

## HCEA Rep Council Calls for BOE Task Force on Workload Issues

Responding to concerns expressed by teachers in schools throughout the county, the HCEA Rep Council voted unanimously at its November meeting to call on the Board of Education and Superintendent to address these concerns. The Rep Council directed HCEA President Joe Staub to ask the Board to create a Joint Task Force on Workload, Planning Time and Assessments. This task force will provide classroom teachers with an opportunity to describe the impact of curricular changes, new assessments, the creation of the School Improvement Unit, and requirements for Student Support Plans on teacher workload. The task force will be charged with making recommendations to the Board and Superintendent to ease the burden on teachers.

During the October and November Rep Council meetings Reps discussed the impact of school system changes on the workload of teachers. Several important issues were common to all school levels and most disciplines:

- ✓ The number of meetings that teachers and education support staff are being required to attend has increased dramatically.
- ✓ Meetings are taking away from contractually mandated planning time and in some cases duty free lunchtime. More meetings are being held beyond the workday, particularly for Instructional Leaders.

- ✓ Student Support Plans take additional time from planning; the number of plans required of individual teachers varies tremendously, creating uneven workloads for teachers.

- ✓ The amount of time for new assessments reduces instructional time. The amount of time to grade these assessments reduces planning time or increases the time spent outside of school.

- ✓ Data collection and data analysis are useful tools for designing instruction to meet the needs of individual students, but require significant amounts of time.

- ✓ All of the changes made by the Central Office have been top-down. The classroom teachers charged with implementing these programs have had no input in the process.

As one Rep summarized the situation: "It's about time.... We simply do not have enough time in the day to do everything that is being asked of us."

In response to the Rep Council Resolution, HCEA President Joe Staub gave a detailed report to the Howard County Board of Education at its November 26 meeting. Please see pages two and three for details.



# Presentation to the Howard County Board of Education Requesting the Establishment of a Task Force on Workload, Planning Time and Assessments

By Joe Staub, HCEA President

November 26, 2002

Good afternoon Dr. Schuchardt, Members of the Board, and Superintendent O'Rourke,

Later tonight, as you begin the evening session of the Board meeting, I would ask that you pause for a moment and recognize that as you conduct the business of the School System, hundreds of teachers will be working as well. I'm not referring to those who will be working at home this evening, because that's a nightly occurrence for most of your teaching staff, but to the hundreds of teachers who will be at their school buildings tonight (most of them since early this morning) conducting conferences with parents. They will be there tonight, as they were last night, volunteering their time because they care deeply about the children they teach and they recognize that person-to-person interaction between teachers and the parents of their students is an important ingredient to a child's success in school. They will be there tonight as they will be during spring conferences. They will be there tonight as they were for "Back to School Nights" in September. There are even High School teachers who will be there for a second "Back to School Night" in January or February when they begin working with a new group of students for the second semester.

Teachers working on their own time beyond the school day is certainly not unusual—we all do it—it's become expected of teachers and is even pretty much taken for granted as what teachers do because each and every one of

them cares very deeply for the children they teach. I am here today to share with you the concerns of those teachers, voiced to HCEA through their Association Building Representatives and in meetings that I have conducted in over one-half of the county's schools in the past two months.

First and foremost, let me communicate to you the commitment that your teachers and support staff have to Superintendent O'Rourke's efforts to en-

**The Student Support Plans, curriculum changes, additional assessments, and seemingly endless meetings being required of teachers has brought us almost to the breaking point, particularly in our elementary schools.**

sure that every child in the Howard County Public School System meet rigorous academic and performance standards. Indeed, that has been an important goal for all schools and all teachers for a long time. The importance of repeatedly asking the question, "What do we want for our children?" is to continually focus the energy of the school system, individual schools, and individual teachers on the importance of the success of every single child.

The classroom teachers, resource teachers, guidance counselors, pupil personnel workers, psychologists, instructional assistants, student assistants, and other support personnel, as well as the Association Reps, Board of Directors and Officers of the Howard County Education Association which represents them, are all deeply committed to the concept of all students in the Howard County Public Schools achieving to their maximum potential.

The Superintendent has also asked the question, "How might we provide it?"—how might we provide an education that helps each child meet rigorous academic and performance standards and eliminates "achievement gaps" which exist within our student population? As part of the initiative to achieve these important goals, the Superintendent called for the names of third grade students performing below grade level and created the School Improvement Unit to provide additional resources and support for our fifteen lowest performing schools. Again we applaud these efforts, because only when we identify individuals (or schools) who need additional attention will we truly hold ourselves accountable for the performance of those individuals (and schools).

Early evidence indicates that the identification of third graders performing below grade level and the creation of "Student Support Plans" by teachers to assist these students is producing results. But let's be clear, having a list of students names does not produce results. Having a list is necessary to focus attention on the individual child who needs support. Results come one student at a time, one teacher at a time, in the classroom, not at the Central Office. **And this is the crux of why I am here today. If we entrust our teachers with the responsibility of making change happen, we must entrust them with the opportunity to be a partner in designing the plans and programs to make that change occur.**

The Student Support Plans, curriculum changes, additional assessments, and

seemingly endless meetings being required of teachers has brought us almost to the breaking point, particularly in our elementary schools. Before giving you just a few examples of the concerns being expressed by your school staff members, let me reiterate: teachers are deeply committed to helping all students achieve. **Planning to meet the individual needs of all students, however, requires more planning time, not less.** Data collection and assessments of student performance are important tools in designing differentiated instruction; unfortunately the time required to administer assessments takes away from instructional time, and the time to grade assessments, record and interpret data, takes away from planning time or increases the workload outside of school time.

Let me give you just a glimpse of what teachers are telling us:

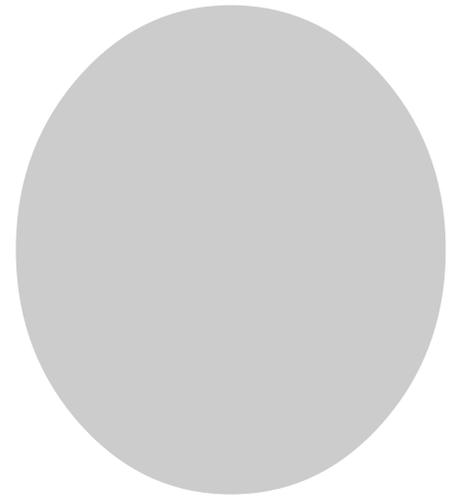
- Our job responsibilities are spiraling out of control. We are burdened with paperwork and increased expectations. Some of these new initiatives are not necessary, not proven to be effective, or poorly constructed. Morale at our school is down.
- All of the meetings being held during planning time and before/after school mean that we have less time for planning lessons; differentiating curriculum to meet children's needs; reading and learning about the subjects we teach; doing enrichment activities and special projects; planning activities for parent volunteers to do.
- Kid Talk meetings are held at least once a week. All teachers at that grade level must attend the meeting, even if they do not teach the students being discussed.
- Quarterly Math Assessments take an inordinate amount of time to grade.
- No one has ever asked teachers at our school what we need to improve the instruction of our children.
- Supervisors are scheduling meetings of Instructional Leaders once a month from 3 till 5 pm, well beyond our workday.

- I believe that every time that you add one more thing for us to do, you must take away something that is already expected of us that takes the same amount of time. There simply isn't enough time to do everything that is being asked of us.
- I appreciate the laptop computer, but the expectation is that I can take it home and do more data analysis. I don't have the time.
- I cannot keep track of all of the meetings that we have, but administrators are starting to call them during lunch because there is no other time left in the day. Examples include: Kid Talk, IDTL, Team meetings, SIT meetings, IEP meetings, Department meetings, school committee meetings, IIT meetings, Staff Meetings and meetings in preparation for state tests.

Teachers at one county middle school provided a list of **48 activities** that they do during their planning period. Clearly, teachers are concerned that the demands placed upon them interfere with their ability to provide the best instruction possible to meet the needs of their students. These concerns can generally be grouped into three areas:

- The large number of required meetings, included those being held during planning and lunch time;
- The increased paperwork requirements, and the uneven impact of Student Support Plans in different schools, and
- The increased amount of time required to conduct and evaluate assessments.

In response to the concerns of teachers and support staff throughout the county, the HCEA Representative Council spent a great deal of time at the October and November meetings discussing these issues and an appropriate response on behalf of all HCEA members. In a unanimous vote on November 12th, the **HCEA Rep Council approved a motion calling upon the Howard County Board of Educa-**



**Joe Staub**  
**HCEA President**

**tion to direct the Superintendent to establish a “Joint Task Force on Workload, Planning Time and Assessments” to examine staff concerns.**

They request that this group be composed in equal parts of classroom teachers and support staff selected by HCEA (along with one HCEA staff person) as well as school based and central office administrators selected by the Superintendent. The Task Force would be charged with providing school based personnel with an opportunity to share concerns related to workload, planning time and assessments, and to make recommendations to the Superintendent and Board of Education.

Let me conclude by saying that with a focus on the singular goal of helping all children achieve their academic potential, we will be successful only if the individuals—classroom teachers and support staff—who are most directly responsible for student achievement have input into and ownership of the programs designed to achieve that success. HCEA and the five thousand Howard County Public School employees that we represent welcome the opportunity to be full partners with the school system in those efforts.

Thank you for the opportunity to address the Board today.

# Especially for ESP

## Board of Education Issues Proclamation But Report on Re-Classification is Delayed Again

The Howard County Board of Education issued a "Resolution in Appreciation of Education Support Professionals" at its November 14, 2002 meeting. However the real proclamation being sought by HCEA and all of our Education Support Professional members—implementation of the ESP Re-classification Study—was delayed again due to the illness of HCPSS Director of Operations Ray Brown.

This marks the second time that a report on the ESP Re-Classification Study has been delayed. "We are concerned primarily because we want to ensure that reclassification begins next year

and does not get caught up in the time pressures of the budget cycle," stated HCEA President Joe Staub after the delay was announced.

The report has been tentatively scheduled for presentation to the Board at its meeting on Thursday December 12, 2002. All HCEA ESP members will receive details about the presentation through the PONY mail. "We will have our own data analysis and recommendations prepared for the Board immediately following Mr. Brown's presentation," said Dan Collins, HCEA UniServ Director. Dan and Cheryl McLeod have been working with

MSTA staff to obtain accurate comparative data on ESP salaries and those in surrounding counties.

The Board of Education Resolution proclaimed Wednesday November 20, 2002 as Education Support Professional Day in the Howard County Schools. The Resolution recognized the "vital role Education Support Professionals play in advancing the mission and goals of the school system." All HCEA Education Support Professionals anxiously await a job reclassification and the accompanying pay increase as real evidence of the Board's commitment to ESP.

---

## Coleen Morris Gives the Board of Education a Teacher's Perspective on the Importance of Instructional Assistants

Good afternoon, Dr. Schuchardt, Members of the Board, and Mr. O'Rourke,

My name is Colleen Morris; I am a pre-Kindergarten teacher at Guilford Elementary School. I would like to share with you a teacher's perspective on the contribution made daily by our instructional support staff. The job of an IA—Instructional Assistant—is not a clerical position. While they still are involved in a hundred of those type tasks (collecting lunch money; designing and preparing bulletin boards; taking book inventories and ordering materials; scheduling parent conferences; planning, scheduling and chaperoning fieldtrips) Instructional Assistants are a critical part of the classroom instructional program at every level in schools throughout the county.

At Guilford Elementary, IA's routinely provide direct instruction to students—in one to one settings, in small

groups, or with an entire class in the absence of the teacher. It may be for a half hour while a teacher attends a meeting, or an entire day when a teacher is absent and there is no substitute to be found. It is at these times when the IA becomes the instructor. They are very effective in this role, because they know the content and the students better than any substitute ever could.

Instructional Assistants are also responsible for administering discipline—in the classroom, in the lunchroom, and during recess. They provide valuable input on Student Support Plans. IA's must meet the individual needs of students from diverse backgrounds and at all academic levels—from severely and emotionally disturbed special education students to the most creative gifted and talented student. And, they do all of these things in ways that convey the impor-

tance of the academic success of each and every one of our children.

**In sum, Instructional Assistants are "teachers" in the truest sense of the word. True in all respects except one—salary. Unfortunately, their salary scale reflects a total lack of appreciation of the true contribution made by Instructional Assistants to the Howard County Public School System on a daily basis.**

I ask you to keep this information in mind when you examine the recommendations in the ESP re-classification report. From a classroom teacher's perspective, it is time that we recognize—and financially reward—the contributions made by Educational Support Professionals to the success of the Howard County Public School System.

Thank you for the opportunity to address the Board today.

# Membership Countdown to 4,000

By Cheryl McLeod, HCEA  
Membership Coordinatior

HCEA's membership continues to grow, with over 125 additional members during September, October, and November. As part of HCEA's goal to reach 4,000 members by the end of 2002, Membership Chair Lauri Hornicek announced the **Member 4,000 Incentive** at the September Rep Council meeting.

The HCEA Building Rep or current member who signs up Member 4,000 will receive a Dinner Cruise for two on the Lady Baltimore. The 4,000<sup>th</sup> Member will also receive a Dinner Cruise for two. And one recruiter will be chosen in a random drawing to receive a cruise.

The countdown is on— you can join in the excitement by signing up a non-member in your school. Application forms are available by contacting Denise Palmisano, Membership Coordinator, at HCEA at 410-997-3440. All HCEA Reps or members who sign up a new member receive a \$20 Gift Certificate to Staples or the Columbia Mall. Help us reach our goal of 4,000 members by the end of 2002!

# HCEA Welcomes New Members

Rebecca Aaron	Wilde Lake HS	Nikki Mathis	Bollman Bridge MS
Benita Adeoye	Cedar Lane	Cory Matthews	Elkridge ES
Elena Ahn	Wilde Lake HS	Steve McMillin	Wilde Lake MS
Rust Amberlee	Wilde Lake HS	Kelly Meyers	Owen Brown MS
Citladi Bacmeister	Long Reach HS	Jeffrey Middlebrooks	Glenelg HS
Maura Baglione	Phelps Luck ES	Erin Miller	Elkridge ES
Leah Berglund-Halvorson	Swansfield ES	Lisa Miller	Cedar Lane
Susan Bhuller	Oakland Mills HS	Lori Miller	Forest Ridge ES
Suzanne Brinkley	Clarksville ES	Lisa Montanti	Talbott Springs ES
Mary J. Broderick	Health Services	Roxanne Morestein	Clemons Crossing ES
Jean Brolund	Homewood	Michelle Mulhare	Swansfield ES
Margaret Brothman	Reservoir HS	Chenoa Myers	Patuxent Valley MS
Allen Brown, Jr.	Reservoir HS	Kristi L.Newcomb	Clarksville ES
Aura L. Broyles	Phelps Luck ES	Katherine Newman	Wilde Lake MS
Wendy C. Crystal	Health Services	Jay Nowasky	Long Reach HS
Dave Buchoff	Lime Kiln MS	Catherine Ormond	Hammond ES
Bridget Buel	Centennial HS	Penny Otte	Clarksville ES
Laura Cassard	Atholton HS	Susan Owens	Owen Brown ES
Elizabeth E. Chapman	Health Services	Barbara A. Parco	Health Services
Colleen Coble	Waterloo ES	Diane M.Parker	Murray Hill MS
Wendy Cohen-Holbrook	Cedar Lane	Iris Peterson	Deep Run ES
Barbara Cotton	Mayfield Woods E	Christy Phelps	Deep Run ES
Staci Cousin	Wilde Lake HS	Matthew Pickett	Wilde Lake HS
Nancy S. Curtin	Health Services	Rosa Pope	Phelps Luck ES
Barbara Davis	Hammond HS	Melissa Posek	Swansfield ES
Lindy Davis	Centennial HS	Belinda Prattis	Mt. Hebron HS
Lynn M. Doughty	Health Services	Shanna Pruitt	Northfield ES
Maxine Drazenovic	Longfellow ES	Henriellen Quail	Waterloo ES
Karen Ducks	Homewood	Amy Reese	Hollifield Station ES
Cathy Dydynski	Clarksville ES	Nicole Reye-Ellis	Talbott Springs ES
Susan Dyoskin	Swansfield ES	Mary Lou Reynolds	Cedar Lane
Sheila Edmunds	Mayfield Woods ES	Keisha Rose	Clarksville ES
Allison Evans	Fulton ES	Sophia Satchell	Mayfield Woods ES
Kedre' Fairley	Reservoir HS	Andrea Sauer	Reservoir HS
Marjie Flannery	Lime Kiln MS	Barbara Savage	Oakland Mills HS
Sagari Frances	Hammond ES	Rosalind Sheppard	Stevens Forest ES
Karen Frankone	Cedar Lane	Christine Shehade	Wilde Lake HS
Kristin Friedman	Reservoir HS	Rebecca Shelton	Glenelg HS
Stephen Futado	Wilde Lake MS	Pamela Shifflett	Mt. Hebron HS
Ivonna B. Gensler	Health Services	James Shoemaker	Oakland Mills HS
Karen Goertler	Mayfield Woods ES	Paula Shown	Hollifield ES
Anne Grauel	Oakland Mills HS	Lisa Simmons	Stevens Forest ES
Teresa Gunther	Running Brook ES	Joetta Simpson	Hollifield ES
Michael Harrison	Hammond ES	James A. Slayton	Health Services
Nicole Hebron	Cedar Lane	Daphne Sneed	Lime Kiln MS
Christopher Hill	Long Reach HS	Sandra Sneeringer	Bollman Bridge ES
Ila Hiserman	Cedar Lane	Rebecca Sokol	Oakland Mills MS
Lisa Hof	Clarksville ES	Lynn Starr	Mayfield Woods ES
Amy Horner	Hollifield ES	Brian Stuller	Hammond HS
Adam Hunter	Mayfield Woods ES	Kimberly S. Suarez	Health Services
Jennifer Jacobs	Cedar Lane	Gregory Swajian	Mt. Hebron HS
Cynthia Jennings	Hammond ES	Kevin Tamayo	Centennial HS
Rhonda Cheree Johnson	Wilde Lake HS	Joan Tellish	Longfellow ES
Karen Jones	Wilde Lake HS	Laura Tittsworth	Glenwood MS
Rosemarie Joyce	Health Services	Karen A. Torpey	Health Services
Sean Hines	Wilde Lake MS	Janice Tucker	Bushy Park ES
Rachel Karras	Waterloo ES	Augustini Ugorji	Swansfield ES
Susan Kaufman	Centennial HS	Pat VanNoy	Owen Brown MS
Kerry Kelly	Wilde Lake HS	Allison Verbal	Swansfield ES
Danielle King	Owen Brown MS	Chau Vu	Running Brook ES
Mandy Kramer	Northfield ES	Don Wallace	Wilde Lake HS
Janine Kucik	Reservoir HS	Jennifer Walker	Wilde Lake HS
Jody Lagola	Hammond ES	John Webster	Bollman Bridge MS
Angie Langan	Hollifield Station ES	Linda Whipkey	Phelps Luck ES
Adana Leader	Phelps Luck ES	Janice White	Wilde Lake HS
James LeMon	Mt. Hebron HS	Regina Wilson	Oakland Mills HS
Patricia Linden	Homewood	Susan Wilson	Health Services
Barbara A. Masiulis	Health Services	Barbara Worrick	Forest Ridge ES

## HCEA Works

The Howard County  
Education Association

5082 Dorsey Hall Drive  
Suite 101

Ellicott City, MD 21042

Phone: 410-997-3440

Joe Staub	President
Ann DeLacy	Vice President
Don Cook	Treasurer
Estelle King	Secretary
Natalie Janiszewski	Editor

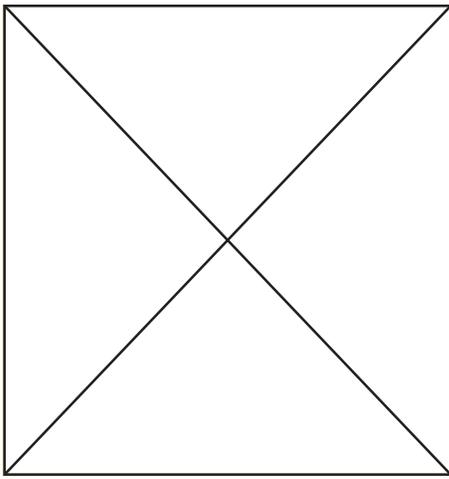
# HCEA Candidates Sweep Local Elections

All six of the candidates for local offices in Howard County recommended by HCEA were victorious in the election November 5. Jim Robey was re-elected as Howard County Executive; Guy Guzzone, David Rakes and Ken Ulman were elected to serve on the Howard County Council; Tim McCrone was victorious in his race for Howard County State's Attorney; and Courtney Watson was chosen by voters to serve on the Howard County School Board.

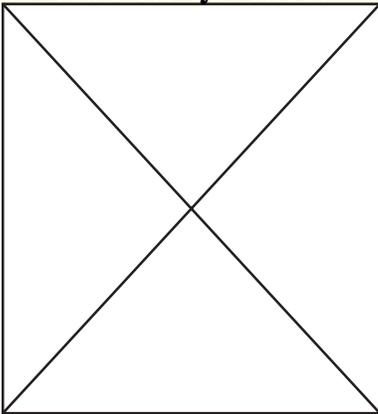
HCEA volunteers worked the polls on election day, wearing shirts bearing the slogan, "Teachers do their homework....Support Teacher Recommended Candidates." Over 30,000 Apple Ballots with HCEA's recommendations were distributed at the polls. Voters who often rejected cam-

paigned literature from candidate's volunteers, openly accepted the Apple Ballots, a clear indication of the importance of HCEA recommendations on Election Day.

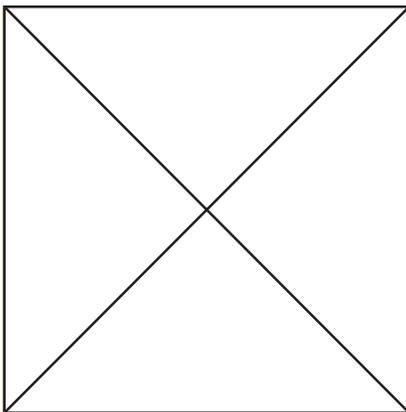
In state races, five of HCEA's seven recommended candidates won seats in the State Senate and House of Delegates (see ScoreCard ). Only Vernon Gray and Tony McGuffin, both running against incumbents, were unsuccessful. Education advocates Frank Turner, Shane Pendergrass, Liz Bobo and Jim Malone were returned to seats in the House of Delegates, along with Senator Ed Kasemeyer. Newcomers Neil Quinter and Steve DeBoy will join the Howard County delegation as members of the Maryland House of Delegates.



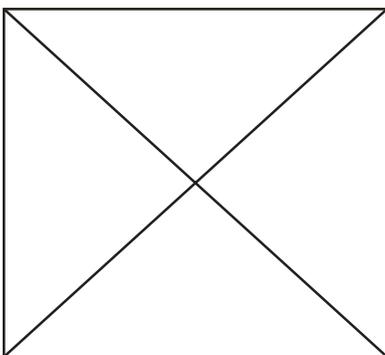
**Jim Robey**  
**Howard County Executive**



**David Rakes**  
**County Council District 2**



**Guy Guzzone**  
**County Council District 3**



**Ken Ulman**  
**County Council District 4**

## HCEA's Election Score Card

<b>W</b>	County Executive	<b>Jim Robey</b>
<b>W</b>	School Board	<b>Courtney Watson</b>
<b>W</b>	State's Attorney	<b>Tim McCrone</b>
<b>W</b>	County Council District 2	<b>David Rakes</b>
<b>W</b>	County Council District 3	<b>Guy Guzzone</b>
<b>W</b>	County Council District 4	<b>Ken Ulman</b>
<b>L</b>	State Delegate District 9A	<b>Tony McGuffin</b>
<b>W</b>	State Senate District 12	<b>Ed Kasemeyer</b>
<b>W</b>	State Delegate District 12A	<b>James Malone</b>
<b>W</b>	State Delegate District 12A	<b>Steven DeBoy</b>
<b>W</b>	State Delegate District 12B	<b>Liz Bobo</b>
<b>L</b>	State Senate District 13	<b>C. Vernon Gray</b>
<b>W</b>	State Delegate District 13	<b>Frank Turner</b>
<b>W</b>	State Delegate District 13	<b>Shane Pendergrass</b>
<b>W</b>	State Delegate District 13	<b>Neil Quinter</b>

## New Board of Education Member “Gets It”

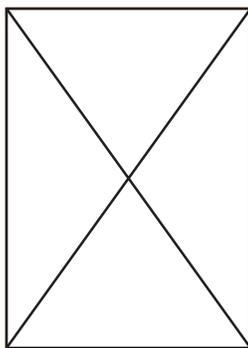
Mrs. Courtney Watson was elected by an overwhelming margin to fill the one vacant seat on the Howard County Board of Education, replacing retiring member Jane Schuchardt. Mrs. Watson won the recommendation of HCEA’s Government Relations Committee and Rep Council based on her support for more competitive salaries and a promise to involve teachers and support personnel in important decisions that impact them directly on a daily basis.

Prior to the election, Mrs. Watson was interviewed by the Baltimore Sun for an article that appeared on Sunday, November 3, 2002. Excerpts from that interview appear below:

**Question: Superintendent John O’Rourke has pledged to eliminate the achievement gap between ethnic and economic groups by 2007. Is this realistic?**

**Watson:** We absolutely must continue to work to close the gap through an approach that includes the input of teachers and administrators in the schools, as well as working to support and train parents at home.

As a board member, I will request data on the success of the new School Improvement Unit program early and often to determine whether the program is an effective and fair use of resources. I will also look for the feedback of administrators and teachers



Mrs. Courtney Watson

who are on the frontlines of this program, as well as continue to look for programs which show success in other areas of the country.

**Question: When many talk of improving Howard County’s public school system, they talk about spending dollars, but is money really at the heart of the system’s problems?**

**Watson:** Effective utilization of funding is a big part of the equation in solving the school system’s problems. We must look for ways in every budget to more efficiently spend the current dollars.

Other parts of the equation include valuing our teachers in different ways, but specifically by not overburdening them with new requirements without removing some existing demands.

We must also address program-equity issues that exist across the school system for different reasons, including the impact of fund raising, the constraints of certain facilities and the differences in programs offered to students.

## You Can Help A Child This Holiday Season

**By Karen Dunlop, Past President of HCEA and Chair of the HCEA Help-A-Child Fund**

The Holiday Season is a time for celebrations and thanksgiving, a time to enjoy the fellowship of friends and family. It is also a time to remember those less fortunate than us. As Chair of HCEA’s Help-A-Child Fund I want to extend thanks to those of you who have given to the Fund during the past years. Your contributions have changed the lives of hundreds of Howard County’s less fortunate children.

During the past year, 158 students from 42 schools were provided with assistance by Help-A-Child. Referrals were made Pupil Personnel Workers, Guidance Counselors and Family Services Coordinators requesting financial support for purchases of clothing, coats, shoes, eye examinations and glasses, school supplies, toiletries and medical needs. Help-A-Child was able to provide \$6015.31 for vouchers to our partner stores to assist these children.

The Help-A-Child Fund is a special type of charity. There are no “overhead” or administrative costs—the volunteers of the Help-A-Child Committee do all of the work. Thus, 100% of your contributions go directly to providing support to Howard County Public School students. The Holiday Season always brings increased requests for assistance from families needing winter coats and clothing. To enable us to meet all of these requests, we need your help. Please send a check to Help-A-Child to the HCEA office (by PONY or to 5082 Dorsey Hall Drive, Suite 102, Ellicott City, MD 21042). Your generosity to HCEA’s Help-A-Child Fund will enable us to continue to provide assistance to our neediest children.

## HCPSS Announces “In Honor of Excellence” Awards

The Howard County Public School System has announced the deadlines for submission of nominations for its annual “In Honor of Excellence” Awards. These awards are presented to teachers and support staff in several categories. Each of the categories requires the submission of a nomination packet. Nomination guidelines may be obtained by contacting the Office of Human Resources at 410-313-5692.

### Awards and Deadlines:

Distinguished Assistant Award	January 22, 2003
The Washington <u>Post</u> Agnes Meyer Outstanding Teacher Award	February 5, 2003
Office Professionals Recognition Award	March 5, 2003
First Year Educator Award	March 19, 2003
Maryland Teacher of the Year Award	April 9, 2003

# HCEA Schedules Elections for Officers and Convention Delegates

The HCEA Rep Council has scheduled elections for February 2003. Positions open for election include all Officers of the Association—President, Vice-President, Treasurer and Secretary—as well as HCEA Delegates to the MSTA and NEA Conventions and MSTA General Council.

The NEA RA will meet in New Orleans this coming summer, from July 1 to July 5, 2003. The NEA RA sets policy for the National Education Association through approval of Constitutional Amendments, Resolutions, and New Business Items. HCEA is eligible to send 25 delegates to the NEA RA. Delegates receive a stipend to cover travel, hotel and food expenses.

The MSTA Convention will be held in Ocean City, Maryland, November 21 and 22, 2003. Delegates set MSTA policy through action on Resolutions and New Business Items. HCEA is eligible to send 75 delegates to the MSTA Convention. Delegates receive a stipend to cover expenses.

The MSTA General Council will meet in March of 2004. HCEA sends 8 delegates to this important body that sets the MSTA Budget. Note that delegates chosen during the HCEA election this year serve during the 2003-2004 school year.

All active HCEA members are eligible to run for positions of officers or delegates. Deadlines and requirements are explained in the box on this page. Participation as a delegate to either the MSTA or NEA Convention is an excellent way to become more involved in your Association.

## 2003 HCEA ELECTIONS SCHEDULE

All dates are January and February 2003

Tuesday January 14	Nominations Open at Rep Council
Friday January 31	Nominations Close at 4 p.m.
Tuesday February 11	Candidates' remarks at Rep Council
Wednesday February 12	Ballots in Schools
Thursday February 13 to Thursday February 27	Reps Conduct Elections
Friday February 28	<b>Ballots due at HCEA Office by 4:00 p.m.</b>
	Election results will be announced to Building Reps by March 11, 2003

### To be a candidate you must:

1. Be an active member of HCEA in good standing.
2. Be nominated, or nominate yourself.
3. Complete an "HCEA Intention Form" indicating each position that you are seeking. All Intention Forms must be returned to HCEA no later than 4:00 p.m. Friday, January 31, 2003.
4. Optional: Send a 100 words or less biographical sketch to HCEA.  
This information will be distributed, unedited, to the membership. Due date: January 31, 2003

**The Howard County Education Association**  
**5082 Dorsey Hall Drive, Suite 102**  
**Ellicott City, MD 21042**