

TENTATIVE, SUBJECT TO CHANGE

MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, December 3, 2002  
4:30 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 Tuesday, December 3, 2002

IV. MINUTES

Consideration of the open and closed session minutes of October 22, 2002;  
November 4, 2002; and the Report of the Work Session, November 12, 2002

Exhibit A

V. SUPERINTENDENT'S REPORT

VI. RECOGNITION OF ADMINISTRATIVE APPOINTMENTS FROM (Mr. Grimsley)  
NOVEMBER 18, 2002

VII. REPORTS

A. Report on Proposed Revision to Policies 3121 - Funds (Ms. Burnopp)  
Management - and 3123 - Reporting Exhibit B

B. Report on Proposed Revision to Policy 3131 - External Audit (Ms. Burnopp)  
Exhibit C

VIII. NEW BUSINESS

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

1. Retirements Exhibit D

2. Resignations Exhibit E

3. Leaves of Absence Exhibit F

4. Advisory Council Appointment Exhibit G

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

1. Supply Contract: Interior and Exterior Replacement Doors Exhibit H

2. Supply Contract: Privacy Partition Parts for Public Lavatories

3. Supply Contract: Various Floor Tiles

VIII. NEW BUSINESS (Cont.)

4. Supply Contract: Various Hand Tools and Equipment for the Office of Grounds
  5. Supply Contract: Various Insulated Glass for Windows
  6. Supply Contract : Various Repair Parts for the Office of Grounds
- C. Consideration of consent to the following Building (Building Committee) Committee recommendations:
1. Boiler Replacement – Dundalk Middle School Exhibit I
  2. Reroofing Project – Kenwood High School Exhibit J
  3. Computer Networking and Electrical Upgrades – Catonsville and Rosedale Centers for Alternative Studies Exhibit K
  4. Fee Acceptance – Design Service for Boiler Replacements – Dulaney, Lansdowne, Patapsco, and Woodlawn High Schools Exhibit L
  5. Fee Acceptance – Site Feasibility Study – Proposed Northwest Area Middle School Exhibit M
  6. Fee Acceptance – Design Services – Windsor Mill Middle School Exhibit N
  7. Fee Acceptance – Construction Administration Services for Boiler Replacement – Dundalk Middle School Exhibit O
  8. Change Order – Painting Contract – New Town High School Exhibit P
  9. Driveway and Parking Lot Improvements – Hereford High School Exhibit Q
  10. Easement – Chase Elementary School Exhibit R
- D. Consideration of lease for additional space at Pulaski Park (Ms. Fromm) Exhibit S

IX. ANNOUNCEMENTS

- A. Constituent Groups
- B. Public Comment on Proposed Revisions to *Blueprint for Progress*
- C. General Public Comment

Next Board Meeting Tuesday, December 17, 2002  
7:30 P.M. Greenwood

TENTATIVE MINUTES

BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Tuesday, October 22, 2002

The Board of Education of Baltimore County, Maryland, met in open session at 3:23 p.m. at Greenwood. President Donald L. Arnold and the following Board members were present: Ms. Sarah D. Bormel, Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzymiski, Mr. John A. Hayden, III, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, Mr. James R. Sasiadek, Mr. Sanford V. Teplitzky, and Mr. James E. Walker.

In Hearing Examiner's Case #03 -03, the Board entertained oral argument. The matter was heard in open session.

In addition to the above listed Board members, also in attendance were the Appellant's parents; Ms. Christine Johns, Deputy Superintendent of Curriculum and Instruction; J. Robert Haines, Esquire, Deputy Superintendent of Business Services; Margaret -Ann F. Howie, Legal Counsel to the Superintendent; Carol Saffran -Brinks, Assistant County Attorney; Ms. Risa Schuster, Superintendent's Designee; and Ms. Denise Zepp, Administrative Assistant to the Board of Education.

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

Dr. Hayman entered the room at 3:27 p.m.; Ms. Murray entered the room at 4:15 p.m.

The hearing was concluded at 4:26 p.m.

Board members deliberated on the case.

At 5:10 p.m., the Board of Education of Baltimore County, Maryland, met in open session at Greenwood. President Donald L. Arnold and the following Board members were present: Ms. Sarah D. Bormel, Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzymiski, Mr. John A. Hayden, III, Dr. Warren C. Hayman, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, Ms. Janese Murray, Mr. James R. Sasiadek, Mr. Sanford V. Teplitzky, and Mr. James E. Walker.

Board members heard counsel's argument in Case #02 -29 in open session.

In addition to the above listed Board members, also in attendance were Ms. Christine Johns, Deputy Superintendent of Curriculum and Instruction; J. Robert Haines, Esquire, Deputy Superintendent of Business Services; Margaret -Ann F. Howie, Legal Counsel to the Superintendent; Carol Saffran -Brinks, Assistant County Attorney; and Ms. Denise Zepp, Administrative Assistant to the Board of Education. The Appellant was not present.

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

The hearing was concluded at 5:13 p.m.

OPEN SESSION MINUTES (Cont.)

Board members deliberated on the case.

At the conclusion of deliberations, Mr. Arnold reminded Board members of an upcoming conference.

At 5:14 p.m., Mr. Walker moved that Sarah Bormel be permitted to participate in discussions relative to negotiations. The motion was seconded by Mr. Sasiadek and unanimously approved by the Board.

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

CLOSED SESSION MINUTES

Mr. Grimsley reviewed an appointment on tonight's agenda.

Mr. Grimsley reviewed the membership of the negotiating teams with the Board. Board members will be asked to take action on the list tonight.

Mr. Grimsley clarified for Board members a phrase used in the negotiations process and explained its effect on negotiations.

Finally, Mr. Grimsley updated the Board on a meeting with an employee group.

At 6:00 p.m., Mr. Kennedy moved to adjourn the closed session for a brief dinner recess. The motion was seconded by Ms. Ettinger and approved by the Board.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 7:33 p.m. at Greenwood. President Donald L. Arnold and the following Board members were present: Ms. Sarah D. Bormel, Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzymiski, Mr. John A. Hayden, III, Dr. Warren C. Hayman, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, Ms. Janese Murray, Mr. James R. Sasiadek, Mr. Sanford V. Teplitzky, and Mr. James E. Walker. In addition, Ms. Christine Johns, Deputy Superintendent of Curriculum and Instruction; 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 Christian Savage, a student at New Town Elementary School, and a period of silent meditation for those who have served education in the Baltimore County Public Schools.

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

### RECOGNITION OF ADMINISTRATIVE APPOINTMENT

Mr. Grimsley recognized Diane Coy, whose appointment to Assistant Principal at Parkville High School was approved at the October 10<sup>th</sup> Board meeting.

### REPORTS

The Board received the following reports:

- A. Annual Enrollment Report — Mr. Barlow, Executive Director of Technology, noted the Office of Strategic Planning achieved 99% accuracy in their enrollment projections. Mr. Harper briefly described how data is collected. He noted there were fewer children moving out of the county and more children moving into the county than expected. Mr. Harper provided statistics on the categories where student enrollment was underestimated. In total, there was an increase of 1,164 students over the 107,440 projection made last December. Mr. Brocat described the methodologies used in the enrollment projection. Ms. Fromm noted a report by DeJong, which is scheduled to arrive later in the week, would take a global look at enrollment issues, particularly in the Northwest Area.
- B. Report on the Independent Evaluation of the New Elementary Reading Series — Ms. Kathy McMahon, Executive Director of Elementary Programs, provided a PowerPoint™ presentation summarizing the evaluation conducted by Dr. Gilbert Austin. Information provided in the presentation included the “Objectives of the Purchase,” “Procedures for the Purchase,” “Comments About the Materials,” “Professional Development Support,” and “Plans for 2002 - 2003.”

Ms. McMahon described for Ms. Ettinger the “intensive service” received by priority schools. Ms. Lichter stated that professional development has taken place with special educators to help them modify the materials to meet the needs of those children. She also stated that more work needs to be done with the Gifted/Talented Office to help teachers with elementary G/T students.

REPORTS (Cont.)

Ms. Jung noted that this could be a prototype for review and implementation of new curriculum in many areas. She inquired as to how the new curriculum has been received by new teachers as well as experienced teachers. Ms. Lichter indicated first- and second-year teachers were more comfortable with the material than the veteran teachers and noted that the veterans are more comfortable with the material this year than last.

Dr. Hayman was troubled by the fact that even though verbal assurances have been given with regard to the involvement of the Office of Equity and Assurance, it does not appear in writing, as do references of collaboration with Special Education and Gifted/Talented offices.

SUPERINTENDENT'S REPORT

Ms. Johns noted a number of Baltimore County students, teachers, and community members were honored recently at the Annual Excellence for Minority Achievement Awards program. A \$1,000 scholarship, in the name of Dr. Barbara Dezmon, was awarded to a Maryland student. (Dr. Dezmon is Chair of the Achievement Initiative for Maryland's Minority Students Steering Committee.)

Ms. Johns announced that at a recent program sponsored by the Baltimore County Commission on Disabilities, several students and teachers, as well as Pine Grove Middle School, were recognized.

It was also announced by Ms. Johns that on October 17<sup>th</sup>, the Maryland Council of Teachers of Mathematics recognized Darnell Peeker of Hebbville Elementary School as the Outstanding Elementary Mathematics Teacher. Ms. Penny Booth, Coordinator of Secondary Mathematics, was honored as the Outstanding Mathematics Educator.

Ms. Johns noted that on October 17<sup>th</sup> State Superintendent Nancy Grasmick and former Governor William Donald Schaefer visited Cockeysville Middle School and Dulaney High School.

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.)

ETHICS REVIEW PANEL REAPPOINTMENT

On motion of Ms. Ettinger, seconded by Mr. Walker, the Board approved a reappointment to the Ethics Review Panel.

CONTRACT AWARDS

Mr. Hayden pulled item #5; Mr. Kennedy pulled item #4. On motion of Mr. Kennedy, seconded by Mr. Sasiadek, the Board approved items #1 - 3.

1. Contracted Services: Evaluation of Magnet School Programs – Additional Services
2. Curriculum Software Management Performance Series – Scantron
3. Contracted Services: Video, Digital, and Audio Networking Services – Five - Year Bid

Item #4

Mr. Kennedy inquired as to how we determine what kind of paint is used and questioned if the school system was getting a quality product for the price. Mr. Gay noted that with one vendor, McCormick, products were being awarded for testing purposes only. He stated that all paints are tested extensively for environmental purposes and to be certain that it is suitable for use in schools around children. Dr. Krempel assured Mr. Kennedy the paints used are moderately priced.

On motion of Mr. Kennedy, seconded by Ms. Jung, the Board approved item #4.

4. Supply Contract: Interior and Exterior Paint

Item #5

On motion of Mr. Kennedy, seconded by Ms. Ettinger, the Board approved item #5. Mr. Hayden abstained from discussion and voting on this item.

5. Supply Contract: Various Electrical Supplies – Three - Year Contract

BUILDING COMMITTEE

The Building Committee, represented by Mr. Kennedy, recommended approval of items 1-4. The Board approved these recommendations.

BUILDING COMMITTEE (Cont.)

1. Fee Acceptance – Inspection Services for Reroofing Projects – Various Schools
2. Change Order – Fine Grading Package – New Town High School
3. Change Order – Masonry Package – New Town High School
4. Increase Contingency Authorization for Concrete Slab Reinforcement – Patapsco High School

COMPREHENSIVE MAINTENANCE PLAN – FISCAL YEAR 2003

The Board received as information the *Comprehensive Maintenance Plan – Fiscal Year 2003*.

BOARD NEGOTIATING TEAMS, 2002 – 2003

On motion of Mr. Kennedy, seconded by Mr. Walker, the Board approved its negotiating teams with various employee groups for 2002 – 2003.

ANNOUNCEMENTS

Mr. Arnold made the following announcements:

- On Wednesday, October 23, 2002, the Northeast Area Educational Advisory Council will hold its pre-budget meeting at Eastern Technical High School at 7:00 p.m.
- On Thursday, October 24, 2002, the PTAC Council of Baltimore County will hold its annual Fall Workshop at 6:00 p.m. at Cockeysville Middle School.
- On Tuesday, October 29, 2002, the Northwest Area Educational Advisory Council will hold its pre-budget meeting 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 Monday, November 4, 2002, at Greenwood. The meeting will begin with an open session at 5:00 p.m. After the Board adjourns to meet in closed session, followed by a brief dinner recess, the open meeting will reconvene at approximately 7:30 p.m. The public is welcome at all open sessions.



ANNOUNCEMENTS(Cont.)

Mr. Arnold reminded speakers to refrain from discussing any matter that might come before the Board in the form of an appeal, as well as any personnel matters. Speakers were also reminded to observe the time limit.

PUBLIC COMMENT

Ms. Amethyst Danesie, President of the Baltimore County Student Councils, noted the upcoming Middle School Leadership Conference and the annual food drive. She also mentioned planning is taking place for the Speakers Showcase in late January.

Ms. Kelli Nelson, Chair of the Citizens Advisory Committee for Special Education, thanked Ms. McMahon and Ms. Lichter for their collaboration with the Office of Special Education as it applied to differentiating the new reading series. She noted a need to disaggregate data with regard to special education, particularly as it pertains to the Annual Report.

Ms. Jasmine Shriver, a representative of the Citizens Advisory Committee for Special Education, shared her reasons for disaggregating special education data. MSPAP performance results indicate a substantial increase in the performance gap over time between regular and special education students across the grades. Ms. Shriver stated that regular education and special education scores are comparable in 3<sup>rd</sup> grade, start to decline in 5<sup>th</sup> grade, and plummet in 8<sup>th</sup> grade. She further stated that in Baltimore County, and in most jurisdictions, the largest disability category, K-5, is speech language impairment. This category is rarely used after 5<sup>th</sup> grade. Special education students with speech language impairment are given IEP's, even if they only receive speech therapy services. These scores are counted into the special education MSPAP scores. These students are usually the highest achieving and highest performing special education students, and their scores can help inflate and explain the comparable performance results seen on MSPAP between regular and special education students in grade 3. These student exit special education after grade 5 because they no longer need speech therapy, and this could explain the dramatic climb in special education MSPAP scores in grade 8.

Ms. Meg O'Hare, Chair of the Northeast Area Educational Advisory Council, stated she has been emailing principals information to be distributed to their PTA's in hopes local units will attend the pre-budget meeting and support improved teacher and administrator salaries, as well as to have funding included for completing the technology infrastructure. She commended the Site-Based Planning Team at Parkville High School for its development of a document geared to match the *Blueprint for Progress*. Ms. O'Hare shared some statistics regarding the grades at which Gifted and Talented students take Algebra I. She also attended a professional development program on AVID.

PUBLIC COMMENT (Cont.)

Mr. Nicholas Aquino, a representative of the Central Area Educational Advisory Council, spoke of the need for a "serious review" of the Career Connections program before it is implemented in other schools. He stated that the students taking advantage of this program at Dulan are Gifted and Talented and Advanced Placement. The program was originally provided as an opportunity for students not planning to attend college.

Mr. Nicholas Aquino, a representative of the Minority Achievement Advisory Group, shared his commitment to focus on the needs of minority children living in group homes. He stated we have the data needed, and he asked the Board for its full commitment to eliminating the achievement gap now, not in the distant future.

Mr. Rodger Janssen, a representative of the PTA Council of Baltimore County, reminded Board members of the Council's Fall Workshop on October 23<sup>rd</sup> and thanked Board and staff for its support of these events. In light of the modifications to school programs and activities due to the sniper, Mr. Janssen requested that decisions made by school administrators be communicated to those impacted in a timely manner.

Delegate Robert Zirkin briefed the Board on plans for a middle school in the Northwest Area. He stated that earlier this year, State senators, delegates, and the County Executive made a formal request for a parcel of land on the Rosewood site. During the process, it was determined that the school system had not requested the land. Delegate Zirkin asked the Board to submit a request for the land to the Department of Health and Mental Hygiene. He also noted that money was committed to hire a consultant for an analysis of this property, but the money was not included in the school system's budget.

Ms. Kelli Nelson, a Northwest Area parent, noted according to the report presented at the last Board meeting, the Northwest Area has the highest number of trailers and modulars in the school system, which indicates a need for additional space. In visiting the Office of Strategic Planning, Ms. Nelson was given stated capacity numbers indicating several schools in the Northwest are under capacity. As an example, Ms. Nelson stated that Deer Park Middle School is shown as being 78 students under capacity, but in reality, 16 teachers work off of carts.

Ms. Stephanie Wilson, a Featherbed Elementary School parent, requested the Board look into property that is for sale on the backside of the school. She stated the Board is not serious about making changes at the school. Ms. Wilson asked for additional parking and an addition for Featherbed.

Ms. Leslie Carter, a Featherbed Elementary School parent, asked the Board to investigate the property that is for sale to see if it could be used to help relieve Featherbed's overcrowding.

PUBLIC COMMENT (Cont.)

Ms. Sandra Fromprong, a representative of the Winfield Elementary School PTA, spoke of the need for additional staffing at Winfield. She stated classes are overcrowded due to the current staffing formula.

At 9:35 p.m., Mr. Walker moved to adjourn the open session. The motion was seconded by Ms. Bormel and approved by the Board.

Respectfully submitted,

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Christine M. Johns  
Deputy Superintendent  
Curriculum and Instruction

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## TENTATIVE MINUTES

### BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Monday, November 4, 2002

The Board of Education of Baltimore County, Maryland, met in open session at 5:01 p.m. at Greenwood. President Donald L. Arnold and the following Board members were present: Ms. Sarah D. Bormel, Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzymiski, Ms. Jean M. H. Jung, Ms. Janese Murray, and Mr. James E. Walker. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

Ms. Jung moved that Sarah Bormel be allowed to participate in discussions regarding negotiations. The motion was seconded by Ms. Ettinger and approved by the Board.

Mr. Teplitzky entered the room at 5:01 p.m.

At 5:02 p.m., Ms. Ettinger moved the Board go into closed session to discuss personnel matters and to discuss matters regarding negotiations pursuant to the Annotated Code of Maryland, State Government Article, § 10-508(a)(1) and (a)(9). The motion was seconded by Ms. Murray and unanimously approved by the Board.

### CLOSED SESSION MINUTES

Mr. Capozzi, Manager of Staff Relations, provided a PowerPoint™ presentation on possible negotiations proposals and the fiscal impact.

Mr. Hayden entered the room at 5:18 p.m.

Mr. Grimsley discussed the proposals with the Board.

Mr. Grimsley reviewed the appointment, transfer, and advisory council appointment that appear on this evening's agenda.

At 5:50 p.m., Mr. Walker moved the Board adjourn the closed session for a brief dinner recess. The motion was seconded by Mr. Teplitzky 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. Sarah D. Bormel, Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzymiski, Mr. John A. Hayden, III, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, Ms. Janese Murray, Mr. Sanford V. Teplitzky, and Mr. James E. Walker. In addition, Dr. Joe 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 Ms. Jodie Lynch, and a period of silent meditation for those who have served education in the Baltimore County Public Schools.

### OPEN SESSION MINUTES

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

### SUPERINTENDENT'S REPORT

Dr. Hairston expressed his appreciation for the support of Ms. Johns, Mr. Haines, Ms. Audette, and the Executive Directors during his absence at the last Board meeting. He noted the outstanding quality of individuals in the schools system and stated no one individual runs the system.

Dr. Hayman entered the room at 7:32 p.m.

Dr. Hairston announced that Sollers Point/Southeastern Technical High School has received the International Organization for Standardization 9001:2000 registration. This designation is highly coveted in business and industry. Mr. Fangman and the Sollers Point/Southeastern staff and community were congratulated for receiving this honor.

Dr. Hairston noted that at a recent breakfast meeting he attended, Baltimore County Public Schools and the Associated Builders and Contractors received an award from the County Executive and the Economic Workforce Council for the school system's 100% increase of student participation in building trades programs. Dr. Hairston thanked Charlene Bonham and her staff for their work in this area.

### New Town High School Academic Program

Ms. Bailey, Executive Director of Special Programs K-12; Ms. Grant, Executive Director of Secondary Programs; and Mr. Thibeault, Principal of New Town High School, provided information through a PowerPoint™ presentation with regard to the academic program for New Town High School, which is scheduled to open in August 2003. New Town will be a comprehensive high school with four career academies — Arts, Humanities, and Communications; Business and Information Management; Health, Human, and Social Sciences; and Mathematics, Science and Technology. During its first year, New Town will house only 9<sup>th</sup> and 10<sup>th</sup> grades. The remaining grades will be phased in by the 2005-2006 school year.

New Town High School Academic Program (Cont.)

Ms. Ettinger noted the importance of guidance at the middle and high school levels and stated that some students are not ready to make career choices at 8<sup>th</sup> or 9<sup>th</sup> grade. Mr. Thibeault agreed that most 9<sup>th</sup> graders do not have a clear idea of what career they want to pursue. He stated that students will have an opportunity to see where they want to focus their attention. Students will be counseled about the programs offered and urged to think more globally. He also noted that students will be able to change from one academy to another.

Ms. Bormel inquired if other students from the Northwest Area will be able to attend New Town's academies. Mr. Thibeault advised that this academic program is planned for students living within New Town's boundaries.

When asked by Mr. Grzymiski how the four academy focus was determined, Mr. Thibeault stated that labor market data and statistics were considered as well as the course selection of students at Owings Mills and Randallstown High Schools, the schools from which New Town will draw. Also considered was research done by Charlene Bonham in the Career and Technology Education Office.

Dr. Hayman inquired about the lack of music in the Arts program. Mr. Thibeault assured Dr. Hayman that music will be part of the program, but there will not be an extensive enrichment program.

Ms. Ettinger suggested to Mr. Thibeault that when speaking to parents and students about the academy offerings, it will be important for them to see all offerings that will be available, rather than the highlights shown in the PowerPoint™ presentation.

Introduction of DeJong & Associates

Ms. Fromm, Executive Director of Planning and Support Operations, updated the Board on the progress of the study being conducted by DeJong & Associates. The study will analyze the current demographic trends in the Northwest Area, with a focus on the schools that are overenrolled and those that are under capacity. Existing school boundaries will be reviewed and areas in which new school sites or capital projects may be needed will be identified. Ms. Fromm stated that Baltimore County Public Schools has worked closely with Baltimore County Government in getting access to the Geographic Information System (GIS). DeJong & Associates has also worked with school system staff to provide training on using the GIS system with our data. The current enrollment data will be built into the DeJong recommendations.

Introduction of De Jong and Associates (Cont.)

Mr. Arnold announced that a work session will be held on Tuesday, November 12<sup>th</sup>, at 7:00 p.m. for presentation of the De Jong report and recommendations. Board discussion on the report will take place at the November 18<sup>th</sup> Board meeting.

Dr. Hairston acknowledged the work our teachers are doing with children under the outstanding leadership of principals.

RECOGNITION OF ETHICS REVIEW PANEL APPOINTMENT

Mr. Grimsley recognized the newest appointee to the Ethics Review Panel approved at the October 22, 2002, Board meeting.

REPORT

The Board received the following report:

FY 2003 Supplement for the Aging Schools Program – On motion of Mr. Kennedy, seconded by Mr. Walker, the Board approved a budget supplement for the Aging Schools Program in the amount of \$439,000.

PERSONNEL MATTERS

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

CONTRACT AWARD

On motion of Mr. Kennedy, seconded by Mr. Walker, the Board approved a contract award for Equipment – Tractors and Aerator.

BUILDING COMMITTEE

The Building Committee, represented by Mr. Grzymiski, recommended approval of items 1-3. The Board approved these recommendations.

1. Accessible Route to Playground – Deer Park Elementary School
2. Change Order – Woodlawn High School Addition
3. Memorandum of Understanding: Driveway Entrance Improvements – Hereford High School

### ANNOUNCEMENTS

Mr. Arnold made the following announcements:

- Schools and offices will be closed on Tuesday, November 5, 2002, for Election Day.
- On Wednesday, November 6, 2002, a joint meeting of all area educational advisory councils will take place at the Ridge Ruxton School at 7:00 p.m.
- On Tuesday, November 12, 2002, at 7:00 p.m. at Greenwood, the Board will conduct a work session on the DeJong & Associates report.
- On Tuesday, November 12, 2002, the Northeast Area Educational Advisory Council will meet at the Battle Monument School at 7:30 p.m.
- The next regularly scheduled meeting of the Board of Education of Baltimore County will be held on Monday, November 18, 2002, at Greenwood. The meeting will begin with an open session at 5:00 p.m. After the Board adjourns to meet in closed session, followed by a brief dinner recess, the open meeting will reconvene at approximately 7:30 p.m. The public is welcome at all open sessions.

Speakers were reminded to refrain from discussing any matter that might come before the Board in the form of an appeal, as well as any personnel matters. Speakers were also asked to observe the time limit.

Dr. Hayman noted that at a recent meeting of the State Superintendent's work group for Bridgeto Excellence, Pat Forrester, President of the Maryland State Teachers' Association, commented positively about Woodlawn Middle School. She noted that a remarkable turnaround had taken place. Ms. Forrester stated upon entering the school, she found a tremendous change in the climate and a different atmosphere among the teachers. Dr. Hayman commended her for making the statement and shared her observations with Woodlawn's principal.

### PUBLIC COMMENT

Ms. Paula Simon, President of the Council of Administrative and Supervisory Employees (CASE), thanked the Board for its willingness to listen to CASE's concerns. She shared her optimism there would be more direct links with the Board in the future. Ms. Simon also expressed CASE's appreciation for its inclusion in the decision-making process with regard to revisions to the *Blueprint for Progress* and telecommunications and benefits discussions.

Ms. Rodger Janssen, a representative of the PTA Council of Baltimore County, thanked the Board members who attended recent pre-budget meetings. He spoke of a study that showed



PUBLIC COMMENT (Cont.)

if Advance Placement (AP) classes were required of all high school students, academic success among minorities would improve. Mr. Janssen stated there is also a national study that ranks high schools in their success at implementing the AP curriculum. Of the 494 schools listed that meet the minimum requirements, the first and only Baltimore County public school to make the list came in at 196. With regard to the *Blueprint for Progress*, Mr. Janssen stated that in its current form, the document stresses communication between the school system and parents. This is not always occurring. Finally, he asked for clarification as to whether the parent names listed on the draft copy are parents who reviewed the draft document or who served on the committee.

Mr. Mark Beytin, President of the Teachers Association of Baltimore County, spoke about educational issues (voucher program, tuition tax credits) around the country that may be affected by the outcome of tomorrow's selections. Mr. Beytin shared a comment made recently by Susan Newman, Assistant Secretary of Education, with regard to the No Child Left Behind Act.

Ms. Leah Dean, a future Baltimore County Public Schools parent and teacher candidate from Towson University, requested the Board re-examine its policy of labeling members of the audience as guests or stakeholders. It was Ms. Dean's opinion that citizens are stakeholders.

Ms. Helen Craig shared her frustration at trying to enroll her grandchildren in Baltimore County Public Schools. She described the circumstances leading to the necessity of enrolling her grandchildren in Baltimore County and how she had been denied because she was not the legal guardian.

At 8:52 p.m., Mr. Walker moved to adjourn the open session. The motion was seconded by Mr. Hayden and approved by the Board.

Respectfully submitted,

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Joe A. Hairston  
Secretary-Treasurer

REPORT OF THE WORK SESSION OF THE  
BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Tuesday, November 12, 2002

The work session was called to order by President Donald L. Arnold at 7:03 p.m. In addition to President Arnold, the following Board members were present: Ms. Sarah D. Bormel, Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzymiski, Mr. Michael P. Kennedy, Ms. Janese Murray, Mr. James R. Sasiadek, and Mr. James E. Walker. Also present were members of staff and the media.

Mr. Arnold welcomed everyone and thanked Ms. Rita Fromm, Executive Director of Planning and Support Operations, Mr. Daniel Scroggs, Administrative Support - Technology, and Mr. Greg Barlow, Executive Director of Technology, for their hard work in preparing for tonight's video presentation. Mr. Arnold introduced Ms. Fromm.

Mr. Teplitzky and Mr. Hayden entered the room at 7:05 p.m.

Ms. Fromm introduced Ms. Carolyn Staskiewicz, Project Manager with DeJong and Associates, and Mr. Matthew Cropper, GIS Analyst with DeJong and Associates. Ms. Staskiewicz and Mr. Cropper made a video presentation that supplied information about the DeJong firm, the timeline, and the process used in the study.

It was noted that the student population in the Northwest Area is expected to increase by about 1,300 by 2010. There are 7,098 single-family detached homes planned for development in this area. That could generate up to 4,258 students. Ms. Staskiewicz stated there were 394 births in 2001 within the New Town Elementary School boundary, which would mean there would be twice as many kindergartners in 2006 as there are currently.

In looking at boundary adjustments, the one where students were removed the least and caused minimum amount of change resulted in no less than eight (8) elementary schools being affected and 500 students that would be removed. DeJong recommended the Board consider building an elementary school, perhaps on the Woodholmesite.

Short-term options (1 -2 years) to relieve New Town's overcrowding include:

- Annexing approximately 150 New Town Elementary students to Franklin and Glyndon Elementary Schools,
- Use of portable classrooms,
- Double shifts/split sessions,
- Year-round school, and
- The use of alternative spaces i.e., classes at community centers.

It was noted that the above are options, but they are not being recommended.

Long-term recommendations include:

## Report of the Work Session – Page 2

- Construction of a new elementary school and consideration of building a second elementary school,
- Conducting a district -wide boundary analysis, and
- Developing a district -wide facility plan.

Mr. Cropper reviewed two possible boundary adjustment options. The first involved three pockets of students. Some students from New Town would be shifted to Winand, which would place Winand over capacity, therefore, creating a domino effect. Some students would be sent from Winand to Church Lane, and some students from Church Lane would be transferred to Randallstown. A second pocket of youngsters would be transferred to Fort Garrison and a few Fort Garrison students would be transferred to Pinewood. The third pocket of students would be transferred to Owings Mills.

This second option would involve shifting boundaries at all 18 Northwest Area schools.

With regard to Special Transfer students and option #2, Ms. Staskiewicz noted that there are still not enough seats if everyone went to their homes school.

Mr. Grzymiski asked Ms. Staskiewicz if any consideration was given to students in housing units in areas that may be prone to high turnover, such as starter homes or apartments. Ms. Staskiewicz stated that information was not considered in this evening's presentation, but that it did figure into the enrollment projections done by the school system. Ms. Carter, Specialist in Boundaries/Enrollment noted that the Office of Strategic Planning has mapped all apartment complexes in the Northwest, Southwest, and Southeast Areas. She also stated that there is sizable housing planned in the Reisterstown Road corridor, the Liberty Road corridor, and the New Town area that has not been mapped because permits have not been issued.

Ms. Ettinger inquired as to how many students over the stated capacity are in the Northwest Area. Ms. Staskiewicz stated that based on Baltimore County Public Schools' projections, the school system is not yet over capacity, but will be over capacity within the next year. She also stated there are only two Northwest schools that are not over capacity, which provides room for about 150 students. Through 2010, there are projected to be 11,320 students in Northwest Area elementary schools.

Mr. Teplitzky stated this information needs to be presented to the State and County funding authorities, since they must approve new construction. He noted that construction of a new building, from planning and design to occupancy, can take 5 -6 years.

Mr. Hayden expressed the need to educate parents of the possible moves and of the necessity to address this before the next school year.

Mr. Arnold stated that when you include the ramifications of the *No Child Left Behind Act* and housing, it becomes more important to speak with elected officials to address this problem.

Mr. Teplitzky shared his anticipation of questions from State and County officials regarding district-wide issues and stated we have to be able to show that this is not just a Northwest Area issue. He suggested expanding the study to other areas of Baltimore County.

Mr. Walker shared his concern of the out-of-control overcrowding problem and noted that the construction of a new school on the Woodholmes site would not alleviate the problem. Mr. Walker also noted that modulars might be an immediate solution. Ms. Fromm agreed that more seats are needed in the Northwest Area and stated the school system does not have a large site bank.

Mr. Teplitzky agreed that modular additions might be a more desirable option. These buildings have their own facilities and have a covered or closed-in walkway to the existing building. Also, the cost is considerably less than new construction. Mr. Teplitzky stated that if there is a short-term solution that involves the least disruption of moving students from one school to another, it should be considered.

Ms. Ettinger cautioned against creating oversized elementary schools. She reminded her colleagues that when large numbers of relocatables and modulars are placed on school sites, there is no increase in the size of the library, cafeteria, and other support service areas.

Mr. Grzymiski inquired about other available building sites in the Northwest Area. Ms. Carter noted the Randall Ridge site in Randallstown, but explained the site is not viable for construction. Mr. Brocato, Data Analyst in the Office of Strategic Planning, stated that most of our site bank properties were purchased in the 40's, 50's, and 60's, when educational requirements for building schools were different. Many of the sites no longer meet today's requirements, and many are in protected wetland areas, where it is not feasible to build.

Mr. Arnold asked Board members and the public to contact Ms. Fromm with any questions about the information presented tonight.

The work session was concluded at 8:50 p.m.

Respectfully submitted,

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Joe A. Hairston  
Secretary-Treasurer

**BALTIMORECOUNTYPUBLICSCHOOLS**

**DATE:** December3,2002

**TO:** BOARDOFEDUCATION

**FROM:** Dr.JoeA.Hairston,Superintendent

**SUBJECT:** Policy3121 –NON -INSTRUCTIONALSERVICES:FiscalServices –  
AccountingandCashManagement:FundsManagementand  
Policy3123 –NON -INSTRUCTIONALSERVICES:FiscalServices –  
AccountingandCashManagement:Reporting

**ORIGINATOR:** J.RobertHaines,DeputySuperintendent,BusinessServices

**RESOURCE  
PERSON(S):** BarbaraBurnopp,ExecutiveDirector,FiscalServices  
PatrickFannon,Controller

**INFORMATION**

Policy3121 –NON -INSTRUCTIONALSERVICES:FiscalServices –AccountingandCash  
Management:FundsManagement,andPolicy3123 –NON -INSTRUCTIONALSERVICES:  
FiscalServices –AccountingandCashManagement:Reporting,wereupdatedaspartofthe  
initiativeoftheDivisionofBusinessServicestoupdateoutdatedBoardPolicies.Thepolicies  
wereadoptedin1968andhaveneverbeenrevised.ChangeshavebeenreviewedbytheBoard  
PolicyReviewCommitteeonOctober 30,2002,andhavebeenmadetoreflectcurrentlanguage  
andreferences.

AttachmentI –BoardPolicy3121  
AttachmentII –BoardPolicy3123

NON-INSTRUCTIONAL SERVICES: Fiscal Services

Accounting and Cash Management: Funds Management

The Superintendent of Schools, as Secretary and Treasurer of the Board of Education, shall DEVELOP PROCEDURES TO ENSURE [receive] THAT all funds due the Board of Education [;] ARE RECEIVED AND [shall deposit same in depositories] DEPOSITED IN ACCORDANCE WITH STATE LAW OR REGULATION [as approved by the Board of Education;], and shall keep a full account of all monies received.

Legal Reference: Annotated Code of Maryland, Education Article §4-102  
ANNOTATED CODE OF MARYLAND, TREASURER ARTICLE 95, §22, INVESTMENT BY COUNTY COMMISSIONERS AND OTHERS IN UNITED STATES GOVERNMENT BONDS, OBLIGATIONS OF FEDERAL GOVERNMENT OR AGENCIES OR SAVINGS ACCOUNTS IN MARYLAND BANKS.  
ANNOTATED CODE OF MARYLAND, STATE FINANCE AND PROCUREMENT ARTICLE 6, §222, PERMISSIBLE INVESTMENTS

ALL CAPS indicate new material.  
Brackets [ ] indicate deleted material.

NON-INSTRUCTIONAL SERVICES: Fiscal Services

Accounting and Cash management: Reporting

The Superintendent of Schools shall submit to the Board of Education and to appropriate Baltimore County officials, monthly and annual reports regarding the status of appropriated funds. It shall also be the Superintendent's responsibility to prepare such other financial reports as may be required by law, [or] regulation, OR GRANTING AGENCY [for any agency] of the county, state, or federal government.

School Activity Fund reporting shall be completed in accordance with the [ Manual for Receipts and Disbursements Accounting of School Funds] ACCOUNTING MANUAL FOR SCHOOL ACTIVITY FUNDS .

Legal Reference: Annotated Code of Maryland, Education Article §5-[109]111 Reports

ALL CAPS indicate new material.  
Brackets [ ] indicate deleted material.

## **BALTIMORECOUNTYPUBLICSCHOOLS**

**DATE:** December3,2002

**TO:** BOARDOFEDUCATION

**FROM:** Dr.JoeA.Hairston,Superintendent

**SUBJECT:** Policy3131 –NON -INSTRUCTIONALSERVICES:FiscalServices –  
Auditing:ExternalAudit

**ORIGINATOR:** J.RobertHaines, DeputySuperintendent,BusinessServices

**RESOURCE  
PERSON(S):** BarbaraBurnopp,ExecutiveDirector,FiscalServices  
PatrickFannon,Controller

### **INFORMATION**

Policy3131 –NON -INSTRUCTIONALSERVICES:FiscalServices –Auditing:ExternalAudit wasu pdatedaspartoftheinitiativeoftheDivisionofBusinessServicestoupdateoutdatedBoard Policies.Thepolicywasadoptedin1968andhasneverbeenrevised.Changeshavebeen reviewedbytheBoardPolicyReviewCommitteeonOctober30,2002,andh avebeenmadeto reflectcurrentlanguageandreferences.

AttachmentI –BoardPolicy3131



NON-INSTRUCTIONAL SERVICES: Fiscal Services

Auditing: External Audit

[Each year, the Superintendent of Schools shall recommend an accountant or accountants approved by the State Superintendent of Schools who, upon approval of the Board of Education, will provide an audit of the business and financial transactions of the Board.] BY MAY 1 OF THE FISCAL YEAR TO BE AUDITED, THE SUPERINTENDENT SHALL SUBMIT FOR APPROVAL TO THE STATE SUPERINTENDENT OF SCHOOLS THE NAME OF THE INDEPENDENT CERTIFIED PUBLIC ACCOUNTANT OR FIRM. THE INDEPENDENT CERTIFIED PUBLIC ACCOUNTANT OR FIRM SHALL CONDUCT THE AUDIT IN ACCORDANCE WITH GENERALLY ACCEPTED AUDITING STANDARDS. THE RESULTS SHALL BE REPORTED WITHIN THREE (3) MONTHS AFTER THE CLOSE OF THE FISCAL YEAR TO THE STATE SUPERINTENDENT AND THE COUNTY FISCAL AUTHORITY. Copies of the annual audit shall be available for public distribution.

Legal Reference: Annotated Code of Maryland, Education Article  
§5-[108]109 Annual Audit  
§5-[109]111 Reports

ALL CAPS indicate new material.  
Brackets [ ] indicate deleted material.

**BALTIMORE COUNTY PUBLIC SCHOOLS  
TOWSON, MARYLAND 21204**

**December 3, 2002**

**RETIREMENTS**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SCHOOL/OFFICE</u></b>	<b><u>YRS. OF SERVICE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Marie A. Greer	Admin. Secretary III	Dundalk High	31.3	12-1-02
Elizabeth A. Johnakin	Admin. Secretary III	Catonsville Middle	23.4	1-1-03
Kathleen Morreale	Teacher	Dundalk Elementary	37.6	7-1-03
Carol Parker	Teacher	Timber Grove Elem.	23.0	7-1-03
Laura Quindlen	Teacher	Lansdowne Elem.	28.9	1-1-03
Rose Rubin	Teacher	Randallstown High	30.2	11-1-02
Karen Williams	Teacher	Sandalwood Elem.	30.0	1-1-02

As of 11/19/02

**BALTIMORE COUNTY PUBLIC SCHOOLS  
TOWSON, MARYLAND 21204**

**December 3, 2002**

**RESIGNATIONS**

**ELEMENTARY -2**

Owings Mills Elementary School  
Shanel L. Jackson, 11/13/02, 0.3 mos.

Powhatan Elementary School  
Lisa E. Miller, 11/22/02, 8.3 yrs.

**SECONDARY -5**

General John Stricker Middle School  
Kelly A. Link, 11/15/02, 0.1 mo.

Hereford High School  
Jennifer A. McGlothlin -Renault, 11/08/02, 0.1 mo.

Pine Grove Middle School  
Christopher S. Michels, 11/15/02, 2.3 yrs.

Randallstown High School  
Keshia L. Dixon, 10/18/02, 0.2 mos.  
Sharon F. Hall, 10/31/02, 0.2 mos.

**SEPARATIONS FROM LEAVE -1**

Stacy Z. Dondalski, granted Child Rearing Leave, 08/07/01 -11/24/02, resigning 10/17/02, 6.9 yrs.

**BALTIMORECOUNTYPUBLICSCHOOLS  
TOWSON,MARYLAND21204**

**November18,2002**

**LEAVES**

**CHILDREARINGLEAVES**

THERESAGALGANOBRADY –GlyndonElementarySchool  
EffectiveNovember6,2002throughJune30,2004

TEALAR.RAMSEL –OwingsMillsHigh (BuildingServiceWorker)\*  
EffectiveOctober25,2002throughOctober25,2003

REBECCASHIRLEYACKLEY –HawthorneElementarySchool  
EffectiveJanuary27,2003throughJune30,2005

**THIRDCHILDREARINGLEAVE**

ROSEMARYCOURTNEYDILLINGHAM –OnLeave  
EffectiveJanuary15,2003throughJune30,2004

**UNUSUALORIMPERATIVELEAVE**

LINDAJEANFERBERT –LansdowneElementarySchool  
EffectiveNovember19,2002throughJune30,2003

\*Non-memberMarylandStateRetirementSystem&PensionSystem

**BALTIMORECOUNTYPUBLICSCHOOLS**

**DATE:** November15,2002  
**TO:** BOARDOFEDUCATION  
**FROM:** Dr.J.Hairston,Superintendent  
**SUBJECT:** NewAdvisoryCouncilMember –SoutheastAdvisoryCouncil  
**ORIGINATOR:** AnnGlazer  
**RESOURCE  
PERSON(S):**

**Recommendation**

ThatSandraL.Skordalosbeappointedasamember  
oftheSoutheastAdvisoryCouncil.

\*\*\*\*\*

**BALTIMORECOUNTYPUBLICSCHOOLS**

CANDIDATEFORCONSIDERATIONFORAPPOINTMENTTOTHE  
SOUTHEASTAREAEDUCATIO NADVISORYCOUNCIL

Ms.SandraL.Skordalos

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** November 19, 2002  
**TO:** BOARD OF EDUCATION  
**FROM:** Dr. J. Hairston, Superintendent  
**SUBJECT:** Recommendations for Award of Contracts  
Board Exhibit – December 3, 2002  
**ORIGINATOR:** Robert Haines, Deputy Superintendent of Business Services  
**RESOURCE PERSON(S):** Patrick Fannon, Controller; Rick Gay, Purchasing Manager

**RECOMMENDATION**

That the Board of Education approves the recommendations for award of contracts Board Exhibit for the December 3, 2002, board meeting.

\*\*\*\*\*

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

MA/caj

Appendix I – Recommendations for Award of Contracts – Board Exhibit

**Recommendations for Award of Contracts  
Board Exhibit – December 3, 2002**

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

**1. Supply Contract: Interior and Exterior Replacement Doors      Estimated Award Value : \$60,000  
One-year Contract Extension  
**Contract #3 -304-01****

A bid for interior and exterior replacement doors for various Baltimore County Public Schools was issued on February 15, 2001, to 11 vendors to qualify and select firms to provide new interior and exterior replacement doors for a firm - fixed price. The current contract was approved by the Board of Education in March of 2001. The contract will expire on November 28, 2002. The contract allows for a one -time 12 -month extension. This bid does not include installation of the doors.

Proposals were received from three vendors and one vendor submitted a no -bid response. Recommendation of the original award was made to the following responsive and responsible bidders.

<u>Vendor Name</u>	<u>Award Area</u>
<b>Precision Door &amp; Hardware, Inc. Alexandria, VA</b>	<b>Various Special -Lite Exterior Doors</b>
<b>Pikesville Lumber Company Baltimore, MD</b>	<b>Various Interior and Exterior Doors</b>
<b>Building Components Corporation Towson, MD</b>	<b>Fire Rated Doors</b>

The Office of Purchasing is therefore recommending that the original contract be extended until November 28, 2003, to allow BCPS to continue to purchase interior and exterior doors under the same pricing, terms, and conditions as the original contract.

Funding is provided from the Office of Maintenance's operational account and the Aging School Funding account.



2. **Supply Contract: Privacy Partition Parts for Public Lavatories** **Estimated Annual Award :\$100,000**  
**Two-year Contract Extension** **Estimated Award Value:\$200,000**  
**Contract#3 -306-01**

A bid was issued on June 29, 2000, for privacy partition parts for public lavatories, Bid Number 3 -306-01. The bid was issued to 21 vendors. Proposals were received from three vendors. The specifications were developed in conjunction with the Office of Maintenance and prospective bidders at a pre-bid meeting. The specifications provided pricing for various (undetermined) repair and replacement parts for installation and maintenance of toilet compartments and urinal partitions by the Division of Physical Facilities, as needed, during the term of contract. The Board previously approved the award of this contract to Partition Plus, Inc., Abingdon, MD, in August, 2000, and the contract expires on December 30, 2002.

The current contract is extendable for up to two additional years under the same pricing, terms, and conditions. The Office of Purchasing therefore recommends an extension of the award for two additional years to **Partition Plus, Inc., Abingdon, MD**, for privacy partition parts for public lavatories from various manufacturers, which offered discounted prices ranging from 15 to 50 percent. This contract extension will renew the current contract until December 30, 2004. The actual value of the award is unknown, but a projected value of \$100,000, annually, has been determined based upon projections for the needs of these services. Funding is provided from the operating budget of the Office of Maintenance.

3. **Supply Contract:** **Estimated Award Value :\$90,000**  
**Various Floor Tiles**  
**One-year Contract Extension**  
**Contract#3 -326-03**

An annual bid was issued on September 20, 2001, to seven vendors for various floor tiles. Proposals were received from three vendors. The specifications were developed in conjunction with the Office of Maintenance and prospective bidders at a pre-bid meeting. The bid obtained firm-fixed pricing for the purchase and delivery of various floor tiles, adhesive, and cove base for floors throughout the system to be installed by the Office of Maintenance and/or vendors.

The current contract was approved by the Board of Education in October, 2001, and allows for a one-year extension. The current contract is due to expire on November 28, 2002. The Office of Purchasing is therefore recommending the current contract with **b&b Concepts, Inc., Lanham, MD**, be extended until November 28, 2003, as the most responsive and responsible vendor offering the lowest aggregate unit prices for these materials.

The estimated award value for this contract is \$90,000 based upon historical purchase of these products. Funding will be provided by the operating budgets of the Office of Maintenance, the Aging School Funding account, Capital Projects, and individual schools.

**4. Supply Contract: Various Hand Tools and Equipment for the Office of Grounds Estimated Annual Award: \$50,000  
Four-year Contract Estimated Award Value: \$200,000  
**Contract #3 -323-03****

A four-year bid was issued on October 10, 2002, to 31 vendors for various hand tools and equipment. Proposals were received from 12 vendors, including three no-bids. The specifications were developed in conjunction with the Office of Grounds and prospective bidders at a pre-bid meeting. The specifications were to identify and select various hand tool products for purchase and delivery.

Recommendation for award is being made to the following companies based upon their offering the *highest percentage off manufacturer's list price*.

<u>Product</u>	<u>Vendor</u>	<u>Percentage Off</u>
Ames--Lawn & garden tools	Pikesville Lumber, Pikesville, MD	34%
Union--Lawn & garden tools	Pikesville Lumber, Pikesville, MD	37%
Stihl--All Products	Liberty Discount Lawn Equip, Upperco, MD	25%
Echo--All Products	Liberty Discount Lawn Equip, Upperco, MD	25%
Wacker--All Products	Suburban Sales & Rental Center, Cockeysville, MD	13%
Tanaka--All Products	Lyons & Lyons Sales Co., Inc., Glen Arm, MD	15%
Shindaiwa--All Products	Security Equipment Company, Baltimore, MD	22%
Highlander Pro --Tractors	Security Equipment Company, Baltimore, MD	7%
Ryan Jr --Sodcutters	Walter G. Coale, Inc., Churchville, MD	20%
Taylor Way --Tractor Attachments	Walter G. Coale, Inc., Churchville, MD	2%

The estimated award value for this contract is \$50,000, annually, based upon historical purchase of these products. Funding will be provided by the operating budget of the Office of Grounds.

**5. Supply Contract: Various Insulated Glass for Windows Estimated Yearly Value: \$100,000  
Five-year Bid Estimated Award Value: \$500,000  
**Contract #s RHA -338-03 and RHA -345-03****

At the request of the Office of Maintenance, a five-year bid was issued on September 12, 2002, for insulated window glass, and on October 14, 2002, for non-insulated window glass, to eight vendors. Bids were received from three vendors. The specifications were developed in conjunction with the Office of

Maintenance and prospective bidders at a pre-bid meeting. The specifications were to identify products and to obtain firm fixed pricing for the purchase and delivery of the window glass to be installed by the Office of Maintenance and/or vendors.

Pricing shall remain firm through December 31, 2003. After this date, it is the award bidder's responsibility to notify the Office of Purchasing, at least 90 days in advance, of any change in pricing from the manufacturer. BCPS reserves the right to accept or reject a price increase within 30 days of being notified. Pricing can only be adjusted based upon the manufacturer's increase/decrease in the price of materials to the award vendor. BCPS also reserves the right to terminate the contract on any or all items, with a 30-day notice, and to re-bid.

Award of contract for insulated window glass is recommended to **Maryland Glass, Baltimore, MD**, as the responsive and responsible vendor offering the lowest per-square foot price for 3/4", 7/8", and 1" Solex insulated units.

Award of contract is recommended to **L&S Glassworks, Glen Burnie, MD**, as the responsive and responsible vendor offering the lowest per-square-foot price for all other insulated window glass requirements.

Award of contract for non-insulated window glass is recommended to **Caplan Brothers, Baltimore, MD**, as the responsive and responsible vendor offering the lowest price for various-sized double-strength float glass, clear float plate glass, polished plate glass, hammered rolled Miscowire glass, clear architectural laminated glass, and unframed mirrors.

Award of contract for non-insulated window glass is recommended to **Maryland Glass, Baltimore, MD**, as the responsive and responsible vendor offering the lowest price for clear Miscopolished wire glass, clear tempered glass, and mirrors with a chrome-finished snap frame.

The estimated award value for this contract is \$100,000, annually, based upon historical purchase of these products. Funding will be provided by the operating budgets of the Office of Maintenance, the Aging School Funding account, Capital Projects, and individual schools.

6. **Supply Contract: Various Repair Parts for the Office of Grounds** **Estimated Annual Award: \$150,000**  
**Four-year Contract** **Estimated Award Value: \$600,000**  
**Contract #3 -335-03**

At the request of the Office of Grounds, a four-year bid was issued on October 3, 2002, to 22 vendors for various repair parts for their equipment. Proposals were received from 12 vendors, including three no-bids. The specifications were developed in conjunction with the Office of Grounds and prospective bidders at a

pre-bid meeting. The specifications were to identify and select various repair and replacement parts for purchase and delivery. Recommendation for award is being made to the following companies based upon their offering the *highest percentage-off manufacturer's list price, per each type of repair part*.

<u>Equipment Type/Repair Part</u>	<u>Vendor</u>	<u>Percentage Off</u>
Bradco Trencher , Attachments	Backyard Power ,Baltimore,MD	2%
Kubota, Engine Parts	Baltimore Turf Equipment ,Baltimore,MD	13%
Kubota, Tractor and Parts	Baltimore Turf Equipment ,Baltimore,MD	13%
Lesco, Small Equipment	Lesco, Inc. ,Baltimore,MD	5%
Honda, Engine Parts	Liberty Discount Lawn Equip, Upperco, MD	22%
Kawasaki, Engine Parts	Liberty Discount Lawn Equip, Upperco, MD	22%
Wisconsin, Engine Parts	Liberty Discount Lawn Equip, Upperco, MD	22%
Toro, Tractor and Parts	Liberty Discount Lawn Equip, Upperco, MD	22%
Cub Cadet Mowers , Small Equipment	Liberty Discount Lawn Equip, Upperco, MD	22%
Echo Blower and Trimmer	Liberty Discount Lawn Equip, Upperco, MD	22%
Merry Tiller , Small Equipment	Liberty Discount Lawn Equip, Upperco, MD	22%
Stihl Chainsaw and Trimmer	Liberty Discount Lawn Equip, Upperco, MD	22%
Briggs and Stratton , Engine Parts	Lyons & Lyons Sales Co., Inc. ,Glen Arm, MD	25%
Kohler, Engine Parts	Lyons & Lyons Sales Co., Inc. ,Glen Arm, MD	25%
Hustler, Tractor and Parts	Lyons & Lyons Sales Co., Inc. ,Glen Arm, MD	5%
Parker Vacuum , Small Equipment	Lyons & Lyons Sales Co., Inc. ,Glen Arm, MD	2%
Ford, Engine Parts	Security Equipment Company ,Baltimore,MD	10%
Gravely, Tractor and Parts	Security Equipment Company ,Baltimore,MD	20%
Woods, Attachments	Security Equipment Company ,Baltimore,MD	15%
York Rake , Attachments	Security Equipment Company ,Baltimore,MD	6%
Ford/New Holland, Tractor and Parts	Walter G. Coale, Inc. ,Churchville, MD	16%
Ransome, Tractor and Parts	Walter G. Coale, Inc. ,Churchville, MD	11%
Harley Rake , Attachments	Walter G. Coale, Inc. ,Churchville, MD	10%
McMillen Auger , Attachments	Walter G. Coale, Inc. ,Churchville, MD	10%
Buyers, Snow Plow Parts	Walter G. Coale, Inc. ,Churchville, MD	30%
Meyers, Snow Plow Parts	Walter G. Coale, Inc. ,Churchville, MD	11%
Stone Roller and Tamper	Walter G. Coale, Inc. ,Churchville, MD	10%
Tanaka Edger and Trimmer	Walter G. Coale, Inc. ,Churchville, MD	8%
Sullair, Air Compressor Parts	Zenmar Power Tools & Hoists ,Cockeysville, MD	10%
Jet, Air Hammers and fittings	Zenmar Power Tools & Hoists ,Cockeysville, MD	15%
Sullair, Air Hammers and fittings	Zenmar Power Tools & Hoists ,Cockeysville, MD	20%
Thor, Air Hammers and fittings	Zenmar Power Tools & Hoists ,Cockeysville, MD	5%
Dixon fittings , Air Hammers & fittings	Zenmar Power Tools & Hoists ,Cockeysville, MD	50%

The estimated award value for this contract is \$150,000, annually, based upon historical purchase of these products. Funding will be provided by the operating budget of the Office of Grounds.

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** November 19, 2002  
**TO:** BOARD OF EDUCATION  
**FROM:** Dr. J. Hairston, Superintendent  
**SUBJECT:** Recommendations for Award of Contracts  
Board Exhibit – December 3, 2002  
**ORIGINATOR:** Robert Haines, Deputy Superintendent of Business Services  
**RESOURCE  
PERSON(S):** Patrick Fannon, Controller; Rick Gay, Purchasing Manager

**RECOMMENDATION**

That the Board of Education approves the recommendations for award of contracts Board Exhibit for the December 3, 2002, board meeting.

\*\*\*\*\*

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

MA/caj

Appendix I – Recommendations for Award of Contracts – Board Exhibit

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Board Exhibit – December 3, 2002**

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

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**Contract #3 -304-01****

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Proposals were received from three vendors and one vendor submitted a no -bid response. Recommendation of the original award was made to the following responsive and responsible bidders.

<u>Vendor Name</u>	<u>Award Area</u>
<b>Precision Door &amp; Hardware, Inc. Alexandria, VA</b>	<b>Various Special -Lite Exterior Doors</b>
<b>Pikesville Lumber Company Baltimore, MD</b>	<b>Various Interior and Exterior Doors</b>
<b>Building Components Corporation Towson, MD</b>	<b>Fire Rated Doors</b>

The Office of Purchasing is therefore recommending that the original contract be extended until November 28, 2003, to allow BCPS to continue to purchase interior and exterior doors under the same pricing, terms, and conditions as the original contract.

Funding is provided from the Office of Maintenance's operational account and the Aging School Funding account.

2. **Supply Contract: Privacy Partition Parts for Public Lavatories** **Estimated Annual Award :\$100,000**  
**Two-year Contract Extension** **Estimated Award Value:\$200,000**  
**Contract#3 -306-01**

A bid was issued on June 29, 2000, for privacy partition parts for public lavatories, Bid Number 3 -306-01. The bid was issued to 21 vendors. Proposals were received from three vendors. The specifications were developed in conjunction with the Office of Maintenance and prospective bidders at a pre-bid meeting. The specifications provided pricing for various (undetermined) repair and replacement parts for installation and maintenance of toilet compartments and urinal partitions by the Division of Physical Facilities, as needed, during the term of contract. The Board previously approved the award of this contract to Partition Plus, Inc., Abingdon, MD, in August, 2000, and the contract expires on December 30, 2002.

The current contract is extendable for up to two additional years under the same pricing, terms, and conditions. The Office of Purchasing therefore recommends an extension of the award for two additional years to **Partition Plus, Inc., Abingdon, MD**, for privacy partition parts for public lavatories from various manufacturers, which offered discounted prices ranging from 15 to 50 percent. This contract extension will renew the current contract until December 30, 2004. The actual value of the award is unknown, but a projected value of \$100,000, annually, has been determined based upon projections for the needs of these services. Funding is provided from the operating budget of the Office of Maintenance.

3. **Supply Contract:** **Estimated Award Value :\$90,000**  
**Various Floor Tiles**  
**One-year Contract Extension**  
**Contract#3 -326-03**

An annual bid was issued on September 20, 2001, to seven vendors for various floor tiles. Proposals were received from three vendors. The specifications were developed in conjunction with the Office of Maintenance and prospective bidders at a pre-bid meeting. The bid obtained firm-fixed pricing for the purchase and delivery of various floor tiles, adhesive, and cove base for floors throughout the system to be installed by the Office of Maintenance and/or vendors.

The current contract was approved by the Board of Education in October, 2001, and allows for a one-year extension. The current contract is due to expire on November 28, 2002. The Office of Purchasing is therefore recommending the current contract with **b&b Concepts, Inc., Lanham, MD**, be extended until November 28, 2003, as the most responsive and responsible vendor offering the lowest aggregate unit prices for these materials.

The estimated award value for this contract is \$90,000 based upon historical purchase of these products. Funding will be provided by the operating budgets of the Office of Maintenance, the Aging School Funding account, Capital Projects, and individual schools.

**4. Supply Contract: Various Hand Tools and Equipment for the Office of Grounds Estimated Annual Award: \$50,000  
Four-year Contract Estimated Award Value: \$200,000  
**Contract #3 -323-03****

A four-year bid was issued on October 10, 2002, to 31 vendors for various hand tools and equipment. Proposals were received from 12 vendors, including three no-bids. The specifications were developed in conjunction with the Office of Grounds and prospective bidders at a pre-bid meeting. The specifications were to identify and select various hand tool products for purchase and delivery.

Recommendation for award is being made to the following companies based upon their offering the *highest percentage -off manufacturer's list price*.

<u>Product</u>	<u>Vendor</u>	<u>Percentage Off</u>
Ames--Lawn & garden tools	Pikesville Lumber, Pikesville, MD	34%
Union--Lawn & garden tools	Pikesville Lumber, Pikesville, MD	37%
Stihl--All Products	Liberty Discount Lawn Equip, Upperco, MD	25%
Echo--All Products	Liberty Discount Lawn Equip, Upperco, MD	25%
Wacker--All Products	Suburban Sales & Rental Center, Cockeysville, MD	13%
Tanaka--All Products	Lyons & Lyons Sales Co., Inc., Glen Arm, MD	15%
Shindaiwa--All Products	Security Equipment Company, Baltimore, MD	22%
Highlander Pro --Tractors	Security Equipment Company, Baltimore, MD	7%
Ryan Jr --Sodcutters	Walter G. Coale, Inc., Churchville, MD	20%
Taylor Way --Tractor Attachments	Walter G. Coale, Inc., Churchville, MD	2%

The estimated award value for this contract is \$50,000, annually, based upon historical purchase of these products. Funding will be provided by the operating budget of the Office of Grounds.

**5. Supply Contract: Various Insulated Glass for Windows Estimated Yearly Value: \$100,000  
Five-year Bid Estimated Award Value: \$500,000  
**Contract #s RHA -338-03 and RHA -345-03****

At the request of the Office of Maintenance, a five-year bid was issued on September 12, 2002, for insulated window glass, and on October 14, 2002, for non-insulated window glass, to eight vendors. Bids were received from three vendors. The specifications were developed in conjunction with the Office of



Maintenance and prospective bidders at a pre-bid meeting. The specifications were to identify products and to obtain firm fixed pricing for the purchase and delivery of the window glass to be installed by the Office of Maintenance and/or vendors.

Pricing shall remain firm through December 31, 2003. After this date, it is the award bidder's responsibility to notify the Office of Purchasing, at least 90 days in advance, of any change in pricing from the manufacturer. BCPS reserves the right to accept or reject a price increase within 30 days of being notified. Pricing can only be adjusted based upon the manufacturer's increase/decrease in the price of materials to the award vendor. BCPS also reserves the right to terminate the contract on any or all items, with a 30-day notice, and to re-bid.

Award of contract for insulated window glass is recommended to **Maryland Glass, Baltimore, MD**, as the responsive and responsible vendor offering the lowest per-square foot price for 3/4", 7/8", and 1" Solex insulated units.

Award of contract is recommended to **L&S Glassworks, Glen Burnie, MD**, as the responsive and responsible vendor offering the lowest per-square-foot price for all other insulated window glass requirements.

Award of contract for non-insulated window glass is recommended to **Caplan Brothers, Baltimore, MD**, as the responsive and responsible vendor offering the lowest price for various-sized double-strength float glass, clear float plate glass, polished plate glass, hammered rolled Miscowire glass, clear architectural laminated glass, and unframed mirrors.

Award of contract for non-insulated window glass is recommended to **Maryland Glass, Baltimore, MD**, as the responsive and responsible vendor offering the lowest price for clear Miscopolished wire glass, clear tempered glass, and mirrors with a chrome-finished snap frame.

The estimated award value for this contract is \$100,000, annually, based upon historical purchase of these products. Funding will be provided by the operating budgets of the Office of Maintenance, the Aging School Funding account, Capital Projects, and individual schools.

6. **Supply Contract: Various Repair Parts for the Office of Grounds** **Estimated Annual Award: \$150,000**  
**Four-year Contract** **Estimated Award Value: \$600,000**  
**Contract #3 -335-03**

At the request of the Office of Grounds, a four-year bid was issued on October 3, 2002, to 22 vendors for various repair parts for their equipment. Proposals were received from 12 vendors, including three no-bids. The specifications were developed in conjunction with the Office of Grounds and prospective bidders at a

pre-bid meeting. The specifications were to identify and select various repair and replacement parts for purchase and delivery. Recommendation for award is being made to the following companies based upon their offering the *highest percentage-off manufacturer's list price, per each type of repair part*.

<u>Equipment Type/Repair Part</u>	<u>Vendor</u>	<u>Percentage Off</u>
Bradco Trencher , Attachments	Backyard Power , Baltimore, MD	2%
Kubota, Engine Parts	Baltimore Turf Equipment , Baltimore, MD	13%
Kubota, Tractor and Parts	Baltimore Turf Equipment , Baltimore, MD	13%
Lesco, Small Equipment	Lesco, Inc. , Baltimore, MD	5%
Honda, Engine Parts	Liberty Discount Lawn Equip, Upperco, MD	22%
Kawasaki, Engine Parts	Liberty Discount Lawn Equip, Upperco, MD	22%
Wisconsin, Engine Parts	Liberty Discount Lawn Equip, Upperco, MD	22%
Toro, Tractor and Parts	Liberty Discount Lawn Equip, Upperco, MD	22%
Cub Cadet Mowers , Small Equipment	Liberty Discount Lawn Equip, Upperco, MD	22%
Echo Blower and Trimmer	Liberty Discount Lawn Equip, Upperco, MD	22%
Merry Tiller , Small Equipment	Liberty Discount Lawn Equip, Upperco, MD	22%
Stihl Chainsaw and Trimmer	Liberty Discount Lawn Equip, Upperco, MD	22%
Briggs and Stratton , Engine Parts	Lyons & Lyons Sales Co., Inc. , Glen Arm, MD	25%
Kohler, Engine Parts	Lyons & Lyons Sales Co., Inc. , Glen Arm, MD	25%
Hustler, Tractor and Parts	Lyons & Lyons Sales Co., Inc. , Glen Arm, MD	5%
Parker Vacuum , Small Equipment	Lyons & Lyons Sales Co., Inc. , Glen Arm, MD	2%
Ford, Engine Parts	Security Equipment Company , Baltimore, MD	10%
Gravely, Tractor and Parts	Security Equipment Company , Baltimore, MD	20%
Woods, Attachments	Security Equipment Company , Baltimore, MD	15%
York Rake , Attachments	Security Equipment Company , Baltimore, MD	6%
Ford/New Holland, Tractor and Parts	Walter G. Coale, Inc. , Churchville, MD	16%
Ransome, Tractor and Parts	Walter G. Coale, Inc. , Churchville, MD	11%
Harley Rake , Attachments	Walter G. Coale, Inc. , Churchville, MD	10%
McMillen Auger , Attachments	Walter G. Coale, Inc. , Churchville, MD	10%
Buyers, Snow Plow Parts	Walter G. Coale, Inc. , Churchville, MD	30%
Meyers, Snow Plow Parts	Walter G. Coale, Inc. , Churchville, MD	11%
Stone Roller and Tamper	Walter G. Coale, Inc. , Churchville, MD	10%
Tanaka Edger and Trimmer	Walter G. Coale, Inc. , Churchville, MD	8%
Sullair, Air Compressor Parts	Zenmar Power Tools & Hoists , Cockeysville, MD	10%
Jet, Air Hammers and fittings	Zenmar Power Tools & Hoists , Cockeysville, MD	15%
Sullair, Air Hammers and fittings	Zenmar Power Tools & Hoists , Cockeysville, MD	20%
Thor, Air Hammers and fittings	Zenmar Power Tools & Hoists , Cockeysville, MD	5%
Dixon fittings , Air Hammers & fittings	Zenmar Power Tools & Hoists , Cockeysville, MD	50%

The estimated award value for this contract is \$150,000, annually, based upon historical purchase of these products. Funding will be provided by the operating budget of the Office of Grounds.

## **BALTIMORECOUNTYPUBLICSCHOOLS**

**DATE:** December3,2002

**TO:** **BOARDOFEDUCATION**

**FROM:** Dr.J.Hairston,Superintendent

**SUBJECT:** **AwardofContract –BoilerReplacementatDundalkMiddleSchool**

**ORIGINATOR:** J.RobertHaines,DeputySuperintendent ofBusinessServices

**RESOURCE  
PERSON(S):** DonaldF.Krempel,Ph.D.,ExecutiveDirector,DepartmentofPhysical  
Facilities  
RichardCassell,Administrator,OfficeofEngineeringandConstruction  
ClarenceFoard,MechanicalEngineer,OfficeofEngineeringand  
Construction

### **RECOMMENDATION**

ThattheBoardofEducationapprovesanawardofcontract.

\*\*\*\*\*

AwardofContract –BoilerReplacementatDundalkMiddleSchool.

AppendixI –RecommendationofAwardofContract

## Appendix I

### Recommendation for Award of Contract Boiler Replacement at Dundalk Middle School December 3, 2002

On November 20, 2002, eight (8) bids were received for the replacement of boilers at Dundalk Middle School – Bid #RHA -340-03. This project consists of replacing the two existing boilers with three new boilers and all associated work. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to M&M Welding and Fabricators, Inc., the lowest responsive bidder, in the amount of \$274,400.00 for the Base Bid and Add Alternate #1. Add Alternate #1 includes all work associated with the removal and proper disposal of the masonry base of each of the existing boilers.

At this time, we also request approval of a 10% change order allocation in the amount of \$27,440.00 to cover any unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for this project is available through Capital Budget Project #665 – Major Maintenance.

APPROVED:



Donald F. Krembel, Ph.D.  
Executive Director

**BaltimoreCountyPublicSchools**  
**DundalkMiddleSchool BoilerReplacement**  
**BidNumber:RHA -340-03**  
**BidDueDate:November20,2002**

<b>Bidder'sName</b>	<b>BaseBid</b>	<b>AddAlternate#1: RemoveandDisposeof MasonryBaseasACM</b>	<b>BaseBidPlusAdd Alternate#1</b>
M&MWeldingand Fabricators,Inc.	<b>\$269,800</b>	<b>\$4,600.00</b>	<b>\$274,400</b>
ChasneyandCompany, Inc.	\$285,300	\$4,480	\$289,780
ChilmarCorporati on	\$314,000	\$2,000	\$316,000
HurleyCompany	\$319,000	\$5,000	\$324,000
MJBCompany	\$328,500	\$4,400	\$332,900
PhillipsWay,Inc.	\$333,600	\$4,400	\$338,000
DenverElek,Inc.	\$385,600	\$2,400	\$388,000
R.F.WarderCompany	\$486,760	\$2,880	\$489,640

**BALTIMORECOUNTYPUBLICSCHOOLS**

**DATE:** December3,2002

**TO:** **BOARDOFEDUCATION**

**FROM:** Dr.J.Hairston,Superintendent

**SUBJECT:** **AwardofContract –ReroofingProjectatKenwoodHighSchool**

**ORIGINATOR:** J.RobertHaines,DeputySuperintendentofBusinessServices

**RESOURCE PERSON(S):** DonaldF.Krempel,Ph.D.,ExecutiveDirector,DepartmentofPhysical Facilities  
CornellS.Brown,Administrator,OfficeofComprehensiveMaintenanceand Construction  
MacArthurChavis,ProjectAdministrator,Supervisor ,Officeof ComprehensiveMaintenanceandConstruction

**RECOMMENDATION**

ThattheBoardofEducationapprovesanawardofcontract.

\*\*\*\*\*

AwardofContract –ReroofingProjectAtKenwoodHighSchool.

AppendixI –RecommendationforAwardofContract

## Appendix I

### **Recommendation for Award of Contract Reroofing Project – Kenwood High School December 3, 2002**

On November 14, 2002, ten (10) bids were received for the reroofing project at Kenwood High School - Bid #RHA -303-03. This project consists of replacing the existing roofing with a new four -ply, built -up roofing system. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to Vatica Contracting, Inc., the lowest responsive bidder, in the amount of \$851,540.00 for the Base Bid plus Add Alternates #1 and #3. These add alternates include reroofing the canopy between the main building and the technical education building and reroofing the technical education building.

At this time, we also request approval of a 10% Change Order Allocation in the amount of \$85,154.00 to cover any unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for this project is available in Capital Budget Project #671 -Roof Rehabilitation.

APPROVED:



Donald F. Krembel, Ph.D.  
Executive Director

**BaltimoreCountyPublicSchools**  
**KenwoodHighSchool ReroofingProject**  
**BidNumber:RHA -303-03**  
**BidDueDate:November14,2002**

<b>Bidder's Name</b>	<b>Base Bid</b>	<b>Alternate#1 ñ <i>Reroof Technical Education Building</i></b>	<b>Alternate#3 ñ <i>Reroof Canopy</i></b>	<b>Base Bid plus Add Alternates</b>
<b>Vatica Contracting</b>	<b>\$726,200</b>	<b>\$109,400</b>	<b>\$15,940</b>	<b>\$851,540</b>
Brothers Contraction Company, Inc.	\$748,000	\$97,000	\$6,800	\$851,800
Top Construction Company, Inc.	\$764,200	\$124,600	\$2,220	\$891,020
Alliance Roof & Sheet Metal, Inc.	\$835,142	\$124,750	\$28,280	\$988,172
Interstate Corporation	\$849,000	\$141,000	\$20,000	\$1,010,000
J&R Roofing Company, Inc.	\$866,987	\$127,027	\$25,037	\$1,019,051
Cole Roofing Company, Inc.	\$887,968	\$107,965	\$24,907	\$1,020,840
Simpson of Maryland, Inc.	\$920,000	\$115,000	\$8,000	\$1,043,000
Phoenix Contracting Services, Inc.	\$1,153,500	\$116,000	\$500	\$1,270,000
KI Construction Company, Inc.	\$1,242,000	\$196,000	\$6,000	\$1,444,000



**BALTIMORECOUNTYPUBLICSCHOOLS**

**DATE:** December3,2002

**TO:** **BOARDOFEDUCATION**

**FROM:** Dr.J.Hairston,Superintendent

**SUBJECT:** **AwardofContract –ComputerNetworkingandElectricalUpgradesat  
CatonsvilleandRosedaleCentersforAlternativeS tudies**

**ORIGINATOR:** J.RobertHaines,DeputySuperintendentofBusinessServices

**RESOURCE  
PERSON(S):** DonaldF.Krempel,Ph.D.,ExecutiveDirector,DepartmentofPhysical  
Facilities  
RichardCassell,Administrator,OfficeofEngineeringandConstruction  
VladimirMukasey,ElectricalEngineer,OfficeofEngineeringand  
Construction

**RECOMMENDATION**

ThattheBoardofEducationapprovesanawardofcontract.

\*\*\*\*\*

AwardofContract –ComputerNetworkingandElectricalUpgradesatCatonsvilleandRoseda le  
CentersforAlternativeStudies.

## Appendix I

### Recommendation for Award of Contract Computer Networking and Electrical Upgrades at Catonsville and Rosedale Centers for Alternative Studies December 3, 2002

On November 18, 2002, three (3) bids were received to provide computer networking and electrical upgrades at Catonsville and Rosedale Centers for Alternative Studies - Bid #JNI7 -700-03. These projects consist of providing engineering design, installation of new power, structured data cabling, video distribution, and voice telecommunications wiring systems. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends the award of contracts to Casper G. Sippel, Inc., the lowest responsive bidder, in the amounts of \$308,453.00 for Catonsville Center for Alternative Studies and \$372,201.00 for Rosedale Center for Alternative Studies.

At this time, we also request approval of a 10% change order allocation in the amount of \$68,065.00 to cover any unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for this project is available through Capital Budget Project #665 - Major Maintenance.

APPROVED:



Donald F. Krempe, Ph.D.  
Executive Director

Baltimore County Public Schools  
Catonsville and Rosedale Centers for Alternative Studies  
Computer Networking and Electrical Upgrades  
Bid Number: JN1 7-700-03  
Bid Due Date: November 18, 2002

Bidder's Name	Base Bid Catonsville Center for Alternative Studies	Base Bid Rosedale Center for Alternative Studies
Casper G. Sippel, Inc.	\$308,453	\$372,201
Action Electrical Contractors, Inc.	\$380,000	\$424,200
Fitzgerald Electrical, Inc.	\$397,640	\$446,850

**BALTIMORECOUNTYPUBLICSCHOOLS**

**DATE:** December3,2002

**TO:** **BOARDOFEDUCATION**

**FROM:** Dr.J.Hairston,Superintendent

**SUBJECT:** FeeAcceptance –DesignServicesforBoilerReplacementsatDulaney High,LansdowneHigh,PatapscoHigh,andWoodlawn HighSchools

**ORIGINATOR:** J.RobertHaines,DeputySuperintendentofBusinessServices

**RESOURCE PERSON(S):** DonaldF.Krempel,Ph.D.,ExecutiveDirector,DepartmentofPhysical Facilities  
RichardH.Cassell,Administrator,OfficeofEngineeringandConst ruction  
J.KurtBuckler,HeadofEngineering,OfficeofEngineeringandConstruction

**RECOMMENDATION**

ThattheBoardofEducationapprovesanegotiatedfee.

\*\*\*\*\*

FeeAcceptance -DesignServicesforBoilerReplacementsatDulaneyHigh,LansdowneHigh, PatapscoHigh,andWoodlawnHighSchools.

## Appendix I

**Request for Fee Acceptance  
Design Services for Boiler Replacements at  
Dulaney High, Lansdowne High, Patapsco High, and Woodlawn High Schools  
December 3, 2002**

The Fiscal Year 2003 Capital Budget includes funding for replacing the boilers at Dulaney High, Lansdowne High, Patapsco High, and Woodlawn High Schools. In order to complete these projects, the Department of Physical Facilities requests approval to utilize the services of on-call consultants to perform the necessary engineering and design work. The services requested include investigation of the existing conditions, preparation of design and construction documents, construction administration services, assistance with bidding, and submission of documents for State review.

On June 13, 2000, the Board approved the selection of James Posey Associates, Inc. and Burdette, Koehler, Murphy, and Associates, Inc. as On-Call Mechanical Engineering consultants. The Department of Physical Facilities has negotiated fees in the following amounts:

<u>School</u>	<u>Consultant</u>	<u>Negotiated Fee</u>
Dulaney High School	Burdette, Koehler, Murphy, and Associates, Inc.	\$46,956.00
Lansdowne High School	James Posey Associates, Inc.	\$45,804.00
Patapsco High School	Burdette, Koehler, Murphy, and Associates, Inc.	\$46,956.00
Woodlawn High School	James Posey Associates, Inc.	\$45,692.00

At this time, the Department of Physical Facilities recommends acceptance of the above listed negotiated fees with James Posey Associates, Inc. and Burdette, Koehler, Murphy, and Associates, Inc. for engineering services associated with the boiler replacements at four high schools.

Funding for this project is available through Capital Budget Project #665 – Major Maintenance.

APPROVED:



Donald F. Krempel, Ph.D.  
Executive Director

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** December 3, 2002

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. J. Hairston, Superintendent

**SUBJECT:** **Fee Acceptance – Site Feasibility Study for Proposed Northwest Area Middle School**

**ORIGINATOR:** J. Robert Haines, Deputy Superintendent of Business Services

**RESOURCE PERSON(S):** Donald F. Krempel, Ph.D., Executive Director, Department of Physical Facilities  
Richard H. Cassell, Administrator, Office of Engineering and Construction  
J. Kurt Buckler, Head of Engineering, Office of Engineering and Construction

**RECOMMENDATION**

That the Board of Education approves a negotiated fee.

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Fee Acceptance - Site Feasibility Study for Proposed Northwest Area Middle School.

## Appendix I

### **Request for Fee Acceptance Site Feasibility Study for Proposed Northwest Area Middle School December 3, 2002**

The Fiscal Year 2004 Capital Budget includes funding to analyze potential school sites for a proposed middle school in the northwest area of Baltimore County. In order to conduct this feasibility study, the Department of Physical Facilities requests approval to utilize the services of Morris Ritchie and Associates, one of our on-call civil/structural consultants approved by the Board of Education on July 11, 2000. The services requested include, but are not limited to, investigating the suitability of a site for development as a middle school, soil test borings and analysis, limited topographic survey, and evaluation of the available utilities.

Morris Ritchie and Associates has submitted a proposal in the amount of \$23,879.65 to provide these site investigation services. This price has been reviewed by our in-house engineering staff and found reasonable. Based on this review, the Department of Physical Facilities recommends approval of a contract with Morris Ritchie and Associates in the amount of \$23,879.65.

Funding for these services is available through Capital Budget Project #094 – Northwest Area Middle School.

APPROVED:



Donald F. Krempe, Ph.D.  
Executive Director

## **BALTIMORECOUNTYPUBLICSCHOOLS**

**DATE:** December3,2002

**TO:** **BOARDOFEDUCATION**

**FROM:** Dr.J.Hairston,Superintendent

**SUBJECT:** **FeeAcceptance –DesignServicesforWindsorMillMiddleSchool**

**ORIGINATOR:** J.RobertHaines,DeputySuperintendent ofBusinessServices

**RESOURCE  
PERSON(S):** DonaldF.Krempel,Ph.D.,ExecutiveDirector,DepartmentofPhysical  
Facilities  
RichardH.Cassell,Administrator,OfficeofEngineeringandConstruction  
J.KurtBuckler,HeadofEngineering,OfficeofEngineerin gandConstruction

### **RECOMMENDATION**

ThattheBoardofEducationapprovesanegotiatedfee.

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FeeAcceptance -DesignServicesforWindsorMillMiddleSchool.

AppendixI –RequestforFeeAcceptance



## Appendix I

### Request for Fee Acceptance Design Services for Windsor Mill Middle School December 3, 2002

On January 14, 2002, the Board granted approval for the Department of Physical Facilities to enter into negotiations with Grimm & Parker Architects for the design of the Windsor Mill Middle School. We have negotiated a fee of \$1,481,993.00 to provide pre-design phase services, development of schematic design, design development, and construction documents, submission of documents for State review, bidding phase services, and construction administration services.

The total negotiated fee is partially funded in the Fiscal Year 2002 Capital Budget with the remaining funds being requested in the proposed Fiscal Year 2004 Capital Budget. At this time, we are requesting that the Board approve \$222,158.00, which represents the cost of the schematic design portion of this project. Upon completion and acceptance of the schematic design, the Department of Physical Facilities will request the approval of the remainder of the negotiated fee to allow the completion of the other design work phases.

Funding for the initial \$222,158.00 schematic design services is available through Capital Budget Project #091 – Windsor Mill Middle School.

APPROVED:



Donald F. Krembel, Ph.D.  
Executive Director

**BALTIMORECOUNTYPUBLICSCHOOLS**

**DATE:** December3,2002

**TO:** **BOARDOFEDUCATION**

**FROM:** Dr.J.Hairston,Superintendent

**SUBJECT:** FeeAcceptance –ConstructionAdministrationServicesforBoiler ReplacementatDundalkMiddleSchool

**ORIGINATOR:** J.RobertHaines,DeputySuperintendentofBusinessServices

**RESOURCE PERSON(S):** DonaldF.Krempel,Ph.D.,ExecutiveDirector,DepartmentofPhysical Facilities  
RichardCassell,Administrator,OfficeofEngineeringandConstruction  
ClarenceFoard,MechanicalEngineer,OfficeofEngineeringand Construction

**RECOMMENDATION**

ThattheBoardofEducationapprovesanegotiatedfee.

\*\*\*\*\*

FeeAcceptance -ConstructionAdministrationServicesforBoilerReplacementatDundalk MiddleSchool.

## Appendix I

### Request for Fee Acceptance Construction Administration Services for Boiler Replacement at Dundalk Middle School December 3, 2002

On February 12, 2002, the Board of Education approved a negotiated fee with Kovacs, Whitney, and Associates to provide consultant services for the systemic renovations of Dundalk Middle School. These services included the preparation of construction documents and assisting with the bidding phase of this project, which included the replacement of the existing boilers. Due to the condition of the existing boilers, their replacement has been bid as a separate contract. This will allow the boiler to be installed without delay while the design for the remainder of the project is completed.

The Department of Physical Facilities has negotiated a fee with Kovacs, Whitney, and Associates to provide construction administration services for the boiler replacement projects. These services will consist of the review and approval of project submittals, attendance at pre-construction and bi-weekly progress meetings, conducting site visits, review of payment requests and change order requests, addressing questions raised by the contractor and BCPS during the course of construction, preparation of punch list, verification of completion, and providing substantial completion documentation.

At this time, we request the Board's approval of the negotiated fee in the amount of \$8,105.60 for Kovacs, Whitney, and Associates to provide construction administration services for the boiler replacement project at Dundalk Middle School.

Funding for these services is available through Capital Budget Project #665 – Major Maintenance.

APPROVED:



Donald F. Kremmel, Ph.D.  
Executive Director

**BALTIMORECOUNTYPUBLICSCHOOLS**

**DATE:** December3,2002

**TO:** **BOARDOFEDUCATION**

**FROM:** Dr.J.Hairston,Superintendent

**SUBJECT:** **RequestforChangeOrder –PaintingContractatNewTownHighSchool**

**ORIGINATOR:** J.RobertHaines,DeputySuperintendentofBusinessServices

**RESOURCE PERSON(S):** DonaldF.Krempel,Ph.D.,ExecutiveDirector,DepartmentofPhysical Facilities  
RichardH.Cassell,Administrator,OfficeofEngineeringandConstruction  
J.KurtBuckler,HeadofEngineering,OfficeofEngineeringandConstruction

**RECOMMENDATION**

ThattheBoardofEducationapprovesarequestforachangeorder.

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RequestforChangeOrder –PaintingContractatNewTownHighSchool.

AppendixI –RequestforChangeOrder.

## Appendix I

### Request for Change Order Painting Contract at New Town High School December 3, 2002

On November 20, 2001, the Board of Education approved an award of contract with NLP Enterprises, Inc. to perform the painting contract at New Town High School. In keeping with new initiatives not in place at the time of initial design, the Department of Physical Facilities would like to add an anti-graffiti treatment to all exterior brick on the school, the grounds building, the play equipment storage building, and the retaining walls found on the school site. NLP Enterprises, Inc. has submitted a proposal to provide an anti-graffiti treatment for the amount of \$49,708.00. This price has been reviewed by your consultant and found reasonable.

Based on this review, the Department of Physical Facilities recommends a change order in the amount of \$49,708.00 with NLP Enterprises, Inc. to provide an anti-graffiti treatment to all exterior brick work found at New Town High School.

Funding for this change order is available in Capital Budget Project #625 – New Town High School.

APPROVED:



Donald F. Kremmel, Ph.D.  
Executive Director

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** December 3, 2002

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. J. Hairston, Superintendent

**SUBJECT:** **Driveway and Parking Lot Improvements to Hereford High School**

**ORIGINATOR:** J. Robert Haines, Deputy Superintendent of Business Services

**RESOURCE**

**PERSON(S):** Donald F. Krempel, Ph.D., Executive Director, Department of Physical Facilities  
J. Kurt Buckler, Head of Engineering, Office of Engineering and Construction

**RECOMMENDATION**

That the Board of Education approves the provision of funding to the State Highway Administration for site improvements at Hereford High School

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Driveway and Parking Lot Improvements at Hereford High School.

## Appendix I

### **Request for Approval Driveway and Parking Lot Improvements at Hereford High School December 3, 2002**

On November 4, 2002, the Board of Education approved a Memorandum of Understanding between the State Highway Administration and Baltimore County Public Schools for improvements to York Road and enhancements to the Hereford High School driveway and parking lot. Under this agreement, Baltimore County Public Schools agrees to provide the State Highway Administration with the necessary funding to pay for our portion of the design costs and construction costs associated with the enhancements to Hereford High School's site.

With the design and bidding phases complete, Baltimore County Public Schools' portion of this project is \$288,739.05. At this time, the Department of Physical Facilities requests the Board's approval to provide these funds to the State Highway Administration for the enhancements to the Hereford High School site.

Funding for this project is available through Capital Budget Project #672- Site Improvements.

APPROVED:



Donald F. Krempe, Ph.D.  
Executive Director

**BALTIMORECOUNTYPUBLICSCHOOLS**

**DATE:** December3,2002

**TO:** **BOARDOFEDUCATION**

**FROM:** Dr.J.Hairston,Superintendent

**SUBJECT:** **EasementRequest –ChaseElementarySchool**

**ORIGINATOR:** J.RobertHaines,DeputySuperintendentofBusinessServices

**RESOURCE**

**PERSON(S):** DonaldF.Krempel,Ph.D.,ExecutiveDirector,DepartmentofPhysical  
Facilities  
J.KurtBuckler,HeadofEngineering,OfficeofEngineeringandConstruction  
MarkJ.Camponeschi,SupervisorofCivilEngineering,OfficeofEngineering  
andConstruction

**RECOMMENDATION**

ThattheBoardofEducationgrantsaneasement.

\*\*\*\*\*

EasementRequest –ChaseElementarySchool.

AppendixI –EasementRequest



## Appendix I

### Easement Request – Chase Elementary School December 3, 2002

The Baltimore County Department of Public Works has requested a 500-foot by 20-foot utility easement adjacent to Eastern Avenue along the front of Chase Elementary School site. The Department of Physical Facilities has reviewed the proposed easement alignment and found that existing site improvements will not be permanently disturbed. Attached to this exhibit is a plan prepared by the Baltimore County Bureau of Land Acquisition to record this easement.

At this time, we request the Board's approval to enter into an agreement whereby the Baltimore County Public Schools will grant to Baltimore County an easement right to 0.231 acres of the property of Chase Elementary School.

APPROVED:

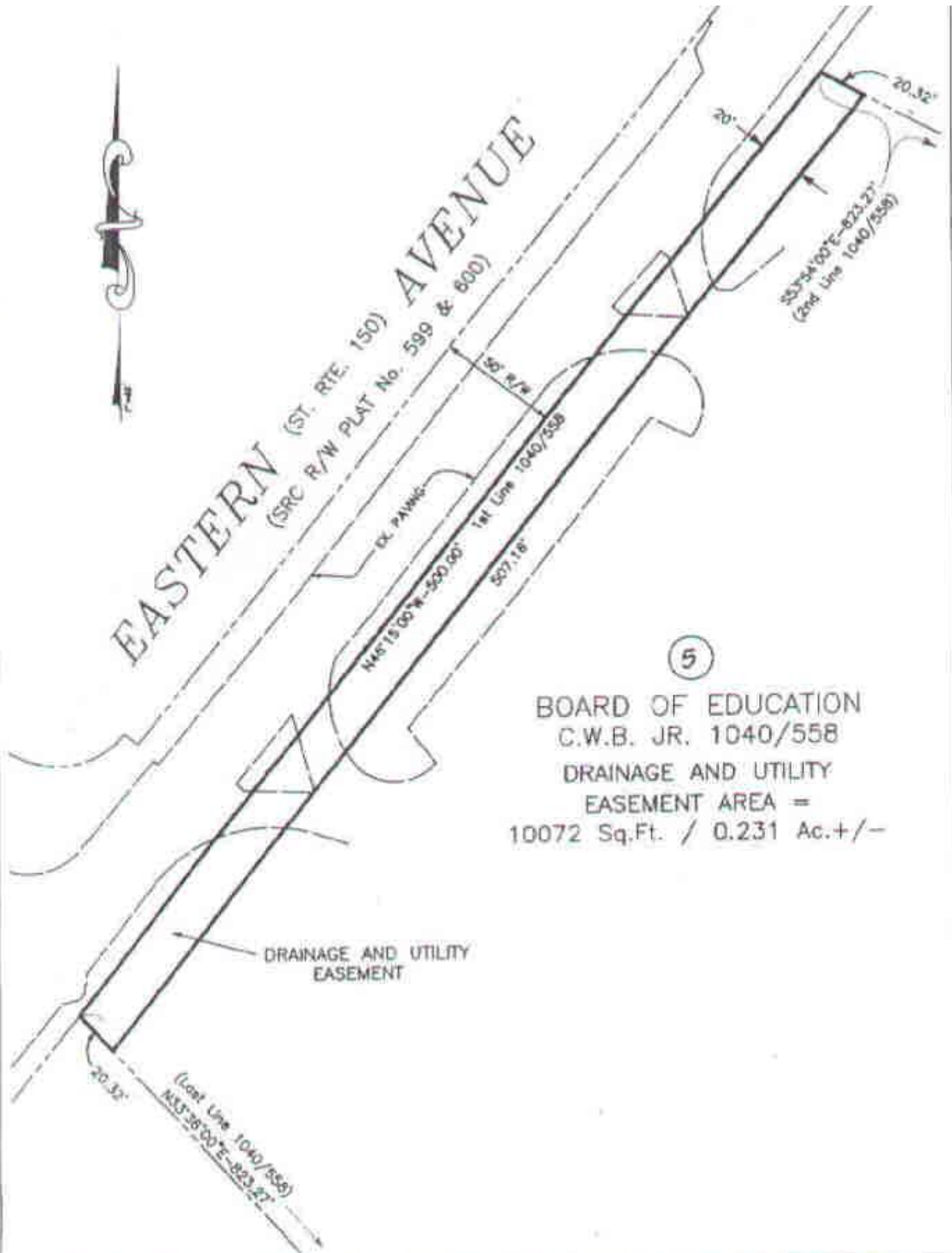


Donald F. Kremmel, Ph.D.  
Executive Director



# EASTERN AVENUE

(ST. RTE. 150)  
(SRC R/W PLAT No. 599 & 600)



5

BOARD OF EDUCATION  
C.W.B. JR. 1040/558  
DRAINAGE AND UTILITY  
EASEMENT AREA =  
10072 Sq.Ft. / 0.231 Ac.+/-

BALTIMORE COUNTY		DEPARTMENT OF PERMITS AND DEVELOPMENT MANAGEMENT		BUREAU OF LAND ACQUISITION	
DISTRICT NO. 15 c b	POSITION SHEET NO.	CONSTRUCTION PLAN NO.		FEDERAL PROJECT NO.	MARYLAND PROJECT NO.
AREA TO BE ACQUIRED		LOCAL EXISTING COUNTY R/W			

**BALTIMORECOUNTYPUBLICSCHOOLS**

**DATE:** December3,2002  
**TO:** BOARDOFEDUCATION  
**FROM:** Dr.J.Hairston,Superintendent  
**SUBJECT:** AdditionalLeaseSpace  
**ORIGINATOR:** J.RobertHaines,DeputySuperintendent  
**RESOURCE**  
**PERSON(S):** RitaFromm,ExecutiveDirector,PlanningandSupportOperations

**RECOMMENDATION**

ThattheBoardofEducationapprovealeasefor3000  
additionalsquarefeetatPulaskiPark.

**BackgroundInformation:PupilPersonnelWorkersandPsychologistscurrently  
workinginaschoolbuildingwillbemovedtonewofficespace.Themovewillallow  
forthespaceintheschoolbuildingtobeusedforclassroominstruction.**

EstimatedOperatingFundsFiscalImpact:\$ 20,000 forFY 03  
PossibleFundingSource:\_Generalfund\_\_\_\_\_

JRH/dd

