer programs. The process of selecting sites included reviewing the scheduled projects with Capital Planning and Construction as well as School Facilities. Once buildings were identified, the committee worked with School Facilities and School Administrators to schedule building walkthroughs and develop plans to support the individual program requirements. The JSS Committee School Facilities staff selected sites that have regional programming spaces, are accessible for a larger community and accessible from public transportation, and when possible have not been used more than three consecutive years to not overburden custodial and office staff working in the school locations.

Table 1: Program Locations - Summer 2019

Academic Intervention Summer (AI)	Career Academies Summer Camps	Extended School Year (ESY) RECC (ESY)	G/T Summer Institutes for Talent Development	Summer Cultural Exchange Program	Summer Institute	Innovative Pathways High School Summer
10 Elementary Schools 6 Middle Schools	Applications & Research Laboratory (ARL)	4 RECC 10 Elementary Schools 6 Middle Schools 1 High School Cedar Lane School Homewood Center	Wilde Lake Middle School	Patapsco Middle School	Phelps Luck Elementary School (Grades K-4) Howard High School (Grades 5-9)	Atholton High School (Math, Science, Health, PE, Bridge Projects, and Blended courses) Hammond High School (Art, Career, English, ESOL, Gear Up, Social Studies, and World Language courses)

Safety and Security

The Office of Safety and Security provided resources to help ensure the safety of students attending HCPSS summer programs. In addition to existing equipment at schools, funds were used to employ on-site security staff for the Innovative Pathways High School Summer programs. On-site program administrators were available to employ the HCPSS multi-hazard emergency plans which are specific to each school site.

Food & Nutrition Services

While nearly 13,000 HCPSS children are eligible for Free or Reduced-price Meal Services (FARMS), many may not have access to nutritious meals during the summer when schools are closed. To address this problem, Food and Nutrition Services operated the 2019 Summer Meals program, providing healthy meals that helped reduce childhood hunger when schools were not formally in session.

A total of 43,345 free lunches were served to summer program students at 16 schools that met the eligibility criteria. Eligible schools were located in areas where at least fifty (50) percent of the children qualified for free or reduced-price meals under the National School Lunch Program or at summer school sites when 50 percent of the children enrolled in a program qualified for free or reduced-price meals.

In addition, summer meals were provided at no charge to all children 18 years of age and under at nine (9) of the 16 summer program sites that were identified as "Open Sites." At these sites, students not participating in the summer program were able to have lunch after the program was over. In total, 67,753 summer meals were provided to students, allowing them to return to school in the fall nourished and ready to succeed.

Transportation

The Office of Transportation provided HCPSS bus transportation for students enrolled in the Academic Intervention Summer, Special Education Extended School Year (ESY), and Summer Institute programs. Students were assigned to a community collection stop to be transported to the program location. HCPSS bus transportation was provided for students who were graduating in Summer 2019, attending Gear up for 9th Grade program, participating in ESOL programs, and for students enrolled at Hammond High School taking an afternoon course at Atholton High School.

This summer, Transportation and JSS staff partnered with the Howard County Government and Regional Transportation Authority (RTA) to implement a transportation pilot program for students enrolled in the Innovative Pathways High School Summer program. These passes were provided free-of-charge for students to utilize the RTA system to attend summer programs. Table 2 summarizes the transportation options for students participating in the 2019 summer programs.

Table 2: HCPSS School Bus Transportation - Summer 2019

Academic Intervention Summer (AI)	Career Academies Summer Camps	Extended School Year (ESY) RECC (ESY)	G/T Summer Institutes for Talent Development	Summer Cultural Exchange Program	Summer Institute	Innovative Pathways High School Summer
Provided (Community Bus Collection Stops)	Not Provided	Provided	Not Provided	Not Provided	Provided (Community Bus Collection Stops)	Limited Bus from HaHS to AHS for students enrolled in afternoon classes

						RTA Bus Pass Pilot
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Program Development

The JSS Committee collaborated with staff within the Division of Academics and the Assessment Office to review data from School Year 2018-2019 to determine the types of summer programming to offer. Data points include prior year enrollments, student performance, special education services, curriculum changes, stakeholder feedback (students/parents/staff), and community needs. Each program manager communicated changes to the Multimedia Communications and Print Services teams to update program websites, program guides, and the summer programs catalog. Staff presented summer program updates to school staff (administration, school counseling teams, program staff) and community organizations such as Howard County Recreation and Parks and The Council of Elders (TCOE) prior to the spring invitation and registration dates.

Human Resources

The Office of Human Resources (OHR) partnered with the JSS Committee to recruit and hire for all summer school programs. The Recruitment & Talent Acquisition Team ensured that every adult participating in summer school programs was eligible and qualified to work with HCPSS students. OHR provided additional training and support for program managers who conducted initial interviews with potential applicants.

OHR evaluated internal applicants (current HCPSS employees) to ensure they possessed the proper certification to teach in the assigned summer school program. All external applicants underwent a thorough screening process which included reviewing initial online applications (checking minimum qualifications), reviewing the applicant's references, and fingerprinting and onboarding hired staff. The Office of Human Resources processed over 950 applications for the 2019 summer school programs.

Purchasing

The Purchasing Office managed the requisition requests and purchase orders for supplies and materials, equipment, and contracted services necessary to implement the summer programs. Summer programs work across two fiscal years as consumable supplies and new materials are needed prior to the program start dates. Purchasing ensured that school sites had sufficient paper for all summer printing and copying needs.

Information Technology

The Office of Information Technology assisted summer program offices by installing, maintaining, and troubleshooting network equipment, physical devices (computers, printers, copiers), and telephones. HCPSS Technology Training and Support staff provided direct support to set up and reset computer accounts for new external staff. The majority of technology needs were met using the existing technology present within the program sites and classrooms (e.g., printers, projectors, fixed and mobile computer labs, science laboratory equipment). Each program replaced consumable supplies used from the program site. Table 3 shows the supplemental technology requests for each program:

Table 3: Information Technology Requests - Summer 2019

Academic Intervention Summer (AI)	Career Academies Summer Camps	Extended School Year (ESY) RECC (ESY)	G/T Summer Institutes for Talent Development	Summer Cultural Exchange Program	Summer Institute	Innovative Pathways High School Summer
6 telephone lines		4 printers 3 telephone lines	1 telephone line		3 telephone lines	21 mobile labs 2 printers 10 telephone lines

Communication and Marketing

Both the Multimedia Communications and Print Services offices played key roles in communicating and marketing summer programs. Each program manager worked with the JSS Committee to revise and create new descriptions for the “Summer Program Preview” and the “Summer Program Catalog” documents. Program materials were available at schools and online in January 2019, allowing families to consider the HCPSS summer program offerings early in the summer planning process. Below are links to the program website and print documents:

- Program Website: <https://www.hcpss.org/summer-programs/>
- Program Preview: <https://www.hcpss.org/f/summer/summer-school-preview.pdf>
- Program Catalog: <https://www.hcpss.org/f/summer/summer-school-catalog.pdf>

Additional communication and marketing emails, flyers, and presentations were developed and delivered to stakeholders by each program throughout the fall and spring.

Student Information and Learning Management Systems

Summer programs utilized both the Synergy student information system and Canvas learning management system for student attendance, registration, and instruction. Staff from the Office of Enterprise Systems provided hands-on training and continued support for summer programs staff. Additionally, Synergy staff set up the summer programs sections.

The Innovative Pathways High School Summer program worked with the Synergy team to design, test, and implement a new online registration and fees tracking system. This system provided an extended registration window for families, allowed summer programs staff to view course waitlists, and allowed administrative staff to track fees and payments more efficiently. To promote a more equitable registration processes, school counselors, school liaisons, and families were able to submit online registration requests in addition to the traditional in-person registration sessions. These requests were reviewed and approved by school counselors and then families were notified once course placement was completed. Table 4 summarizes the number of student registration and course enrollments processed during summer 2019.

The Canvas support team collaborated with program managers to facilitate the integration of essential and supplemental digital instruction tools into Canvas. The software integration allowed students and staff to more easily access learning tools.

Table 4: Student Registrations and Enrollments - Summer 2019

Academic Intervention Summer (AI)	Career Academies Summer Camps	Extended School Year (ESY) RECC (ESY)	G/T Summer Institutes for Talent Development	Summer Cultural Exchange Program	Summer Institute	Innovative Pathways High School Summer
2,569 students	130 students	1,195 school age students (ESY) 167 students (RECC ESY)	899 students	26 students	859 students	1,390 enrollments

Summer Programs Budget Summary

Summer programs rely on a combination of funding sources. Additionally, some programs are self-sustaining or supplemented through tuition. In 2019, HCPSS increased enrollments for students receiving required special education services. Additionally, 200 seats were added to the Summer Institute to accommodate increased student access due to high demand and need for programs. This growth will require a continued commitment to identifying funding sources to provide the necessary services and supports to students where costs cannot be offset with tuition.

For programs charging tuition, students currently receiving Free and Reduced Meals (FARMs) automatically qualify for a 50% tuition reduction and do not have to submit further documentation to access that discount. Students who are in temporary housing or are homeless do not pay tuition at all.

Any family of an HCPSS student may apply for financial assistance by completing the Tuition Reduction form and providing documentation, including:

- Students who receive the 50% FARMs discount but require additional financial assistance
- Students who do not receive FARMs but require financial assistance

JSS program managers served as members of the Financial Assistance Committee and reviewed Tuition Reduction applications throughout the spring and summer. A total of 120 financial assistance applications were approved for 25-75% tuition reductions. Table 5 shows the funding sources, revenues (where applicable), and individual program budgets for each summer program. Please note that summer school programs are supported by additional HCPSS operating budgets through food and nutrition, transportation, and other services not listed in the table.

Table 5: Program Funding Sources and Revenues - Summer 2019

	Academic Intervention Summer (AI)	Career Academies Summer Camps	Extended School Year (ESY) RECC (ESY)	G/T Summer Institutes	Summer Cultural Exchange Program	Summer Institute	Innovative Pathways High School Summer
Funding Source	HCPSS Operating Funds - Program 3501	Student tuition	HCPSS Operating Funds – Programs 3324 and 3326	Student tuition	Student tuition	HCPSS Operating Funds - Program 2401	HCPSS Operating Funds - Program 2401
Revenues	N/A	\$26,000	N/A	\$260,208	\$13,000	\$383,818	\$346,560

Program Budget	\$525,000	\$26,000	\$940,977 (combined school age ESY and RECC summer budgets)	\$260,208	\$13,000	\$540,000	\$620,000
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Next Steps

Each summer program collected and evaluated student performance data as well as qualitative feedback from student, parent, teacher, and administrator surveys. Evaluation data was used to update program Key Performance Indicators (KPIs) for future budget requests as well as influence program planning. Staff accessed a variety of indicators using the Hoonuit data warehouse.

The Joint Summer School (JSS) Committee is committed to continuous improvement and will continue to meet regularly to coordinate shared projects. In preparation for the Summer 2020 programs, managers and staff will collaborate to enhance summer processes and procedures. The JSS Committee will focus on the following priorities:

1. School locations - evaluate future summer school site locations in order to maximize student access to programs and increase participation in Food and Nutrition programs in more eligible areas
2. Hiring - review the summer school hiring and onboarding process and procedures to increase the pool of available teachers, special educators, and support staff
3. Registration - determine the feasibility of expanding online registration and fees to provide a more equitable access to programs
4. Communication - develop consistent practices for communicating summer program information through catalogs, web-based communications, and presentations with community stakeholders
5. Student access - review practices for identifying and inviting eligible students to participate in summer programs, including collaboration with special education staff and BSAP and Hispanic Achievement Liaisons

The HCPSS provides extensive summer program offerings for Pre-K to Grade 12 students. The programs successfully engage students in a range of activities that foster learning retention and promote enrichment and extension learning. Dedicated to continuous improvement, Joint Summer School program staff carefully review student and family data to create more equitable access to summer learning opportunities, minimize summer learning loss, and provide students with additional pathways to reach their academic and career goals.

MIDDLE SCHOOL REASSIGNMENT MOTIONS

MS Motion 1

Polygon 1171

I move that **Burleigh Manor Middle School** send to **Folly Quarter Middle School** and **Folly Quarter Middle School** receive those students in grades 6-8 and future students who reside at properties with egress to:

- the south side of MD-144 (Frederick Road) between Folly Quarter Road and US-40 and all streets with egress to that section of MD-144 (Frederick Road) also known as the Westmount subdivision;
- Westmount Parkway and all streets with egress to Westmount Parkway;
- the east side of Folly Quarter Road between MD-144 (Frederick Road) and Pauls Lane and all streets with egress to that section of Folly Quarter Road;
- Burton Drive, Warburton Court, Arlington Court, and all streets with egress to those streets.

MS Motion 2

Polygon 189

Chad wants to pull?

I move that **Clarksville Middle School** send to **Lime Kiln Middle School** and **Lime Kiln Middle School** receive those students in grades 6-8 and future students who reside at properties with egress to:

- the south side of Guilford Road between Spring Lake Drive and MD-108 (Clarksville Pike) with egress to that section of Guilford Road;
- Vincent's Way and Flutie Lane, also known as the "Enclave at River Hill."

MS Motion 3

Polygons 148, 276, 302

I move that **Dunloggin Middle School** send to **Wilde Lake Middle School** and **Wilde Lake Middle School** receive those students in grades 6-8 and future students who reside at properties with egress to:

- Yarmouth Court and Liverpool Lane and all streets with egress to those streets;
- the west side of Columbia Road between MD-108 (Clarksville Pike) and Rams Horn Row and all streets with egress to that section of Columbia Road;
- the east side of Columbia Road between MD-108 (Clarksville Pike) and approximately 200 feet south of Rams Horn Row and those streets with access to Columbia Road;
- Dorsey Hall Drive and all streets with egress to Dorsey Hall Drive;
- Old Route 108 between Annapolis Road to the terminus of Old Route 108 and all streets with egress to Old Route 108.

MS Motion 14

Polygons 268, 1268, 2204

I move that **Wilde Lake Middle School** send **Harpers Choice Middle School** and **Harpers Choice Middle School** receive those students in grades 6-8 and future students who reside at properties with egress to:

- the north side of Twin Rivers Road between Harpers Farm Road and Green Mountain Circle and all streets with egress to that section of Twin Rivers Road;
- Faulkner Ridge Circle and all streets with egress to Faulkner Ridge Circle;
- the south and west sides of Green Mountain Circle between Twin Rivers Road and approximately 100 feet north of Rain Dream Hill and all streets with egress to that section of Green Mountain Circle;
- the east side of Cedar Lane between Little Patuxent Parkway and approximately 350 feet north of Hickory Ridge Road and all streets with egress to that section of Cedar Lane;
- the south side of Little Patuxent Parkway between Cedar Lane and approximately 500 feet west of Governor Warfield Parkway and all streets with egress to that section of Little Patuxent Parkway.

MS 15
ES Motion 20

Polygons 53, 2135, 2174

I move that ~~Swansfield Elementary School~~ send to ~~Clemens Crossing Elementary School~~ and ~~Clemens Crossing Elementary School~~ receive those students in grades ~~K-5~~ and future students who reside at properties with egress to:

- The south side of Hickory Ridge Road between Cedar Lane and Little Patuxent Parkway and all streets with egress to that section of Hickory Ridge Road;
- The interior of Little Patuxent Parkway loop west of Cedar Lane and all streets with egress to that section of Little Patuxent Parkway;
- Green Meadow Drive, Lone Tree Court and all streets with egress to those streets;
- Watch Chain Way between Hickory Ridge Road and approximately 300 feet south of Flywheel Court and all streets with egress to that section of Watch Chain Way.