MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, November 6, 2001
5:00 P.M.-Closed Session, 7:30 P.M.-Open Session
Educational Support Services Building

I. PLEDGE OF ALLEGIANCE

II. SILENT MEDITATION IN REMEMBRANCE

III. AGENDA

Consideration of the agenda for November 6, 2001

IV. MINUTES

Consideration of the open and closed session minutes of September 25, 2001, and October 11, 2001

Exhibit A

V. SUPERINTENDENT'S REPORT

VI. OLD BUSINESS

Consideration of proposed revisions to Policy 1230 - Area Educational Advisory Councils

Exhibit B

Recommended Statement Regarding Field Trips and Foreign Travel (Ms. Bailey)

Exhibit C

Consideration of partnership agreement with University of Maryland Baltimore County (Ms. Saffran-Brinks)

Exhibit D

VII. REPORTS

A. Resolution Proclaiming November 14, 2001, as Educational Support Personnel Day (Mr. Arnold)

B. Review of Policy and Rule 8130 – Internal Board Policies – Organization (Ms. Johns) (Dr. Mohler)

Exhibit E

VIII. NEW BUSINESS

A. Consideration of consent to the following personnel matters: (Mr. Grimsley)

1. Resignations Exhibit F

2. Leaves of Absence Exhibit G
VIII. NEW BUSINESS (Cont.)

3. Deceased

B. Consideration of consent to the following contract awards:
(Ms. Burnopp)
(Mr. Gay)

1. On-call Elevator Maintenance and Repair

2. System Programmer

3. Time and Materials Roof Repair Services

4. Lumber

C. Consideration of consent to the following Building Committee recommendations:

1. Hazardous Material Abatement for Major Maintenance Renovation Project – Hawthorne Elementary School

2. Change Order – Major Maintenance Renovation Project – Pleasant Plains Elementary School

3. Change Order – Major Maintenance Renovation Project – Woodmoor Elementary School


5. Change Order – Design Services and Construction Administration for Major Maintenance Renovation Project – Battle Grove Elementary School

6. Change Order – Design Services for Major Maintenance Renovation Project – Chesapeake Terrace Elementary School

7. Change Order – Design Services for Major Maintenance Renovation Project – Mars Estates Elementary School


IX. INFORMATION

Minutes of the Central Area Educational Advisory Council meeting, June 13, 2001

Special Education Inclusion Grants

Advanced Placement Incentive Program: Higher Standards for Student Achievement

Public Information Act Requests: Schedule of Fees-Rule 2373

X. ANNOUNCEMENTS

Next Board Meeting November 20, 2001
7:30 P.M. Greenwood
The Board of Education of Baltimore County, Maryland, met in open session at 4:18 p.m. at Greenwood. In absence of the Board president and vice president, Board member Phyllis Ettinger called the hearing to order. In addition to Ms. Ettinger, the following Board members were present: Ms. Maria R. Cirincione, Mr. Thomas G. Grzymski, III, Dr. Warren C. Hayman, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, Ms. Carolyn Ross-Holmes, and Mr. James E. Walker.

In Hearing Examiner’s Case # 01-09, the Board entertained oral argument. The matter was heard in closed session.

In addition to the above listed Board members, also in attendance were the appellant; Dr. Joe A. Hairston, Superintendent of Schools; J. Robert Haines, Esquire, Deputy Superintendent of Schools for Business Services; Ms. Margaret-Ann F. Howie, Legal Counsel to the Superintendent; Ms. Carol Saffran-Brinks, Legal Counsel to the Board of Education; and Ms. Denise Zepp, Administrative Assistant to the Board of Education.

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

Ms. Christine Johns, Deputy Superintendent for Curriculum and Instruction, entered the room at 4:29 p.m.

The hearing was concluded at 4:39 p.m.

Board members deliberated on the case.

The Board reconvened in open session at 5:08 p.m. at Greenwood. Board member Phyllis Ettinger and the following Board members were present: Ms. Maria R. Cirincione, Mr. Thomas G. Grzymski, Mr. John A. Hayden, III, Dr. Warren C. Hayman, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, Ms. Carolyn Ross-Holmes, Mr. James R. Sasiadek, and Mr. James E. Walker. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

Mr. Kennedy immediately moved the Board go into closed session to consult with counsel to obtain legal advice pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(7). The motion was seconded by Mr. Walker and approved by the Board.

CLOSED SESSION MINUTES

Mr. Hayden left the room at 5:09 p.m.; Mr. Arnold entered the room at 5:09 p.m.

Ms. Saffran-Brinks consulted with the Board regarding a contract that has been terminated.
CLOSED SESSION MINUTES (Cont.)

At 5:25 p.m., Ms. Jung moved to adjourn the closed session. The motion was seconded by Mr. Walker and approved by the Board.

Mr. Hayden re-entered the room at 5:26 p.m.

OPEN SESSION MINUTES

Dates for Board member computer training were scheduled.

Dr. Hairston informed the Board that revisions to Rule 4118.1 had been withdrawn from the agenda.

Dr. Hayman expressed concern over the delay in Board action on the UMBC partnership. Dr. Hairston replied the agreement is currently being reviewed by UMBC’s legal staff.

At 5:38 p.m., Mr. Walker moved to adjourn the closed session for a brief dinner recess. The motion was seconded by Mr. Kennedy and approved by the Board.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 7:30 p.m. at Greenwood. President Donald L. Arnold and the following Board members were present: Ms. Maria R. Cirincione, Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzymski, Mr. John A. Hayden, III, Dr. Warren C. Hayman, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, Mr. James R. Sasiadek, and Mr. James E. Walker. In addition, Dr. Joe A. Hairston, Superintendent of Schools; staff members; and members of various civic, employee, and community organizations were present as was the media.

PLEDGE OF ALLEGIANCE

The open session commenced with the Pledge of Allegiance to the Flag, which was led by Ms. Carolyn Ross-Holmes, and a period of silent meditation for those who have served education in the Baltimore County Public Schools and for those who lost their lives in the recent terrorist attacks on New York and Washington.

Mr. Arnold informed the audience of the various sessions in which Board members had participated earlier in the afternoon.

MINUTES

Hearing no additions or corrections to the Report of the Board of Education Retreat, August 26, 2001, Mr. Arnold declared the minutes approved as presented.
SUPERINTENDENT'S REPORT

Dr. Hairston noted that on September 19, Oliver Beach Elementary School was recognized by the Maryland Center for Character Education for its outstanding character education program for 2001-02. He congratulated the principal and staff on this outstanding accomplishment.

Dr. Hairston reported that in response to a request by the Board, contact has been made with the County Executive’s office with regard to discussing future school sites in Baltimore County. A meeting will be held in the near future. He noted the discussion with the County Executive would focus on the system’s September 30th enrollment figures as well as ten-year enrollment projections.

Ms. Johns reminded Board members that last year it was decided to review the middle school programs based on achievement issues and community concerns. Ms. Szymaszek shared highlights of the framework for the Middle School Task Force and reviewed the task force’s charge. Membership of the task force was also reviewed. The following components, as base requirements for a middle school program, will be explored:

- Indicators
- Results
- Structure
- Resources.

Ms. Jung noted that at some point in the future, the school system will need to build a middle school and suggested looking into the question of the ideal size of a middle school in the context of the task force.

Ms. Ettinger recommended that when looking at indicators, she hopes the task force will go beyond test scores, looking at issues such as parent and student involvement, sizes and types of middle schools to see the variations that occur, and looking at the school system’s ability to meet the needs of various subgroups of students in various types of settings.

Mr. Teplitzky entered the room at 7:40 p.m.

Dr. Hayman urged the task force to include Ms. Ettinger’s suggestions in the report so the thrust of achievement won’t be determined by test performance and will become one of the goals of the task force. He also expressed his hope that a way could be found to provide released time for task force members, as well as finding resources to support the work of the task force. Dr. Hayman noted that we have various middle schools with various programs and various populations. He asked the group be sensitive to the populations being served.

With respect to the composition of the task force, Dr. Hayman questioned why students were not included. He also suggested separate categories for parents and community
SUPERINTENDENT'S REPORT (Cont.)

representation, rather than putting them together. He encouraged the inclusion of representatives from the higher education community on the task force.

Building on Dr. Hayman’s comments, Mr. Sasiadek encouraged the task force to include research on a K-8 configuration as a possibility. He also voiced his support of Ms. Szymaszek as the task force’s chair.

Ms. Ross-Holmes asked the group not to lose sight of the achievement gap.

Dr. Hairston announced the upcoming groundbreaking ceremony for New Town High School, Baltimore County’s newest high school in 25 years.

Ms. Glazer and Dr. Milbourne provided a status report with respect to the Title I Public School Transfer Options for Sussex Elementary School and Woodlawn Middle School. Both principals have conducted faculty meetings to apprise their staffs of the options. Letters have been sent to parents explaining the program. Sussex has held its Back-To-School Night, and Woodlawn’s program is scheduled for this evening. Both schools will hold community meetings the first part of October.

Dr. Hayman shared his concern about the slow pace of implementing the transfer procedures. He noted that in other affected counties, the process has been completed. Dr. Hayman asked that information about schools eligible to receive children be provided to Board members as soon as it is available. He and Ms. Jung also inquired about the climate in the school communities that will receive any transferring students.

Ms. Jung also expressed concern about the pace of implementing this transfer process. She suggested that the timeframe be adjusted to allow for earlier implementation, should the legislation that mandated this transfer option, Public Law 106-554, be extended. Ms. Ettinger and Mr. Kennedy concurred.

Dr. Milbourne informed Board members of a visit to Woodlawn Middle School by Baltimore Ravens player Qadry Ismail. Mr. Ismail has made a commitment to Woodlawn Middle School of his time and resources. He talked with students about the importance of academics and achievement. Students will sign a contract promising to uphold the expectations described during today’s visit. The Ravens player will spend seven Tuesdays at the school.

REPORTS

The Board received the following reports:

A. Report on Proposed Revisions to Boundary Change Practices—Ms. Flynn noted that the proposed changes reflect organizational changes. The Practices have also been assigned a number for inclusion in the school
REPORTS (Cont.)

system’s policy manual. The Board will hear public comment on the
proposed revisions on October 11 and will be asked to vote on the
proposed changes October 23.

At the request of Mr. Hayden, the term “Executive Leadership Team” will
be defined.

Chesapeake High School—Ms. Bailey introduced the report and
acknowledged the stakeholders, Mr. Barlow in Technology, and the school
staff for their input in the proposal. She also acknowledged the staff of the
Career and Technology Office.

Ms. Bonham, Manager of the Office of Career and Technology Education,
explained the program will open in September 2002. It is designed to
expand the Career & Technology Education program at Chesapeake. Ms.
Bonham reviewed the history behind this proposal. She noted that upon
successful completion of this program, students may immediately enter
employment, attend college, or technical school. Ms. Bonham described
the skills students enrolled in the program will learn. There is a teacher
candidate. She noted the room for this program will need some electrical
and lighting upgrades.

Mr. Grzymski inquired about working together with area colleges so that
students who wish to do so, may go on and earn a degree. Ms. Bonham
stated that the school system maintains close ties with the Community
College of Baltimore. Dual enrollment has also been discussed.

Ms. Ettinger suggested a follow-up of students completing this program to
understand what happens to these students beyond high school and to gain
their input regarding their preparation. She stated that counselors will
need to be sensitive to the options for these students and encourage
students to explore those options. Ms. Ettinger also suggested the creation
of a document for students and parents that will show, in detail, all the
options that are available for this program at various levels of education.

In response to a question from Ms. Ettinger, Mr. Linkins, Principal of
Chesapeake High School, stated that this is not intended to be a magnet
program to draw students from the Southeast Area, but to be offered to
Chesapeake students only.
PERSONNEL MATTERS

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

CONTRACT AWARDS

Ms. Ettinger pulled item 3 for further discussion. On motion of Mr. Hayden, seconded by Mr. Kennedy, the Board approved items 1, 2, and 4-8.

1. Auctioneering Services
2. CISCO Products
4. Flexible Benefits Administrator (Second One-Year Extension)
5. Gasoline, Fuel Oil, Diesel Fuel (Second Year of Contract)
6. Parts Washer (One-Year Extension)
7. Prefabricated Traffic Signs
8. Tractors, Grounds Equipment, and Accessories

Item 3

Ms. Ettinger inquired as to the need to hire an outside vendor to provide these services. Dr. Milbourne explained this is an intervention program funded by the state. Woodlawn selected this program because they felt it would meet their diagnostic and prescriptive needs. Ms. Ettinger voiced her hope that we could learn from the vendor and take over the function they are performing, if it is determined it is worthwhile. Ms. Ross-Holmes and Mr. Kennedy echoed Ms. Ettinger’s concern. Mr. Kennedy stated he believes our teachers can perform the same job as the recommended vendor and do it better.

Mr. Teplitzky and Mr. Hayden both emphasized the program is being funded by state funds.

On motion of Dr. Hayman, seconded by Mr. Hayden, the Board approved item 3.

3. Contracted Services: Sylvan Learning

Mr. Kennedy asked Mr. Gay to review the school-based reproduction equipment report.
BUILDING COMMITTEE

The Building Committee, represented by Mr. Kennedy, recommended approval of items 1-10. Ms. Ross-Holmes pulled items 4 and 5. The Board approved recommendations 1-3 and 6-10.

1. Science Room Renovations – Dulaney High School
2. Science Room Renovations – Owings Mills High School
3. Construction Contracts – New Town High School
4. Change Order – Consultant Design Services for Major Maintenance Renovation Project – Riderwood Elementary School
5. Change Order – Construction Administration Services for IT Cabling – Various Schools
6. Change Order – Major Maintenance Renovation Project – Glenmar Elementary School
7. Change Order – Major Maintenance Renovation Project – Johnnycake Elementary School
8. Change Order – Major Maintenance Renovation Project – Owings Mills Elementary School

Items 4 and 5

As recommended by the Building Committee, the Board approved items 4 and 5. Ms. Ross-Holmes abstained from discussion and voting on these items.

4. Fee Acceptance – Construction Administration Services for Science Room Renovations – Dulaney High School
5. Fee Acceptance – Construction Administration Services for Science Room Renovations – Owings Mills High School

INFORMATION

The Board received the following as information:

Revised Rule 6130 – Magnet Schools Admission.
ANNOUNCEMENTS

Mr. Arnold made the following announcements:

- The Board will hold a hearing and work session on the proposed state capital budget request on Monday, October 1, 2001, at 7:00 p.m. at Greenwood.
- Schools and offices will be closed on Thursday, September 27, 2001, in observance of Yom Kippur.
- On Monday, October 8, 2001, the Citizens Advisory Committee for Special Education will meet at Greenwood at 7:00 p.m.
- On Wednesday, October 10, 2001, the Northeast Area Educational Advisory Council will hold its pre-budget hearing at Eastern Technical High School at 7:00 p.m.
- On Monday, October 15, 2001, the Central Area Educational Advisory Council will hold its pre-budget hearing at Dumbarton Middle School at 7:30 p.m.
- On Tuesday, October 16, 2001, the Southeast Area Educational Advisory Council will hold its pre-budget hearing at Sollers Point/Southeastern Technical High School at 7:00 p.m.
- On Wednesday, October 17, 2001, the Southwest Area Educational Advisory Council will hold its pre-budget hearing at Woodlawn Middle School at 7:00 p.m.
- On Thursday, October 18, 2001, the Northwest Area Educational Advisory Council will hold its pre-budget hearing at Owings Mills High School at 7:00 p.m.
- The next regularly scheduled meeting of the Board of Education of Baltimore County will be held on Thursday, October 11, 2001, 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 7:30 p.m. The public is welcome at all open sessions.

PUBLIC COMMENT

Mr. Arnold reminded audience members who signed the speakers list to refrain from discussion of any personnel or other matters that may come before the Board as an appeal.

Mr. Ron Dapkunis, Chair of the Citizens Advisory Committee for Alternative Education, shared several needs of alternative education:
1. Transition counselors;

2. Improved salaries for alternative education teachers;

3. Support services for Evening High School and home teaching—There is a need for resource teachers to monitor the implementation of curriculum.

4. Early intervention program for elementary students who have been expelled; and

5. An alternative high school for students unable to transition back to their home school effectively.

Ms. Teresa LaMaster, Chair of the Citizens Advisory Committee for Special Education, reviewed meeting highlights from September 10th. The focus of the meeting was on the new organization structure. Parents are excited about the focus on instruction. She shared one main concern of parents—Within the focus on instruction, there is still a distinction between children who aren’t diploma bound and those who are. There is concern that all instructional support resources are going to those students who are diploma bound, and students who are not diploma bound, aren’t getting as much academic support, especially in the core areas of reading and math. Ms. LaMaster noted in the Board Retreat minutes an item with regard to special education policy. Her group offered five (5) key areas on which the Board could focus:

1. Improving the IEP process within the confines of the law;

2. Improving communication with parents;

3. Developing a systemwide model of inclusion;

4. Defining student achievement in special education; and

5. Looking at effective curriculum in special education, especially in the areas of reading and math.

Ms. Meg O’Hare, Chair of the Northeast Area Educational Advisory Council, noted her attendance at a reading update this month. She asked for confirmation of a statement that one-quarter of the Baltimore County schools are not achieving as well as they should. Ms. O’Hare stated her belief that early CTBS testing and diagnosing of students’ needs will serve us well in the future, in that we will not need to hire outside contractors for our 6th graders who cannot read. She noted Mr. Lawrence’s presentation regarding the new organization at the last council meeting. Board members were encouraged to attend the Northeast Area pre-budget meeting, if possible.
PUBLIC COMMENT (Cont.)

Ms. Laura Nossel, President of the PTA Council of Baltimore County, was encouraged to hear Board members' dialogue and questions this evening. She noted parents and guardians are appreciative of local school staffs for their handling of the situation that occurred on September 11th. She reminded Board members of her comments from a previous meeting where she asked for an evaluation of the school system’s emergency plans and how the system communicates with parents.

Mr. Michael Franklin, Vice President of the PTA Council of Baltimore County, invited Board members to the Fall Workshop to be held on October 25th and 6 p.m. at Cockeysville Middle School. He thanked Ms. Norman and school system staff for their assistance in putting together the workshop. Finally, Mr. Franklin noted the PTA Council’s new web site would be launched in about a week.

Mr. Rodger Janssen thanked Board members for their time and effort on behalf of children in Baltimore County. He mentioned he has not had a response from the Board with respect to the situation at Riverview Elementary School. With respect to the earlier discussion about student/teacher ratios, Mr. Janssen noted 38 students in an Algebra II class. Finally, Mr. Janssen thanked staff for correcting a typographical error in the Boundary Change policy.

At 9:55 p.m., Mr. Walker moved to adjourn the open session. The motion was seconded by Mr. Kennedy and approved by the Board.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

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The Board of Education of Baltimore County, Maryland, met in open session at 5:03 p.m. at Greenwood. President Donald L. Arnold and the following Board members were present: Ms. Maria R. Cirincione, Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzymski, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, and Mr. James R. Sasiadek. In addition, Dr. Joe A. Hairston, Superintendent of Schools, was present.

Mr. Sasiadek immediately moved the Board go into closed session to discuss personnel matters, to consult with counsel, and to discuss potential litigation pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1), (a)(7) and (a)(8). The motion was seconded by Ms. Ettinger and unanimously approved by the Board.

CLOSED SESSION MINUTES

Mr. Grimsley reviewed the two appointments on tonight’s agenda.

Mr. Hayden, Mr. Teplitzky, and Dr. Hayman entered the room at 5:08 p.m.

At 5:10 p.m., Mr. Kennedy moved the Board adjourn the closed session. The motion was seconded by Ms. Jung and approved by the Board.

OPEN SESSION MINUTES

Mr. Arnold reminded the Board it needed to approve the student member’s participation in discussion regarding negotiations.

On motion of Mr. Kennedy, seconded by Ms. Ettinger, the Board voted to permit the student Board member to participate in negotiations discussions.

At 5:11 p.m., Mr. Kennedy moved the Board go into closed session to discuss matters relative to negotiations pursuant to the Annotated Code of Maryland, State Government Article, §10-508 (a)(9). The motion was seconded by Ms. Ettinger and unanimously approved by the Board.

CLOSED SESSION MINUTES

Mr. Grimsley reviewed the negotiating teams for this school year. He also briefly described potential negotiations issues.

Dr. Hairston informed Board members of a matter which could result in litigation.

Mr. Walker entered the room at 5:23 p.m.
CLOSED SESSION MINUTES

Board members expressed the need for additional information to which Ms. Saffran-Brinks responded. Staff will provide Board members with appropriate information prior to the next Board meeting.

Mr. Arnold informed Board members about another matter dealing with potential litigation. He stated the administration is preparing information to be provided at a later date. Board members were asked if they had any questions they wished to ask so responses could be included in the administration's report. Several Board members provided questions to staff.

Due to the late hour, Ms. Saffran-Brinks advised the Board that a matter dealing with a proposed settlement would be brought back at the next meeting.

On motion of Mr. Walker, seconded by Mr. Sasiadek, the Board voted to adjourn the closed session.

OPEN SESSION MINUTES

Mr. Arnold asked Board members to be prepared to discuss the activities of three recent conferences at the next Board meeting.

Mr. Arnold asked Board members to contact Ms. Zepp with their date preference for a November retreat which will focus on accessing websites dealing with student achievement.

At 6:38 p.m., Dr. Hayman moved to adjourn the open session for a brief dinner recess. The motion was seconded by Mr. Kennedy and approved by the Board.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 7:31 p.m. at Greenwood. President Donald L. Arnold and the following Board members were present: Ms. Maria R. Cirincione, Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzymski, Mr. John A. Hayden, III, Dr. Warren C. Hayman, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, Mr. James R. Sasiadek, Mr. Sanford V. Teplitzky, and Mr. James E. Walker. In addition, Dr. Joc A. Hairston, Superintendent of Schools; staff members; members of various civic, employee, and community organizations were present as was the media.

PLEDGE OF ALLEGIANCE

The open session commenced with the Pledge of Allegiance to the Flag, which was led by Kevin Limbaugh and Jamie Bowman, Boy Scouts from Troop 729, and a period of silent meditation for those who have served education in the Baltimore County Public Schools.
OPEN SESSION MINUTES (Cont.)

Mr. Arnold informed the audience of the various sessions in which Board members had participated earlier in the afternoon.

SUPERINTENDENT'S REPORT

Dr. Hairston recognized Robert Kemmery, Principal of Eastern Technical High School, as a regional winner of the Association of Career and Technical Education/McDonald’s Outstanding Career and Technical Education award. Mr. Kemmery will attend a December meeting in New Orleans where the national winner will be announced.

Dr. Hairston announced that as part of the National Pledge of Allegiance, our system will be led by student Board member, Maria Cirincione. The pledge will be aired over Comcast Channel 73 for the system’s schools and offices.

OLD BUSINESS

Mr. Kennedy asked if staff would be looking at the impact of the enrollment figures in the short-term and long-term with respect to adding schools in the Northwest Area, to which Ms. Burnopp replied affirmatively.

Mr. Sasiadek suggested we begin lobbying state officials with respect to the inclusion of money in the state capital budget for enclosing open space areas in our schools.

On motion of Mr. Teplitzky, seconded by Ms. Ettinger, the Board approved the Fiscal Year 2003 State Capital Budget request in the amount of $26,911,632.

REPORTS

The Board received the following reports:

A. Report on September 30th Enrollment—Ms. Flynn reported that as of September 30th, there were 107,322 students enrolled in Baltimore County Public Schools, which is an increase of 189 students over last year and reflects an accuracy rate of 99.96%. She briefly described the information reflected in the exhibit.

Mr. Kennedy was extremely pleased with the accuracy of the projections.

B. Report on Special Revenue Fund Grant Expenditures—Ms. Burnopp noted the purpose of this report was in response to public concern over a statement in the MGT report with respect to funds that weren’t spent and to provide Board members information regarding the flow of grants within the system.
REPORTS (Cont.)

Ms. Burnopp stated that MGT did not take into account that some of the school system grants roll over and some have different ending dates. She stated that for fiscal years 1999 and 2000, unspent funds totaled $186,398 and $130,044, respectively. Those figures amount to .4% and .2%, respectively, of the entire budget. Ms. Burnopp noted that the school system manages between 250-300 grants yearly, and some of the balances returned ranged from 3¢ to $36,000. She explained why money is returned.

Mr. Boone thanked Ms. Linda Cassell for developing the flow chart for the grant life cycle. He noted that some grants are competitive, and some are non-competitive. Mr. Boone also stated that some grants have a life period of one or two years, while some may be reauthorized by Congress.

Mr. Arnold complimented Ms. Burnopp and Mr. Boone for the information provided. He also complimented staff for very good fiscal management.

PERSONNEL MATTERS

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

CONTRACT AWARDS

On motion of Mr. Teplitzky, seconded by Mr. Walker, the Board approved items 1-5.

1. Audio-Visual Equipment Repairs
2. Networking Closet Electronics
3. Paper: Dual Purpose
4. Supply Contract: Various Belts for HVAC and Mechanical
5. Contracted Services: Kitchen Installation and Post-Construction Clean-Up (Emergency Work)
BUILDING COMMITTEE

The Building Committee, represented by Mr. Kennedy, recommended approval of items 1-4. Mr. Kennedy noted an editorial change on Exhibit I. On the bid summary under Alternate 1, the first word should be “include” instead of “exclude.” The Board approved these recommendations. Mr. Hayden abstained from discussion and voting on item 3.

1. Boiler Replacement – Overlea High School

2. Reconditioning of Tennis and Multi-Use Courts – Battle Grove Elementary School, Battle Monument School, Charlesmont Elementary School, and Orems Elementary School

3. Fee Acceptance – Consultant Design Services for Renovations to Behavioral Management Resource Rooms – Various Schools

4. Consultant Design Services for Recreation ADA Modifications – Various Elementary Schools

SCHOOL RESOURCE OFFICER AGREEMENT

Mr. Teplitzky moved approval of the School Resource Officer Agreement. The motion was seconded by Mr. Kennedy.

Dr. Mohler introduced the two original school resource officers who were in attendance, Officer Donald Bridges and Officer Joseph Goralczyk.

Mr. Teplitzky voiced his overwhelming support of this program and stated the school resource officers have made a big difference in the schools where they are assigned.

Ms. Jung also shared her support of this program and noted the superior caliber of the officers.

Dr. Mohler recognized Ms. Holmes’ support of this program since its inception.

Mr. Teplitzky thanked the County Police Department and the County Executive for their support of this program.

The Board approved the continuation of an agreement between the Baltimore County Police Department and the Baltimore County Public Schools, which places officers in every Baltimore County high school, and beginning this year, pending grant approval, will place officers in selected Baltimore County middle schools.
PROPOSAL TO CANCEL BID REQUEST

Mr. Boone explained why the Board was being asked to approve this request and the alternate proposal.

Ms. Ettinger moved approval of the request. Mr. Kennedy seconded the motion.

In response to a question by Ms. Jung, Mr. Boone stated he would come back to the Board with a proposal for expenditures. He noted the outcomes of the Special Education Advisory Committee would come back to the Superintendent and Board.

Dr. Hayman shared his concern about the disproportionate number of minority students in Special Education and asked that particular attention be given to the number of African American males in Special Education.

The Board voted to cancel a bid request for focus groups for special education.

ANNOUNCEMENTS

Mr. Arnold made the following announcements:

- On Monday, October 15, 2001, the Central Area Educational Advisory Council will hold its pre-budget hearing at Dumbarton Middle School at 7:30 p.m.

- On Tuesday, October 16, 2001, the Southeast Area Educational Advisory Council will hold its pre-budget hearing at Sollers Point/Southeastern Technical High School at 7:00 p.m.

- On Wednesday, October 17, 2001, the Southwest Area Educational Advisory Council will hold its pre-budget hearing at Woodlawn Middle School at 7:00 p.m.

- On Thursday, October 18, 2001, the Northwest Area Educational Advisory Council will hold its pre-budget hearing at Owings Mills High School at 7:00 p.m.

- On Friday, October 19, 2001, schools will be closed for students so teachers may participate in Professional Development Day activities and the MSTA Convention.

- The next regularly scheduled meeting of the Board of Education of Baltimore County will be held on Tuesday, October 23, 2001, 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 7:30 p.m. The public is welcome at all open sessions.
PUBLIC COMMENT

Ms. Teresa LaMaster, Chair of the Advisory Committee for Special Education, thanked staff for answering the question on the returned grant funds in a public meeting. With regard to the enrollment data, she expressed hope that this data will be used to look at the placement of various Special Education cluster programs as it relates to the capacity of schools and their enrollment. Ms. LaMaster shared her group's excitement about the work group proposal. She stated that the group may come back to the Board in a few years and request an audit.

Ms. Laura Nossel, President of the PTA Council of Baltimore County, thanked Dr. Hairston and staff for the manner in which the Hawthorne Elementary School situation was handled. Noting sparse attendance at a recent pre-budget meeting, Ms. Nossel asked Board members to encourage citizens to attend the pre-budget meetings. She also asked principals to encourage attendance at these meetings. Schools were asked to be creative when scheduling parent-teacher conferences. The superintendent was asked to report on the activities of the Academic Intervention Team. Ms. Nossel noted the successful start-up of the PTA Council's web site and asked for Board members' input.

Mr. Mark Beytin, President of the Teachers Association of Baltimore County, noted that there were some rough starts to the school year, but thanks to Facilities, the Distribution Center, and other offices, most buildings undergoing renovations were functional. He noted with the support of the superintendent, the deputy superintendents, and building administrators, teachers met students in a "somewhat prepared manner." On behalf of teachers, Mr. Beytin requested that classrooms be ready when teachers report next August. TABCO questions the lowest bid process and is seeking responsible solutions.

Mr. Arnold announced no one signed up to address the proposed revisions to Policy 1230 and Policy 1280. Ms. Meg O'Hare, Chair of the Northeast Area Educational Advisory Council, stated she did not receive her copy of the proposed changes to Policy 1230 until yesterday and felt it was not fair for advisory council members to have so little chance to comment. Mr. Arnold reminded Ms. O'Hare that the Board would not be voting on the changes until November and there would be one additional opportunity for public comment.

Ms. O'Hare commented on the previous evening's pre-budget meeting and recognized the Board members, staff, advisory council members, and others who attended. She summarized the concerns of the speakers. With respect to the Hawthorne community meeting, Ms. O'Hare stated she was unaware of the meeting, and had she known about it, she would have been in attendance to offer her support.

Mr. Arnold reminded the audience to refrain from discussing personnel or issues that could come to the Board in the form of an appeal at a later date.

Ms. Emily Wolfson shared her distress over remarks made at a previous meeting criticizing staff and, by implication, the people who served on the Boundary Committee for the
PUBLIC COMMENT (Cont.)

New Town Elementary School. She noted there are 117 relocatables at 44 Baltimore County elementary schools. Ms. Wolfson stated New Town has no greater claim to a school able to house its school population without resorting to relocatables than the other 44 elementary schools, some of which are adjacent to New Town. She stated under the current funding structure, the State requires that students be in place, not projected. She further stated that there needs to be an acceptance of relocatables or a re-evaluation of the source and the requirements of funding new buildings as well the re-evaluation of the source of funding for auxiliary housing for students.

Ms. Nancy Murray, a Sussex Elementary School parent, reported that lead paint and asbestos caulk still remain on the outside of Sussex’s windows. She stated that at the August Building Committee meeting, Mr. Kennedy was reassured by Facilities that the children could not come in contact with the lead paint. Ms. Murray stated this is false. She also informed the Board the renovations taking place in the school are disruptive. There are cold classrooms and dust. Ms. Murray requested replacement of the windows at the school.

Ms. Kathy Beard, a Sussex Elementary School parent, noted that $450,00 has been awarded for windows and questioned waiting until 2002 for window replacement.

At 8:33 p.m., Mr. Walker moved to adjourn the open session. The motion was seconded by Mr. Sasiadek and approved by the Board.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

dz
COMMUNITY RELATIONS: Community Involvement

Area Educational Advisory Councils

Statement of Purpose:

The area educational advisory councils of the Board of Education of Baltimore County exist to strengthen the relationships between the school system and the community by educating citizens on public school issues and by promoting interest and involvement in public school affairs. With careful attention to input from the community, area educational advisory councils are charged with advising the Board on [any] matters related to public education.

1. Organization

a. THERE WILL BE AN AREA EDUCATIONAL ADVISORY COUNCIL IN EACH OF THE FIVE ADMINISTRATIVE AREAS OF THE SCHOOL SYSTEM. THEY WILL BE DESIGNATED AS THE SOUTHEASTERN, NORTHEASTERN, CENTRAL, NORTHWESTERN, AND SOUTHWESTERN AREA EDUCATIONAL ADVISORY COUNCILS.

b. EACH [An] EDUCATIONAL advisory council shall consist of no more than seventeen (17) COMMUNITY members appointed by, and responsible to, the Board of Education.

c. The [area assistant superintendent] EXECUTIVE DIRECTOR OF SCHOOLS FOR THE APPLICABLE ADMINISTRATIVE AREA shall serve as the staff liaison to the EDUCATIONAL advisory council.

d. [The] EACH AREA EDUCATIONAL advisory council shall elect its own officers and develop [its own organizational] A PROGRAM plan and operational procedures.

e. THE BOARD WILL APPOINT A COORDINATOR FOR THE AREA EDUCATIONAL ADVISORY COUNCILS. THE COORDINATOR MAY NOT SIMULTANEOUSLY SERVE AS A MEMBER OF AN AREA EDUCATIONAL ADVISORY COUNCIL. THE COORDINATOR SHALL SERVE AS A MEMBER EX OFFICIO ON EVERY AREA EDUCATIONAL ADVISORY COUNCIL.

f. The Board of Education, THROUGH THE EXECUTIVE DIRECTOR OF SCHOOLS, shall provide APPROPRIATE clerical services to assist in rendering such reports as may be [required] REQUESTED by the AREA EDUCATIONAL advisory council.

g. Close communication between the AREA EDUCATIONAL advisory council and the Board of Education shall be maintained. The Board of Education shall provide opportunities for the AREA EDUCATIONAL advisory council to [make presentations] PRESENT COMMENTS to the
2. Membership

a. The Board of Education shall select members who represent the communities in [the area] EACH OF THE FIVE ADMINISTRATIVE AREAS. No more than three (3) employees of the Board of Education may serve on each AREA EDUCATIONAL advisory council.

b. Individual citizens, [PTAs] PARENT/TEACHER ASSOCIATIONS (PTA), and other community organizations may suggest candidates FOR MEMBERSHIP ON THE AREA EDUCATIONAL ADVISORY COUNCIL for Board consideration. THE RECOMMENDATIONS MAY BE FORWARD TO THE APPROPRIATE AREA EDUCATIONAL ADVISORY COUNCIL FOR INFORMATIONAL PURPOSES. THE BOARD SHALL MAKE ALL APPOINTMENTS TO THE AREA EDUCATIONAL ADVISORY COUNCILS IN ITS SOLE DISCRETION. EVERY EFFORT SHOULD BE MADE TO ENSURE THAT THE MEMBERSHIP IS REPRESENTATIVE OF THE AREA IT SERVES, INCLUDING, BUT NOT LIMITED TO, MEMBERSHIP THAT IS GEOGRAPHICALLY BALANCED WITHIN THE AREA.

c. The term of office shall be for three (3) years. Members shall be eligible for appointment to three (3) three-year terms. [Incumbents in 1990-91 shall be eligible for two (2) additional terms.]

d. If a member is absent for three (3) or more meetings during a one-year period without sufficient reason, THE AREA EDUCATIONAL ADVISORY COUNCIL MAY RECOMMEND TERMINATION OF THE INDIVIDUAL’S MEMBERSHIP. The Board may terminate the INDIVIDUAL’S MEMBERSHIP [member’s term] AT ITS DISCRETION. [upon the recommendation of an area educational advisory council].

e. At least two (2) of the seventeen (17) members of each area educational advisory council shall be students whose appointment shall be governed by the following procedures and conditions:

   (1) Appointments shall be made in May. To be eligible for appointment, students shall be enrolled in good standing and pre-registered in the eleventh (11th) or twelfth (12th) grade of one of the high schools in the respective ADMINISTRATIVE area.

   (2) Appointments of student members shall continue until the time of their graduation. Membership on the AREA EDUCATIONAL
ADVISORY council shall terminate at any time during the year that the student ceases to be enrolled in good standing in one of the high schools in the area.

(3) The Baltimore County Student Councils shall be requested to submit TO THE BOARD names of eligible students WHO ARE CANDIDATES FOR STUDENT MEMBERSHIP ON THE AREA EDUCATIONAL ADVISORY COUNCIL for Board consideration in making appointments. Other [interested] STAKEHOLDER groups and principals may ALSO suggest names of [students] CANDIDATES FOR STUDENT MEMBERSHIP for Board consideration. THE RECOMMENDATIONS MAY BE FORWARDED TO THE APPROPRIATE AREA EDUCATIONAL ADVISORY COUNCIL FOR INFORMATIONAL PURPOSES. THE BOARD SHALL MAKE THE APPOINTMENT OF STUDENTS TO THE AREA EDUCATIONAL ADVISORY COUNCIL IN ITS SOLE DISCRETION.

(4) The Board will attempt to rotate appointments among all of the high schools in the respective area.

f. [The Board shall appoint an area educational advisory council coordinator.] The term of office FOR THE AREA EDUCATIONAL ADVISORY COUNCIL COORDINATOR shall be two (2) years. The coordinator shall be eligible for one (1) reappointment. Nominations for coordinator may be made by the area EDUCATIONAL ADVISORY councils. A person shall have served at least three (3) years on an area EDUCATIONAL ADVISORY council to be eligible for appointment as coordinator. The coordinator shall assist in the following: orienting new members OF AREA EDUCATIONAL ADVISORY COUNCILS EACH YEAR, planning a joint meeting of area EDUCATIONAL ADVISORY councils [in the fall of] each year, planning an annual meeting of council officers, generating publicity countywide regarding the work of area EDUCATIONAL ADVISORY councils, and recognizing the work of council members.

3. Functions

a. The ROLE OF THE AREA EDUCATIONAL advisory council shall be strictly advisory in nature TO THE BOARD OF EDUCATION. It should be made clear from the outset that its role is not to include policy making.

   HOWEVER, AREA EDUCATIONAL ADVISORY COUNCILS MAY MAKE RECOMMENDATIONS ABOUT POLICY TO THE BOARD.

b. The AREA EDUCATIONAL advisory council can provide a service by addressing itself primarily to area, COMMUNITY, OR SCHOOL SYSTEM concerns. THE AREA EDUCATIONAL ADVISORY COUNCIL SHALL REFRAIN AT ALL TIMES FROM CONSIDERING OR DISCUSSING individual school and personnel problems. THESE MATTERS MUST
[will] be [dealt with] **ADDRESS ONLY** through appropriate administrative channels.

c. A valuable service can be rendered by interpreting Board policy in the community. The school system can benefit from the assessment of community feeling and reaction to issues and the transmission of opinions to the Board of Education.

d. The **AREA EDUCATIONAL** advisory council [can] **MAY** function as a sounding body for proposals which are in the developmental stages.

e. **AREA EDUCATIONAL ADVISORY COUNCIL MEMBERS MAY BE INVITED TO PARTICIPATE IN STUDY GROUPS, BCPS COMMITTEES, AND TASK FORCES, WHEN APPROPRIATE. AREA EDUCATIONAL ADVISORY COUNCILS MAY ADVISE THE BOARD OF EDUCATION REGARDING THE NEED TO HOLD PUBLIC HEARINGS ON ISSUES OF INTEREST OR CONCERN TO THE PUBLIC.**

f. [e.] Within the framework of ITS ADVICE AND [an advisory body having a strong] communication functionS WITH THE BOARD OF EDUCATION AND THE COMMUNITY, the [group] **AREA EDUCATIONAL ADVISORY COUNCILS** may wish to [be involved in such specific areas as] HAVE PRESENTATIONS AND/OR DISCUSSIONS SUCH AS:

1. Hearing reports on curriculum projects.

2. Discussing ideas on patterns of school organization and advising the Board of Education on [possible pilot] **PROPOSED** programs.

3. [Following] **EXAMINING** pupil population [projections] **GROWTH AND SHIFTS.**

4. Studying AND COMMUNICATING COMMUNITY PERSPECTIVES REGARDING educational specifications for new schools.

5. Studying AND COMMUNICATING COMMUNITY PERSPECTIVES REGARDING architectural planning and design.

6. Reviewing physical needs in older buildings and becoming involved both in recommendations and the communication of plans and progress.

7. Receiving information on budget preparations and offering suggestions on items for inclusion and emphasis.
(8) Enlisting community support for meeting the [financial] needs of the school system.

(9) Engaging in fact-finding in a variety of areas, which might include transportation and extended services, with a view toward apprising the Board of Education of conditions and needs.

(10) Serving as an instrument to strengthen the relationship between the school [and the], community, AND SCHOOL SYSTEM.

g. The AREA EDUCATIONAL advisory council [may] SHOULD provide [a forum] AN OPPORTUNITY for interested citizens and community groups to offer suggestions for analysis and possible recommendations.

4. Scope

a. The Board of Education will establish area EDUCATIONAL advisory councils as instruments to promote interest and involvement in school affairs. [It] THE BOARD OF EDUCATION cannot delegate its authority or responsibility for decision and policy making.

b. The Board of Education will receive and carefully consider all recommendations and suggestions of AREA EDUCATIONAL advisory councils but cannot obligate itself to adopt them.
RECOMMENDATION
That the procedures in Appendix I be approved for immediate implementation.

*****
These procedures are an interim step until Policy 6153 and Rule 6153, which are presently undergoing revision, have been accepted and approved. Appendix I states the procedures that are being recommended and after Board consideration will be communicated to the schools through the Superintendent’s Bulletin. Appendix II contains the form that requires completion and approval prior to the field trip taking place.

PAB/er

Appendix I – Recommended Statement Regarding Field Trips and Foreign Travel
Appendix II – BEBCO form # 9908593 – School Group Overnight Trip-Proposal
Recommended Statement Regarding Field Trips and Foreign Travel

In light of concerns for student welfare and safety, the Baltimore County Public School system is canceling all foreign travel trips for the school year 2001-2002.

Out-of-state field and overnight field trips will be reviewed on a case-by-case basis. The entire approval process for proposals for out-of-state and overnight field trips should be completed 60-days prior to the departure date of the trip on Board of Education of Baltimore County (BEBCO) form 9908593. At this time, the approval process to be utilized for out-of-state and overnight field trips is the following:

- Initial approval of the proposal will be by the principal, including review of financial arrangements, as well as the refund/cancellation policies.

- The proposal will then be submitted to the supervisor of the content area for approval in terms of educational benefit and the relationship of the proposal to the curriculum.

- The proposal will then be submitted to the appropriate Executive Director of Schools for conditional approval, based on all the information provided.

Once a conditional approval has been given, the request will be reviewed during the week prior to the field trip. If events suggest that travel is unsafe, approval for out-of-state and overnight field trips will be rescinded. All communications to all parents/guardians regarding field trips should state clearly that Baltimore County Public Schools is not financially liable for losses due to cancellation.

Day field trips within the State of Maryland are not cancelled at this time. Principals should use their discretion in approving all day field trips. In particular, all field trips outside of the immediate Baltimore/Metropolitan area should be assessed as to the site to be visited, the condition of the roads, and the safety and security of the students.

At this time, we are in the process of reviewing and revising Policy 6153 Field Trips and the accompanying Rule and we will be moving this forward in the near future.
SCHOOL GROUP OVERNIGHT TRIP—PROPOSAL

TO: ___________________________ Date Submitted: ___________________________

FROM: ___________________________ Group: ___________________________

Sponsoring Teacher

School

Destination:

Purpose of trip: ___________________________________________________________

PROPOSAL

Inclusive dates of trip: ___________________________________________________________________________

We give our approval to the attached preliminary proposal and recommend that tentative approval be granted for the trip described therein.

Signed: ___________________________ Date: ___________________________

Principal

Signed: ___________________________ Date: ___________________________

Supervisor

Summary

1. Number of nights lodging ___________________ 5. Number of adults ___________________

2. Number of school days missed ________________ 6. Total Cost ________________

3. Mode of transportation ___________________ 7. Cost per student ________________

4. Number of students ___________________

Educational Values:

Outline the anticipated educational values of the trip, emphasize the contributions it could make to the education of students which could not be achieved through other means.
Tentative Itinerary: 

Tentative Trip Budget: (Estimate cost of transportation, lodging, meals, fees, etc.)

Fund Raising Activities: (Describe any fund raising activities which will be planned to underwrite trip expenses.)

Student Participation: (What provisions have been made to assure that no eligible student will be excluded from the trip because of inability to pay an assigned portion of the costs?)

Chaperones:
School personnel
Parents
Other
Total Number of Chaperones

Class Coverage: (What provision has been made for instruction of remaining students in the classes of teacher chaperones?)

Supervision: (Describe arrangements which will be made to assure that adequate provision is made for the supervision, health, and safety of students.)

Additional Information or Comments:
DATE: November 6, 2001
TO: BOARD OF EDUCATION
FROM: Dr. J. Hairston, Superintendent
SUBJECT: Review of Board of Education Policy 8130 and Information Item Pertaining to Superintendent’s Rule 8130

ORIGINATOR: Christine M. Johns, Deputy Superintendent of Curriculum and Instruction

RESOURCE PERSON(S): Dr. Donald Mohler, Executive Director for Student Support Services

RECOMMENDATION

That the Board of Education accept the recommendation that Board of Education Policy 8130, Internal Board Policies, be reviewed and remain with its current language.

****

The existing policy has not been reviewed since July 13, 1978. The rule 8130 that is being presented along with policy 8130 will outline a procedure to be followed in ensuring periodic review of Board of Education policies and rules.

DIM/dim
Appendix I- Board of Education Policy 8130
Appendix II- Superintendent’s Rule 8130
INTERNAL BOARD POLICIES: Organization

Formulation

PURPOSE

The Board of Education of Baltimore County, representing the people of the county, is, in addition to its many other roles, the legislative body which determines all questions of general policy to be employed by the county's public schools. "Policies" are defined as those principles formally adopted by the Board of Education in order to manage the school system.

The Board shall, to the best of its ability, cause the provisions of state and federal laws and the bylaws and policies of the State Board of Education to be carried out. The Board of Education shall determine, with the advice of the county superintendent, the educational policies of the county and shall prescribe rules and regulations for the conduct and management of the schools.

Courses of study, revised courses, required methods of teaching, and any significant program to be tested in one or more schools for the purpose of being considered for use systemwide shall be approved by the Board of Education prior to implementation or discontinuance.

PROCEDURE

1. The Board may request or receive a policy analysis from the superintendent on revisions to existing policies or on the need for a new policy.

2. All policy analyses will include the following elements:

   a. Statement of issues or questions addressed by the proposed policy;
   
   b. Where appropriate, cost analysis and fiscal impact on school system;
   
   c. Relationship to other Board of Education policies;
   
   d. Legal requirement, such as federal, state, or local laws or regulations;
e. Similar policies adopted by other local school systems;

f. A draft of the proposed policy;

g. Other alternatives that were considered by staff.

3. The policy analysis will be presented to the Board as an item for discussion.

4. If limited revisions to existing policies are necessary, the superintendent will present the proposed changes to the Board with an accompanying rationale. There shall be no need for a policy analysis.

5. When a Board member or the superintendent presents a proposed policy, a time line for adoption will accompany the policy, and will include, where appropriate:

a. Opportunity for citizen comment;

b. Opportunity for superintendent and staff to provide advice and recommendations;

c. Proposed date of adoption.

6. The superintendent shall, where necessary, develop administrative rules for the implementation of the Board’s policies. Such rules will be presented to the Board for information purposes, but do not require an affirmative vote of the Board.

7. Following discussion, the Board shall adopt policies, in public session, and such adoption shall be recorded in the minutes of the Board.

Related Policies: Board of Education 8140 – Formulation of Administrative Regulations

Policy
adopted: 4/13/72
revised: 7/13/78
revised: 10/8/96
reviewed: 12/04/01
INTERNAL BOARD POLICIES: Organization

Formulation

In accordance with Board of Education Policy 8130, the Superintendent establishes the following schedule of review for Board of Education policies enacted, adopted or reviewed after December 4, 2001.

1. The Superintendent or designee shall assign to the appropriate division head or staff member Board policies for periodic review by the staff.

2. Assigned staff members shall be responsible for presenting amendments to Board policies to the Board of Education and for recommending changes to said policies, where necessary and appropriate.

3. Each Board of Education policy that is adopted, revised or reviewed after December 4, 2001, shall be presented to the Board no later than five years prior to the anniversary date of the Board’s last official public action, as taken in accordance with Board Policy 8130.

4. Annually, no later than July 30 of each year, the Superintendent, or a designated member of the superintendent’s staff, shall present to the Board a list of those policies to be reviewed during the succeeding school year. The Superintendent shall make every effort to present policies to the Board prior to their five-year anniversary date.

5. Policies that are not reviewed by the Board in accordance with the five-year schedule shall remain in full force and effect until the Board takes an official action in accordance with Policy 8130.

Rule

Enacted: December 4, 2001

Superintendent of Schools
November 6, 2001

RESIGNATIONS

ELEMENTARY – 2

Battle Grove Elementary School
June Kay K. Gregg, 09/25/01, 4.2 wks.

Lutherville Laboratory
Kathleen F. Edwards, 06/30/01, 7 yrs.

SECONDARY – 6

Deep Creek Middle School
Anna T. Schomaker, 10/12/01, 7 wks.

Holabird Middle School
Barbara K. Pittack, 10/26/01, 9 wks.

Old Court Middle School
Rebecca M. Bradley, 10/12/01, 7 wks.

Perry Hall High School
Eileen B. Maher, 12/21/01, 5.2 yrs.

Randallstown High School
Vincent Fuller, 11/09/01, 4.3 yrs.

Woodlawn Middle School
Valerie Tollini, 10/19/01, 8 wks.

SEPARATIONS FROM LEAVE – 3

Stephanie R. Bruno, granted Unusual or Imperative Leave, 07/01/00-06/30/01, resigning 6/30/01, 3 yrs.
Dianne L. Harbin, granted Unusual or Imperative Leave, 11/07/00-06/30/01, resigning, 06/30/01, 8 yrs.
Marnien O’Brien, granted Child Rearing Leave, 01/25/01-08/01/01, resigning 8/22/01, 1.8 yrs. (Instructional Assistant)
LEAVES

ACADEMIC LEAVES

THERESA B. DOUB – Greenwood Educational Support Services (Junior Accountant II)
Effective July 1, 2001 through June 30, 2002

CHILD REARING LEAVES

STACEY V. CRAWFORD – Lansdowne Elementary School
Effective November 10, 2001 through June 30, 2003

MARIA-LUANN B. SHIBUYA – Westchester Elementary School (Psychologist)
Effective November 10, 2001 through December 31, 2002

MILITARY LEAVES

WILLIAM J. BECKER – Southwest Academy
Effective October 6, 2001 through October 6, 2002

UNUSUAL OR IMPERATIVE LEAVES

AUDREY D. RICHTER – Dundalk High School
Effective July 1, 2001 through June 30, 2002

ROBYNN G. SEGALL – Lutherville Laboratory
Effective 10/27/01 through June 30, 2002

TERMINATED FROM LEAVE

JOY L. AKEHURST
Effective July 1, 2001

KRISTEN E. CADE
Effective July 1, 2001

LAURI M. GETLAN
Effective July 1, 2001

JULIE R. HUETHER
Effective July 1, 2001

TERMINATED FROM LEAVE cont’d

DOP: 12/5/2001
The Board gratefully acknowledges the service of the employee listed below:

MARY KELLY
Bus Attendant
Department of Transportation
June 5, 2001
LEAVES

ANN W. JUNG
Effective July 1, 2001

KAREN M. REHDER
Effective July 1, 2001

CINDY A. SHUSTER
Effective July 1, 2001

* Non-member Maryland State Retirement System & Pension System

DOP: 12/5/2001
Baltimore County Public Schools

Date: November 6, 2001

To: Board of Education

From: Dr. J. Hairston, Superintendent

Subject: Recommendations for Award of Contracts

Board Exhibit – November 6, 2001

Originator: Robert Haines, Deputy Superintendent of Business Services

Resource Person(s): Patrick Fannon, Controller; Richard Gay, Purchasing Manager

Recommendation

That the Board of Education approves the recommendations for award of contracts Board Exhibit for the November 6, 2001 board meeting.

*****

See the attached list of contract recommendations presented for consideration by the Board of Education of Baltimore County.

MA/xxx

Appendix I – Recommendations for Award of Contracts – Board Exhibit
Baltimore County Public Schools
Towson, Maryland 21204

November 6, 2001

Resignations

Elementary – 2

Battle Grove Elementary School
June Kay K. Gregg, 09/25/01, 4.2 wks.

Lutherville Laboratory
Kathleen F. Edwards, 06/30/01, 7 yrs.

Secondary – 6

Deep Creek Middle School
Anna T. Schomaker, 10/12/01, 7 wks.

Holabird Middle School
Barbara K. Pittack, 10/26/01, 9 wks.

Old Court Middle School
Rebecca M. Bradley, 10/12/01, 7 wks.

Perry Hall High School
Eileen B. Maher, 12/21/01, 5.2 yrs.

Randallstown High School
Vincent Fuller, 11/09/01, 4.3 yrs.

Woodlawn Middle School
Valerie Tollini, 10/19/01, 8 wks.

Separations from Leave – 3

Stephanie R. Bruno, granted Unusual or Imperative Leave, 07/01/00-06/30/01, resigning 6/30/01, 3 yrs.
Dianne L. Harbin, granted Unusual or Imperative Leave, 11/07/00-06/30/01, resigning 06/30/01, 8 yrs.
Marnien O’Brien, granted Child Rearing Leave, 01/25/01-08/01/01, resigning 8/22/01, 1.8 yrs. (Instructional Assistant)

DOP: 12/5/01
Recommendations for Award of Contracts
Board Exhibit – November 6, 2001

The following contract recommendations are presented for consideration by the Board of Education of Baltimore County.

1. **Contracted Services: On-Call Elevator Maintenance and Repair**
   **Estimated Award Value:** $35,000
   **Maryland Elevator Services, Inc.**
   **Baltimore County Government Contract #41449**

   A contract to provide firm fixed hourly pricing for the maintenance and repair of elevators as needed was approved by Baltimore County Government on August 8, 2001. The terms and conditions of the contract include provisions for the utilization of the contract also by Baltimore County Libraries, the Community Colleges of Baltimore County and Baltimore County Public Schools. Baltimore County Public Schools has approximately 31 elevators, 15 chairlifts, and 2 dumbwaiters. The four-month contract was awarded to **Maryland Elevator Services, Inc., Crofton, MD**. Baltimore County Government has rebid the contract and will take it to the County Council for approval on December 6, 2001. BCPS will bring the new contract to the Board of Education on December 18, 2001. This contract with Maryland Elevator will remain in force until December 18. The Office of Purchasing recommends the approval of the use of this contract until December 18, 2001. Funding for the purchase of these services will be provided through the operating budget of the Office of Maintenance.

2. **Contracted Services: System Programmer**
   **Estimated Award Value:** $150,000
   **Intellimark/DPSC Technology Consultants**
   **One-year Extension**
   **Baltimore County Government Contract #40180**

   In September 2000 the Board of Education approved the utilization of a Baltimore County Government contract for outsourcing the employ of system programmers. The primary activity of these services is the programming for BCPS’s legacy operating system that hosts student information. Other activities include the upgrade of operating systems that support WEB applications for hosting a data warehouse. The programmers employed through the Baltimore County bid possess considerable VM/VSE programming experience, knowledge of BCPS’s software structure and have been fundamental in helping with high priority technology initiatives.

Continued use of Baltimore County’s contract with **Intellimark/DPSC Technology Consultants, Baltimore, MD** is recommended through November 2002 in the amount of $150,000.00. Funding will be provided by the Department of Technology.
3. **Contracted Services: Time & Materials**  
**Estimated Award Value:** $200,000  
**Roof Repair Services**  
**Three-Year Bid**  
**Contract #3-315-02**

A bid designed to obtain an hourly rate for the repair of roofs on an "as needed" and "emergency" basis was issued on September 6, 2001 to 18 contractors. Proposals were received from eight vendors. The specifications were developed in conjunction with the Office of Maintenance and the bidders at a pre-bid meeting.

Award of contract is recommended to the following contractors as the responsive and responsible bidders offering the most favorable bid prices. The Primary Award Bidder is in **bold** print, the Secondary Award Bidder is in *italicized* print, and the Tertiary Award Bidder is underlined.

<table>
<thead>
<tr>
<th>Award</th>
<th>Company Name</th>
<th>Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>K I Construction Co., Glen Burnie, MD</td>
<td>$35.00</td>
</tr>
<tr>
<td>Secondary</td>
<td>Alliance Roofing and Sheet Metal, Inc., Baltimore, MD</td>
<td>$45.00</td>
</tr>
<tr>
<td>Tertiary</td>
<td>Roofers, Inc., Baltimore, MD</td>
<td>$48.00</td>
</tr>
<tr>
<td></td>
<td>Cole Roofing Co., Inc., Baltimore, MD</td>
<td>$49.00</td>
</tr>
<tr>
<td></td>
<td>Heidler Roofing Services, Inc., York, PA</td>
<td>$50.60</td>
</tr>
<tr>
<td></td>
<td>Potteiger-Raintree Inc., Glen Rock, PA</td>
<td>$55.55</td>
</tr>
<tr>
<td></td>
<td>Control Roofing &amp; Sheet Metal, Corp., Capitol Heights, MD</td>
<td>$56.00</td>
</tr>
<tr>
<td></td>
<td>Weatherproofing Technologies, Inc., Beachwood, OH</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

The estimated award value over a three-year contract term is $200,000.00. Funding for the services included in this contract will be provided through the operating budget of the Office of Maintenance.

4. **Supply Contract: Various Lumber**  
**Estimated Award Value:** $70,000  
**Contract # 3-320-02**

An annual bid was issued on September 6, 2001 to 21 vendors for Supply Contract: Various Lumber. Proposals were received from two vendors. The specifications were developed in conjunction with the Office of Maintenance and the bidders at a pre-bid meeting. The specifications were designed to obtain firm fixed pricing for the purchase and delivery of various pieces of lumber to be utilized and installed by the Technology Education Department, Office of
Maintenance, and/or Office of Grounds. Delivery is free for all orders of $500.00 or more.

Award of contract is recommended to Pikesville Lumber and Supply Company, Inc., Pikesville, MD as the responsive and responsible vendor offering the lowest aggregate unit prices.

The estimated award value for this contract is $70,000.00 based upon historical purchase of these products. Funding will be provided by the operating budget of the Office of Maintenance, Aging School Funding, Capital Projects, and the individual schools' operating budget.
TO: Dr. Joe A. Hairston
FROM: Department of Physical Facilities
RE: Award of Contract – Hazardous Material Abatement for Major Maintenance Renovation Project - Hawthorne Elementary School

Emergency abatement and decontamination was completed at Hawthorne Elementary School to clean the building after an asbestos disturbance incident. Abatement was also necessary to make the school building safe for re-occupancy and to remove friable asbestos from the renovation work areas.

A-L Abatement, Inc., one of our on-call asbestos abatement contractors, completed the emergency asbestos decontamination and abatement on a time and materials basis. The costs associated with this project are as follows: $91,113.00 for decontamination of building, $107,530.00 for remaining removal of asbestos containing materials from the renovation work areas, and $80,388.00 for the replacement of building materials (including ceiling tile and pipe insulation replacement) removed as part of the decontamination and abatement process. These costs have been reviewed by our consultant for this project and were found reasonable. Based upon this review, we recommend approval of payment to A-L Abatement, Inc. of the amount of $279,031.00 for the decontamination, abatement, and material replacement services.

Air sampling and analysis was conducted to assess initial extent of asbestos contamination, to monitor the air during the emergency decontamination and subsequent abatement, and final clearance monitoring to demonstrate that the school was safe for return of General Contractor personnel, students and staff. Advanced Air Analysis, Inc., one of our on-call industrial hygiene vendors, completed the air sampling and analysis on a time and materials basis. The costs associated with the air sampling and analysis are as follows: $16,500.00 for initial air sample of the school and $33,000.00 for air sampling conducted in conjunction with the decontamination and asbestos abatement from the renovation work areas. These costs have been reviewed by our consultant for this project and were found reasonable. Based upon this review, we recommend approval of payment to Advanced Air Analysis, Inc. of the amount of $49,500.00 for the air sampling and abatement monitoring services.

Funding for these projects is available from Capital Budget Project # 665 – Major Maintenance. Significant portions of these costs will be assessed relative to contract performance requirements.

APPROVED

Donald F. Krempel, Ph.D. for
Executive Director
TO: Dr. Joe A. Hairston  
FROM: Department of Physical Facilities  
RE: Change Order – Major Maintenance Renovation Project  
Pleasant Plains Elementary School

On October 24, 2000, the Board of Education approved an award of contract with Chilmar Corporation to perform work under the Major Maintenance Renovation Program at Pleasant Plains Elementary School. In order to complete this project, it has become necessary to install a new water line to support the sprinkler system. In addition to the new water line, it has become necessary to further extend this water line to accommodate the location difference between the contract documents and the as-built drawings of the water main location – the basis of the water service design.

The Department of Physical Facilities has received an original proposal from the Contractor in the amount of $45,000.00 to complete the installation of the new water line that will support the sprinkler system. This additional scope of work involves the extension of said water line due to the variance of the water main’s location. The cost of this work is an additional $25,000.00 over the original requested amount. This cost has been reviewed by our consultant for this project and negotiations are on-going. Based upon this review, we recommend approval of a change order in the total not-to-exceed amount of $70,000.00 with Chilmar Corporation to extend the water service pipe to a location that was not shown on the contract documents.

Funding for this Change Order is available from Capital Budget Project # 665 – Major Maintenance.

APPROVED:

Donald F. Krempel, Ph.D.  
Executive Director
TO: Dr. Joe A. Hairston
FROM: Department of Physical Facilities
RE: Change Order – Major Maintenance Renovation Project
Woodmoor Elementary School

On December 5, 2000, the Board of Education approved an award of contract with E. Pikounis Construction Company, Inc. to perform work under the Major Maintenance Renovation Program at Woodmoor Elementary School. In order to complete this project, it has become necessary to demolish two existing storefronts at stairwells and replace them with new fire rated storefront assemblies. This work which includes new doors, frames and associated hardware for these stairwell openings is required by the Fire Marshall for code compliance. This additional work was not included in the original scope of work for this firm.

The Department of Physical Facilities has received a proposal from the Contractor in the amount of $18,877.11 to complete the additional scope of work. This cost has been reviewed by our consultant for this project and negotiations are complete. Based upon this review, we recommend approval of a change order in the amount of $18,877.11 with E. Pikounis Construction Company, Inc. to provide these new fire rated stairwell, storefront openings.

Funding for this change order is available from Capital Budget Project # 665 – Major Maintenance.

APPROVED:
Donald F. Krempel, Ph.D.
Executive Director
BOARD EXHIBIT

November 6, 2001

TO: Dr. Joe A. Hairston

FROM: Department of Physical Facilities

RE: Change Order – Major Maintenance Renovation Project
Sussex Elementary School

On December 19, 2000, the Board of Education approved an award of contract with North Point Builders, Inc. to perform work under the Major Maintenance Renovation Program at Sussex Elementary School. In order to complete this project, it has become necessary to provide abatement and air monitoring services. The work includes the containment of the area to be abated, removal of hazardous materials and clean-up of the containment. This work is necessitated by the exterior door transoms being converted to an air pressure relief ductwork system at these transom locations. This additional work was not included in the original scope of work for this firm.

The Department of Physical Facilities has received a proposal from the Contractor in the combined amount of $16,472.00 to complete the additional scope of work. This cost has been reviewed by our consultant for this project and negotiations are complete. Based upon this review, we recommend approval of a change order in the amount of $16,472.00 with North Point Builders, Inc. to provide abatement and air monitoring services at these exterior transom door locations.

Funding for this Change Order is available from Capital Budget Project # 665 – Major Maintenance.

APPROVED:

Donald E. Kemp, Ph.D.
Executive Director
TO: Dr. Joe A. Hairston  
FROM: Department of Physical Facilities  
RE: Change Order – Design Services and Construction Administration for Major Maintenance Renovation Project – Battle Grove Elementary School

On March 14, 2000, the Board of Education approved a negotiated fee with KCI Technologies, Inc. to provide design services under the Major Maintenance Renovation Program at Battle Grove Elementary School. In order to complete this project, it has become necessary to provide additional design services for the new water service to support the sprinkler system.

The Department of Physical Facilities has received a proposal from the consultant in the amount of $12,975.16 to complete the additional scope of work. This fee has been negotiated by 3D/International. Based upon this review, we recommend approval of a change order in the amount of $10,500.00 with KCI Technologies, Inc. to provide additional design services for the new water service as stipulated above.

On June 13, 2000, the Board of Education approved a negotiated fee with KCI Technologies, Inc. to provide construction administration services under the Major Maintenance Renovation Program at Battle Grove Elementary School. In order to complete this project, it has become necessary to provide additional construction administration services because the time period of construction has been extended.

The Department of Physical Facilities has received a proposal from the consultant in the amount of $6,081.00 to complete the additional contract extension. This fee has been reviewed by 3D/International and was found reasonable. Based upon this review, we recommend approval of a not-to-exceed change order in the amount of $6,081.00 with KCI Technologies, Inc. to provide additional construction administration services as stipulated above.

Funding for this Change Order is available from Capital Budget Project # 665 – Major Maintenance.

APPROVED:

Donald R. Kumpel, Ph.D.  
Executive Director
TO: Dr. Joe A. Hairston

FROM: Department of Physical Facilities

RE: Change Order – Design Services for Major Maintenance Renovation Project
Chesapeake Terrace Elementary School

On May 2, 2000, the Board of Education approved a negotiated fee with NUTEC Design Associates, Inc. to provide design services under the Major Maintenance Renovation Program at Chesapeake Terrace Elementary School. In order to complete this project, it has become necessary to provide additional design services to revise electrical circuitry to support the IT installation.

The Department of Physical Facilities has received a proposal from the consultant in the amount of $2,500.00 to complete the addition scope of work. This fee has been reviewed by 3D/International and was found reasonable. Based upon this review, we recommend approval of a change order in the amount of $2,500.00 with NUTEC Design Associates, Inc. to provide additional design services to modify electrical circuitry as stipulated above.

Funding for this Change Order is available from Capital Budget Project # 665 – Major Maintenance.

APPROVED:

Donald F. Krempel, Ph.D.
Executive Director
BOARD EXHIBIT

November 6, 2001

TO: Dr. Joe A. Hairston

FROM: Department of Physical Facilities

RE: Change Order – Design Services for Major Maintenance Renovation Project
    Mars Estates Elementary School

On May 2, 2000, the Board of Education approved a negotiated fee with NUTEC Design Associates, Inc. to provide design services under the Major Maintenance Renovation Program at Mars Estates Elementary School. In order to complete this project, it has become necessary to provide additional design services to revise electrical circuitry to support the IT installation.

The Department of Physical Facilities has received a proposal from the consultant in the amount of $2,000.00 to complete the addition scope of work. This fee has been reviewed by 3D/International and was found reasonable. Based upon this review, we recommend approval of a change order in the amount of $2,000.00 with NUTEC Design Associates, Inc. to provide additional design services to modify electrical circuitry as stipulated above.

Funding for this Change Order is available from Capital Budget Project # 665 – Major Maintenance.

APPROVED:

[Signature]

Donald F. Krempel, Ph.D.
Executive Director
BOARD EXHIBIT

November 6, 2001

TO: Dr. Joe A. Hairston

FROM: Department of Physical Facilities

RE: Change Order – Design Services for Major Maintenance Renovation Project Owings Mills Elementary School

On May 16, 2000, the Board of Education approved a negotiated fee with Marshall Craft, Associates to provide design services under the Major Maintenance Renovation Program at Owings Mills Elementary School. In order to complete this project, it has become necessary to provide additional construction administration services because the time period of construction has been extended.

The Department of Physical Facilities has received a proposal from the consultant in the amount of $20,000.00 to complete the additional scope of work. This fee has been reviewed by 3D/International and was found reasonable. Based upon this review, we recommend approval of a not to exceed change order in the amount of $20,000.00 with Marshall Craft, Associates to provide additional construction administration services as stipulated above.

Funding for this Change Order is available from Capital Budget Project # 665 – Major Maintenance.

APPROVED:

Donald F. Krempel, Ph.D.
Executive Director
BOARD EXHIBIT

November 6, 2001

TO: Dr. Joe A. Hairston

FROM: Department of Physical Facilities

RE: Major Maintenance Renovation Projects
    Increase Contingency Authorization – Various Elementary Schools

The Board of Education has approved an award of contract to perform work under the Major Maintenance Renovation Program with E. Pikounis Construction Company, Inc. at Woodmoor Elementary School; Phillips Way, Inc. at Baltimore Highlands Elementary School; James W. Ancel, Inc. at Battle Grove Elementary School; James W. Ancel, Inc. at Carroll Manor Elementary School; James W. Ancel, Inc. at Middlesex Elementary School, James W. Ancel, Inc. at Fort Garrison Elementary School; James W. Ancel, Inc. at Prettyboy Elementary School; Bensky Construction at Timonium Elementary School; Phillips Way, Inc. at Grange Elementary School; Orfanos Contractors at Hampton Elementary School; RWC Contracting Corporation at Dundalk Elementary School, and Chilmar Corporation at Pleasant Plains Elementary School. In order to complete these projects, it has become necessary to increase the contingency authorizations above the original 5%. The specific amounts and resulting percentages are attached. The Department of Physical Facilities recommends approval of these increased authorities.

Funding for these increases is available from Capital Budget Project # 665 – Major Maintenance.

APPROVED:

Donald F. Kropf, Ph.D.
Executive Director
### Contingency Changes - Phase I

#### Various Schools

<table>
<thead>
<tr>
<th>School</th>
<th>BID #</th>
<th>Board Approval Date</th>
<th>Award Amount $</th>
<th>Contingency Amount ($)</th>
<th>Increase Contingency Amount ($)</th>
<th>Total Contingency Amount (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baltimore Highlands</td>
<td>3DI-REN-016-10-00</td>
<td>5-Dec-00</td>
<td>$2,530,000.00</td>
<td>$126,500.00</td>
<td>$40,000.00</td>
<td>6.58%</td>
</tr>
<tr>
<td>Battle Grove</td>
<td>3DI-REN-003-08-00</td>
<td>10-Oct-00</td>
<td>$2,975,500.00</td>
<td>$148,775.00</td>
<td>$80,000.00</td>
<td>7.69%</td>
</tr>
<tr>
<td>Carroll Manor</td>
<td>3DI-REN-007-02-01</td>
<td>29-Mar-01</td>
<td>$1,710,000.00</td>
<td>$145,500.00</td>
<td>$20,000.00</td>
<td>9.68%</td>
</tr>
<tr>
<td>Dundalk</td>
<td>3DI-REN-011-11-00</td>
<td>19-Dec-00</td>
<td>$1,096,000.00</td>
<td>$54,800.00</td>
<td>$30,000.00</td>
<td>7.74%</td>
</tr>
<tr>
<td>Fort Garrison</td>
<td>3DI-REN-001-08-00</td>
<td>10-Oct-00</td>
<td>$2,557,000.00</td>
<td>$127,850.00</td>
<td>$70,000.00</td>
<td>7.74%</td>
</tr>
<tr>
<td>Grange</td>
<td>3DI-REN-017-10-00</td>
<td>5-Dec-00</td>
<td>$2,360,000.00</td>
<td>$128,000.00</td>
<td>$15,000.00</td>
<td>6.06%</td>
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<tr>
<td>Hampton</td>
<td>3DI-REN-028-11-00</td>
<td>9-Jan-01</td>
<td>$2,459,200.00</td>
<td>$122,960.00</td>
<td>$10,000.00</td>
<td>5.41%</td>
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<tr>
<td>Middlesex</td>
<td>3DI-REN-035-10-00</td>
<td>19-Dec-00</td>
<td>$2,357,000.00</td>
<td>$117,850.00</td>
<td>$50,000.00</td>
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<tr>
<td>Pleasant Plains</td>
<td>3DI-REN-002-08-00</td>
<td>25-Oct-00</td>
<td>$2,194,000.00</td>
<td>$179,700.00</td>
<td>$70,000.00</td>
<td>11.38%</td>
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<tr>
<td>Prettyboy</td>
<td>3DI-REN-009-02-01</td>
<td>29-Mar-01</td>
<td>$1,160,000.00</td>
<td>$118,000.00</td>
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<td>13.62%</td>
</tr>
<tr>
<td>Timonium</td>
<td>3DI-REN-018-10-00</td>
<td>6-Dec-00</td>
<td>$2,120,000.00</td>
<td>$166,000.00</td>
<td>$40,000.00</td>
<td>9.72%</td>
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<tr>
<td>Woodmoor</td>
<td>3DI-REN-055-02-01</td>
<td>29-Mar-01</td>
<td>$1,584,000.00</td>
<td>$79,200.00</td>
<td>$30,000.00</td>
<td>6.89%</td>
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</tbody>
</table>
Call to Order: 7:35 p.m.

Location: ESS Building Atrium

Attendance: Ann McNell, Krys Seiler, Lynn Sklar, Bernadette Worthing, Vicki Schultz-Unger

Welcome: Krys Seiler called the meeting to order and welcomed Jo Anne Koehler, the new Executive Director for the Central Area.

Minutes: Minutes from the May 16, 2001 meeting were approved.

Committee Reports:

- Evaluation – Bernadette Worthing presented a draft of the report for discussion. The council approved the report with two corrections to be made before it is submitted to the Board. Maggie Kennedy will also receive a copy.
- Nominations – Krys Seiler presented the following slate of candidates for 2001-2002 officers: Lynn Sklar, Chairman; Ann McNell, Vice-Chairman and recommended that the Secretary function rotate among members, absent a candidate. The Council voted, electing the slate as presented and agreeing to rotating the secretarial duties.

Unfinished Business:

- Krys Seiler led a discussion on strategies for filling the vacancies on the Council. The Council agreed that a letter should be sent to each principal in the Central Area with a carbon copy to each PTA President. The Council also agreed to explore establishing an Advisory Council liaison on each PTA Executive Board and contact PTA Council to discuss the role of the Advisory Council.
- Krys announced that the Council will need to work with the Central Area to solicit 2 student members for 2001-2002 who should come from Carver and Loch Raven or Hereford High School.
- Bernadette Worthing reported on the June 12th Board meeting that she attended.

New Business:

- Lynn Sklar will pick potential dates for an August planning meeting and will contact members via email to schedule. Liaison schools for the 2001-2002 school year will be assigned at this meeting.
- There was a general discussion regarding programs and meetings for the 2001-2002 school year. The Council agreed to consider:
  - Reviewing other advisory council meeting models that do not meet as often.
  - Bringing programs to area school PTA meetings that are of particular interest to a school community and would be expected to result in larger numbers of attendees. Council members would contact their liaison schools regarding their interest, starting with schools not recently visited by the Council.
  - Video taping programs and sending copies to area schools if resources could be allocated for taping and duplication.
- Budget hearing protocol for Council Members was discussed. The Council agreed that members will not speak at the Pre-Budget Hearings because the Council’s role is to moderate the hearing and record testimony. Council members have other venues for personal input.
Comments from Central Area Staff:

- Jean Satterfield formally presented and provided some background information on Jo Anne Koehler, the new Central Area Executive Director. She noted that Ms. Koehler has both experience in the Central Area and a system-wide perspective gained while serving as Director, Food and Nutrition Services.
- Reported that CTBS test scores were up at every grade level.
- Related that she has enjoyed working with the Council and expects to continue to do so as she moves on to her new post as a Director for Special Education with a countywide responsibility.

Announcements/Comments:

- Council members thanked Krys Seiler for her contributions during her years on the Council, which included serving as Chairman for the past two years.

Adjournment: 8:45 p.m.

Ann McNell
Secretary

These minutes were approved by the CAEAC on October 15, 2001
Baltimore County Public Schools

Date: November 6, 2001

To: Board of Education

From: Dr. J. Hairston, Superintendent

Subject: Special Education Inclusion Grant

Resource Person(s): Ron Boone, Executive Director of Federal & State Programs

Information

The Office of Special Education has been awarded 2 competitive State Capacity Building Grants focused on inclusion.

1. The first grant, BCPS/Project Act Inclusion Collaborative has been funded in the amount of $94,264. The goal of the grant is to increase the number of preschool children receiving direct special education services in inclusive, community early care and educational settings while determining the impact of these practices. The grant was jointly submitted by Abilities Network/Project All Children Together (Project Act). The grant provides contracted funds to BCPS, and BCPS then contracts with Project Act to provide special education instruction to eligible preschool students in inclusive environments. We are seeking permission to proceed with implementation of the contract.

2. The second grant, A Model for Effective Inclusion, has been funded in the amount of $97,000. The grant funds a facilitator to develop inter-school partnership teams which will design and implement an effective structure for providing adequate support and services to students with disabilities in inclusive environments. This is consistent with the BCPS enhanced focus on instructional programs for students with disabilities. It is recommended that the facilitator be assigned to the Department of Professional Development. Mary Jacqe Marchione is in agreement with this recommendation. We are seeking permission to advertise and hire a facilitator.

History of the Issue:

1. Within Baltimore County Public Schools limited opportunities exist for the provision of direct special education services for children ages three through five in inclusive settings. Project ACT, funded by MSDE discretionary grants, has been providing special education services within private preschool programs as part of a collaborative agreement with Baltimore County Public Schools.
2. In 1993, with minimal planning, inclusion was undertaken in Baltimore County on an extensive basis. After eight years of “inclusion” we have learned a lot, but we have not institutionalized a system wide model for inclusion.
DATE: November 6, 2001

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Advanced Placement Incentive: Higher Standards for Student Achievement

ORIGINATOR: Christine Johns, Deputy Superintendent of Curriculum and Instruction

RESOURCE PERSON(S): Q. Estelle Collins, Executive Director of Secondary Programs

INFORMATION

Nature of the Issue: The Advanced Placement Incentive Program provides funding to local school systems to increase the availability of Advanced Placement courses and increase enrollment of low-income and traditionally-underrepresented students in AP courses. The U.S. Department of Education has awarded the Maryland State Department of Education funding to continue this program for the 2001-2002 school year. As a result, MSDE is offering a $10,000 grant to each local school system. BCPS is applying for a continuation of this grant for our system to provide support and assistance for several schools that have yet to progress toward reaching the targets established in The Blueprint for Progress. Five high schools and five middle schools will participate in Building Success, a two-day workshop for schools serving students traditionally underrepresented in the college-bound and Advanced Placement Program populations. The workshop is designed to assist English and history teachers and curriculum coordinators in redesigning curriculum for grades 7 and above. The philosophy behind Building Success comprises the following three premises:

1. Thinking and communication skills can be taught
2. Efforts to improve these skills should focus on all students
3. With continuing, coordinated preparation, academically able students can be prepared and motivated to succeed in challenging courses, including AP

One Social Studies teacher, one English teacher, and one mentor from each of the five identified high schools and their middle school feeder will participate in this workshop which is planned for December 7 and 8. The schools involved are: Chesapeake High School (Deep Creek Middle); Overlea High School (Golden Ring Middle); Randallstown High School (Deer Park Middle); Milford Mill Academy (Old Court Middle); and Woodlawn High School (Southwest Academy).
**History of the Issue:** There have been steady increases in high school achievement on the Maryland Functional tests and in decreasing the dropout rate. However, there is a wide range in SAT and AP participation and score results in BCPS schools. In addition, although BCPS has focused on increasing the percentage of students enrolled in Advanced Placement courses and taking AP exams, the overall pass rate has declined by 20 percentage points since 1992-93. Several high schools have made little, if any, progress in increasing the number of AP courses or increasing the number of underrepresented students in Advanced Placement courses.
The Act permits a local government agency to assess a “reasonable” fee for “the search for, preparation of and reproduction of” public records. (Md. St. Gov’t Code Ann., §10-621).

The school system has never instituted a system-wide fee schedule. The operating procedures that presently exist are limited to the Office of Purchasing.

At the present time, requests for information received by the system are researched, duplicated, and mailed to the requesting individual at no charge. Due to the amount of time spent on researching, copying and compiling the information, a fee associated with this service has been established. Appendix I is the Superintendent’s Rule to address this issue.

MAH/ab
Appendix I - Public Information Act Requests: Schedule of Fees Rule 2373
THE MARYLAND PUBLIC INFORMATION ACT, Md. State Gov't Code Ann., §10-621 PERMITS A GOVERNMENTAL AGENCY TO SET REASONABLE FEES FOR THE SEARCH, PREPARATION AND COPYING OF PUBLIC RECORDS.

AS SUCH, THIS SCHEDULE OF FEES SHALL BE FOLLOWED BY ALL BCPS STAFF MEMBERS WHEN RESPONDING TO REQUESTS FOR PUBLIC INFORMATION PRESENTED UNDER THE MARYLAND PUBLIC INFORMATION ACT OR THE FEDERAL FREEDOM OF INFORMATION ACT. (5 U.S.C. §522) REQUESTS FOR STUDENT RECORDS ARE NOT COVERED BY THIS RULE. AS USED IN THIS RULE, "APPLICANT" REFERS TO THE PERSON OR ENTITY REQUESTING ACCESS TO OR COPIES OF PUBLIC RECORDS.

REQUESTS FOR PUBLIC RECORDS MUST BE DIRECTED, IN WRITING, TO THE APPROPRIATE CUSTODIAN OF RECORD.

(1) PHOTOCOPIES.

(A) THE FEE FOR EACH COPY MADE BY A PHOTOCOPYING MACHINE OWNED OR OPERATED BY THE BALTIMORE COUNTY PUBLIC SCHOOLS IS 25 CENTS PER PAGE.

(i) NO CHARGE SHALL BE MADE WHEN THE TOTAL FEE DOES NOT EXCEED $1.

(B) THE FEE FOR EACH COPY MADE OTHER THAN BY THE BALTIMORE COUNTY PUBLIC SCHOOLS SHALL BE BASED ON THE ACTUAL COST OF REPRODUCTION.

(i) IF THE REQUESTED RECORD CANNOT BE COPIED ON THE PREMISES OF THE BALTIMORE COUNTY PUBLIC SCHOOLS, THE APPLICANT REQUESTING THE INFORMATION SHALL BE DIRECTED TO REIMBURSE DIRECTLY THE AGENCY OR FACILITY MAKING THE COPY.
(C) WHEN AN APPLICANT REQUESTS THAT A COPY OF A PUBLIC RECORD BE CERTIFIED OFFICIALLY BY THE SUPERINTENDENT OR BY A MEMBER OF HIS ADMINISTRATIVE STAFF, AN ADDITIONAL FEE OF $1 PER PAGE SHALL BE CHARGED.

(2) SEARCH AND PREPARATION

(A) THE SUPERINTENDENT WILL NOT IMPOSE A CHARGE FOR THE FIRST TWO HOURS THAT AN EMPLOYEE SPENDS TO RESPOND TO A REQUEST FOR PUBLIC RECORDS.

(B) WHEN STAFF TIME TO SEARCH FOR REQUESTED PUBLIC RECORDS OR TO PREPARE PUBLIC RECORDS FOR INSPECTION AND COPYING EXCEEDS TWO HOURS, THE CHARGE FOR SUCH SEARCH AND PREPARATION SHALL BE ASSESSED AT A REASONABLE RATE, TO BE NO LESS THAN $25 PER HOUR FOR CLERICAL STAFF TIME AND NO LESS THAN $45 PER HOUR FOR PROFESSIONAL STAFF TIME.

(3) PAYMENT.

(A) PRIOR TO COPYING A PUBLIC RECORD, STAFF MEMBERS SHALL ESTIMATE THE COST OF REPRODUCTION AND DEMAND PREPAYMENT OF THE COST FROM THE APPLICANT.

(B) PAYMENT SHALL BE REMITTED TO THE BALTIMORE COUNTY PUBLIC SCHOOLS BY MONEY ORDER OR CERTIFIED CASHIER'S CHECK.

WAIVERS OF THIS SCHEDULE OF FEES MAY BE GRANTED, AS PROVIDED BY THE PUBLIC INFORMATION ACT.

Legal References: Annotated Code of Maryland, State Government Article, §10-611, et. seq.
Related Policies: Board of Education Policy 5530, Student Records

Rule enacted:

Language in ALL CAPS indicates new material.