

# **Exhibit A**

## **TENTATIVE MINUTES**

### **BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND**

Tuesday, January 13, 2004

The Board of Education of Baltimore County, Maryland, met in open session at 5:04 p.m. at Greenwood. President James R. Sasiadek and the following Board members were present: Mr. Donald L. Arnold, Ms. Francesca Cirincione, Mrs. Phyllis E. Ettinger, Mr. Thomas G. Grzymski, Dr. Warren C. Hayman, Mr. Michael P. Kennedy, Ms. Janese Murray, Ms. Joy Shillman, and Mr. James Walker. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

Mr. Sasiadek reviewed the following housekeeping items:

- ⌚ Coalition Rally in Annapolis, Monday, January 26, 2004
- ⌚ BCPS Operating Budget Public Hearing, Wednesday, January 28, 2004 at 7:00 p.m. at Ridge Ruxton School
- ⌚ Board of Education work session to discuss the FY 2005 Operating Budget, Tuesday, February 3, 2004.
- ⌚ BCPS Quarterly Recognition Awards Ceremony, Wednesday, February 4 at Cockeysville Middle School at 7:00 p.m.
- ⌚ Board members were also reminded of other upcoming functions in January and February 2004.

At 5:15 p.m., Ms. Murray moved the Board go into closed session to discuss personnel matters and matters related to negotiations pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1) and (a)(9). The motion was seconded by Mr. Arnold and unanimously approved by the Board.

### **CLOSED SESSION MINUTES**

Mr. Randy Grimsley, Executive Director of Human Resources, reviewed with Board members personnel matters to be considered this evening.

Mr. Hayden entered the room at 5:40 p.m.

Mr. Grimsley and Mr. Dan Capozzi, Manager of Human Resources, reviewed with Board members matters relating to upcoming negotiations with the bargaining units.

At 6:05 p.m., Mr. Kennedy moved to adjourn the closed session for a brief dinner recess. The motion was seconded by Mrs. Ettinger and approved by the Board.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, met in open session at 7:43 p.m. at Greenwood. President James R. Sasiadek and the following Board members were present: Mr. Donald L. Arnold, Francesca Cirincione, Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzymski, Mr. John A. Hayden, III, Dr. Warren C. Hayman, Mr. Michael P. Kennedy, Ms. Janese Murray, Ms. Joy Shillman, and Mr. James Walker. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

PLEDGE OF ALLEGIANCE

The open session commenced with the Pledge of Allegiance to the Flag, which was led by Karen Cohen and Jamie Saltzman, first-year teachers at Bear Creek Elementary School, and a period of silent meditation for those who have served education in the Baltimore County Public Schools.

MINUTES

Hearing no additions or corrections to the Open and Closed Session Minutes of December 2, 2003 and the Open and Closed Session Minutes of December 16, 2003, Mr. Sasiadek declared the minutes approved as presented on the website.

Mr. Sasiadek informed the audience of the previous sessions in which Board members had participated earlier in the afternoon.

SUPERINTENDENT'S REPORT

Dr. Hairston noted there was an excellent turn out at the legislative breakfast with TABCO on Saturday, January 10, 2004. He also noted that Mr. Walker was the recipient of an award at the Fullwood Breakfast this past Saturday. Dr. Hairston stated approximately 150 teachers from 10 high schools attended a workshop on Saturday regarding the Small Learning Communities grant.

Dr. Hairston announced that two astronauts, Thomas Jones and Robert Curbeam Jr., Baltimore County Public Schools graduates, would join BCPS on January 20 at Featherbed Lane Elementary School to kick-off the STARLAB program.

Dr. Hairston informed the board of a meeting at the U.S. Department of Education to talk with the Secretary of Education concerning recommendations to the *No Child Left Behind Act*. Twenty other superintendents from around the state attended.

### OLD BUSINESS – CAPITAL BUDGET

Ms. Burnopp stated Attachment II was added to the exhibit, which shows the amount of savings with the capital budget. She noted that Baltimore County Public Schools was able to close out a number of projects that have been finished and funds that can be moved to four important priorities:

- ③ Eastern Technical HS - Renovate Four Classrooms
- ③ Stemmers Run MS - Systemic Renovation Additional Funding
- ③ Perry Hall HS - Walkway
- ③ Various Schools - Water Intrusion Repairs

Mr. Grzymski was pleased to see Kenwood High School addition, Perry Hall High School walkway, and Eastern Technical High School classroom renovations. These items were mentioned in the DeJong study. Mr. Grzymski asked about the strategy for building another school in the Northeast area and other recommendations as listed in the DeJong study. Ms. Burnopp stated that two items listed in the DeJong study are in the capital budget for FY2005: Kenwood High School and Eastern Technical High School projects. She remarked there are a number of priorities and issues with the budget evolving over time. Ms. Burnopp stated as additional information for FY2006-2010 is available, the data will be presented to the Board for review and approval.

Dr. Hairston commented that before month's end, Baltimore County Public Schools will go to Annapolis and make an appeal to the State for funding for those items not funded in our initial request.

Mr. Walker was pleased to see the Milford Mill cafeteria on the list of projects. Mr. Walker asked when the cafeteria renovation would begin. Mr. Cassell, Department of Physical Facilities, responded the project would begin as soon as monies become available.

Dr. Hayman noted that the proposed Windsor Mill Middle School appears to have been removed. He stated this would be difficult to explain to our constituents in the southwest area since this item had been in the county's projection. Ms. Burnopp stated the budget being presented this evening deals with County projects. Ms. Burnopp noted that the County has provided the monies for the project, and will be an item at the Board of Public Works hearing later this month. Windsor Mill Middle School is still a high priority on State requested projects.

On motion of Mr. Kennedy, seconded by Mr. Arnold, the Board approved the proposed FY 2005-2010 County Capital Budget Request (Exhibit B).

### REPORTS

The Board received the following reports:

- A. **Report on Inclement Weather Procedures** – Ms. Fromm, Executive Director of Planning and Support Operations, remarked that due to Hurricane Isabel and an early season snowstorms Baltimore County Public Schools has already

REPORTS (cont)

used three of its scheduled inclement weather days. Ms. Fromm introduced Ms. Linda Fitchett, Director of Transportation. Through a PowerPoint™ presentation (Exhibit C), Ms. Fitchett provided a seasonal overview of the school calendar and the rotating week schedule, which begins in November through March. She noted every morning and every night through March, the five area managers tour the roads to ensure they are safe for student travel. Weather updates are provided by Accu-Weather and faxes. Ms. Fitchett noted that if a weather event arises, the whole team is on the road by 3:00 a.m. conducting a countywide assessment of roads, sidewalks, school driveways, parking lots, and problematic bus stop locations. Between 3:00 and 5:00 a.m. the school system confers with Accuweather, Baltimore County and BCPS Grounds, and adjacent LEA's. She stated that a recommendation is provided to the Superintendent by 5:00 a.m. to discuss delay or closure options. Once a decision is made, the media is notified as well as internal notification given to employees.

Ms. Fitchett noted the school system has needed to adapt to extreme conditions in localized areas such as the Hereford Zone. Baltimore County is approximately 610 square miles with the Hereford Zone being 1/3 of the county or 233 square miles. This area at times may get some of the most severe weather. Ms. Fitchett also commented that during Hurricane Isabel, the Bowleys Quarter area was impacted significantly requiring BCPS to close schools and make arrangements for alternate bus stops.

Mr. Kennedy asked whether any consideration has been given to other areas that are similar to the Hereford zone. Ms. Fromm responded that the Hereford zone was initially created because all the schools in that area feed into one another. So when you closed Hereford you were only closing those schools and did not have overlapping boundaries. Ms. Fromm stated that none of the other areas within the County have clean feeder patterns similar to the Hereford zone. She noted there is someone on the road every time there is a weather event.

Mr. Kennedy questioned whether the school system could close if the majority of the roads are in bad shape even though others may be in good shape. Ms. Fromm responded affirmative.

Ms. Shillman asked how this inclement weather process could be disseminated to the public. Ms. Fromm responded the information is available on BCPS's website. Ms. Shillman inquired as to whether the five area managers go out every night between 2:30 – 3:30 a.m. during the months of November through March even if the weather is fine. Ms. Fromm replied in the affirmative.

Mr. Arnold thanked the staff for this report and for the staff going out so early in the morning hours. He also thanked the bus drivers for all they do for the school system.

REPORTS (cont)

- B. **Report on STARLAB** – Dr. Hayes B. Lantz, Director of Science PreK through 12, announced that on Tuesday, January 20<sup>th</sup> two former Baltimore County graduates would be at Featherbed Lane Elementary School to kick-off STARLAB. Dr. Lantz introduced Mr. David Copenhagen, Elementary Science Coordinator, and Tim Kent and Susie Rife, STARLAB Instructors.

Through a PowerPoint™ presentation (Exhibit D), Ms. Rife provided details describing STARLAB and the instructional program that will accompany it. She noted that today was the first day utilizing the STARLAB Portable Planetarium.

Next, Mr. Kent reviewed some of the 88 constellations used in today's class instruction for the students at Featherbed Lane Elementary. Four indicators that are spiraled together and integrated into every grade level scope and sequence are:

- Patterns and cycles in the environment
- Information learned from models
- Tools, such as telescopes, used to collect data
- People from ancient times investigated the world around them.

Ms. Rife stated that STARLAB would rotate throughout the county's 103 elementary schools.

Mr. Walker asked who made the schedule for the school visits. Mr. Copenhagen responded he developed the schedule in conjunction with Ms. Eileen Copple, Principle at Featherbed Lane Elementary School. Mr. Copenhagen noted that the first three schools are considered pilot schools: Featherbed Lane Elementary, Norwood Elementary, and Milbrook Elementary Schools.

With regards to scheduling, Mr. Walker asked how many schools would be visited in the next year. Mr. Copenhagen stated the goal is to have the STARLAB visit all schools by this time next year. Ms. Rife noted the school system has two STARLAB Portable Planetariums. Time depends on the size of the school.

Since the STARLAB is set up in a school's gym, Mrs. Ettinger inquired about lost instructional time regarding the physical education program. Mr. Copenhagen responded that schools would relocate their gym activities for the day so as to not impact instructional time and be sensitive to the needs of the physical education program.

Mrs. Ettinger asked about the effectiveness of this program and the impact on students and teachers. Dr. Lantz responded there would be a STARLAB pre-test and post-test. In association with the National Science Foundation grant, BCPS is developing an end-of-year science test for a number of our grades to report data. Regarding professional development for teachers, Dr. Lantz stated that by means

REPORTS (cont)

of classroom observations, we would be able to see if teachers are utilizing some of the same strategies and methodologies as the STARLAB program.

Mr. Kennedy inquired as to whether funding from STARLAB was part of a grant. Dr. Lantz responded the two STARLABs were funded by the County's budget.

Dr. Hayman commended the team on the program. He asked whether the STARLAB staff were Baltimore County Public Schools employees. Ms. Rife responded affirmative. Dr. Hayman commented that staff diversity is critical to STARLAB. He asked if anything in the program would relate to the south sea islands of South Carolina. Mr. Copenhaver responded new cylinders are designed on a continuous basis and that programs can be added to STARLAB. Dr. Hayman asked if the program allows for community family reinforcement activities. Mr. Copenhaver responded that Family Night will be scheduled at each school for parents to come and experience STARLAB. Dr. Hayman suggested connecting activities at home that will reinforce what a student has learned through the STARLAB program. Mr. Copenhaver stated teachers will have 10 post-activities to send home with the students.

C. **Superintendent's Proposed Operating Budget, Fiscal Year 2005** - Dr. Hairston presented to the Board, for their consideration, the Proposed Operating Budget for Fiscal Year 2005. He stated the budget request for FY2005 continues to focus on the *Blueprint for Progress, No Child Left Behind, and Bridge to Excellence*. The majority of the initiatives that have been introduced over the past three years are maintained in the FY2005 budget proposal.

Dr. Hairston announced that on January 28, 2004, there would be a public hearing on the Proposed Budget at Ridge Ruxton School beginning at 7:00 p.m. A Board Work Session will be conducted on February 3 beginning at 7:00 p.m.

As the Proposed Budget for FY2005 was developed, Dr. Hairston stated the focus was on quality rather than new initiatives or programs. Highlights of the Proposed Budget are:

- Proposed Operating Budget for FY2005 is for \$923 million dollars, an increase of only 5.46 percent over the FY2004 budget.
- The Proposed Budget request from Baltimore County is only 1.5 percent above the County's mandated maintenance of effort amount.
- Major emphasis of the Proposed Budget is on Baltimore County Public Schools employees. Dr. Hairston recommends adding \$47.3 million to employee compensation, which includes salary restructuring, step increases, and health benefits.
- The Proposed Budget is planning on the State fully funding Thornton. If BCPS does not get the full Thornton allocation, BCPS will need to go back to the drawing board, as will all Maryland school systems.

REPORTS (cont)

- The Proposed Budget keeps Baltimore County Public Schools in front of *No Child Left Behind* by focusing on quality in the classrooms, both personnel and academic achievement.

Through a PowerPoint™ presentation (Exhibit E), Dr. Hairston noted BCPS goals are:

- To improve student achievement for all students
- To maintain a safe and orderly learning environment in every school
- To use resources effectively and efficiently

Dr. Hairston shared with Board Members the Maryland School Achievement Scores. He noted that Baltimore County Public Schools' students are currently performing at a higher level of achievement than has been realized in recent history.

Dr. Hairston proceeded to review the proposed operating budget as it relates to Performance Goals 1 through 8:

- |                      |                                                                                                                                                                                                          |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| • Performance Goal 1 | By 2007, all students will reach high standards, as established by the Baltimore County Public Schools and State proficiency levels, in reading/language arts, mathematics, science, and social studies. |
| • Performance Goal 2 | By 2007, all English Language Learners will become proficient in English and reach high academic standards in reading/language arts, mathematics, science, and social studies                            |
| • Performance Goal 3 | By 2005-2006, all students will be taught by highly qualified teachers.                                                                                                                                  |
| • Performance Goal 4 | All students will be educated in school environments that are safe and conducive to learning.                                                                                                            |
| • Performance Goal 5 | All students will graduate from high school.                                                                                                                                                             |
| • Performance Goal 6 | Engage parents/guardians, business, and community members in the educational process.                                                                                                                    |
| • Performance Goal 7 | Involve principals, teachers, staff, stakeholders, and parents/guardians in the decision-making process.                                                                                                 |
| • Performance Goal 8 | All students will receive a quality education through the efficient and effective use of resources and the delivery of business services.                                                                |

REPORTS (cont)

In conclusion, Dr. Hairston summarized his operating budget recommendations, which included Maintenance of Effort, Proposed FY05 Revenue Sources and Proposed FY05 Expenditures. Dr. Hairston noted that the proposed budget is 1.5% above Maintenance of Effort, which is required by law. He also provided a comparison of all general fund revenues for FY04 budget to FY05 proposed budget.

Mr. Sasiadek reiterated the upcoming public hearing on the Proposed Operating Budget on Wednesday, January 28, at Ridge Ruxton School at 7:00 p.m.

Mr. Hayden noted on the last slide the \$35 million in funding from the State is contingent upon full funding of Thornton. Mr. Hayden reminded the public and Board of the coalition rally in Annapolis on Monday, January 26, to support full funding of Thornton.

Mr. Grzymski appreciated the format of the budget and how it links to the goals and direction that Baltimore County Public Schools is going.

Mrs. Ettinger was pleased to see that the Superintendent and staff were responsive to the concerns of the Board and public regarding various issues presented in the budget.

Ms. Murray was pleased to see Performance Goal 3 regarding compensation within the proposed budget.

PERSONNEL MATTERS

On motion of Mr. Kennedy, seconded by Mr. Walker, the Board approved the personnel matters as presented on Exhibits F, G, H, I, and J. (Copies of the exhibits are attached to the formal minutes.)

CONTRACT AWARDS

Mr. Kennedy pulled item 1 for further discussion. On motion of Mr. Kennedy, seconded by Dr. Hayman, the Board approved items 2 and 3 (Exhibit K).

2. Contracted Services: Internet Service Provider
3. School Buses

**CONTRACT AWARDS (cont)**

**Item 1**

Mr. Kennedy asked if this contract refers to all phone lines that go into a school building. Mr. Richard Gay responded this contract refers to all phone lines within the school system. Mr. Kennedy asked how many phone lines we have in a typical school. Mr. Greg Barlow, Executive Director of Technology, responded the number of phone lines vary from school to school. Typically, there would be 3 to 5 lines in an elementary school and 15 to 20 lines in a middle or high school. Mr. Kennedy inquired about problems with finding an outside line in a school. Mr. Barlow stated he was not aware of phone problems in any of the schools.

Mr. Kennedy recommended the Technology Office conduct an evaluation of the effectiveness of incoming and outgoing calls within a school. From a safety perspective, Mr. Kennedy suggested looking into the possibility of specific individuals within the system receiving cell phones.

On motion of Mr. Kennedy, seconded by Mr. Walker, the Board approved item 1.

1. Centrex and Plain Old Telephone Services (POTS)

**BUILDING COMMITTEE**

The Building Committee, represented by Mr. Kennedy, recommended approval of items 1-3 (Exhibits L through N). The Board unanimously approved these recommendations.

1. Award of Contract – New Parking Lot at Rosedale Center
2. Increase Contingency Authorization – ADA Upgrades at Scotts Branch Elementary Schools
3. Request to Declare Surplus Property at Vincent School Site.

**INFORMATION**

The Board received the following as information:

- A. Repeal of Superintendent's Rule 4126 and 4217 – PERSONNEL: Professional and PERSONNEL: Classified Conflict of Interest
- B. Repeal of Superintendent's Rule 6142 – INSTRUCTION: Diploma Requirements
- C. Revised Rule 1110 – COMMUNITY RELATIONS: Publications, Radio, Television, and Web Sites
- D. Revised Rule 1110.1 – COMMUNITY RELATIONS: Copyright and Intellectual Property (Original Works)

INFORMATION (cont)

E. Southeast Educational Area Advisory Council Minutes of November 11, 2003

ANNOUNCEMENTS

Mr. Sasiadek made the following announcements:

- ⌚ On Wednesday, January 14, 2004, the Area Advisory Councils will be holding a joint meeting at New Town High School beginning at 7:00 p.m.
- ⌚ Schools and offices will be closed on Monday, January 19, 2004 in observance of Dr. Martin Luther King, Jr. Schools will reopen for students and teachers on Tuesday, January 20, 2004.
- ⌚ A public rally in Annapolis to support full funding for the “Thorton” Bridge to Excellence in Public Schools Act will be held on Monday, January 26, 2004, from 6:00 p.m. to 8:00 p.m.
- ⌚ The next regularly scheduled meeting of the Board of Education of Baltimore County will be held on Tuesday, January 27, 2004, at Greenwood. The meeting will begin with an open session at 5:00 p.m. After the Board adjourns to meet in closed session, followed by a brief dinner recess, the open meeting will reconvene at approximately 7:30 p.m. The public is welcome at all open sessions.
- ⌚ On Wednesday, January 28, 2004, the Baltimore County Board of Education will meet for a public hearing to seek the public’s input on the operating budget for FY 2005. The meeting will take place at the Ridge Ruxton School at 7:00 p.m. Sign-up for the public to comment will begin at 6:00 p.m. at Ridge Ruxton School on the day of the hearing.
- ⌚ On Wednesday, February 3, 2004, the Baltimore County Board of Education will meet for a work session to discuss the FY 2005 operating budget. The meeting will take place at the ESS Building located on the Greenwood campus at 7:00 p.m.

Mr. Sasiadek reminded speakers to refrain from discussing any matters that might come before the board in the form of an appeal, as well as any personnel matters.

STAKEHOLDER GROUPS

Ms. JoLynn Chadwick, Advisory Committee for Gifted and Talented Education representative thanked Dr. Hairston for the proposed increases in the budget.

Ms. Kelli Nelson, Citizens Advisory Committee for Special Education Chairperson, was pleased with what was in the proposed budget, especially the secondary transition center.

STAKEHOLDER GROUPS (cont)

Ms. Meg O'Hare, Northeast Area Educational Advisory Council Chairperson, met with individuals involved in the elementary science, engineering, and technology fair. She invited the Board Members to attend the fair on May 20-21 at New Town High School. She was excited to hear about the Small Learning's Community initiative.

Mr. Michael Moore, Central Area Educational Advisory Council Chairperson, attended a fundraiser with the Lieutenant Governor and various businessmen, who had positive comments on the *Blueprint for Progress* and *Master Plan* developed by Dr. Hairston and staff.

Mr. Stephen Crum, Southeast Area Educational Advisory Council representative, commented BCPS should maintain closer liaison with County officials who have control over the budget. On Tuesday, January 20, 2004, the Southeast Area Educational Advisory Council will meet at Deep Creek Middle School. There will be a presentation by Mr. Matthew Joseph bringing information from the County Executive's office.

Ms. Rita Collins, Vice President of BACE, was pleased with the presentation on the proposed budget. She encouraged Board Members to work with County officials to fully fund our FY05 budget proposals.

Ms. Paula Simon, CASE representative, expressed appreciation regarding the proposed budget. Ms. Simon applauded the Superintendent and Board's efforts to support compensation for all Baltimore County Public Schools employees. She noted that CASE supports full funding of Thornton Bridge to Excellence Act.

Ms. Jasmine Shriver, Minority Achievement Advisory Group representative, announced their next meeting on January 15, 2004 in the ESS Building at 7:00 p.m. She noted that February is Black History Month with this year's activities focusing on the 50<sup>th</sup> anniversary of *Brown vs. Board of Education*. Ms. Shriver commented that MAAG supports Dr. Hairston's proposed FY05 budget.

Mr. Rodger Janssen, PTA Vice President for Leadership, thanked the Board for meeting with the PTA Council. He encourages the Board to craft a budget that will benefit all students.

Ms. Cheryl Bost, TABCO President, recognized those teachers present at tonight's meeting. She commended Dr. Hairston for taking the first step in making teachers' salaries competitive within the proposed FY05 operating budget. Ms. Bost encourages everyone interested in public education to email County officials to fully fund the education budget. She encourages everyone to attend the Thornton Rally on January 26, 2004 in Annapolis. Buses will be available at 5 locations.

PUBLIC COMMENT

Mr. Murray Piper, Milford Mill PTSA representative, thanked the Board for Milford Mill's school cafeteria in the capital budget.

**PUBLIC COMMENT (cont)**

Ms. Meg O'Hare, on behalf of the Perry Hall Community Association, reiterated to the Board that the Perry Hall community is looking for a meeting of feedback based on the DeJong study.

**ADJOURNMENT**

At 9:56 p.m., Mr. Kennedy moved to adjourn the open session. The motion was seconded by Mrs. Ettinger and approved by the Board.

Respectfully submitted,

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Joe A. Hairston  
Secretary-Treasurer

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