

Committee on Workload Issues Established

Responding to a request from HCEA's Rep Council, the Howard County Board of Education established a Committee on Workload, Planning Time and Assessments at its February 13th meeting. The Committee will establish its "Charter" based upon a set of guidelines presented to the Board of Education by HCEA.

"We are extremely pleased by the Board's action," stated HCEA President Joe Staub, "particularly since the Superintendent refused to respond to our request to set up the workgroup. Teachers across the county are feeling the strain of the enormous increase of work resulting from the Superintendent's school improvement initiative. This committee will give our members a voice in addressing the concerns of all staff members."

HCEA has established a Staff Concerns Committee to collect information and provide recommendations for the Board of Education Committee. If you are interested in serving on the HCEA Committee, please contact Joe Staub at HCEA at 410-997-3440. We recognize the difficulty of making such a request, but unless the voice of our members is heard, the situation will not improve.

You may provide input to the Board of Education Committee on Workload, Planning Time and Assessments by attending one of the "forums" the Committee will hold to hear from classroom teachers and support personnel.

Additional information will be provided by your Building Rep and in future issues of HCEA's "News & Notes".

Howard County Board of Education Votes to Implement ESP Reclassification Next Year

The Howard County Board of Education voted 5 to 0 to include funding in the FY2004 budget to fully implement the consultant's recommendations for reclassification of Education Support Professionals. **The increases—one or two grades—would go into effect at mid-year of the 2003-2004 school year**. The positions impacted and the related Grade changes are listed on page 3.

HCEA began working for the reclassification of support staff in 1999. Recommendations from a consulting firm hired by the Board of Education were first presented in March of 2000. Since that time, the Howard County Board of Education has failed to take action on the consultants' recommendations. HCEA has been engaged in a campaign to win support for including the ESP reclassification in the Budget since June of 2000. The Budget proposed by Superintendent O'Rourke in January of this year did not include any funds for implementing reclassification.

Our thanks go out to all of the members of the Howard County Board of Education: Mrs. Sandra French, Mrs. Pat Gordon, Mrs. Courtney Watson, Mrs. Virginia Charles, and Mr. Jim O'Donnell. Board action was needed to adopt the proposal because HCEA is prohibited from negotiating salary classification by the Maryland State Department of Education.

Inclusion of the reclassification recommendations in the Proposed FY2004 HCPSS Operating Budget does not guarantee that reclassification will take place—the 1.3 million dollar cost for full implementation at mid-year next year must be included in the budget approved by the County Executive and Howard County Council. That is why we ask you **NOW** to mark **Saturday**, **May 3** (8 am) on your calendar—that is the day of the County Council hearing on the FY2004 Operating Budget.

InsideThis Issue

Your Voice	2
What to Do if Injured at Work	3
School Calendar Set	3
HCEA Election Results	4
Marketplace	Insert

Your Voice by Joe Staub

Presentation to the County Executive's Hearing on the FY2004 Operating Budget, March 12, 2003

Good evening, County Executive Robey,

I am here this evening speaking on behalf of the more than five thousand-four hundred teachers, counselors, psychologists, secretaries, nurses, assistants and other education support professionals represented by HCEA, in support of the Board of Education's proposed FY2004 Operating Budget.

As educators, we recognize that once again this year you face a difficult challenge in preparing the County's Operating Budget. International tensions and fiscal uncertainty at the state level complicate a local budget situation where the demand for services once again exceeds projected revenues. The request from the Howard County Board of Education is designed to meet the increased demands placed on the school system by a constantly increasing student population.

Howard County Public Schools remain the best in the state: to continue this situation requires a continued investment in the school system. We must provide adequate instructional resources for our classroom teachers, reasonable staffing levels to continue programs designed to ensure that all students meet high academic standards, and competitive salaries to attract and retain highly qualified staff in all job categories. The Board of Education's budget request responds to these needs, targeting additional resources to assist our lowest performing students, those requiring special education services, and our rapidly expanding **ESOL** population.

Throughout your term as County Executive, you have been extremely supportive in providing funding for the contract agreements negotiated between HCEA and the Board of Education. Recognizing the budget crisis this past year, HCEA entered into three-year contracts for both teachers and education support professionals that provided minimal increases for the current year, with slightly larger cost of living increases for next year. We ask you once again to provide the financial resources to the Board of Education to honor these commitments.

The current BOE Budget request also includes funding for a reclassification study for education support professionals, initially conducted in FY2000. The implementation of the recommendations of this study will bring the salaries of the lowest paid Board of Education employees (Student Assistants, Instructional Assistants, and Secretaries) more closely in line with the significantly increased job responsibilities of these positions. With starting salaries for some of these employees below ten thousand dollars per year, funding for the job reclassification study will also make these positions somewhat more competitive with surrounding jurisdictions (although still fifth out of seven counties).

The success of the Howard County Public School System can be directly attributed to the outstanding contributions made daily by its employees. All of the members of the Howard County Education Association join me today in seeking your support for those employees, and for the Board of Education's FY2004 budget request.

Thank you for the opportunity to speak with you this evening, and **thank you for your continued support for public education in Howard County.**

Please plan to attend the County Council's Hearing on the County Executive's proposed FY2004 Operating Budget on Saturday May 3 at 8 am at the County Office Building!

Howard County Public Schools remain the best in the state: to continue this situation requires a continued investment in the school system. . . . The success of the Howard **County Public School** System can be directly attributed to the outstanding contributions made daily by its employees. All of the members of the Howard County Education Association join me today in seeking your support for those employees, and for the Board of Education's FY2004 budget request.

> *Joe Staub HCEA President*



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 Janiszev	vski Editor

WHAT TO DO IF YOU ARE INJURED AT WORK Dan Collins, HCEA UniServ Staff

This question arises frequently and, unfortunately, many times HCEA is asked too late resulting in a loss of potential benefits for employees. What should you do if you are injured at work?

The Workers Compensation Law in Maryland covers all Board of Education employees. This law, along with contractual language and HCPSS administrative directives, provides guidelines for ensuring maximum benefits for you in the event that you are injured at work while performing your assigned duties. Not every injury is necessarily compensable. The law states that "accidental personal injury sustained by the employee arising out of and in the course of his/her employment..." The term "accidental personal injury" is determined on a caseby-case basis. However in Maryland case law usually means any injury that involves a slip, trip or fall as a result of an unusual occurrence or condition or any unusual strain or exertion that results in an injury.

If your injury requires medical treatment you are to report to a Concentra Medical Center in Columbia to receive treatment and a medical evaluation. Failure to do this can result in diminished benefits for you. If Concentra is closed or if it is a medical situation that requires emergency treatment at a hospital, you may seek treatment there first. If you are not admitted to the hospital, you must then report to Concentra within 24 hours after the injury. This injury must also be reported to your principal/supervisor within 24 hours. If you do not need medical treatment at the time, you still should have your principal/supervisor fill out an **Employee Incident Form** within 10 days of the incident in the event that future treatment is necessary. Failure to do this will cause you to forfeit any potential Workers Compensation benefits. The principal/supervisor must also complete a First Report of Injury form within 48 hours of any incident requiring medical treatment.

Additionally, and this is extremely im-

Board of Education Sets 2003-2004 Calendar

The Howard County Board of Education has approved the 2003-2004 HCPSS School Calendar, including several recommendations made by HCEA. All of the current early dismissal/teacher work days are retained for next year. The additional day for teachers has been scheduled for Monday, January 26, 2004 as a teacher workday. Copies of the complete 2003-2004 school calendar are available from the Public Information office by calling 410-313-6680.

In related action, the Board of Education made changes to the current

calendar to make up the days missed during the recent snow storms. Friday, March 14 will be a student day rather than a staff development day; Monday, April 14 will be a student day; and the last student day will be Friday, June 20, 2003. All schools will close three and one-half hours early on June 18, 19 and 20. If schools are closed for additional days before Spring Break, they will be made up on April 15, 16 and 17 as needed. Please note that Maryland law gives the Board of Education the exclusive responsibility for setting the school calendar.

Grade Changes for the ESP Reclassification

Student Assistant	1 to 3
Instructional Assistant	4 to 6
Health Assistant	6 to 8
Media Assistant	4 to 6
Science Lab Assistant	6 to 8
Special Ed Reading Assistant	6 to 8
Registrar	7 to 8
Clerk II	4 to 6
Account Clerk II	7 to 8
Schedule Grade Clerk	7 to 8
Secretary	8 to 9
Principal's Secretary	8 to 10
Media Secretary	4 to 6
Teachers' Secretary	5 to 7
Guidance Secretary	6 to 8
Black Student Achievement	
Counselor	4 to 6

portant, call the HCEA office so that we can send you an Employee's Claim Form for Workers Compensation. This form is not the same as the Workers **Compensation Employer's First Re**port of Injury form that your administrator files. It is necessary for you to fill out the claim form to protect your rights for future benefits under the Workers Compensation Law. The employer is not obligated to have you fill this form out - it is your responsibility. HCEA will provide members with an attorney at no cost to assist you in completing this form. The language you use in completing this form can determine whether or not you receive additional Workers Compensation **benefits.** So it is extremely important that this form be filled out correctly!

HCEA Needs You!!!!

Please plan to attend the County Council's hearing on the County Executive's FY2004 Operating Budget.

Date:Saturday, May 3, 2003Place:The George Howard County Office Building, Ellicott CityTime:8 am HCEA RALLY, 9am PUBLIC HEARING

Let's send a strong message to the County Council: "Fund the Board of Education's Budget, including the negotiated agreements for Teachers and Support Staff and the ESP Reclassification!"

HCEA Election Results

HCEA Officers

President Vice President Treasurer Secretary Joe Staub Ann DeLacy Nellie Hill Estelle King

Delegate to the NEA Convention

Annette Bouldin Louis T. Brzezinski, Jr. Judith G. Cephas Ann DeLacy **Dennis Dugan** Lin Dugan John Eckstrom Veeda Gaines Eloise Gift Ebony Graham Nellie Hill Lauri King Hornicek Hugo Jackson Estelle D. King Belinda King Janet Lindenmayer Georgianne McNeirney Wanda Oliver Janis O'Neal **Robin Quarles** Ann Ridgeway Ethel M. Roberts Donna Schulze Pamela Shifflett Gregory M. Smith Herbert West **Cherryl White** Lesha Williams

Delegate to the MSTA Convention

Susan Abbasian Annette Bouldin Louis T. Brzezinski, Jr. Judith G. Cephas Donald Cook Hazel Cox Ann DeLacy Dennis Dugan Lin Dugan John Eckstrom Veeda Gaines **Eloise Gift** Ebony Graham Nellie Hill Lauri King Hornicek Hugo Jackson Estelle D. King **Belinda King** Janet Lindenmayer Georgianne McNeirney Wanda Oliver Janis O'Neal **Robin Quarles** Ann Ridgeway Chuck Ridgeway Winston Riley Ethel M. Roberts Donna Schulze Pamela Shifflett Benonia Thomas **Cherryl White** Lesha Williams Geri Willis Barbara Wolniak

Delegate to the 2004 MSTA General Council

Joe Staub Ann DeLacy Nellie Hill Hugo Jackson Wanda Oliver Ann Ridgeway Chuck Ridgeway Cherryl White

Note: Races for both Delegates to the MSTA Convention and MSTA General Council were uncontested. HCEA Election Guidelines provide that when the number of candidates for these positions is less than the number of positions to be filled, all nominated candidates will be declared winners by the HCEA Rep Council.

HCEA Welcomes New Members

Jennifer L. Barr Christopher Browder Gillian Costa Cynthia Cuzmanes Neelufar Khanam Lorraine Ridge William Rogers Jeanine Smith Peggy Starr Elaine Walker Susan Weinstein Todd Wilson Daniel Yetter