

**TENTATIVE MINUTES****REPORT OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND  
WORK SESSION ON BCPS ORGANIZATIONAL STRUCTURE**

Tuesday, July 26, 2005  
Greenwood

The Board of Education of Baltimore County, Maryland, met in open session at 7:03 p.m. at Greenwood. President Thomas G. Grzymiski and the following Board members were present: Mr. Donald L. Arnold, Mr. Luis E. Borunda, Mr. Nicholas C. Camp, Ms. Frances A.S. Harris, Mr. John A. Hayden, III, Dr. Warren C. Hayman, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Mr. Michael P. Kennedy, Mr. James R. Sasiadek, and Ms. Joy Shillman. In addition, Dr. Joe A. Hairston, Superintendent of Schools, staff members, as well as the media, were present.

**MAINTENANCE PROGRAM UPDATE**

Mr. Michael Sines, Executive Director of Physical Facilities, provided a brief update on the maintenance program with a breakdown by component of what has occurred over the past several months:

- Controls – Current budget includes approximately \$350,000 to begin the process of inspecting and repairing temperature controls in school facilities. Currently, repairs are completed as complaints are received and done with in-house personnel.
- Inspections – A review of regulatory mandates relative to the inspection of critical life safety equipment installed throughout BCPS will be completed within the next two weeks. Focus will be directed toward fire alarm systems, automated sprinkler systems, emergency lighting, exit signs, kitchen hoods, and fire suppression systems.
- Utilization of Overtime – Primary focus of this assessment is to distinguish the extent that overtime has been used to conduct scheduled maintenance as opposed to emergency maintenance.
- HVAC Filters – A complete inventory of HVAC filters in all facilities is being prepared with an accurate cost assessment to meet the manufacturers' recommended maintenance schedule.
- Stage Curtains – A comprehensive review is underway and recommendations will be forthcoming to establish a replacement schedule.
- Boiler Repairs – An ad hoc committee will be presenting information within the next two weeks that will be utilized to formulate budget recommendations for FY07. The committee is in the process of generating operating procedures; procedures for coordinating boiler maintenance, repair, and replacement; minimum requirements for routine maintenance; and direct digital control (DDC) monitoring.

### MAINTENANCE PROGRAM UPDATE (cont)

- Lavatory Stall Replacement – An assessment of the condition of lavatory stalls was conducted in February 2005. The findings included in the assessment will be utilized in developing a proposed budget for FY07.

Mr. Arnold asked what percentage of boilers is not tech-automatic. Mr. Sines responded approximately 60 out of 163 boilers cannot be readily monitored via a centralized system. With regards to outsourcing and energy savings, Mr. Arnold inquired about the possibility of energy audits. Mr. Sines responded a proposal exists to pilot such audits in three schools.

Mr. Hayden expressed concern about whether the school system met regulatory requirements concerning fire inspections and accessibility of classrooms. Mr. Sines stated the school system has not failed in any critical areas such as fuel stations, fire drills, and life safety systems.

Mr. Hayden asked whether any portion of the boiler work could be considered for state capital funding. Mr. Sines responded boiler replacement for renovations and multi-systemic renovations does reside under the capital program.

Ms. Shillman asked for clarification of lavatory replacement costs in all schools.

Ms. Johnson expressed concern over the untidiness and disrepair of bathroom facilities and inquired how the school system is addressing the issue.

Dr. Hayman requested that priorities and timelines be established so that the school system could evaluate its progress. Dr. Hayman challenged the Board to be more aggressive in the legislative arena by communicating funding needs.

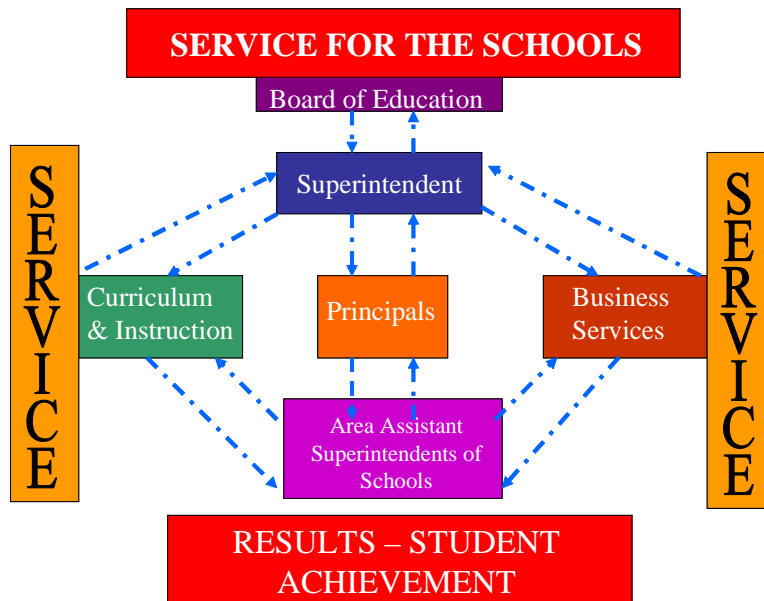
Mr. Sasiadek stated this is the time to look at reviewing and possibly increasing the maintenance budget as Dr. Hairston is putting together the FY07 capital and operating budgets.

Mr. Grzymiski announced the Board retreat on Sunday, August 28, 2005, at Marshy Point Nature Center. This will be an opportunity for the Board to review primary areas of concern in order to focus on those areas in the upcoming school year.

### BCPS ORGANIZATIONAL STRUCTURE

Dr. Hairston emphasized that tonight's work session is to review with the Board organization adjustments at the executive level. He noted that Board Policy 2310 states, "The administrative organization of the Board of Education shall be considered as an orderly means of achieving the primary objective, an effective program of instruction for students. An organizational chart for the Board of Education shall be prepared by the Superintendent of Schools and approved by the Board to designate clearly the relationship of all employees within the school system. The organizational chart shall be kept up-to-date and changes shall be approved by the Board of Education."

Dr. Hairston provided to Board members a chart illustrating service for the schools in order to produce student achievement.



Dr. Hairston summarized three areas of organizational adjustment:

- Division of Curriculum and Instruction
  - Roles and responsibilities of the Executive Director of Secondary Schools and the Executive Director of Federal and State Programs have been integrated into the roles and responsibilities of the position of Assistant Superintendent of Teaching and Learning
  - The positions of Director of Mathematics and Director of Science will be supervised by the Assistant Superintendent of Teaching and Learning
- Schools
  - Titles of Executive Director of Schools “changed to” Area Assistant Superintendents
  - Roles and responsibilities redefined
- Division of Business Services
  - Removed the Assistant to the Superintendent of Government Relations position
  - Executive Director, Human Resources title changed to Assistant Superintendent, Human Resources and Government Relations
  - Title change of Executive Director of Fiscal Services to Chief Financial Officer
  - Title change of Executive Director of Information Technology to Chief Information Officer

Ms. Harris asked how the Assistant Superintendent of Human Resources and Government Relations would complete legislative work. Dr. Hairston responded that by collapsing some positions, resources have been made available.

Mr. Arnold asked for clarification on the Assistant Superintendent of Teaching and Learning position.

Mr. Hayden expressed concern that adjusted positions as well as new positions took place prior to consulting with the Board.

Ms. Shillman expressed concern over the lack of improvement in middle schools and asked for clarification of integrating the Executive Director of Secondary Schools into the role and responsibility of the Assistant Superintendent of Teaching and Learning.

Dr. Hayman commented the organization does not appear to contain the function of government relations. Dr. Hayman stated this work session should have occurred prior to the last Board meeting.

The work session was concluded at 9:15 p.m.

Respectfully submitted,

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Joe A. Hairston Secretary-  
Treasurer

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## TENTATIVE MINUTES

### BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Tuesday, August 9, 2005

The Board of Education of Baltimore County, Maryland, met in open session at 4:00 p.m. at Greenwood. President Thomas G. Grzymiski and the following Board members were present: Mr. Donald L. Arnold, Mr. Luis E. Borunda, Ms. Frances A.S. Harris, Dr. Warren C. Hayman, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Ms. JoAnn C. Murphy, Mr. Joseph J. Pallozzi, Ms. Joy Shillman, and Miss Gabrielle Wyatt. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

Mr. Hayden entered the room at 4:20 p.m.

Prior to the oral argument and on advice of Board counsel, Mr. Arnold moved the Board go into closed session to obtain legal advice pursuant to the annotated Code of Maryland, State Government Article, §10-508(a)(7). The motion was seconded by Ms. Harris and unanimously approved by the Board. Ms. Shillman recused herself from oral argument and exited the room.

Nevett Steele, Jr., Esq., Assistant County Attorney, provided legal advice to the Board on a motion from the Appellant's attorney. Mr. Janssen moved the Board come out of closed session. The motion was seconded by Ms. Harris and approved by the Board.

The Board entertained oral argument in Hearing Examiner's Case #05-19. The matter was heard in closed session.

In addition to the above listed Board members, also in attendance were the Appellant; the Appellant's attorney, Jon Cardin, Esq; Dr. Christine M. Johns, Deputy Superintendent of Curriculum and Instruction; J. Robert Haines, Esq., Deputy Superintendent of Business Services; Ms. Rita Fromm, Chief of Staff; Dr. Carol Batoff, Ombudsman; Ms. Phyllis Bailey, Executive Director of Special Programs, PreK-12; Margaret-Ann F. Howie, Esq., Legal Counsel to the Superintendent; Nevelt Steele, Jr., Esq., Assistant County Attorney; Anjanette Dixon, Esq., Attorney, and Ms. Brenda Stiffler, Administrative Assistant to the Board of Education.

The proceedings of the hearing were recorded by a court reporter.

The hearing was concluded at 4:49 p.m.

Board members deliberated on the case.

At 5:05 p.m., Mr. Janssen moved the Board go into open session. The motion was seconded by Ms. Harris and unanimously approved by the Board.

### OPEN SESSION MINUTES

President Grzymiski reminded Board members of community functions and Board of Education events for August and September.

OPEN SESSION MINUTES (cont)

Ms. Harris moved that the student member be permitted to participate in closed session collective bargaining discussions. The motion was seconded by Mr. Pallozzi and unanimously approved by the Board.

At 5:21 p.m., Mr. Janssen moved the Board go into closed session to discuss personnel matters and consider matters that relate to negotiations pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1) and (a)(7). The motion was seconded by Ms. Harris and unanimously approved by the Board.

CLOSED SESSION MINUTES

Dr. Donald Peccia, Assistant Superintendent of Human Resources and Government Relations, reviewed with Board members personnel matters to be considered at the evening meeting.

J. Robert Haines, Esq., Deputy Superintendent of Business Services and Dr. Peccia updated the Board on negotiations with a collective bargaining unit.

Upon advice of Board counsel, and by motion of Mr. Arnold, seconded by Mr. Pallozzi, the Board moved into executive function.

At 7:00 p.m., Ms. Harris moved the Board adjourn for a brief dinner recess. The motion was seconded by Mr. Hayden and approved by the Board.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 7:32 p.m. at Greenwood. President Thomas G. Grzyski and the following Board members were present: Mr. Donald L. Arnold, Mr. Luis E. Borunda, Ms. Frances A.S. Harris, Mr. John A. Hayden, III, Dr. Warren C. Hayman, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Ms. JoAnn C. Murphy, Mr. Joseph J. Pallozzi, Ms. Joy Shillman, and Miss Gabrielle Wyatt. 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 Gabrielle Wyatt, new student Board member and student at Carver Center for Arts and Technology, followed by a period of silent meditation for those who have served education in the Baltimore County Public Schools.

Mr. Grzyski noted one addition to the agenda for this evening. Under New Business, the Board added Item D, Consideration of Superintendent's salary adjustment.

### MINUTES

Hearing no additions or corrections to the Board of Education Open and Closed Minutes of July 12, 2005, Mr. Grzymski declared the minutes approved as presented on the website.

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

### ADVISORY AND STAKEHOLDER COMMENTS

Mr. Walter Hayes, Chair of the Northeast Area Educational Advisory Council, reported on the Northeast Area Educational Advisory Council July 26 planning meeting. He also announced the northeast pre-budget hearing will be held on October 6, 2005 at Eastern Technical High School beginning at 7:00 p.m. Mr. Hayes stated the council's short term goal is redistricting of particular high schools and acquisition of property in the northeast area.

Mr. Michael Franklin, President of the PTA Council of Baltimore County, expressed concern about the PTA Council's representation on various committees, specifically the environmental assessment committee and textbook committee.

Ms. Cheryl Bost, President of the Teachers Association of Baltimore County, reported on the need to increase teacher retention in Baltimore County and enhance legislative support for teachers' pension.

### SUPERINTENDENT'S REPORT

Dr. Hairston introduced Ms. Della Curtis, Coordinator, Library Information Services, who reported on the 21<sup>st</sup> Century Learning: Technology and Curriculum for Knowledge Workers. Through a PowerPoint™ presentation, Ms. Curtis reviewed essential conditions required to create a knowledge-worker learning environment and the Information Literacy Process Model. Additional information is available on the Baltimore County Public School's website at <http://www.bcps.org/offices/lis/>.

Dr. Hairston reported on the first annual Maryland Hispanic Youth Symposium, held at UMBC from July 13-15, in which Baltimore County sent more students than any other school system. BCPS students won thousands of dollars in scholarship awards for various symposium activities that showcased student achievement and talent.

From July 25-31, 2005, Ms. Rita Fromm, Chief of Staff, and Ms. Barbara Burnopp, Chief Financial Officer, participated in the Joan L. Curcio Fifth Annual International Women's Leadership Conference. This prestigious professional development activity brings together outstanding public school and university administrators from around the world.

SUPERINTENDENT'S REPORT (cont)

Dr. Hairston also reported that in partnership with the Community College of Baltimore County, 140 Baltimore County elementary school teachers spent 10 days in July studying physics, chemistry, biology, earth/space science, and technology in the Elementary Summer Science Institute.

RECOGNITION OF ADMINISTRATIVE APPOINTMENTS

Dr. Donald Peccia, Assistant Superintendent of Human Resources and Government Relations, recognized the administrative appointments approved at the July 12, 2005 Board meeting as follows:

| <u>NAME</u>   | <u>FROM</u>  | <u>TO</u>  |
|---|--|--|
| <b>BEVERLY D. ANDRESS</b><br>(Effective July 13, 2005)      | Acting Coordinator of LRE,<br>Special Education<br>Department of Federal and<br>State Programs | Coordinator, School Support<br>and Compliance<br>Office of Special Education     |
| <b>SETH M. BARISH</b><br>(Effective July 13, 2005)          | Teacher/Social Studies<br>Dumbarton Middle School  | Assistant Principal<br>Perry Hall Middle School                                  |
| <b>JASON R. BARNETT</b><br>(Effective July 13, 2005)        | Teacher/Technology Education<br>Hereford Middle School   | Assistant Principal<br>Dogwood Elementary School                                 |
| <b>NANCY S. FEELEY</b><br>(Effective July 13, 2005)         | Teacher/Special Education<br>Cluster Leader<br>Office of Special Education                     | Supervisor of School Support<br>Office of Special Education                      |
| <b>MARCELLA H. FRANCKOWSKI</b><br>(Effective July 13, 2005) | Teacher/Special Education<br>Cluster Leader, Northwest   | Coordinator, Placement,<br>Birth-to-Five Programs<br>Office of Special Education |
| <b>CATHY C. GANTZ</b><br>(Effective July 13, 2005)          | Assistant Principal<br>Oakleigh Elementary School  | Assistant to the Area<br>Assistant Superintendent,<br>Northeast                  |
| <b>THOMAS GAUL</b><br>(Effective July 13, 2005)             | Superintendent<br>Round Rock Independent School  | Assistant Superintendent<br>Teaching and Learning<br>District                    |
| <b>LOIS H. GORMAN</b><br>(Effective July 13, 2005)          | Teacher/Classroom<br>Pinewood Elementary School  | Assistant Principal<br>Kingsville Elementary School                              |
| <b>LEE V. HOLLAND</b><br>(Effective July 13, 2005)          | Teacher/Resource<br>Deep Creek Middle School   | Specialist, Magnet Programs<br>Department of Special Programs,<br>PreK-12        |



RECOGNITION OF ADMINISTRATIVE APPOINTMENTS (cont)

| <u>NAME</u>  | <u>FROM</u>  | <u>TO</u>   |
|--|--|---|
| <b>MARY ANN MATHEWS</b><br>(Effective July 13, 2005)       | Teacher/Guidance<br>Hereford High School   | Supervisor of Guidance and<br>Counseling<br>Department of Student Support<br>Services |
| <b>DIANE J. MCGOWAN</b><br>(Effective July 13, 2005)       | Acting Coordinator<br>Student and Program Placement<br>Department of Federal and State<br>Programs | Specialist of Public Placement<br>Office of Special Education                         |
| <b>ELIZABETH G. MONDESIRE</b><br>(Effective July 13, 2005) | Teacher/Resource<br>Department of Elementary<br>Programs   | Assistant Principal<br>Mars Estates Elementary School                                 |
| <b>DEBORAH S. PHELPS</b><br>(Effective July 13, 2005)      | Assistant to the Executive<br>Director of Schools, Southwest                                       | Principal<br>Windsor Mill Middle School   |
| <b>RANDY S. QUINN</b><br>(Effective July 13, 2005)         | Teacher/Classroom<br>Pleasant Plains Elementary<br>School  | Assistant Principal<br>Oakleigh Elementary School                                     |
| <b>KATHLEEN H. SCHMIDT</b><br>(Effective July 13, 2005)    | Assistant Principal<br>Franklin High School  | Assistant to the Area Assistant<br>Superintendent, Northwest                          |
| <b>LYNN E. WHITTINGTON</b><br>(Effective July 13, 2005)    | Director of Curriculum<br>Anne Arundel County Public<br>Schools                                    | Director<br>Office of School Improvement  |
| <b>DIANE J. YOUNG</b><br>(Effective July 13, 2005)         | Assistant Principal<br>Eastern Technical High School   | Principal<br>Sollers Point Technical High<br>School                                   |

Dr. Peccia noted that 99.2% of all teaching positions staffed at this point.

REPORTS

The Board received the following reports:

- A. **Charter School Application** – Ms. Phyllis Bailey, Executive Director of Special Programs, PreK-12, provided a brief synopsis of charter schools. Ms. Bailey noted that 16 Maryland schools have been approved as charter schools for the 2005-2006 school year. She reviewed the *Manual of Procedures for Public Charter Schools in Baltimore County* focusing on:

### REPORTS (cont)

- General Rules
- Requirements for two-stage process
  - “*Concept Proposal*”
  - Applications
- Application Checklist

Next, Ms. Bailey discussed the profile of a non-profit, Adams and Associates, Inc., who submitted an application on June 23, 2005 to operate a proposed public charter school at Woodstock. Background information on Adams and Associates, Inc. was provided to the Board including the next steps of the charter school process.

Mr. Hayden asked for clarification as to what the Board will be approving. Ms. Bailey responded that once the charter school has been approved, a contract will be developed. Mr. Hayden asked how the Board approves a charter school without knowledge of the contract. Ms. Bailey responded detailed contract information will be in the application.

Ms. Harris inquired as to the length of time Adams and Associates, Inc. has been located in Woodstock. Ms. Bailey responded she would provide the information to the Board.

Mr. Arnold asked what happens if the charter school does not meet expectations. Ms. Bailey responded there must be an annual review of student performance, fiscal accountability, and several other categories. If the charter school is not meeting the conditions as identified in the contract, then there are two courses of action: 1) the charter school may be given a remedial plan to address the issues, or 2) the charter can be revoked immediately.

Mr. Janssen asked who would be responsible for crafting the remedial plan. Ms. Bailey responded the plan would be a cooperative effort; however, the school system has ultimate responsibility.

Ms. Wyatt asked what would happen to the current students of a charter school should its license be revoked. Ms. Bailey responded the students are BCPS students and would be returned to their home schools.

Dr. Hayman was hopeful that the Board would receive a periodical report on the progress of this applicant. He also requested that Board members receive copies of the *Manual of Procedures for Public Charter Schools in Baltimore County*.

### PERSONNEL MATTERS

On motion of Mr. Hayden, seconded by Ms. Harris, the Board approved the personnel matters as presented on Exhibits C, D, E, F, G, and H. (Copies of the exhibits are attached to the formal minutes.)

### CONTRACT AWARDS

The Building and Contracts Committee, represented by Ms. Shillman, recommended approval of items 1-17 (Exhibit I). Mr. Arnold abstained from voting on item 12. The Board approved these recommendations.

1. JNI-720-06 2005 PSAT/NMSQT Early Participation Program
2. PCR-293-05 Athletic Field Maintenance
3. RGA-162-06 AVID Center Program
4. RGA-140-05 AVID-Based Schools' Tutoring Program
5. MBU-563-06 Digital Photography Equipment
6. JNI-708-05 Meeting Space for Administrative Meetings
7. RGA-164-06 MDK-12 Digital Library – *World Book Online*
8. JNI-719-06 Pharmacy Benefits Management
9. RGA-157-05 Contract Modification: Parental Outreach – Attendance Notification and Emergency Communication System
10. RGA-165-06 Contract Modification: Pulaski Business Park Lease
11. JNI-718-06 Contract Modification: Additional Design Services – Middle River Middle School
12. JNI-717-06 Contract Modification: Additional Design Services – New Town High School
13. PCR-205-06 AHERA (Asbestos) Building Re-Inspections and Management Plans
14. PCR-209-06 Roof Replacement – Cockeysville Transportation Building
15. MBU-560-06 Roof Replacement – Cockeysville Grounds, Transportation, and Vehicle Wash Building
16. JMI-611-06 Roof Replacement – Greenwood Administration Building
17. PCR-281-05 Unit Ventilator Replacement – Hawthorne and Mars Estates Elementary Schools

### SALARY ADJUSTMENT

On motion of Mr. Hayden, seconded by Mr. Janssen, the Board approved that the Superintendent receive a bonus salary payment of \$10,800.

### ANNOUNCEMENTS

Mr. Grzyski made the following announcements:

- The Board of Education of Baltimore County will hold a retreat at 10:00 a.m. on Sunday, August 28, 2005, at the Marshy Point Nature Center in Chase. The meeting is open to the public.

ANNOUNCEMENTS (cont)

- The next regularly scheduled meeting of the Board of Education of Baltimore County will be held on Wednesday, September 7, 2005, at Greenwood. The meeting will begin with an open session at approximately 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.

Mr. Grzyski 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.

PUBLIC COMMENT

Ms. Suzy Filbert asked the Board to adopt a resolution that for FY 05-06 and FY 06-07 an “opt-out” option should be prominently and clearly displayed on a stand-alone form.

Mr. John Oliver expressed concern over the high level of military recruiters at BCPS. Mr. Oliver would like the opportunity to speak to high schools students regarding the military.

Ms. Suzanne DeMallie advocated for classroom sound enhancement systems.

Mr. Jim Baldrige, a member of the Veterans for Peace, would like the opportunity to speak to students about his tour in the military.

Ms. Tia Steele asked the Board to give due consideration to the resolution presented by this evening’s first speaker regarding an “opt-out” form.

ADJOURNMENT

At 8:57 p.m., Mr. Arnold moved to adjourn the open session. The motion was seconded by Mr. Pallozzi and approved by the Board.

Respectfully submitted,

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Joe A. Hairston  
Secretary-Treasurer