MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, June 10, 2003
5:00 P.M.-Closed Session, 7:30 P.M.-Open Session
Educational Support Services Building

I. PLEDGE OF ALLEGIANCE

II. SILENT MEDITATION IN REMEMBRANCE

III. AGENDA

Consideration of the agenda for June 10, 2003

IV. SUPERINTENDENT’S REPORT

V. SPECIAL ORDER OF BUSINESS – Recognition of Sanford V. Teplitzky

* PRESIDENT’S COMMENTS

VI. RECOGNITION OF ADMINISTRATIVE APPOINTMENTS FROM MAY 27, 2003 (Mr. Grimsley)

VII. OLD BUSINESS

A. Consideration of the Proposed Revisions to Policy 3225 - Furniture, Fixtures, and Equipment (Third Reading) (Ms. Burnopp) Exhibit A

B. Consideration of the Proposed Revisions to Policy 5550 - Disruptive Behavior (Third Reading) (Mr. Kemmery) (Mr. Rauenzahn) Exhibit B

C. Consideration of the Proposed Revisions to Policy 5560 - Suspension or Expulsion (Third Reading) (Mr. Kemmery) (Mr. Rauenzahn) Exhibit C

D. Consideration of the Proposed School Calendar, 2004-2005 (Third Reading) (Ms. Norman) Exhibit D

E. Report on the Final Summary of Recommendations to Relieve Overcrowding in the Northwest and Southwest Areas (Ms. Fromm) (Mr. Shah) Exhibit E

* F. Report on Education Foundation (Mr. Hayden)

VIII. REPORTS

A. Status of Baltimore County Public Schools’ Master Plan (Dr. Hairston) Exhibit F
VIII. REPORTS (Cont.)

B. Report on Magnet Schools External Evaluation
   (Ms. Bailey)
   (Ms. Paynter)
   (Mr. Lukes)
   Exhibit G

IX. NEW BUSINESS

A. Consideration of consent to the following personnel matters: (Mr. Grimsley)
   1. Retirements
      Exhibit H
   2. Resignations
      Exhibit I
   3. Leaves of Absence
      Exhibit J
   4. Deceased
      Exhibit K
   5. Advisory Council Appointments
      Exhibit L
   6. Appointments
      Exhibit M
   * 7. Advisory Council Coordinator Appointment

B. Consideration of consent to the following contract awards: (Ms. Burnopp)
   (Mr. Gay)
   1. Contracted Services: Containerized Refuse Collection Services Exhibit N
   2. Contracted Services: On-Call Asbestos Abatement Services
   3. Contracted Services: On-Call Industrial Hygienist
   4. Document Printing System
   5. Food Service: Dairy Products, Extension
   6. Food Service: Food Products
   7. Food Service: Ice Cream Products, Extension
   8. Food Service: Paper Products
   9. Food Service: Small Wares
   10. Food Service: Snack Products
   11. Food Service: Uniform Shirts
   12. Interscholastic Football Supplies and Equipment
IX. NEW BUSINESS (Cont.)

13. Kubota Tractors

14. PC-Controlled CNC Machining Tool – Sollers Point Technical High School

15. Printing: School Calendars

16. Printing: Student Handbooks

17. Summer School Bus Routes

18. Grades 4 and 5 U.S. History Textbooks, 2003-2004

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

1. Boiler Replacement – Old Court Middle School Exhibit O

2. Reroofing Project – General John Stricker Middle School Exhibit P

3. Systemic Renovations – Franklin Middle School Exhibit Q

4. Systemic Renovations – Golden Ring Middle School Exhibit R

5. New Gas Service – Woodlawn High School Exhibit S

5a. ADA Modifications – Johnnycake Elementary School Exhibit S-1

6. Fee Acceptance – Construction Inspection Services for Systemic Renovations – Dundalk, Franklin, Golden Ring, and Parkville Middle Schools Exhibit T

7. Fee Acceptance – Construction Inspection Services for Mechanical/Electrical Renovations – Cedarmere, Chadwick, Lansdowne, and Winand Elementary Schools Exhibit U

8. Fee Acceptance – Design and Construction Administration Services – Woodholme Elementary School Exhibit V

9. Request to Negotiate – Design Services for Science Room Renovation Projects – Various Schools Exhibit W


D. Consideration of the Fiscal Year 2004 County Council Adopted Budget (Ms. Burnopp) Exhibit Y
X. INFORMATION

Revised Rule 3225 – Furniture, Fixtures, and Equipment Procedures

XI. ANNOUNCEMENTS

Next Board Meeting
July 8, 2003
7:30 P.M.  Greenwood
RESOLUTION

WHEREAS, Sanford V. Teplitzky has served as a member of the Board of Education of Baltimore County with distinction and honor from November 1993 through June 2003; and

WHEREAS, He has worked actively for the improvement of education for all Baltimore County youth; and

WHEREAS, Mr. Teplitzky has represented the Board of Education of Baltimore County at the state level by serving as an alternate to the Maryland Association of Boards of Education’s Federal Relations Network and as an Insurance Program Trustee; and

WHEREAS, He has served as a member of the Board’s Budget and Audit Committee, and currently serves as its Chair, and he has also served as a member of the Legislative Committee; and

WHEREAS, Mr. Teplitzky has been active in numerous community groups including the Board of Directors of the Chimes Foundation, the Board of Visitors of the University of Maryland School of Nursing, and the Board of Directors for the Center for Poverty Solutions; and

WHEREAS, He has served with dedication his family and community; now, therefore, be it

RESOLVED, That the Board of Education of Baltimore County, herewith assembled in regular session on the tenth of June, in the year two thousand three, recognizes the outstanding contributions of Sanford V. Teplitzky; and be it further

RESOLVED, That the Board does herewith extend its deepest appreciation and gratitude for his dedication, loyalty, and service and further extends its best wishes for his good health, happiness, and continued success in is future endeavors.

_________________________________  ______________________________
Donald L. Arnold, President    Joe A. Hairston, Secretary-Treasurer

June 10, 2003
DATE:       June 10, 2003

TO:         BOARD OF EDUCATION

FROM:       Dr. Joe A. Hairston, Superintendent


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

RESOURCE PERSON(S): Barbara Burnopp, Executive Director, Fiscal Services
                   Patrick Fannon, Controller

RECOMMENDATION

Approval of Board Policy 3225 – NON-INSTRUCTIONAL SERVICES: Purchasing – Furniture, Fixtures, and Equipment – New School Projects, Renovations, or Additions was updated as part of the initiative of the Division of Business Services to update outdated Board Policies. The policy was adopted in 1969 and was revised in 1999. Changes have been reviewed by the Board Policy Review Committee on April 29, 2003, was introduced at the May 13, 2003, board meeting, and was presented at the May 27, 2003 board meeting for public comment. Changes have been made to reflect current language and references.

Attachment I – Board Policy 3225
NON-INSTRUCTIONAL SERVICES: Purchasing

[Equipment and Furniture] FURNITURE, FIXTURES, AND EQUIPMENT – NEW SCHOOL PROJECTS, RENOVATIONS, OR ADDITIONS

[With respect to the selection, purchase and installation of equipment, furniture, and furnishings for a new school project, renovation, or addition, the Superintendent of School shall establish administrative procedures for such selection, purchase and installation. Said procedures are to conform with pertinent laws and regulations, both local and state, with a view toward acquiring such furniture, equipment, and furnishings economically, and in conformity with educational and functional requirements, and in relation to the architectural design of the school project.]

THE SUPERINTENDENT OF SCHOOLS SHALL ESTABLISH ADMINISTRATIVE PROCEDURES FOR THE SELECTION, PURCHASE, AND INSTALLATION OF FURNITURE, FIXTURES, AND EQUIPMENT FOR NEW SCHOOL PROJECTS, BUILDING RENOVATIONS, OR ADDITIONS. THESE PROCEDURES SHALL CONFORM TO APPLICABLE STATE AND LOCAL LAWS AND REGULATIONS, AND SHALL SUPPORT THE EDUCATIONAL, FUNCTIONAL, AND ARCHITECTURAL REQUIREMENTS AND DESIGN OF THE SCHOOL PROGRAM.

ALL CAPS indicate new material.
Brackets [ ] indicate deleted material.
Baltimore County Public Schools

Date: June 10, 2003

To: Board of Education

From: Dr. J. Hairston, Superintendent

Subject: Policy 5550

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

Resource: Robert J. Kemmery, Executive Director of Student Support Services

Person(s): Dale Rauenzahn, Director of Student Support Services

Recommendation

That the Board of Education approves Policy 5550

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RJK/ds
STUDENTS: Conduct

Disruptive Behavior

Students are expected to follow the code of conduct on school property, on school buses, and at off-site school-sponsored activities. A student’s behavior is disruptive when it interferes with the normal function of a school. A student’s behavior is disruptive when that behavior interferes with the academic process or violates the rights of others to utilize the services and facilities of the school. Students who take part in disruptive behavior are subject to discipline that may include suspension or expulsion, according to the procedures outlined in the Policy and Rule 5560, "Suspension or Expulsion."

Below are some student offenses for which discipline will be imposed. The list does not cover all behaviors or actions. There may be additional offenses for which a student can be suspended or expelled.

Category I – Examples of offenses that may result in suspension:

ARSON/FIRE/EXPLOSIVES

a. POSSESSION AND/OR Igniting OF matches or lighters (when not a part of the instructional program)

ATTACKS/THREATS/FIGHTING

b. Fighting

ATTENDANCE

c. Leaving school grounds without permission

d. Unexcused lateness (class/classes)

e. Unexcused lateness (school day)

f. Unexcused absence or truancy (class/classes)

g. Unexcused absence or truancy (school day)

DANGEROUS SUBSTANCES

h. Non-prescription violation (possession of non-prescription medications)

i. Use and/or possession of tobacco or cigarette rolling paper
DISRESPECT/INSUBORDINATION

j. Failure to follow a direction such as, but not limited to, failure to report to office when directed by school staff to do so

k. Harassment (nuisance phone calls to students or staff members; continued comments or passing of unofficial notes to another individual that he/she does not wish to hear or receive)

l. Refusing to cooperate with school rules and regulations

m. Refusing to cooperate with school transportation regulations

n. Refusing to do assigned work

o. Refusing to serve detention

p. Using obscene or abusive language

PERSONAL HEALTH

q. Personal health, when a student knowingly uses his or her state of health to threaten the health of others

OTHER

r. Academic dishonesty (cheating on tests, copying term papers, forging signature of teacher and/or parent)

s. Gambling

t. Unauthorized sale or distribution in school of items, goods, or services not related in any way to the school operation, (e.g., sale of football pools).

u. Use of electronic communication devices, such as a pager (beeper), portable telephone, or any wireless communication device (which are not part of the educational program) during regular instructional school hours. Regular instructional hours are defined as beginning at the opening bell for the school day and concluding at the dismissal bell for the school day. Students involved in before-school, after-school, and weekend instructional activities shall not use electronic communication devices within the assigned areas of the activity from the beginning of the scheduled activity until its conclusion. The device must be turned off and stored in the locker, book bag, automobile, or purse during school hours and while being transported on the bus. The ban on the use of electronic devices applies to buses used for all school-related activities.
Category II – Examples of offenses for which the student may be suspended and which may result in expulsion:

ARSON/FIRE/EXPLOSIVES

a. Fire alarm/false fire report/bomb threat

b. Possession and/or detonation of an incendiary or explosive material or device, including live ammunition (firecracker or greater)

ATTACKS/THREATS/FIGHTING

c. Extortion or taking money or possessions from another student(s) by threat or causing fear and intimidation

d. [Assault and/or battery] PHYSICAL ATTACK(S) on a student

e. [Assault] THREAT(S) on individual(s)

DANGEROUS SUBSTANCES

f. Distribution, attempt to distribute, or possession with the intent to distribute a non-controlled substance that is represented as a controlled dangerous substance

g. Non-prescription violation (misuse of non-prescription medications) including failure to have medications administered by school nurse or delegated personnel

h. Possession, use, or distribution of controlled and/or drug paraphernalia

i. Prescription violation (possession of prescribed medication)

j. Purchase of a non-controlled substance that has been represented to be a controlled dangerous substance

k. Use and/or possession of tobacco or cigarette rolling paper, repeated offense

DISRESPECT/INSUBORDINATION

l. Conspiracy or planning between two or more persons to commit a Category III offense

m. Disruptive behavior that results in the interference with the normal school program, including repeated Category I or II offenses.
n. Harassment for any reason

o. Interfering with another student’s right to attend school or classes

p. Participating in and/or inciting a school disruption

SEX OFFENSES

q. INAPPROPRIATE BEHAVIOR OF A SEXUAL NATURE.

r. Indecent exposure

WEAPONS

s. Possession of a look-alike weapon of any kind

t. Possession of a pocket knife

OTHER

u. Destruction and/or vandalism of school property, personal property of students and/or faculty. This includes receipt, sale, possession, or distribution of property stolen from Baltimore County Public Schools. Restitution is required, either monetary or school work project.

v. RECKLESS ENDANGERMENT RESULTING IN INJURY TO A PERSON

w. Theft and/or knowingly possessing stolen property

x. Trespassing

y. Violation of the Telecommunications Acceptable Use Policy

Category III – Examples of offenses which shall result in expulsion:

ARSON/FIRE/EXPLOSIVES

a. Arson
ATTACKS/THREATS/FIGHTING

b. Striking a staff member who is intervening in a fight or other disruptive activity (intentional or unintentional)

c. [Assault and battery] PHYSICAL ATTACK(S) on a staff member

d. Violent behavior which creates a substantial danger to persons or property

DANGEROUS SUBSTANCES

e. Distribution and/or sale of alcohol

f. Distribution and/or sale of controlled dangerous substances (illegal drugs)

g. Possession of alcohol

h. Possession of controlled dangerous substances (illegal drugs)

i. Prescription violation (misuse of prescribed medications) including failure to have medications administered by school nurse or delegated personnel

j. Use of a controlled dangerous substance (illegal drugs), under the influence of a controlled substance, or showing evidence of having used a controlled substance

k. Use of alcohol, under the influence of alcohol, or showing evidence of having consumed alcohol

l. Use of any intoxicants which causes a loss of self-control or inebriation and which shall include glue and solvents

SEX OFFENSES

m. SEXUAL ASSAULT

WEAPONS

n. Possession and/or use of a firearm on school property (one-year expulsion)

o. Possession or use of any other gun or rifle (loaded or unloaded, operable or inoperable) which shall include, but not be limited to, pellet gun, paintball gun, stun gun, BB gun, flare gun, nail gun

p. Possession or use of a real weapon of any kind which shall include, but not be limited to, switchblade knife, hunting knife, star knife, razors (including straight or retractable razor), nunchaku, spiked glove, spiked wristband, any mace derivative, tear gas device, or pepper spray product
q. Use of a look-alike gun or rifle (loaded or unloaded, operable or inoperable)

r. Use of a look-alike weapon of any kind which shall include, but not be limited to, switchblade knife, hunting knife, star knife, pocket knife, razors including straight or retractable razor, nunchaku, spiked glove, or spiked wristband

s. Use of a pocketknife or any object as a weapon

**OTHER**

t. Robbery

The provisions of this policy apply in all situations in which students are involved, including: (1) school activities on property owned by the Board of Education; (2) travel on school buses; (3) off-site school-sponsored activities; (4) on-site or off-site school-related problems which are the result or cause of disruptive behavior on school grounds; and (5) violent acts of behavior which occur off school property and pose a threat to the safety of students and faculty or disrupt the learning environment.

Legal References:
- Annotated Code of Maryland, Education Article, §7-305, Suspension and Expulsion
- Code of Maryland Regulations (“COMAR”) 13A.08.01.11 Disciplinary Action
- 13A.08.01.17 School Use of Reportable Offenses
- 13A.08.01.04(B) Unlawful Absence
- 13A.02.04.01-07 Tobacco-Free School Environment
The use of permanently inoperable rifles by JROTC students shall not be a violation of this policy during instructional time and at any other times when under the direct supervision of JROTC instructors.

See Note 1 above.
DATE: June 10, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Policy 5560

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

RESOURCE PERSON(S): Robert J, Kemmery, Executive Director of Student Support Services

Dale Rauenzahn, Director of Student Support Services

RECOMMENDATION

That the Board of Education approves Policy 5560

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RJK/ds
STUDENTS: Conduct

Suspension or Expulsion

1. Definitions

Within the Baltimore County PUBLIC SCHOOLS (BCPS) [school system], the following types of suspensions and expulsions are utilized:

A. Short-term Suspension

Temporary suspension of a student by the principal for a period not to exceed ten (10) school days

B. Long-term Suspension

Long-term suspension of a student for more than ten (10) school days and less than [one quarter] 45 SCHOOL DAYS imposed by the [s]Superintendent or the designee after reviewing the school suspension—All cases of long-term suspension are subject to review for readmission to the day school program

C. Expulsion

Expulsion is the required withdrawal [for more than one quarter] from the day school program of a student of any age, by direction of the [s]Superintendent or the designee, upon review of the suspension from school. All cases of expulsion are subject to review for readmission to the day school program.

Use of the suspension or the expulsion process IN BCPS is an administrative responsibility sanctioned by State law and by policies of the Board of Education as a measure to be used in the discipline of students. Principals have full authority to use [temporary or] short-term suspension in a judicious manner, i.e., where the procedure fits the offense and the offender and is not unreasonable, excessive, or malicious. Complete records must be available to justify each suspension.

To provide an environment in which all students may achieve their potential, the maintenance of acceptable standards of conduct is required. The judicious use of suspension may be a contributing factor in providing a positive learning atmosphere within the total school environment. Generally, the suspension of a student should not be implemented until all appropriate school resources have been utilized to help the student to modify the behavior which necessitated the suspension. It must be recognized, however, that some acts of behavior as defined in the policies, "Alcoholic Beverages and Drugs" 5540 and "Disruptive Behavior" 5550, warrant immediate and mandatory expulsion.
Students are suspended to the Superintendent OR DESIGNEE to determine whether a suspension longer than ten (10) school days or an expulsion is warranted.

A student, PARENT, OR GUARDIAN may appeal a SHORT-TERM suspension [of more than ten (10) school days], LONG-TERM SUSPENSION, or expulsion to the Board of Education by sending such a request in writing to the Superintendent of Schools within ten (10) school days of the decision by the PRINCIPAL, Superintendent, or the designee. Upon appeal, the Board or a designated committee thereof shall hear the matter promptly, but in no event later than fifteen (15) school days from the receipt of notice of appeal in the superintendent’s office. Each party shall be afforded the opportunity to present witnesses and be represented by counsel. Unless a public hearing is requested by the student, [or] parent, or guardian, the hearing shall be conducted out of the presence of all persons except those whose presence is deemed necessary or desirable by the Board. The appeal to the Board of Education shall not operate as a stay of the decision of the Superintendent, and the decision of the Board shall be final.

The function of the Board is to hold a hearing to determine whether the testimony and exhibits presented support the charges upon which the expulsion was based. The Board delegates to the Superintendent of Schools the responsibility for determining the duration of an expulsion or a long-term suspension and the consideration of readmission. The Superintendent shall consider mitigating circumstances in making such decisions.

SCOPE OF AUTHORITY

The provisions of this policy apply to: (1) school activities on property owned by the Board of Education; (2) travel on school buses; (3) off-site school-sponsored activities; (4) on- or off-site school related problems which are the result or cause of disruptive behavior on school grounds; and (5) violent acts of behavior which occur off school property that pose a threat to the safety of students and faculty or that disrupt the learning environment. Suspended or expelled students are prohibited from participating in school activities, on or off campus, sponsored by any BCPS school. Students may enroll in alternative educational programs and participate in appropriate graduation activities organized by the Office of [Adult and] Alternative [Education] PROGRAMS. Also, expelled students may receive counseling services at the [adult education] ALTERNATIVE PROGRAM centers and at the schools from which they have been expelled after obtaining special permission from the principals of those schools.

Legal References: Annotated Code of Maryland, Education Article §7-304 Suspension and Expulsion
State Board of Education Bylaws 13A.08.01.06A Suspension and Expulsion
Code of Maryland Regulations (“COMAR”) 13A.08.01.17 School Use of Reportable Offenses
Policy 5560

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Board of Education of Baltimore County
DATE: June 10, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Proposed 2004-2005 School Calendar

ORIGINATOR: Sharon Norman, Director, Office of Communications

Recommendation

That the Board of Education approve the proposed 2004-2005 school calendar developed by the School Calendar Committee

Attachment
### BALTIMORE COUNTY PUBLIC SCHOOLS

**Proposed Calendar 2004 –2005**

<table>
<thead>
<tr>
<th>Month</th>
<th>Pupil Days</th>
<th>Teacher Days</th>
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<tbody>
<tr>
<td>August</td>
<td></td>
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<tr>
<td>20(F)</td>
<td>Meeting of Admin/Supervisory Personnel</td>
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<td>23(M)</td>
<td>Teachers on Duty</td>
<td></td>
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<tr>
<td>30(M)</td>
<td>Opening Day for Students</td>
<td>2   7</td>
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<tr>
<td>September</td>
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<tr>
<td>6(M)</td>
<td>Labor Day – Schools Closed</td>
<td>20  20</td>
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<tr>
<td>16(Th)</td>
<td>Rosh Hashanah – Schools Closed</td>
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<tr>
<td>October</td>
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<tr>
<td>1(F)</td>
<td>Professional Development—Schools Closed for Students</td>
<td>19  21</td>
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<tr>
<td>11(M)</td>
<td>Columbus Day*</td>
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<tr>
<td>15(F)</td>
<td>Professional Development Day/MSTA Convention</td>
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<td></td>
<td>Schools Closed for Students</td>
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<tr>
<td>November</td>
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<tr>
<td>2(T)</td>
<td>Election Day—Schools Closed</td>
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<tr>
<td>5(F)</td>
<td>First Marking Period Ends – Assessment Day</td>
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<td></td>
<td>for elementary and middle schools*** - Schools</td>
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<td></td>
<td>Close 3 hours early for elementary and middle school students</td>
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<tr>
<td>11(Th)</td>
<td>Veterans Day*</td>
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<tr>
<td>15-19(M-F)</td>
<td>American Education Week</td>
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<tr>
<td>19(F)</td>
<td>Elementary Conference Day – Schools Closed for elementary students</td>
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<tr>
<td>22(M)</td>
<td>Distribution of Report Cards</td>
<td></td>
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<tr>
<td>25-26(Th-F)</td>
<td>Thanksgiving Holiday – Schools Closed</td>
<td>19  19</td>
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<tr>
<td>December</td>
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<tr>
<td>15(M)</td>
<td>Bill of Rights Day*</td>
<td></td>
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<tr>
<td>23(Th)</td>
<td>Christmas/Winter Holiday begins at end of school day</td>
<td>17  17</td>
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<tr>
<td>January</td>
<td></td>
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<tr>
<td>3(M)</td>
<td>Schools Reopen for Students</td>
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<tr>
<td>15(S)</td>
<td>Dr. Martin Luther King, Jr.’s Birthday**</td>
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<tr>
<td>17(M)</td>
<td>Dr. Martin Luther King, Jr.’s Birthday Observed – Schools Closed</td>
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<tr>
<td>21(F)</td>
<td>Second Marking Period Ends</td>
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<tr>
<td>24(M)</td>
<td>Assessment Day/Preparation for Second Semester – Schools Closed for Students</td>
<td>19  20</td>
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<td>February</td>
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<tr>
<td>7(M)</td>
<td>Distribution of Report Cards</td>
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<td>12(S)</td>
<td>Lincoln’s Birthday**</td>
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<tr>
<td>18(F)</td>
<td>Team Planning and Student Performance Data Analysis**** – Schools close three hours early for elementary and middle school students</td>
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<tr>
<td>21(M)</td>
<td>President’s Day – Schools Closed</td>
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<td>22(T)</td>
<td>Washington’s Birthday*</td>
<td>19  19</td>
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<td>Month</td>
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<td>Event Descriptions</td>
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<tr>
<td>March</td>
<td>24(Th)</td>
<td>Easter/Spring Holiday begins at the end of the school day</td>
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<td>25(F)</td>
<td>Maryland Day*</td>
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<tr>
<td>April</td>
<td>4(M)</td>
<td>Schools Reopen</td>
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<td></td>
<td>8(F)</td>
<td>Third Marking Period Ends – Assessment Day for elementary and middle school students – schools close 3 hours early for elementary and middle school students</td>
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<td></td>
<td>25(M)</td>
<td>Report Cards Distributed</td>
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<tr>
<td>May</td>
<td>6(F)</td>
<td>PreK/K Conference Day – no preK, half-day, or full day Kindergarten sessions</td>
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<td></td>
<td>27(F)</td>
<td>Last Day for Seniors</td>
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<td>28-31(S-T)</td>
<td>Commencement Exercises</td>
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<td></td>
<td>30(M)</td>
<td>Memorial Day** – Schools Closed</td>
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<td>June</td>
<td>1-5 (W-Su)</td>
<td>Commencement Exercises</td>
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<td>14(T)</td>
<td>Flag Day*</td>
</tr>
<tr>
<td></td>
<td>15-16(W-Th)</td>
<td>Assessment Days****Schools close 3 hours early for high school students; teachers on duty</td>
</tr>
<tr>
<td></td>
<td>16(Th)</td>
<td>Assessment Day***Schools close 3 hours early for elementary and middle school students; teachers on duty</td>
</tr>
<tr>
<td></td>
<td>17(F)</td>
<td>Last Day of Classes for Students and Teachers; schools close 3 hours early for students; teachers on duty</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>TOTALS 187 195</td>
</tr>
<tr>
<td>June</td>
<td>25(F)</td>
<td>Summer School Teachers on duty for all centers</td>
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<tr>
<td></td>
<td>28(M)</td>
<td>Summer School begins for all centers</td>
</tr>
<tr>
<td>July</td>
<td>5(M)</td>
<td>Summer School closed for Independence Day</td>
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<tr>
<td></td>
<td>6(T)</td>
<td>Curriculum Workshops begin</td>
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<tr>
<td></td>
<td>30(F)</td>
<td>Last Day of Summer School for all Centers</td>
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Functional Test Dates for Reading, Mathematics: July 14-15, 2004
Functional Test Dates for Writing: Prompt I July 14; Prompt II July 15, 2004

*Schools open with appropriate exercises
**Appropriate exercises to be scheduled on the Friday before
***ASSESSMENT DAYS- Elementary and middle schools will be given time for parents, teachers, and students to meet and/or assess progress
****ASSESSMENT DAYS- High schools will have the opportunity to administer traditional midterm and/or final exams or to use alternative assessment procedures
*****TEAM PLANNING AND STUDENT PERFORMANCE DATA ANALYSIS—Teachers will work in a variety of team structures at local schools to analyze and use performance data to develop differentiated instructional strategies for improving student achievement.
If inclement weather conditions force us to close schools more than seven days, it will be necessary to alter the school calendar. These additional days will be scheduled as required at the end of the school year. The calendar will be reduced up to 5 days if not needed to offset days/hours when schools are closed due to inclement weather. **Teacher duty days will not exceed 191.** One-half days may be modified for inclement weather/emergency conditions.
DATE: June 10, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Relief of Overcrowding – Staff Proposals
Northwest and Southwest Elementary Schools

ORIGINATOR: J. Robert Haines, Deputy Superintendent

RESOURCE PERSON(S): Rita Fromm, Executive Director, Planning and Support Operations

RECOMMENDATION

That the Board of Education receives an update on staff proposals for relief of overcrowding in Northwest and Southwest Area Elementary Schools.

Background Information: The Office of Strategic Planning in cooperation with the Executive Directors of Schools presented plans to the Superintendent to relieve overcrowding in certain elementary schools.

Estimated Operating Funds Fiscal Impact: $60,000 for FY 2003

Possible Funding Source: Operating Budget

JRH/dd
Final Summary of Recommendations to Relieve Overcrowding In NW and SW Areas
Summary of Recommendations and Rationales – SW Area

RECOMMENDATIONS:

• Relocate Dogwood ES SED program to Winfield ES.

• Annex kindergarten enrollments at Edmondson Heights ES beyond current levels (5 classes) to Westowne ES.

• Implement new education plan and site improvements for Featherbed Lane ES Primary and Intermediate schools.

RATIONALE:

• Provides SED program more space for program delivery. Increases capacity for Dogwood ES.

• Prevents overcrowding at Edmondson Heights ES.

• Unifies Featherbed Lane Primary and Intermediate schools under a single principal. Implements NSF Grant STEM Academy model. Construct parent drop-off loop for improved safety and access.
Summary of Recommendations and Rationales – NW Area

RECOMMENDATIONS:

• Annex selected communities to schools with available space.
• Move New Town ES SED program to Chatsworth.
• Cap enrollment at New Town ES at 901 students.

RATIONALE:

• Communities furthest from New Town ES annexed to nearby schools with significant available classrooms
• Developing communities near New Town ES annexed to Reisterstown ES as a “pre-emptive” cap on new enrollments
• Relocation of New Town ES SED program increases New Town ES capacity with no change to the educational program
• Cap of 901 permits available seats at New Town to be utilized (751 seats in building + 150 relocatable seats = 901)
Why a Cap of 901 Students at New Town ES?

• New town currently has a capacity of 706 + 150 relocatable seats = 856 available seats

• Moving the SED program results in a gain of 45 seats, raising capacity to 751 + 150 relocatable seats = 901 available seats

• The identification and annex of impending New Town ES development to Reisterstown ES is, in effect, a “cap” that further limits new enrollments at the school

• Available relocatable seating on school sites is routinely considered as a component of plans relieve overcrowding
## Capacity PLUS Consideration of Relocatable Seating

<table>
<thead>
<tr>
<th>School</th>
<th>Area</th>
<th>Full Day Kdg.</th>
<th>9/30/02 Total Enroll</th>
<th>9/30/02 FTE Enroll</th>
<th>State Capacity</th>
<th>Number Students +/- Capacity</th>
<th>Additional Reloc. Seats</th>
<th>Total Available Seats</th>
<th>Number Students +/- Seats</th>
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<tr>
<td>Bedford</td>
<td>NW</td>
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<td>367</td>
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<td>317</td>
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<td>100</td>
<td>417</td>
<td>-198</td>
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<td>461</td>
<td>46</td>
<td>50</td>
<td>511</td>
<td>-4</td>
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<tr>
<td>Chatsworth</td>
<td>NW</td>
<td>*</td>
<td>418</td>
<td>418</td>
<td>449</td>
<td>-31</td>
<td>0</td>
<td>449</td>
<td>-31</td>
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<td>Church Lane</td>
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<td>-37</td>
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<td>*</td>
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<td>481</td>
<td>14</td>
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<td><strong>Elementary Totals</strong></td>
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<td><strong>800</strong></td>
<td><strong>10941</strong></td>
<td><strong>-1351</strong></td>
<td></td>
</tr>
</tbody>
</table>

* indicates a school with a Full-Day Kindergarten program.
Orange shaded schools are within 90% or higher of their state capacity.
Blue shaded schools are schools less than 90% capacity with available classrooms.
Other Comments on New Town ES

• With the proposed program annexation, New Town ES would gain an art room and a vocal music room, and two full-time teachers who currently “float” would be assigned to these rooms.

• The School Improvement Team will adjust cafeteria schedules and allocate space based on the adjusted population.

• Final approval has been given by Baltimore County to commence work on improved fields and play areas for New Town ES. Work is scheduled to begin in July 2003.

• There is a distinction between New Town ES being “over capacity” and the designated class size for instruction. New Town ES is staffed to the standards of all BCPS schools. For 2002/2003, the student/teacher ratios were as follows:
  
  • Kindergarten 21.7
  • Grades 1 and 2 21.5
  • Grades 3, 4, and 5 24.0
Recommendations to Relieve Overcrowding for September 30, 2003

NEW TOWN ES SED PROGRAM TO CHATSWORTH;
GEOGRAPHIC ANNEX TO FRANKLIN ES, GLYDON ES,
FORT GARRISON ES, AND SUMMIT PARK ES, AND
REISTERSTOWN ES

FEATHERBED LANE ES
NSF GRANT INITIATIVES

EDMONDSOEN HEIGHTS ES
OVERFLOW KINDERGARTEN TO
WESTOWNE ES

Prepared by Baltimore County Public Schools
Office of Student Planning, February 2003
Challenges for Using New Town HS to Relieve New Town ES

- Difficulty of segregating elementary students from high school students due to the integrated design of the high school building, including:
  - Any rooms to be used by elementary students would be on hallways housing high school students’ classrooms
  - Lavatories needed to serve elementary school students would have to be shared by high school students and are in areas where high school students would be required to pass
  - The cafeteria is at the opposite end of the building from where elementary classes would most reasonably be located
  - Elementary students would be exiting the building after the regular high school day, when high school students would be likely to interact with them near the building
  - Delivery of special area subjects (art, music, physical education) to elementary students housed in the high school could necessitate movement of students or teachers between the school buildings
  - Relocatable classrooms housed on the high school site would necessitate elementary school students entering the building and using lavatories on the main hall, interacting with lots of high school student traffic
Baltimore County Public Schools

Date: June 10, 2003

To: Board of Education

From: Dr. Joe A. Hairston, Superintendent

Title: Status of the Master Plan for Baltimore County Public School

Originators: Christine Johns, Deputy Superintendent of Curriculum and Instruction
Merle Audette, Chief of Staff

Resource Persons: Oversight Committee Members; Members of Work Groups; Executive Directors of Curriculum and Instruction, Business Services, and Schools; and Central Office staff

INFORMATION

The Maryland State Department of Education requires that each school system in the state of Maryland prepare a five-year Master Plan. The plan is to be submitted to the County Executive and County Council for information by August 1, 2003 prior to it being forwarded to the State Department of Education on October 1, 2003 for its approval. To comply with these requirements, the system has implemented an involved process to develop a draft Master Plan for the Board’s review and consideration.

The Blueprint for Progress that was presented and implemented in the 2000 – 2001 school year has provided a foundation for the Master Plan. It was in the fall of 2002 that a process was implemented to revise the original Blueprint for Progress to reflect the No Child Left Behind Act 2001, Bridge to Excellence in Public School Education Act, and also the Maryland Visionary Panel for Better Schools: Achievement Matters Most.

The Board was extensively involved in the revision of the Blueprint for Progress as were representatives from parents and the community, staff from schools, and central offices. The Board of Education approved the revised version of the Blueprint for Progress on January 14, 2003 and also approved that it serve as the framework for the design and development of the Master Plan.

Following the approval of the revised Blueprint for Progress, a Master Plan Oversight Committee was selected composed of 26 members representing parents, community, business, advisory councils and groups, association members; and staff from the County Government. The Oversight Committee’s charge was to advise the Superintendent on the content of the Master
Plan. The Executive Directors of Curriculum and Instruction, Business Services, and Schools served as facilitators of work groups, made up of students, parents, community members, teachers, principals, guidance counselors, and central office staff. These work groups provided input into the content of the Master Plan. The Oversight Committee received oral presentations and written documentation for its consideration prior to providing feedback to the Superintendent.

As a result of the commitment of the Oversight Committee, work groups, and staff, a draft document of the Master Plan has been produced and will be provided to Board Members at the June 10th meeting. This document contains an executive summary, a needs assessment, a profile of the system, and a five-year plan “At a Glance.”

A Board study session is tentatively scheduled for Tuesday, June 17, 2003 that will be followed by a public hearing, tentatively scheduled for Thursday, June 26, 2003. The public will have access to the draft document via the Baltimore County Public Schools web site on Wednesday, June 11, 2003.

A recommendation for approval of the Master Plan will be brought to the Board of Education on July 8, 2003 to enable the administration to meet the required timelines established by the Maryland State Department of Education.
DATE: June 10, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Report on Magnet Schools External Evaluation

ORIGINATOR: Christine Johns, Deputy Superintendent of Curriculum and Instruction

RESOURCE PERSON(S): Phyllis Bailey, Executive Director, Special Programs, PreK-12
Jeanne Paynter, Coordinator, Gifted & Talented Education and Magnet Programs
David Lukes, Supervisor, Magnet Programs

INFORMATION

History

Baltimore County Public Schools are operating magnet programs at 26 school sites: seven elementary schools, five middle schools, and fourteen high schools, under the provisions of Board of Education Policy and Superintendent’s Rule 6130. The magnet programs were last evaluated by an external consultant in 1995.

In 2001, the Board of Education authorized the Department of Special Programs, PreK-12 to contract with an education consultant to conduct an external evaluation of all BCPS magnet programs. Baltimore County contracted with Phale D. Hale Education Consulting to conduct the evaluation. The first part of the evaluation took place at the end of the 2001-2002 school year, with consultants visiting all magnet sites and conducting interviews with school personnel and central office staff.

In October 2002, the Board of Education approved an addendum to conduct the second part of the evaluation, which took place during the winter and spring of the 2002-2003 school year. The second part of the evaluation consisted of a series of focus groups of middle and high school students and parents. The final report was provided by the consultant to BCPS on June 2, 2003.

Appendix I – Magnet Schools Assessment Report Findings and Recommendations
Appendix II – Magnet School Evaluation Recommendations – Staff Response
Appendix III – Magnet School Evaluation Recommendations – Current Actions
Appendix IV – Magnet School Evaluation Recommendations – Next Steps
Baltimore County Public Schools
Towson, Maryland

Magnet Schools Assessment Report
Findings and Recommendations

June 2, 2003

Prepared by:

PHALE
EDUCATION CONSULTING
EXECUTIVE SUMMARY

This study was conducted through the examination of documents provided by the Baltimore County School District, interviews with district administrators, four focus groups of parents and students, and visits to all of the magnet schools. The overall finding is that the magnet schools in Baltimore County are not a program but a collection of individual schools, each making its own rules and setting its own goals. As such the magnet schools are difficult to use as a management tool to achieve District goals. Magnet schools are not an end in themselves, they represent a strategy to achieve district ends. The recommendations in this report are intended to provide a framework for the development of a system of magnet schools and programs that can be used strategically to achieve the goals set by District leadership.

This report consists of four parts. The first part consists of the strategic recommendations for the District to consider. The second part is the summary of the findings of the school observations and the recommendations for the individual magnet schools. The third part is the analysis of test scores of the students attending magnet schools. Part four gives the report on the focus groups.

The strategic recommendations include:

Creation of a System of Magnet Schools
- Centralization of the magnet admission process for all schools
- Changes in the admission criteria for the middle and high school magnet programs to make the magnet schools accessible to more students and to set objective standards
- Making a concentrated effort to develop curriculum and provide staff development in the magnet schools
- Creating a separate magnet school office
- Intensifying marketing and recruitment for the magnet schools and programs and organizing advisory committees for the schools and the magnet office
- Forming a magnet school advisory committee

Magnet School Improvement
- Applying for federal funding to assist in implementing these recommendations
- Establishing a system of K-12 magnet school and program themes
- Changing and adding themes at several schools
- Creating a feeder pattern of new magnet schools in the western part of the county
- Over the long term, creating five magnet middle schools and fourteen magnet elementary schools to establish a complete magnet program system of articulated magnet schools kindergarten through high school
Findings and Recommendations for Baltimore County Magnet Schools

The overall finding is that the magnet schools in Baltimore County are not a program but a collection of individual schools, each making its own rules and setting its own goals. As such the magnet schools are difficult to use as a management tool to achieve District goals. Magnet schools are not an end in themselves, they represent a strategy to achieve District ends. District goals that should be a part of the magnet school mission should include:

- Diversity in the student body
- Increasing equity in the school district
- Improving student achievement
- Improving community satisfaction with the schools
- Piloting new instructional programs and techniques that can be replicated in other schools
- Stimulating students to be more motivated
- Improving student discipline

These recommendations will provide a blueprint for standardizing some aspects of the magnet schools in order to create a magnet program which can be coordinated to meet the stated goals of the Baltimore County School system. While several aspects of magnet school operations need to be standardized, it is important not to make the schools uniform or squelch the creativity and enthusiasm that has produced some outstanding magnet programs.

RECOMMENDATIONS

Creating a System of Magnet Schools

Finding: The magnet school program has a confusing and uncoordinated array of criteria and requirements for admission to the schools. Schools with the same magnet themes have very different requirements and procedures. This imposes a great burden on the parents and students attempting to enroll in the schools. This is evident in the nature and number of appeals of admission decisions. The schools occasionally make errors in sending letters of non-admission to parents. Either the denial letters from the schools are too vague or they completely leave out required information.

Recommendation: Eliminate admission criteria for the middle schools. High schools should revise admission criteria so that there are similar criteria for all magnet schools and that like programs have like admission requirements. The basis for the requirements should be the completion of course pre-requisites necessary for the successful completion of the magnet program, e.g. Algebra I. All students who have
successfully (grade of C or above) completed the pre-requisite courses will be deemed eligible for admission. Each magnet school should be permitted to designate pre-requisites that are appropriate for its magnet program.

The Performing and Visual Arts magnets should be allowed to continue to audition students. However, there should be a central audition with a lottery among the qualified candidates.

There should be a single student application for each level of magnet schools. There should be one application for elementary schools, one for middle schools, and one for high schools. The applications should be mailed or brought by the parent directly to the magnet school office. The magnet school office will screen the applications and set up lotteries for oversubscribed schools. The magnet lottery should be conducted in public with the results shown on a large screen television and broadcast on the District's television channel. Sibling preference should be eliminated so that as many magnet slots are available as possible and that every student has an equal chance of admittance to a magnet school.

After the lottery, lists of admitted students should be sent to the schools. All admission letters should be sent from the magnet office. Schools, however, should be encouraged to send welcoming letters to the students.

Rationale: Implementation of this recommendation will make the application process simpler and open the enrollment in magnet schools to more students. It should reduce the number of appeals because objective criteria are used at the high schools. Communication with parents will be clear and accurate. This recommendation does not address the desire expressed by the students in the focus group for the admission process to be more selective, screening out the more casual students. However, this recommendation would not relax standards for remaining in the program. The middle schools could consider raising the standard at each grade level.

Finding: Many of the Baltimore County magnet programs have not kept up with the latest findings in pedagogy and state-of-the-art content. Many magnet programs are without a written curriculum or the curriculum needs to be updated. Focus group results indicate that the curriculum at the middle schools is not as rigorous as that at the high schools.

Recommendation: The magnet office should direct a major curriculum development effort in the magnet schools, particularly the middle schools. Each magnet school should have a curriculum that indicates the scope of the thematic knowledge that is being taught. This curriculum should espouse high levels of content knowledge and generate student activity at the higher levels of Bloom's Taxonomy. Curriculum should be developed around the premise that the required State Standards represent the minimum expectations for students. The magnet curriculum should reflect the highest standards and expectations.
Often excellence in magnet programs is obtained through centralized decision-making. Successful magnet schools have a number of top-down elements. One aspect that should be centralized in Baltimore County is staff development. The magnet office should develop an overall strategy for the schools, then each school should develop a staff development plan using that strategy. In addition to the theme specific training that each school pursues, there should be staff development on the teaching process. The magnet office, in concert with the principals and the curriculum office, should select several comprehensive teaching approaches such as Problem Based Learning, Brain-based Teaching, Project Based Instruction, Telematics, etc. Do not select more models than can be supported by the central curriculum staff. Central staff should undergo training to be knowledgeable and proficient in these models. The models can then be offered to the schools, each magnet school should select a model that complements the content and procedures of its magnet theme. The entire magnet staff should then have sequential and on-going training in the use of that model.

In order to effectively develop thematic curriculum and to provide staff development, each school should have a magnet coordinator. Curriculum and staff development (along with recruitment) should be the primary duties of this coordinator.

The curriculum division of the central office is understaffed to support a major effort in curriculum development and staff development in the magnet schools. The District should use outside resources to initiate the effort and to maintain it until it can be supported by District staff.

**Rationale:** One of the benefits of magnet schools is that they provide innovative and fresh program ideas that can serve as models to be replicated by other schools in the district. To do this the schools must continue to introduce new technology, pedagogy, content, and ideas into their programs. These innovative practices are incorporated into the classrooms through on-going curriculum development and staff development.

**Finding:** The management structure of the magnet schools is low profile and is a part of the Gifted Program. While the persons who are in charge of the program are competent and vigorous in support of the schools, the structure is not sufficient to accomplish the goals that are outlined in this report. Currently, the magnet office is not able to hold schools accountable for the manner in which they spend District allocated magnet funds. Further, the inclusion of the program as part of the gifted office gives the impression that the magnet programs are only for gifted children. This limits the mission of the magnet schools and limits the magnet schools' role in educational change and school reform.

**Recommendation:** Establish a Director of Magnet Schools position. This Director should be assisted by staff positions with responsibility for marketing and recruitment, student selection, and curriculum. It is imperative that the magnet director be a high level position with at least a job title equivalent to a middle school principal.
The magnet director should be responsible for managing the District magnet school budget allocation. This means that the director should have to approve all requisitions and expenditures from the allocated magnet funds. The director should have the authority to ensure that the funds given to the schools are used for magnet purposes.

**Rationale:** The magnet school office needs a higher profile in the District to accomplish the tasks that are outlined in this report. There also needs to be more accountability for the money that is appropriated and designated as funds for magnet schools.

**Finding:** There is no coordination or support for the Visual and Performing Arts magnet programs as complete programs. The arts responsibilities are divided among a number of curriculum departments. As a result the quality of the programs vary from school to school and within schools.

**Recommendation:** The District should hire a coordinator of the visual and performing arts who will be responsible, in cooperation with current arts staff, for the coordination of development of the magnet programs in visual arts, theater, music, dance.

**Rationale:** This will provide a focus for the visual and performing arts program from an administrator who has a view of the entire program.

**Finding:** There is very little marketing of the magnet programs and many of the schools do not recruit. Most of the schools do not have thematic displays (scream the theme). The Magnet Appeal Report: 2002-2003 indicates that many parents are unaware of programs and program requirements. A number of schools are under-enrolled. There is no consistency in materials for recruitment. The parents in the focus groups expressed a need for better information on the magnet programs and better marketing.

**Recommendation:** The magnet school office should develop a countywide marketing plan for the magnet schools. This should include the advertising, special events, brochures, etc. The office should assist each school in developing thematic displays that illustrate the content and processes that are featured in the magnet curriculum. Each school should develop a recruitment plan that includes open houses, student performances, visits to feeder schools, materials, and tours.

Each school should have an advisory committee of parents and professionals from the community. The principal and the magnet coordinator should meet monthly with the advisory committee. There should be a countywide advisory committee that is chaired by the Director of Magnet Schools. The District Advisory Committee should be made up of members of the individual school advisory committees.

**Rationale:** A strong marketing campaign will ensure that all parents and students in the County are aware of the magnet schools and the opportunity to enroll. It will help the District reduce minority group isolation in some of its schools.
Improving Magnet Schools

**Funding:** Many of the recommendations in this report will require funding to be implemented. A large portion of those costs can be covered by applying for and receiving a series of grants under the Magnet Schools Assistance Program (MSAP). The establishing of new magnet schools as a thematic feeder for existing magnet program would be an excellent first application.

The MSAP provides funds for new and significantly revised magnet schools. The MSAP grants are for three years. At the end of the three years the District can re-apply, usually for different schools. Grant awards range from $800,000 to $3,000,000. The next round of applications are for the 2004-05 with the applications likely to be due in December 2003.

**Finding:** The desire on the part of many parents to avoid sending their children to Old Court and Woodlawn Middle Schools creates intense competition for the enrollment slots at Sudbrook Middle Magnet School. Those who are not admitted to Sudbrook are unhappy and may be angry at the school district. The perception in the District is that many find alternative education solutions outside of the public school system.

**Recommendation:** Create whole school magnet programs at Old Court Middle School, Woodlawn Middle School and four of the elementary schools feeding into them. The schools should have magnet themes representing recognized national programs that provide strong academic programs with high expectation of student achievement, require extensive staff development, and provide continuing instructional support. The recommended configuration is illustrated in the following table. The elementary schools should review the two programs and two should select each program.
<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>LEVEL</th>
<th>RECOMMENDED THEME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Court</td>
<td>Middle School</td>
<td>International Baccalaureate Middle Years Program</td>
</tr>
<tr>
<td>Winfield</td>
<td>Elementary School</td>
<td>Montessori/ International Baccalaureate Primary Years Program</td>
</tr>
<tr>
<td>Scotts Branch</td>
<td>Elementary School</td>
<td>Montessori/International Baccalaureate Primary Years Program</td>
</tr>
<tr>
<td>Woodlawn</td>
<td>Middle School</td>
<td>International Baccalaureate Middle Years Program</td>
</tr>
<tr>
<td>Woodmoor</td>
<td>Elementary School</td>
<td>Montessori/International Baccalaureate Primary Years Program</td>
</tr>
<tr>
<td>Powhatan</td>
<td>Elementary School</td>
<td>Montessori/International Baccalaureate Primary Years Program</td>
</tr>
</tbody>
</table>

The elementary schools were chosen based on their standardized test scores in 2001 (the latest available). All four are in the lowest 10% of the District ranking 93rd, 96th, 99th, and 100th out of 100 elementary schools. Providing these schools with strong academic programs helps to advance one of the District goals.

**Rationale:** This recommendation can result in increased academic performance in some of the lowest performing schools, increase the satisfaction of the parents who live in the neighborhoods, and show the value of magnet schools as an instrument to implement school reform.

**Finding:** There is no consistent rationale for the placement and organization of the magnet schools, there is no consistency of themes, there is no flow from elementary to middle to high school. Themes start and terminate with no discernable pattern. Students receive training in middle school and are unable to continue in high school. Each individual magnet has its own catchment area.

**Recommendation:** Formally establish two magnet school recruitment zones. There should be an Eastern Zone composed of the Northeast, Southeast Districts and half of the Central District; a Western Zone composed of the Northwest, Southwest Districts, and half of the Central District. Students should be allowed to choose any magnet school within the zone they reside. Each magnet school should have a diversity goal that reflects the student population of its zone. The District should offer transportation within the zones. Students who live outside of a zone may apply, but, if accepted, must provide their own transportation. Towson Law and Public Policy, Kenwood Sports Science, and Carver Arts Center should remain county-wide magnet schools.
### CREATION OF A SYSTEM OF MAGNET SCHOOLS

<table>
<thead>
<tr>
<th>STRATEGIC RECOMMENDATIONS</th>
<th>STAFF RESPONSE</th>
<th>RATIONALE FOR STAFF RESPONSE</th>
</tr>
</thead>
</table>
| 1. Centralization of the magnet admission process for all schools                        | Agree          | ○ Places responsibility for compliance with Policy and Rule 6130 at system, rather than school, level  
○ Provides consistency in the evaluation of magnet applications  
○ Single point of contact streamlines application process for families and improves access to application materials for all students |
| 2. Changes in the admission criteria for the middle and high school magnet programs to make the magnet schools accessible to more students and to set objective standards | Agree in part  | ○ Entrance criteria help to ensure implementation of Board Policy 6130 whereby students apply to magnets based on interest, talent, or aptitude, however:  
○ No single criterion should be capable of eliminating an applicant from consideration  
○ Entrance criteria should be evaluated consistently for the same or similar programs  
○ Some criteria should be reserved for purposes of evaluating magnet program success, rather than as screening tool |
| ○ Disagree with sub-recommendations as follow:                                             |                | ○ Elimination of all entrance criteria at middle school level  
○ Elimination of all entrance criteria at high school level, with the exception of mathematics pre-requisites                                                                |
| 3. Making a concentrated effort to develop curriculum and provide staff development in the magnet schools | Agree          | ○ Curriculum aligned with rigorous state standards will contribute to student achievement as measured by the *Blueprint for Progress* and will ensure that system continues to offer distinct program choices to students as directed by Board Policy 6130  
○ High-quality professional development will ensure that teachers continue to implement innovative instructional practices as directed by Policy 6130 |
## CREATION OF A SYSTEM OF MAGNET SCHOOLS

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</thead>
<tbody>
<tr>
<td>4. Creating a separate magnet school office</td>
<td>○ Disagree</td>
<td>○ Current office structure, with increased staffing for magnet clerical position, will be sufficient to implement the recommendations of the evaluation</td>
</tr>
<tr>
<td>5. Intensifying marketing and recruitment for the magnet schools and programs and organizing advisory committees for the magnet schools and office</td>
<td>○ Agree</td>
<td>○ Refining and expanding efforts to market programs and recruit students will ensure compliance with Board Policy 6130 with respect to the use of magnets to promote student diversity within magnet schools</td>
</tr>
<tr>
<td>6. Forming a magnet school advisory committee</td>
<td>○ Agree</td>
<td>○ An advisory committee for magnet programs will assist in ensuring parental participation in the decision making process and will assist with efforts in marketing and recruitment</td>
</tr>
</tbody>
</table>
### Magnet School Improvement - System

<table>
<thead>
<tr>
<th>Strategic Recommendations</th>
<th>Staff Response</th>
<th>Rationale for Staff Response</th>
</tr>
</thead>
</table>
| 7. Applying for federal funding to assist in implementing these recommendations:          | • Requires further investigation and consideration, pending release of application materials for Federal Magnet Schools Assistance Program grant | • Federal Magnet Schools Assistance Program (MSAP) grant provides for development of new magnet programs or significant revision of existing magnet programs  
• Increase in elementary applications indicates strong community interest in magnet schools  
• Current funding does not allow for development of new magnet programs  
• Individual school recommendations suggest some schools in need of program revision |
| • Establishing a system of K-12 magnet school and program themes                         |                                                     |                                                     |
| • Changing and adding themes at several schools                                          |                                                     |                                                     |
| • Creating a feeder pattern of new magnet schools in the western part of the county      |                                                     |                                                     |
| • Over the long term, creating five magnet middle schools and fourteen magnet elementary schools to establish a complete magnet program system of articulated magnet schools kindergarten through high school. |                                                     |                                                     |

### Magnet School Improvement - Individual Schools

<table>
<thead>
<tr>
<th>Strategic Recommendations</th>
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<th>Rationale for Staff Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. School specific recommendations are provided for each school, based on:</td>
<td>• Agree in part but requires further consideration pending review by school-based personnel</td>
<td>• Recommendations were made for each school related to admission criteria, curriculum, staffing, budget, professional development, best practices, and use of technology. Many of the individual school recommendations are covered under system recommendations.</td>
</tr>
<tr>
<td>• School visits by evaluators to all 26 magnet school sites</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Focus groups of middle and high school students and their parents/guardians</td>
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</tbody>
</table>
**CREATION OF A SYSTEM OF MAGNET SCHOOLS**

<table>
<thead>
<tr>
<th>STRATEGIC RECOMMENDATIONS</th>
<th>CURRENT ACTIONS 2002-2003</th>
</tr>
</thead>
</table>
| 1. Centralization of the magnet admission process for all schools | - Centralized elementary admission process, including sending letters and monitoring of wait lists  
- Piloted centralized admission process for Deer Park Middle Magnet, Loch Raven Academy, and Randallstown High School  
- Disseminated detailed information to families throughout the admissions process  
- Reduced number of appeals to Department by 23% and to Superintendent by 44%                                                                 |
| 2. Changes in the admission criteria for the middle and high school magnet programs to make the magnet schools accessible to more students and to set objective standards | - Created uniform criteria and scoring system for middle schools; established 70% minimum composite qualification standard  
- Piloted use of uniform scoring tool for high schools  
- Eliminated use of teacher recommendations (subjective criteria) systemwide                                                                 |
| 3. Making a concentrated effort to develop curriculum and provide staff development in the magnet schools | - Developed three-year plan for magnet curriculum development and revision  
- Developed curriculum for middle school earth science, environmental science, visual arts, and mass communication to increase rigor and to provide for consistent program delivery at the middle school level  
- Developed GT curriculum strands for CTE magnet programs  
- Revised curriculum in elementary science magnet programs  
- All schools submitted magnet budget proposals for staff development  
- Three schools presented at Magnet Schools of America conference                                                                 |
| 4. Creating a separate magnet school office                     | - Expanded office staffing to include supervisor designated for magnet programs  
- All magnet promotional materials (brochure, website, hotline) focused only on magnet programs and not on Gifted & Talented programs         |
**CREATION OF A SYSTEM OF MAGNET SCHOOLS**

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</thead>
</table>
| 5. Intensifying marketing and recruitment for the magnet schools and programs and organizing advisory committees for the magnet schools and office | ○ Used application and enrollment data to target underrepresented groups during recruitment process:  
  • Sent direct mail application to all registered BCPS PreK students  
  • Publicized magnet events in local media, public libraries, houses of worship, flyers to schools, on BCPS website, on education channel, and in Superintendent’s bulletin  
  • Presented at schools in underrepresented areas at request of PTA and maintained display at countywide PTA council meeting  
  • Maintained display at African-American cultural festival in Towson.  
○ Collected data to assess effective means of publicity  
○ Reorganized magnet brochure to emphasize diversity of program theme options and to more clearly communicate individual school admission criteria  
○ Developed magnet website, including program information and application downloads  
○ Continued to holc countywide high school magnet fair  
○ Presented at meetings for new principals and new assistant principals |
| 6. Forming a magnet school advisory committee | ○ Develop and present to Superintendent a plan for formation of magnet school advisory committee |
### MAGNET SCHOOL IMPROVEMENT - SYSTEM

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<tr>
<th>STRATEGIC RECOMMENDATIONS</th>
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</tr>
</thead>
<tbody>
<tr>
<td>7. Applying for federal funding to assist in implementing these recommendations:</td>
<td>o Formed exploratory team to investigate and consider application for Federal Magnet Schools Assistance Program (MSAP) grant for purposes of revision and expansion of magnet programs</td>
</tr>
<tr>
<td>o Establishing a system of K-12 magnet school and program themes</td>
<td>o Advertised RFP for education consultant to assist in preparation of federal grant</td>
</tr>
<tr>
<td>o Changing and adding themes at several schools</td>
<td></td>
</tr>
<tr>
<td>o Creating a feeder pattern of new magnet schools in the western part of the county</td>
<td></td>
</tr>
<tr>
<td>o Over the long term, creating five magnet middle schools and fourteen magnet elementary schools to establish a complete magnet program system of articulated magnet schools kindergarten through high school.</td>
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</tbody>
</table>

### MAGNET SCHOOL IMPROVEMENT - INDIVIDUAL SCHOOLS

<table>
<thead>
<tr>
<th>STRATEGIC RECOMMENDATIONS</th>
<th>CURRENT ACTIONS 2002-2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. School specific recommendations are provided for each school, based on:</td>
<td>TO BE COMPLETED AFTER PRESENTATION TO SCHOOL BOARD</td>
</tr>
<tr>
<td>o School visits by evaluators to all 26 magnet school sites</td>
<td>o Develop action plan for each school to address recommendations from magnet evaluation, consistent with <em>Blueprint for Progress</em> and BCPS Five-year Master Plan.</td>
</tr>
<tr>
<td>o Focus groups of middle and high school students and their parents/guardians</td>
<td></td>
</tr>
<tr>
<td><strong>CREATION OF A SYSTEM OF MAGNET SCHOOLS</strong></td>
<td></td>
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<tr>
<td>-------------------------------------------</td>
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</tr>
<tr>
<td><strong>STRATEGIC RECOMMENDATIONS</strong></td>
<td><strong>NEXT STEPS 2003-2004</strong></td>
</tr>
<tr>
<td>1. Centralization of the magnet admission process for all schools</td>
<td>o Centralize magnet admission process for all schools</td>
</tr>
<tr>
<td></td>
<td>o Standardize application form for each instructional level</td>
</tr>
<tr>
<td></td>
<td>o Utilize software program “Extra” to access student records for application process</td>
</tr>
<tr>
<td>2. Changes in the admission criteria for the middle and high school magnet programs to make the magnet schools accessible to more students and to set objective standards</td>
<td>o Establish rule whereby no single admission criterion is capable of eliminating a student from consideration</td>
</tr>
<tr>
<td></td>
<td>o Implement 70% minimum composite qualification standard for all magnet programs</td>
</tr>
<tr>
<td></td>
<td>o Implement a uniform scoring tool for high school admissions criteria</td>
</tr>
<tr>
<td></td>
<td>o Streamline list of approved admissions criteria for high school magnet programs</td>
</tr>
<tr>
<td>3. Making a concentrated effort to develop curriculum and provide staff development in the magnet schools</td>
<td>o Plan and develop curriculum in accordance with year-two objectives of three-year curriculum development plan</td>
</tr>
<tr>
<td></td>
<td>o Work with principals, curriculum offices, selected magnet staff, and Department of Professional Development to coordinate creation of professional development plans for magnet teachers, specific to magnet content areas</td>
</tr>
<tr>
<td>4. Creating a separate magnet school office</td>
<td>o Continue current office structure with increased staffing to include full time magnet clerical position *</td>
</tr>
<tr>
<td>5. Intensifying marketing and recruitment for the magnet schools and programs and organizing advisory committees for the magnet schools and office</td>
<td>o Continue and enhance all promotional activities from previous year</td>
</tr>
<tr>
<td></td>
<td>o Increase direct mailings to include all students in grades PreK, five, and eight</td>
</tr>
<tr>
<td></td>
<td>o Develop a plan for utilization of technology as a means of information delivery to families:</td>
</tr>
<tr>
<td></td>
<td>- Interactive website with online magnet application research module</td>
</tr>
<tr>
<td></td>
<td>- Video series on magnet programs for distribution to all guidance departments at middle and elementary school level</td>
</tr>
<tr>
<td></td>
<td>o Present at meetings for principals, assistant principals, counselors, and library media specialists</td>
</tr>
<tr>
<td></td>
<td>o Present at school PTA meetings</td>
</tr>
<tr>
<td>6. Forming a magnet school advisory committee</td>
<td>o Create magnet school advisory committee</td>
</tr>
</tbody>
</table>

*Indicates fiscal note
### Magnet School Improvement - System

<table>
<thead>
<tr>
<th>Strategic Recommendations</th>
<th>Next Steps 2003-2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Applying for federal funding to assist in implementing these recommendations:</td>
<td>○ Pending approval to pursue Federal MSAP Grant, form steering committee to develop</td>
</tr>
<tr>
<td>○ Establishing a system of K-12 magnet school and program themes</td>
<td>proposals for revision and expansion of magnet programs, consistent with *Blueprint</td>
</tr>
<tr>
<td>○ Changing and adding themes at several schools</td>
<td>for Progress* and BCPS Five-year Master Plan</td>
</tr>
<tr>
<td>○ Creating a feeder pattern of new magnet schools in the western part of the county</td>
<td>○ Pending approval to pursue Federal magnet funding, hire education consultant to assist</td>
</tr>
<tr>
<td>○ Over the long term, creating five magnet middle schools and fourteen magnet</td>
<td>in preparation and submission of MSAP grant *</td>
</tr>
<tr>
<td>elementary schools to establish a complete magnet program system of articulated</td>
<td></td>
</tr>
<tr>
<td>magnet schools kindergarten through high school.</td>
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</table>

### Magnet School Improvement - Individual Schools

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<tr>
<th>Strategic Recommendations</th>
<th>Next Steps 2003-2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. School specific recommendations are provided for each school, based on:</td>
<td>○ Implement year-one of school specific action plans within context of existing school</td>
</tr>
<tr>
<td>○ School visits by evaluators to all 26 magnet school sites</td>
<td>magnet budget</td>
</tr>
<tr>
<td>○ Focus groups of middle and high school students and their parents/guardians</td>
<td>○ Prepare per-pupil budget allocation formula for each magnet program, based on</td>
</tr>
<tr>
<td></td>
<td>individual program needs, that is sufficient to carry out recommendations for future</td>
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<tr>
<td></td>
<td>years</td>
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</tbody>
</table>

*Indicates fiscal note
INSTRUCTION

Magnet Schools and Programs

The Board of Education of Baltimore County is committed to providing quality educational opportunities for all students, regardless of background, by providing each student an educational environment that enhances that student’s educational success. The Board of Education is also committed to encouraging all parents to play active roles in their children’s education and to increasing the educational choices available to parents and students in the public schools.

The Board supports magnet schools and programs as one tool for achieving these goals. First, the Board of Education believes that magnet schools and programs should promote educational excellence and offer to students with different interests, talents, and aptitudes, distinct choices that may enhance their educational success. The Board of Education also believes that magnet schools and programs should be used to develop innovative instructional practices and promote systemic reform. Lastly, magnet schools and programs are a tool for the promotion of diversity within schools. As defined by the Board of Education, diversity includes racial, ethnic, economic, gender, and special needs populations.

Legal Reference: Annotated Code of Maryland, Education Article, §4-109

Policy adopted: 4/20/99

Board of Education of Baltimore County
INSTRUCTION: Magnet Schools and Programs

Magnet Schools Admission

1. **Definition of Magnet Schools and Magnet Programs**

   As used in this rule, magnet schools and programs are defined as those schools and programs with a specialized curriculum or those with an emphasis on instruction that is different from that generally offered in other schools throughout the school system. Magnet schools and programs can be total-school or school-within-a-school programs.

2. **Access to Magnet Schools and Programs**

   a. To promote equal educational opportunities for all students, it is the goal of the school system to provide all interested students with a fair opportunity for access to magnet schools and programs. To carry out this goal, the Superintendent directs central office staff to assist each magnet school and program in developing equitable recruitment strategies and to recruit a pool of applicants which reflects the diversity of the school system as a whole.

   b. At the elementary level, the school system shall not employ any academic or other admissions criteria for determining whether a student is eligible for a magnet school or program. For magnet secondary schools and programs that have academic or other admissions criteria, each year the Superintendent or superintendent's designee shall review and approve those criteria to determine that they are educational related to the specialized curriculum or instructional strategy.

   c. Where school-within-a-school magnet programs exist, the principal shall promote interaction, for as much of the school day as possible, between those students participating in the magnet program and those students who do not. Students residing in the attendance area of a school housing a magnet program also may apply for admission to the program under the procedures set forth in subsection 4 of this rule.

3. **Transportation**

   a. The school system shall provide transportation to students who reside in the attendance area of a magnet school or program in accordance with the standards established by the Department of Transportation, as set forth in Board of Education Policy 3410.

   b. Transportation to secondary school magnet schools and programs will be provided from community pick-up points located in each of the five geographic areas.
4. **Admissions**

   a. The Superintendent or the superintendent’s designee, together with a representative of each magnet school and program, annually shall designate the number of available seats by grade for each magnet school or program for the following school year.

   b. Each year, the Superintendent or superintendent’s designee shall assess the extent to which each magnet school program’s enrollment reflects the diversity of the school system as a whole. Based on this analysis, the Superintendent or designee may set recruitment goals for groups that are underrepresented in magnet schools or programs. “Recruitment” may include efforts such as targeted mailings, but shall not create any priority or preference for admission.

   c. The Superintendent or superintendent’s designee shall make magnet applications and brochures available at all schools and at the central office. Magnet applications and brochures will be distributed to the parents of students currently attending kindergarten and the fifth and eighth grades in the Baltimore County Public Schools.

   d. Students who wish to apply to a magnet school or program outside of their attendance area must apply for a special permission transfer in accordance with the procedures set forth in Board Policy and Superintendent’s Rule 5140. Students must complete the “Application for Special Transfer” form and attach it to the completed magnet school or program application. The magnet school principal will approve the special permission transfer in accordance with the procedures set forth in Board Policy and Superintendent’s Rule 5140. Special permission transfer students are required to qualify for magnet schools or programs according to the approved program criteria and will be selected according to the procedures set forth in 4e and 4f of Board Policy and Superintendent’s Rule 6130. Parents/guardians are responsible for providing transportation to and from the special permission magnet school or program.

   When the special permission student completes the terminal grade of a magnet school or program, the student will attend the subsequent middle or high school serving his/her area of residence, unless the student is accepted in a magnet school or program outside of the student’s attendance area.

   e. **Elementary Schools and Programs**

      (1) All students otherwise eligible to attend the elementary grades of the Baltimore County Public Schools shall be eligible to apply for elementary magnet schools and programs within their targeted attendance areas.
(2) The applicant must apply within the regular application period in order to receive sibling priority for placement. For purposes of this rule, a sibling shall be defined as a brother, sister, half-brother, half-sister, stepbrother, stepsister, or foster child living in the same household.

(3) All elementary school applications must be forwarded to the central office, where the Superintendent or superintendent’s designee will conduct a centralized random lottery to determine student enrollment.

(4) If there are fewer qualified applications than seats available for any elementary magnet school program, the school system shall admit all eligible students to fill the available seats. If there are more applications than seats available for an elementary magnet school and program, the school system will apply the kindergarten sibling priority process. This is followed by the random lottery selection process.

(5) After the lottery selection process, the school system will inform magnet schools and programs of the students selected so these students may be notified by the schools. Students offered a seat will inform a magnet school or program by the designated deadline whether the seat will be accepted.

f. Secondary Schools/Programs

(1) All students interested in applying for a secondary magnet school and program must complete a written application and submit it to the appropriate magnet school between designated dates from October to mid-December. A student may apply to programs in up to three magnet schools within the student’s magnet attendance area or by special permission transfer.

(2) All applications for secondary magnet schools and programs will be reviewed at the school for which admission is sought to determine the eligibility of each applicant under any criteria approved in 2b. Each secondary school will notify applicants who are not eligible for that magnet school and program.

(3) If there are fewer applicants than seats available for any secondary magnet school and program, the school shall admit all qualified students to fill the available seats. If there are more applicants than seats available for a secondary magnet school and program, the local school, using criteria appropriate to the specific magnet program, will screen applicants to
determine the number of qualified candidates. Where recruitment goals for under represented groups have been established, the pool will be evaluated to determine the extent to which the goals have been reached. The list of qualified applicants will be forwarded to the central office where a random lottery will be conducted to select students to fill the available seats.

(4) At the middle school level where the number of qualified applicants exceeds the number of available seats, up to 10% of the seats may first be filled with candidates who show exceptional commitment and promise in the specialized program as evidenced by their performance on the approved entrance criteria. The remaining seats will be filled using the centralized random lottery selection process from the remaining pool of qualified applicants.

(5) At the high school level where the number of qualified applicants exceeds the number of available seats, up to 20% of the seats may first be filled with candidates who show exceptional commitment and promise in the specialized program as evidenced by their performance on the approved entrance criteria. The remaining seats will be filled using the centralized random lottery selection process from the remaining pool of qualified applicants.

(6) After the lottery selection process, the school system will inform magnet schools and programs of the students selected so these students may be notified by the schools. Students offered seats shall inform the magnet school and program by the designated deadline if the seat will be accepted.

5. **Waiting Lists**

a. A waiting list will be generated randomly for each oversubscribed magnet school and program. The waiting list will be maintained until the second semester of that school year.

b. After an annually designated date in March, qualified students who are new to the system and who have not previously applied may apply or be added to a waiting lists or lists.

c. Elementary and secondary students on waiting lists who are offered assignments to a magnet school or program must accept the assignment within the specified time or apply for the next annual selection process.
6. **Withdrawals**

a. Students admitted to the magnet schools and programs, according to the procedures in Section 4, items a-f of this rule, may remain in these schools and programs as long as their parents/guardians are residents of Baltimore County, and the student has not been withdrawn to attend another school, public or private. If a family moves out of the attendance area of the magnet school or program, transportation will not be provided.

b. Any request for temporary leave from a magnet school or program must be approved, in advance of such leave of absence, by the principal of the school. A leave of absence from the magnet school and program shall be considered in the following situations:

(1) If a family is moving out of Baltimore County temporarily, a leave of absence may be granted for a maximum of one (1) year.

(2) A student also may be granted a leave of absence from the magnet school and program for the period of time necessary to complete any of the following: a stay as a patient in a hospital for an extended period of time; acceptance into a board approved alternative education program or another exceptional education program; or enrollment in a licensed full-time substance abuse treatment program.

c. Students who violate the provisions of Board of Education Policy 5550, *Disruptive Behavior*, or Board of Education Policy 5540, *Alcoholic Beverages and Drugs*, shall be suspended and expelled in accordance with applicable Board of Education policies and Superintendent’s rules. When students who have been expelled are ready to return to their program of study, they may return to the magnet school and program from which they were expelled.

d. Students in danger of failing in their prime areas of study at mid-year will be informed of their status. Counseling regarding the propriety of a student’s continuation in magnet schools and programs will take place at the end of the school year.

Any decision by the administration to withdraw a student from a magnet school or program because of academic failure must be approved by the Executive Director of PreK-12 Special Programs or his/her designee. The administration of the magnet school or program shall explain the basis of the withdrawal to the student’s parents/guardians.

A student who transfers out of a magnet program housed in a comprehensive school will be transferred to the student’s home school.
e. Parents/guardians may remove students from magnet schools and programs and return them to their home schools. Principals of the students’ home schools shall not deny admission to such students.

7. Appeals

a. Denials of admission to magnet schools may be appealed by the parent/guardian and must be made in writing to the Executive Director of PreK-12 Special Programs within ten (10) calendar days from the date of the school’s denial letter or the postmarked date, whichever is later. The Executive Director of PreK-12 Special Programs or his/her designee will research and evaluate the appeal and issue a written decision.

b. If the appeal is denied by the Executive Director of PreK-12 Special Programs or his/her designee, the written decision will inform the parent(s)/guardian(s) of the right to appeal, in writing, to the Superintendent within fifteen (15) calendar days of the date of the denial letter or the postmarked date, whichever is later.

c. Denials of magnet admissions by the Executive Director of PreK-12 Special Programs or his/her designee must be appealed in writing to the Superintendent within fifteen (15) calendar days of the date of the Executive Director of PreK-12 Special Programs’ or his/her designee’s denial letter or the postmarked date, whichever is later. The Superintendent or his/her designee will research and evaluate the appeal and issue a written decision.

d. If the appeal is denied by the Superintendent or his/her designee, the written decision will inform the parent(s)/guardian(s) of the right to appeal in writing to the Board of Education within thirty (30) calendar days of the date of the denial letter in accordance with §4-205 of the Education Article of the Annotated Code of Maryland and Board of Education Policy 8339 – Internal Board Policies: Operations, Appeal Before Hearing Examiner. An appeal will be considered timely filed, if, within the allotted time period, it has been delivered to the Board of Education, postmarked, or deposited in the U.S. Mail as registered or certified mail.

Legal references: Annotated Code of Maryland Education Article, §4-205

Rule
approved: 4/20/99
revised: 1/23/01
revised: 9/25/01

Superintendent of Schools
<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>SCHOOL/OFFICE</th>
<th>YRS. OF SERVICE</th>
<th>EFFECTIVE DATE</th>
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</thead>
<tbody>
<tr>
<td>Stella Barranger</td>
<td>Instructional Asst.</td>
<td>Lutherville Lab Tech.</td>
<td>25.0</td>
<td>7-01-03</td>
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<tr>
<td>Barbara Bockmiller</td>
<td>Instructional Asst.</td>
<td>Southwest Academy</td>
<td>24.0</td>
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<tr>
<td>Jack Bouma</td>
<td>Teacher</td>
<td>Hereford Middle</td>
<td>31.0</td>
<td>7-01-03</td>
</tr>
<tr>
<td>Deborah Bowser</td>
<td>Instructional Asst.</td>
<td>Patapsco High</td>
<td>23.6</td>
<td>7-01-03</td>
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<tr>
<td>Doris Chell</td>
<td>Documentation Tech.</td>
<td>Timonium IMS</td>
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<tr>
<td>Laurel Dvorak</td>
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<tr>
<td>Norman Froelich</td>
<td>Teacher</td>
<td>Pikesville Middle</td>
<td>33.0</td>
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<tr>
<td>Joann Fuller</td>
<td>Nurse</td>
<td>Pleasant Plains Elem.</td>
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<tr>
<td>Nellie Horner</td>
<td>Instructional Asst.</td>
<td>Middleborough Elem.</td>
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<td>7-01-03</td>
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<tr>
<td>Kathryn King</td>
<td>Instructional Asst.</td>
<td>Carver Center</td>
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<td>7-01-03</td>
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<tr>
<td>Patricia King</td>
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<td>Ridge/Ruxton School</td>
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<tr>
<td>Jane Kosyjana</td>
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<td>Donna M. Krull</td>
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<tr>
<td>Nancy J. Lindsey</td>
<td>Asst. Principal</td>
<td>Carroll Manor Elem.</td>
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<tr>
<td>Freida McCloskey</td>
<td>Clerk V</td>
<td>Loch Raven Tech Acad.</td>
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<tr>
<td>Ronald Meyer</td>
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<td>Thomas Noble</td>
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<td>Ralph Peters</td>
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<td>Fred M. Prumo</td>
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<td>Margaret Renahan</td>
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<td>Concetta Richmond</td>
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<td>Linda Roth</td>
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<td>Robert Scannell</td>
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<td>Michele Sibel</td>
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<td>Virginia Skiles</td>
<td>Teacher</td>
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<td>Sandra Snyder</td>
<td>Instructional Asst.</td>
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<tr>
<td>Carol Stauffer</td>
<td>Teacher</td>
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<td>Date</td>
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<td>Andrea Staschak</td>
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<tr>
<td>Barbara Strati</td>
<td>Teacher</td>
<td>Sparrows Point High</td>
<td>30.0</td>
<td>7-01-03</td>
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<tr>
<td>Patricia Tracy</td>
<td>Instructional Asst.</td>
<td>Milford Mill Academy</td>
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As of 5/20/03
## BALTIMORE COUNTY PUBLIC SCHOOLS
## TOWSON, MARYLAND 21204

June 10, 2003
ADDENDUM

## RETIREMENTS

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>SCHOOL/OFFICE</th>
<th>YRS. OF SERVICE</th>
<th>EFFECTIVE DATE</th>
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<tr>
<td>Doris M. Cowl</td>
<td>Home &amp; Hospital</td>
<td>Home &amp; Hospital</td>
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<tr>
<td>Howard T. Mooney</td>
<td>Assistant Principal</td>
<td>Woodlawn High</td>
<td>39.0</td>
<td>7-01-03</td>
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<tr>
<td>Jerry W. Roese</td>
<td>Assistant Principal</td>
<td>Battle Monument</td>
<td>31.0</td>
<td>7-01-03</td>
</tr>
</tbody>
</table>

As of 6/3/03
RESIGNATIONS

ELEMENTARY – 15

Baltimore Highlands Elementary School
Ernest P. Stonecipher, 06/30/03, 2.0 yrs.
Beth A. Ptaszkiewicz, 06/30/03, 5.0 yrs.

Featherbed Lane Elementary Intermediate School
Nicole A. Campbell, 06/30/03, 3.0 yrs.

Halstead Academy
Heather M. Yatsuk, 06/30/03, 2.0 yrs.

Johnnycake Elementary School
Deborah H. McGrath, 06/30/03, 3.0 yrs.

Kingsville Elementary School
Jessica L. Hewlett, 06/30/03, 1.0 yr.

Logan Elementary School
Joanna M. MacKenzie, 06/30/03, 2.0 yrs.

New Town Elementary School
Erin L. Kauffman, 06/30/03, 9.0 mos.

Oakleigh Elementary School
Cathy M. Anderson, 06/30/03, 1.0 yr.

Perry Hall Elementary School
Kate L. English, 06/30/03, 4.0 yrs.

Randallstown Elementary School
Ayorkor Adjei, 06/30/03, 1.0 yr.

Scotts Branch Elementary School
Debra R. Friedman, 06/30/03, 1.0 yr.
Noelle M. Hayden, 06/30/03, 3.0 yrs.

White Oak School
Elizabeth A. Bauer, 06/30/03, 9.0 yrs.

Woodmoor Elementary School
DOP: 6/11/03

SECONDARY - 45

Carver Center for Arts and Technology
Priscilla Briggs, 06/30/03, 2.0 yrs.
Bradley O. Paul, 06/30/03, 6.0 mos.

Catonsville High School
Sarah A. Faris, 06/30/03, 1.0 yr.
Michael P. Hipsley, 06/30/03, 4.0 yrs.
Beverly B. Sanderson, 06/30/03, 1.0 yr.
Fadime Verhoeven, 06/30/03, 5.0 yrs.

Catonsville Middle School
Marianne L. Theimer, 06/30/03, 4.0 yrs.

Chesapeake High School
Claire S. MacCubbin, 06/30/03, 1.0 yr.

Deer Park Middle Magnet School
William D. Hanewinckel, 06/30/03, 1.0 yr.

Dulaney High School
Daniel B. Butler, 06/30/03, 5.0 mos.
Karen T. Taylor, 06/30/03, 19.0 yrs.

Dundalk High School
Jason C. Biringer, 06/30/03, 4.0 mos.

Franklin High School
Mark N. Meiri, 06/30/03, 3.0 yrs.

General John Sticker Middle School
Emily M. McMullin, 06/30/03, 1.0 yr.

Golden Ring Middle School
Ebony L. Tucker, 05/16/03, 4.0 mos.

Hereford Middle School
Nathan E. Kuder, 06/30/03, 4.0 mos.

Holabird Middle School

Elizabeth A. Bauer, 06/30/03, 9.0 yrs.
RESIGNATIONS

June 10, 2003

Kelly M. Flynn, 06/30/03, 3.5 yrs.
Kenwood High School
Nora M. Castellano, 06/30/03, 1.0 yr.
Lansdowne High School
Laura E. Buvetta, 06/30/03, 6.0 yrs.
Eve U. Lignelli, 06/30/03, 12.4 yrs.
Mary E. Saunders, 06/30/03, 5.0 mos.
Monica N. Valle-Cavero, 06/30/03, 4.0 mos.
Kathy L. Woodward, 06/30/03, 5.0 yrs.
Lansdowne Middle School
Mary E. Nitsch, 06/30/03, 6.0 yrs.
Loch Raven Technical Academy
Madeline P. Boehning, 06/30/03, 2.4 yrs.
Milford Mill Academy
Fontengwan J. Abeh, 06/30/03, 1.0 yr.
Old Court Middle School
Ian E. Maloney, 06/30/03, 1.0 yr.
Overlea High School
Todd M. Pinson, 06/30/03, 2.0 yrs.
Owings Mills High School
Mary R. Martinson, 06/30/03, 7.0 yrs.
Cynthia D. Mills, 06/30/03, 1.0 yr.
Patapsco High School
Lynn Zink, 06/30/03, 1.0 yr.
Pikesville Middle School
Shannon P. McGann, 05/06/03, 2.9 yrs.
Rhonda L. Romano, 06/30/03, 1.0 yr.
Amy C. Summers, 06/30/03, 1.0 yr.
Randallstown High School
Melanie M. Amato, 06/30/03, 1.0 yr.
Erin L. Hosking, 06/30/03, 4.0 mos.
Maureen E. Rooney-Mata, 06/30/03, 5.0 yrs.
Southwest Academy
Nathaniel F. Schell, 04/25/03, 8.0 mos.
Sparrows Point High School
Carolyn E. Amghar, 06/30/03, 3.0 yrs.
Marisa M. Kaylor, 06/30/03, 1.4 yrs.
Stemmers Run Middle School
Kristien S. Foss, 06/30/03, 3.0 mos.
Towson High School
Lisa S. Andrew, 06/30/03, 17.5 yrs.
Western School of Technology
Jason P. Blind, 06/30/03, 8.0 yrs.
Woodlawn Middle School
Nathan R. Garcia, 06/30/03, 1.8 yrs.
Jason A. Hobbs, 06/30/03, 1.0 yr.

ADMINISTRATORS - 1

New Town High School
Wayne D. Thibeault, 06/30/03, 30.7 yrs.
(Principal)

AMENDED (Board Agenda May 27, 2003)

Dundalk Middle School
Michele P. Jancewski, 06/04/03, 13.6 yrs.
(Principal)
(Change of Resignation Date/Years of Service)

Franklin High School
Christine M. Hoelscher, 06/30/03, 1.5 yrs.
(Change Years of Service)

SEPARATIONS FROM LEAVE – 6

Kristy S. Bagley, granted Child Rearing Leave, 07/18/01-06/30/03, resigning 06/30/03, 6.0 yrs.
Kimberly L. Boodin, granted Unusual or Imperative Leave, 12/23/02-06/30/03, resigning 04/02/03, 6.7 yrs.
Susan L. Brooks, granted Unusual or Imperative Leave, 08/21/02-08/21/03, resigning 04/30/03, 8.8 yrs.
Lynn G. Fletcher, granted Child Rearing Leave, 08/22/01-08/22/03, resigning 05/15/03, 12.9 yrs.
Leslie L. Goldstein, granted Child Rearing Leave, 08/23/01-06/30/03, resigning 06/30/03, 4.0 yrs.
Stephanie J. Spade-Erhardt, granted Child Rearing Leave, 08/01/01-08/01/03, resigning 06/30/03, 3.0 yrs.
LEAVES

ACADEMIC LEAVES

MEGAN WILSON – General John Stricker Middle School
Effective July 1, 2003 through June 30, 2004

VERONICA JAYNETTE WHITE – Pikesville High School
Effective July 1, 2003 through June 30, 2004

CHILD REARING LEAVES

TRACEY MACHIN BEYER – Featherbed Lane Elementary School
Effective July 18, 2003 through June 30, 2005

KELLY STAGGS BRAWN – Red House Run Elementary School
Effective July 28, 2003 through June 30, 2005

KELLY SULLIVAN BRYAN – Pikesville Middle School
Effective August 22, 2003 through June 30, 2005

TRACEY GREEN DANIELS – Seneca Elementary School
Effective September 16, 2003 through June 30, 2005

DANA SLUSSER FOOT – Dundalk Middle School
Effective August 19, 2003 through June 30, 2005

ELIZABETH FERDINAND GROHAL – Hebbville Elementary School
Effective September 18, 2003 through June 30, 2005

KAREN CAMPBELL KUEBLER – Wellwood International School
Effective August 21, 2003 through June 30, 2005

AMM ABERBACH LINDNER – Lansdowne High School
Effective October 22, 2003 through June 30, 2005

MICHELLE MOORE – Wabash Lot (Bus Attendant)

MICHELLE KENNEY MORAN – Featherbed Lane Elementary School
Effective October 5, 2003 through June 30, 2005

KIMBERLY RALLO – Health Services-ESS (Health Assistant)
Effective April 9, 2003 through June 30, 2005

*Non-member Maryland State Retirement System & Pension System

EDUCATION LEAVE

ANTHONY PARISELLA – Catonsville Elementary (Building Service Worker)*  
Effective June 4, 2003 through June 4, 2004

**PERSONAL ILLNESS**

BENITA CORBIN – Woodlawn Middle School – Instructional Assistant  

SHIRLENE MARY GRAY – Pulaski Park Office – (Building Service Worker)*  

MARY LOUISE HUGHES – Middlesex Elementary School – (Cafeteria-Person In-charge)*  
Effective April 1, 2003 through August 25, 2003

VIRGINIA C. NELSON – Lansdowne High School – (Cafeteria Worker)*  

**PERSONAL LEAVE**

SHARREN M. HUMMEL – Johnnycake Elementary School  
Effective July 1, 2003 through June 30, 2004

ROBERTA A. SCHULMAN – Bedford Elementary School  
Effective July 1, 2003 through June 30, 2004

**UNUSUAL OR IMPERATIVE LEAVE**

MARIA MILLS HIAASEN – Cockeysville Middle School  
Effective July 1, 2003 through June 30, 2004

ALICIA ANN LORENCE – New Town Elementary School  
Effective July 1, 2003 through June 30, 2004

MARIA G. MARSILI MACKIN – Sandalwood Elementary School  
Effective July 1, 2003 through June 30, 2004

LISA PIECEWICZ – Parkville Middle School  
Effective July 1, 2003 through June 30, 2004

DAWN E. RUTTER-HOFFMASTER – Colgate Elementary School  
Effective July 1, 2003 through June 30, 2004

CAROL LYN SPENCER – Holabird Middle School  
Effective July 1, 2003 through June 30, 2004

JENNIFER STACKHOUSE – Johnnycake Elementary School  
Effective July 1, 2003 through June 30, 2004

*Non-member Maryland State Retirement System & Pension System

June 10, 2003

DECEASED

The Board gratefully acknowledges the service of the employees listed below:

DANIEL B. GRIMES
Mechanic I
Pulaski Park Office
April 18, 2003

JERRY E. MILLER
Business Education Teacher
Pikesville High School
May 14, 2003

JUDITH E. UNKART
School Bus Driver
Wabash Bus Lot
May 10, 2003
Baltimore County Public Schools

Date: June 10, 2002

TO: Board of Education

FROM: Dr. J. Hairston, Superintendent

SUBJECT: New Advisory Council Member – Northwest Advisory Council

Originator: Dr. H. Scott Gehring

Resource Person (s):

Recommendation

That Kelli P. Nelson be appointed as a member to the Northwest Advisory Council.

*****

Kelli P. Nelson has been recommended by the Northwest Advisory Council to serve as a member on the Council.

History of the Issue:
Kelli Piscano-Nelson

Ms. Nelson is the current representative of the Baltimore County Education Coalition. She also volunteers on many other educational committees in Baltimore County. Ms. Nelson is the exiting chair of the Northwest School Improvement Coalition.

Ms. Nelson is the co-director of the Special Education Leadership Program with the Maryland Development Disabilities Council.
Baltimore County Public Schools

Date: June 10, 2003

To: Board of Education

From: Dr. J. Hairston, Superintendent

Subject: New Advisory Council Member – Central Advisory Council

Originator: Dr. Kim Whitehead

Resource Person (s): Dr. Kim Whitehead

Recommendation

That Michael Moore be appointed as a member to the Central Area Educational Advisory Council. Mr. Moore has been an active supporter of Cockeysville Middle and Dulaney High Schools. He has served many volunteer hours in Baltimore County Public Schools and is currently a member of the Master Plan Work Group for Performance Goal #6.

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

## JUNE 10, 2003

### RECOMMENDED APPOINTMENTS, TRANSFERS, AND ASSIGNMENTS

<table>
<thead>
<tr>
<th>NAME</th>
<th>FROM</th>
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<tbody>
<tr>
<td>CRYSTAL N. ASHE</td>
<td>Teacher/Resource, Magnet Programs, Department of Special Programs, PreK-12</td>
<td>Assistant Principal Perry Hall High School</td>
</tr>
<tr>
<td></td>
<td>(Effective July 1, 2003)</td>
<td>(Replacing Howard Mooney, retiring)</td>
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<tr>
<td>NASHAE M. BENNETT</td>
<td>Teacher/Classroom Deer Park Elementary School</td>
<td>Assistant Principal New Town Elementary School</td>
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<td>(New Position; excessed from Carroll Manor Elementary School)</td>
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<tr>
<td>DIANE L. GARBARINO</td>
<td>Assistant Principal Owings Mills High School</td>
<td>Principal Owings Mills High School</td>
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<td>(Effective July 1, 2003)</td>
<td>(Replacing Margaret Spicer, transferring to New Town High School)</td>
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<tr>
<td>GLENN S. KILPATRICK</td>
<td>Guidance/Secondary Lansdowne High School</td>
<td>Assistant Principal Lansdowne High School</td>
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<td>(Effective July 1, 2003)</td>
<td>(Replacing Steve Butsch, transferring to Milford Mill High School)</td>
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<tr>
<td>JOSEPH A. MUSSI</td>
<td>Teacher/Social Studies Old Court Middle School</td>
<td>Assistant Principal Catonsville High School</td>
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<td>(Effective July 1, 2003)</td>
<td>(Replacing Jason Dykstra, transferring to Randallstown High School)</td>
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<td>BRIAN C. RABB</td>
<td>Guidance/Secondary Lansdowne Middle School</td>
<td>Assistant Principal Towsen High School</td>
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<td>(Effective July 1, 2003)</td>
<td>(Replacing Jeffrey Fischer, transferring to Social Studies Department Chair, Perry Hall High School)</td>
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### TRANSFERS

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<tr>
<td>STEPHEN R. BUTSCH</td>
<td>Assistant Principal</td>
<td>Assistant Principal</td>
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<td>Lansdowne High School</td>
<td>Milford Mill High School</td>
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<td>(Replacing Pamela Zeigler, transferred to New Town High School)</td>
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<tr>
<td>JASON A. DYKSTRA</td>
<td>Assistant Principal</td>
<td>Assistant Principal</td>
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<td>(Effective July 1, 2003)</td>
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<td>Randallstown High School</td>
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<td>(Replacing Cheryl Pasteur, transferring to English Department Chair, Randallstown High School)</td>
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<tr>
<td>MARJORIE M. ROFEL</td>
<td>Director, Special Education -</td>
<td>Assistant Principal</td>
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<tr>
<td>(Effective July 1, 2003)</td>
<td>Compliance and Placement</td>
<td>Battle Monument School</td>
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<td>Department of Federal and State</td>
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<td>(Replacing Jerry Roese, retiring)</td>
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<tr>
<td>MARGARET I. SPICER</td>
<td>Principal</td>
<td>Principal</td>
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<td>New Town High School</td>
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<td>(Replacing Wayne Thibeault, resigning)</td>
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## CENTRAL OFFICE
### RECOMMENDED APPOINTMENTS

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<tr>
<td>JERRY L. DALTON</td>
<td>Clinical Director Ingleside Psychology Clinic Macon, Georgia</td>
<td>Director of Accountability, Research and Assessment</td>
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<tr>
<td>(Effective July 1, 2003)</td>
<td>(Replacing Dr. Paul Mazza, Director Accountability, Research and Assessment)</td>
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</tr>
<tr>
<td>HAYES B. LANTZ</td>
<td>Director of Science PreK-12 Prince George's County Public Schools</td>
<td>Principal on assignment acting as Director of PreK-12 Science</td>
</tr>
<tr>
<td>(Effective July 1, 2003)</td>
<td>(New Position)</td>
<td></td>
</tr>
<tr>
<td>REGINA E. SATTERFIELD</td>
<td>Director of Instruction in Special Education Federal and State Programs</td>
<td>Executive Director Student Support Services</td>
</tr>
<tr>
<td>(Effective July 1, 2003)</td>
<td>(Replacing Robert J. Kemmery, transferring to Executive Director of Schools, Southeast Area)</td>
<td></td>
</tr>
</tbody>
</table>

## CENTRAL OFFICE
### TRANSFERS

<table>
<thead>
<tr>
<th>NAME</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROBERT J. KEMMERY</td>
<td>Executive Director Student Support Services</td>
<td>Executive Director of Schools Southeast Area</td>
</tr>
<tr>
<td>(Effective July 1, 2003)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Replacing Ann Glazer to assignment at MSDE)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DATE: June 10, 2003

TO: BOARD OF EDUCATION

FROM: Joe A. Hairston, Superintendent

SUBJECT: Recommendations for Award of Contracts

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

RESOURCE PERSON(S): Patrick Fannon, Controller; Rick Gay, Purchasing Manager

RECOMMENDATION

That the Board of Education approves the following contract recommendations.

*****

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

RLG/caj

Appendix I – Recommendations for Award of Contracts – Board Exhibit
The following contract recommendations are presented for consideration by the Board of Education of Baltimore County.

1. **Contract:** Contracted Services: Containerized Refuse Collection Services
   
   **Bid #:** JCO-433-03
   
   **Term:** 3 years  
   **Extensions:** 2/1-year  
   **Contract Ending Date:** Sept. 30, 2008 (tentative)
   
   **Estimated annual award value:** $872,051  
   **Estimated total award value:** $4,360,255
   
   **Bid issued:** April 3, 2003
   **Pre-bid meeting date:** April 23, 2003
   **Bid due date:** May 15, 2003
   **No. of vendors issued to:** 17
   **No. of bids received:** 4
   **No. of no-bids received:** 1
   **No. of non-responsive:** 1

   **Description:**
   The bid specifications were designed to divide the school system into five geographic areas, allowing the bidders to submit proposals for one, several, or all five areas. Additionally, this specification included services for the use of open-top, roll-off containers. Bidders were required to provide pricing on refuse removal from schools, offices, and other facilities in the county, as well as identify services in support of BCPS’ recycling program. The types of products included in the recycling program are: paper, magazines, newspaper, and cardboard.

   The language of the bid allows for two one-year extensions.

   **Recommendations:**
   Award of contract is recommended to:

   - Gerber’s Inc., Cockeysville, MD
   - Waste Management of MD, Inc., Columbia, MD

   **Responsible school or office:** Office of Operations
   **Contact Persons:** William Wingerd and Michael Eppig
   **Funding Source:** The operating budget of the Office of Operations
**Contracted Services: On-Call Services for Time & Material Projects with Not-to-Exceed Quotes**

The Division of Physical Facilities, Office of Maintenance, has requested the Office of Purchasing to extend the following contracts: 3-332-00, Contracted Services: On-Call Asbestos Abatement Services, and 3-331-00, Contracted Services: On-Call Industrial Hygienist Services. These contracts are indefinite-quantity contracts, as the services intended for purchase are based upon future needs of the system and are pending allocation of funds.

The Office of Maintenance intends to have pre-qualified contractors with the appropriate insurance, training, and certification, to be on call for services, repairs, and installations. Based upon the previous needs of the Office of Maintenance for these types of services, availability of the contractors when called upon to do work, and the urgency to have the work done within a specified timeframe, the award of contract may be made to multiple contractors for each of these solicitations. All work under these contracts will be done either on a time-and-material or by a not-to-exceed quote basis.

*Time-and-material* jobs will be done by the primary award contractor. If, for any reason, the primary award contractor is unable to do the work within the timeframe of the Office of Maintenance, the next ranked contractor will be asked to do the work, and so on throughout the list. For the following two contracts, if a larger project with a definable scope has been identified, all of the award bidders will be asked to provide a not-to-exceed quote. All of the award bidders will be provided with the scope of the project and will be asked to include all materials and labor required to properly complete the project by a specified date. Since all the award bidders are offering a competitive price, the cost is usually substantially less than utilizing the time-and-material scenario. However, this quote process still guarantees that all work is to be done by pre-qualified contractors.

Specifications were developed in conjunction with the Office of Maintenance staff and contractors.
2. **Contract:** Contracted Services: *On-Call Asbestos Abatement Services Extension*

钬 **Bid #:** 3-332-00

钬 **Term:** 1-year extension of contract
钬 **Contract Ending Date:** June 30, 2004
钬 **Estimated annual award value:** $1,000,000

钬 **Bid issued:** February 28, 2000
钬 **Pre-bid meeting date:** March 15, 2000
钬 **Due Date:** April 27, 2000
钬 **No. of vendors issued to:** 12
钬 **No. of bids received:** 9
钬 **No. of no-bids received:** 0

钬 **Description:**

钬 **Contracted Services:** *On-Call Asbestos Abatement Services for Time-and-Material Projects with Not-to-Exceed Quotes*

钬 The following contract extension is an indefinite-quantity contract, as the services intended for purchase are based upon future needs of the system.

钬 The Office of Maintenance intends to have pre-qualified contractors with the appropriate insurance, training, and certification to be *on call* to provide asbestos abatement services.

钬 The original contracts were approved by the Board on April 30, 2000.

钬 **Recommendation:**

钬 Extension of award of contract is recommended to:

钬 **Hourly Rate**
钬 Primary Award A-L Abatement, Inc., Baltimore, MD $19.40
钬 Secondary Award A & I, Inc., 4407, Baltimore MD $21.80
钬 Tertiary Award Asbestos Specialists, Inc., Linthicum Heights, MD $26.50
钬 Fourth Award Colt Insulation, Inc., Baltimore, MD $27.80

钬 **Responsible school or office:** Office of Maintenance and Office of Engineering and Construction
钬 **Contact Person:** Cornell Brown
钬 **Funding Source:** Operating budget, aging school funds, and capital projects
3. **Contract:** Contracted Services: *On-Call* Industrial Hygienist Services Extension  
   **Bid #:** 3-331-00

   **Term:** 1-year extension of contract  
   **Contract Ending Date:** June 30, 2004  
   **Estimated annual award value:** $200,000

   **Bid issued:** February 28, 2000  
   **Pre-bid meeting date:** March 15, 2000  
   **Due Date:** March 30, 2000  
   **No. of vendors issued to:** 19  
   **No. of bids received:** 6  
   **No. of no-bids received:** 0

**Description:**

**Contracted Services:** *On-Call* Industrial Hygienist Services for *Time-and-Material* Projects with *Not-to-Exceed Quotes*

The following contract extension is an indefinite-quantity contract, as the services intended for purchase are based upon future needs of the system.

The Office of Maintenance intends to have pre-qualified contractors with the appropriate insurance, training, and certification to be *on call* to provide industrial hygienist services.

The original contract was approved by the Board on June 30, 2000.

**Recommendation:**

Extension of award of contract is recommended to:

<table>
<thead>
<tr>
<th>Award</th>
<th>Company Details</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Award</td>
<td>Advanced Air Analysis, Inc., Owings Mills</td>
<td>$29.00</td>
</tr>
<tr>
<td>Secondary Award</td>
<td>Tidewater, Inc., Columbia MD</td>
<td>$28.00</td>
</tr>
<tr>
<td>Tertiary Award</td>
<td>I H Services, Inc., Baltimore, MD</td>
<td>$35.00</td>
</tr>
<tr>
<td>Fourth Award</td>
<td>Aerosol Monitoring &amp; Analysis, Inc., Hanover, MD</td>
<td>$39.50</td>
</tr>
<tr>
<td>Fifth Award</td>
<td>Martel Laboratories JDS, Inc., Baltimore MD</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

**Responsible school or office:** Office of Maintenance and  
Office of Engineering and Construction

**Contact Person:** Cornell Brown

**Funding Source:** Operating budget, aging school funds, and capital projects
4. **Contract:** Document Printing System  
   **Bid #:** PCR-230-03 (Anne Arundel County Public Schools #02CM-191)

<table>
<thead>
<tr>
<th>Term: 5 years</th>
<th>Extensions: 0</th>
<th><strong>Contract Ending Date:</strong> June 30, 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated annual award Value: $138,000</td>
<td>Estimated total award value: $690,000</td>
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</tbody>
</table>

**Bid issued:** June 2002  
**Pre-bid meeting date:** July 8, 2002  
**Due Date:** July 23, 2002  
**No. of vendors issued to:** NA  
**No. of bids received:** NA  
**No. of no-bids received:** NA

**Description:**

Approval is requested to participate in the Anne Arundel County Public Schools’ (AACPS) award for the installation of one Xerox Docutech 6115 Production Publisher and two Document Center 90 copy/printers with finishers. Costs shown include 10,200,000 impressions per year, WEB-based job submission software, color scanning, and squarefold and booklet making finishing features. These units will replace BCPS’ nearly ten-year-old Docutech. They will, in conjunction with an Oce document printing system recently acquired, increase print shop production capacity by one-third, and will eliminate a $70,000 per year cost of maintenance and supplies for the current Docutech. This equipment upgrade is part of the overall plan to shift BCPS reproduction from being predominately site-based to print shop-based, in order to centralize the creation of instructional media (print and CD-ROM) and to minimize outsourc printing.

**Recommendation:**

Award of contract is recommended to:

   Xerox Corporation, Towson, MD

**Responsible school or office:** Office of Copy and Print Services

**Contact Person:** Don Dent

**Funding Source:** Operating budget of the Office of Copy and Print Services
5. **Contract:** Food Service: Dairy Products Extension  
   **Bid #:** 4-428-01
   
   **Term:** 1-year extension of contract  
   **Contract Ending Date:** June 30, 2004  
   **Estimated total award value:** $3,100,000
   
   **Bid issued:** February 15, 2001  
   **Pre-bid meeting date:** February 27, 2001  
   **Bid due date:** March 14, 2001  
   **No. of vendors issued to:** 16  
   **No. of bids received:** 2  
   **No. of no-bids received:** 3  
   **No. of non-responsive:** 0
   
   **Description:**  
   A contract for the purchase and delivery of dairy products to all schools was approved by the Board of Education on May 15, 2001. The contract provides a one-year extension of contract upon the request of BCPS. The vendor has agreed to honor all terms and conditions of the original contract.
   
   **Recommendations:**  
   Award of contract extension is recommended to:

   Cloverland/Green Spring Dairy, Inc.

   **Responsible school or office:** Office of Food and Nutrition Services  
   **Contact Person:** Karen Levenstein  
   **Funding Source:** The Office of Food and Nutrition Services
6. **Contract:** Food Service: Food Products  
   **Bid #:** JCO-428-03

   **Term:** 1 year  
   **Extensions:** 1 year  
   **Contract Ending Date:** June 30, 2005 (tentative)

   **Estimated annual award value:** $6,366,316  
   **Estimated total award value:** $12,732,632

   **Bid issued:** March 27, 2003  
   **Pre-bid meeting date:** April 7, 2003  
   **Bid Due Date:** April 24, 2003  
   **No. of vendors issued to:** 23  
   **No. of bids received:** 23  
   **No. of no-bids received:** 1  
   **No. of non-responsive:** 0

   **Description:**  
   The bid specifications required the bidders to offer firm-fixed pricing for the purchase and delivery of various food products (canned fruits and vegetables, cereals, condiments, frozen food, meats, etc.) to the food service warehouse on an as-needed basis.

   **Recommendations:**  
   Award of contract is recommended to:

   - Carroll County Foods, New Windsor, MD  
   - Cavendish Farms, Inc., Jamestown, ND  
   - Culinary Standards Corporation, Louisville, KY  
   - Dori Foods, Inc., Richmond, VA  
   - East Side Entrees, Woodbury, NY  
   - Eastern Imports, Inc., Laurel, MD  
   - Feesers, Inc., Harrisburg, PA  
   - Glennco, Inc., Baltimore, MD  
   - Hood’s Institutional Foods, Inc., Washington, DC  
   - J.T.M Provisions, Inc., Harrison, OH  
   - Man of NY, Clifton Park, NY  
   - Princess Ann Products, Inc., Fruitland, MD  
   - H. Schrier & Company, Inc., Brooklyn, NY  
   - Otis Spunkmeyer, Inc., Elkridge, MD  
   - Sysco Food Services, Jessup, MD  
   - US Food Service, Lakeland, FL

   **Responsible school or office:** Office of Food & Nutrition Services  
   **Contact Persons:** Karen Levenstein or JoAnn Calvert  
   **Funding Source:** Operating budget of the Office of Food & Nutrition Services
7. **Contract:** Food Service: Ice Cream Products, Extension  
**Bid #:** 4-425-02

**Term:** 1-year extension of contract  
**Contract Ending Date:** June 30, 2004

**Estimated annual award value:** $478,000

**Bid issued:** March 7, 2002  
**Pre-bid meeting date:** March 21, 2002  
**Bid due date:** April 11, 2002

**No. of vendors issued to:** 8  
**No. of bids received:** 1  
**No. of no-bids received:** 3  
**No. of non-responsive:** 0

**Description:**  
A contract for the purchase and delivery of ice cream products (sandwich, éclair, chocolate nut cone, non-fat yogurt, variety of ice cream bar items) direct to all schools was approved by the Board of Education on May 28, 2002. The contract provides a one-year extension upon the request of BCPS. The vendor has agreed to honor all terms and conditions of the original contract.

**Recommendations:**  
Award of contract extension is recommended to:

Jack & Jill Ice Cream Company, Columbia, MD

**Responsible school or office:** Office of Food and Nutrition Services  
**Contact Persons:** Karen Levenstein and JoAnn Calvert  
**Funding Source:** Operating budget of the Office of Food and Nutrition Services
8. **Contract:** Food Service: Paper Products  
**Bid #:** JCO-429-03  

**Term:** 1 year  
**Extension:** 1 year  
**Contract Ending Date:** June 30, 2005 (tentative)  
**Estimated annual award value:** $649,245  
**Estimated total award value:** $1,298,490  

**Bid issued:** March 27, 2003  
**Pre-bid meeting date:** April 9, 2003  
**Bid Due Date:** April 28, 2003  
**No. of vendors issued to:** 36  
**No. of bids received:** 11  
**No. of no-bids received:** 4  
**No. of non-responsive:** 0  

**Description:**  
The bid specifications required the bidders to offer pricing for the purchase and delivery of various food paper products (foam trays and cups, French fry cups, paper plates, plastic utensils, etc.) to the food service warehouse on an as-needed basis.  

**Recommendations:**  
Award of contract is recommended to:  

- Acme Paper Company, Savage, MD  
- Calico Industries, Inc., Annapolis Junction, MD  
- FPC Holdings, Inc., Elkridge, MD  
- Kahn paper Company, Inc., Capitol Heights, MD  
- Penn Jersey Paper, Inc., Philadelphia, PA  

**Responsible school or office:** Office of Food & Nutrition Services  
**Contact Persons:** Karen Levenstein or JoAnn Calvert  
**Funding Source:** Operating budget of the Office of Food & Nutrition Services
9. **Contract:** Food Service: Small Wares  
**Bid #:** JCO-430-03

**Term:** 1 year  
**Extension:** 1 year  
**Contract Ending Date:** June 30, 2005 (tentative)

**Estimated annual award value:** $71,264  
**Estimated total award value:** $142,528

**Bid issued:** April 10, 2003  
**Pre-bid meeting date:** April 23, 2003  
**Bid Due Date:** May 8, 2003  
**No. of vendors issued to:** 28  
**No. of bids received:** 6  
**No. of no-bids received:** 5  
**No. of non-responsive:** 0

**Description:**  
The bid specifications required the bidders to offer pricing for the purchase and delivery of various food service small wares (measuring cups, brushes, mops, trash cans, carts, pans, storage containers, ladles, scoops, etc.) to the food service warehouse on an as-needed basis.

**Recommendations:**  
Awards of contract are recommended to:

- Acme Paper Company, Savage, MD  
- Calico Industries, Inc., Annapolis Junction, MD  
- DePalo & Sons, Inc., Baltimore, MD

**Responsible school or office:** Office of Food & Nutrition Services

**Contact Persons:** Karen Levenstein or JoAnn Calvert

**Funding Source:** Operating budget of the Office of Food & Nutrition Services
10. **Contract:** Food Service: Snack Products  
**Bid #:** JCO-431-03

**Term:** 1 year  
**Extension:** 1 year  
**Contract Ending Date:** June 30, 2005 (tentative)

**Estimated annual award value:** $850,000  
**Estimated total award value:** $1,700,000

**Bid issued:** March 28, 2003  
**Pre-Bid Date:** April 9, 2003  
**Bid Due Date:** April 28, 2003

- **No. of vendors issued to:** 28  
- **No. of bids received:** 8  
- **No. of no-bids received:** 0  
- **No. of non-responsive:** 0

**Description:**  
The bid specifications required the bidders to offer pricing for the purchase and delivery of various food service snack products (cakes and pies, cookies, chips, pretzels, popcorn, etc.) to schools on an established delivery schedule. The Office of Food and Nutrition Services will establish the approved products to be ordered by the cafeteria staff.

**Recommendations:**  
Awards of contract are recommended to:

- Linden’s Cookies, Inc., Congers, NY  
- McKee Foods, Inc., Collegedale, TN  
- Tasty Baking Company, Philadelphia, PA  
- Utz Quality Foods, Inc., Hanover, PA

**Responsible school or office:** Office of Food & Nutrition Services

**Contact Persons:** Karen Levenstein or JoAnn Calvert

**Funding Source:** Operating budget of the Office of Food & Nutrition Services
11. Contract: Food Service: Uniform Shirts  
    Bid #: JCO-432-03

   Term: 1 year     Extension: 1 year     Contract Ending Date: June 30, 2005 (tentative)
   Estimated annual award value: $31,984
   Estimated total award value: $63,968

   Bid issued: March 27, 2003
   Pre-Bid Date: April 9, 2003
   Bid Due Date: April 28, 2003
   No. of vendors issued to: 39
   No. of bids received: 10
   No. of no-bids received: 1
   No. of non-responsive: 1

Description:
The bid specifications required the bidders to offer pricing for the purchase and delivery
of food service uniform shirts for cafeteria workers. Orders are placed twice a year for
delivery directly to the food service warehouse.

Recommendations:
Award of contract is recommended to:

                      Washington Uniform Company, Baltimore, MD

   Responsible school or office: Office of Food & Nutrition Services
   Contact Persons: Karen Levenstein or JoAnn Calvert
   Funding Source: Operating budget of the Office of Food & Nutrition Services
12. **Contract:** Interscholastic Football Supplies and Equipment  
   **Bid #:** JNI-710-03

   **Term:** 1 year  
   **Extensions:** 1 year  
   **Contract Ending Date:** May 31, 2005 (tentative)  
   **Estimated annual award Value:** $105,000  
   **Estimated total award value:** $210,000

   **Bid issued:** May 15, 2003  
   **Pre-bid meeting date:** NA  
   **Due Date:** May 27, 2003  
   **No. of vendors issued to:** 32  
   **No. of bids received:** 22  
   **No. of no-bids received:** 2

**Description:**  
The BCPS high school athletic departments utilize this contract, which contains 175 items, to purchase the supplies and equipment necessary to support the interscholastic football program in Baltimore County Public Schools.

**Recommendations:**

Awards of contract are recommended to the following companies:

- Ace Reconditioners, Washington, PA
- Marlow Sports, Forestville, MD
- Marty Gilman, Gilman, CT
- Micro Bio Medics, Pelham Manor, NY
- Moore Medical Corporation, New Britain, CT
- Rae Crowther Company, Rock Hill, SC
- Riddell/All American, Elyria, OH
- Sportmaster, Pittsburgh, PA
- Sports Stop Inc., Brooklandville, MD
- Sportsman’s, Johnstown, PA

**Responsible school or office:** Department of Athletics

**Contact Person:** Ronald Belinko

**Funding Source:** The operating budget of the Department of Athletics
13. **Contract:** Kubota Tractors  
   **Bid #:** RHA-417-03 (Howard County Public Schools #14-10-02/03)

**Term:** 1-time purchase  
**Estimated total award value:** $105,989.35  
**Contract Ending Date:** July, 2003

**Bid issued:** September 26, 2002  
**Pre-bid meeting date:** NA  
**Bid due date:** October 10, 2002  
**No. of vendors issued to:** 22  
**No. of bids received:** 5  
**No. of no-bids received:** 7  
**No. of non-responsive:** 0

**Description:**

Approval is requested to utilize Howard County Public Schools’ bid for Kubota Tractors. The bid specifications require the bidders to offer a fixed price per item. It is the intent of the Office of Grounds to purchase six Kubota Tractors, Model F2560, with a 72" mower deck, snow plow, weights, and axle extensions for a unit price of $15,504.70 each. Additionally, five snow blowers, that would be mountable on any of the units, are being purchased at a cost of $2,592.23 per blower.

The award bidder will set up the tractors, mount the various options being purchased, and guarantee the product.

**Recommendation:**

Award of contract is recommended to:

Backyard Power, Inc., MD

**Responsible school or office:** Office of Grounds  
**Contact Person:** Dennis Elkins  
**Funding Source:** Operating budget of the Office of Grounds
14. Contract:  PC-Controlled CNC Machining Tool for Sollers Point Technical High School  
Bid #: JNI-726-03  

Term: 18 months  Extension: 0  Contract Ending Date: December 20, 2004 (tentative)  
Estimated total award value: $48,000  

Bid issued: May 1, 2003  
Pre-bid meeting date: NA  
Due Date: May 20, 2003  
No. of vendors issued to: 4  
No. of bids received: 3  
No. of no-bids received: 0  

Description:  
The EMCO PC Mill 155 package, along with the training, will fit into the curriculum already in place in the High Performance Manufacturing/Engineering (HPM/E) program at Sollers Point Technical High School. This machine will allow the students enrolled in this program to take their CNC skills to the next level for real world application.  

Recommendations:  
Award of contract is recommended to:  

Diversified Educational Systems, Berryville, VA  

Responsible school or office: Office of Technical Programs  
Contact Person: Rhonda Hoyman  
Funding Source: Perkins Grant through the Offices of Career and Technology Education
15. **Contract:** Printing: School Calendars  
   **Bid #:** JCO-447-03

<table>
<thead>
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<th>Term:</th>
<th>120 days</th>
<th><strong>Extensions:</strong></th>
<th>0</th>
<th><strong>Contract Ending Date:</strong></th>
<th>October 30, 2003</th>
</tr>
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<tbody>
<tr>
<td>Estimated total award value:</td>
<td>$23,371</td>
<td></td>
<td></td>
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</tr>
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</table>

- **Bid issued:** May 1, 2003  
- **Pre-bid meeting date:** NA  
- **Bid Due Date:** May 15, 2003  
- **No. of vendors issued to:** 44  
- **No. of bids received:** 13  
- **No. of no-bids received:** 3  
- **No. of non-responsive:** 1

**Description:**  
The bid specifications required the bidders to offer pricing for the printing and delivery of the school calendars. Delivery is made to Distribution Services for distribution to all schools and offices. The BCPS Copy and Print Services cannot print this booklet due to the volume, color graphics, and the type of equipment needed to accomplish this task.

**Recommendations:**  
Award of contract is recommended to:

DLT Direct, Inc., Sterling, VA

**Responsible school or office:** Office of Communications

**Contact Persons:** Sharon Norman and Barbara Fuller

**Funding Source:** Operating budget of the Office of Communications
16. **Contract:** Printing: Student Handbooks
   **Bid #:** JCO-434-03

   **Term:** 120 days  **Extension:** 0
   **Contract Ending Date:** October 30, 2003
   **Estimated total award value:** $28,603

   **Bid issued:** March 13, 2003
   **Pre-bid meeting date:** March 25, 2003
   **Bid Due Date:** April 3, 2003
   **No. of vendors issued to:** 22
   **No. of bids received:** 7
   **No. of no-bids received:** 3
   **No. of non-responsive:** 0

   **Description:**
The bid specifications required the bidders to offer pricing for the printing and delivery of the student handbooks. Delivery is made to Distribution Services for distribution to all schools. The BCPS Copy and Print Services cannot print this booklet due to the volume, color graphics, and the type of equipment needed to accomplish this task.

   **Recommendations:**
Award of contract is recommended to:

   Independent Printing Company, Inc., Savage, MD

   **Responsible school or office:** Student Support Services
   **Contact Person:** Dale Rauenzahn
   **Funding Source:** Operating budget of Student Support Services
17. **Contract:** Summer School Bus Routes  
   **Bid #:** PCR-224-03

**Term:** 3 years  
**Extensions:** 0  
**Contract Ending Date:** August 31, 2005 (tentative)

**Estimated annual award Value:** $56,500  
**Estimated total award value:** $169,500

**Bid issued:** April 10, 2003  
**Pre-bid meeting date:** April 23, 2003  
**Due Date:** May 7, 2003  
**No. of vendors issued to:** 7  
**No. of bids received:** 5  
**No. of no-bids received:** 0

**Description:**

The bid was issued to augment student transportation services for 27 routes for summer school sessions of years 2003, 2004, and 2005. There are 60 bus routes involved in the summer school session, out of a total of 325 summer program routes. To be considered for award, bidders must have been an existing contractor with BCPS, or have been approved prior to bid submission. Bids were evaluated on an hourly rate, plus a mileage rate, and the minimum and maximum number of routes a bidder would accept.

**Recommendation:**

Award of contract is recommended to:

- **First Student, Inc., Baltimore, MD**  
  - NE area  
  - 10 routes
- **First Student, Inc., Baltimore, MD**  
  - SE area  
  - 2 routes
- **Whitcraft Services, Baltimore, MD**  
  - Central area  
  - 3 routes
- **Woodlawn Motor Coach, Baltimore, MD**  
  - SW area  
  - 12 routes

**Responsible school or office:** Office of Transportation

**Contact Person:** Linda Fitchett

**Funding Source:** Operating budget of the Office of Transportation
18. **Contract:** Grade 4-5 U.S. History Textbooks for School Year 03-04  
**Bid #:** NA

**Term:** 5 years  
**Extensions:** 0  
**Contract Ending Date:** June 9, 2008 (tentative)  
**Estimated total award value:** $572,326.56

**Bid issued:** NA  
**Pre-bid meeting date:** NA  
**Due Date:** NA  
**No. of vendors issued to:** 4  
**No. of bids received:** 4  
**No. of no-bids received:** 0

**Description:**

**Contract:** Grade 4-5 U.S. History Textbook “Horizons: United States History”

We request approval from the Board of Education to purchase the selected text—*Horizons: United States History*, published by Harcourt. The book has a copyright date of 2003 and Harcourt holds the copyright. Because it is copyrighted material and the book is not available from any other source, the Office of Purchasing will purchase these materials under our sole-source guidelines. Superintendent’s Rule 3209, paragraph 2. (A), requires “All purchases of textbooks, computer software, and other materials are subject to the published procedures, authority, and scrutiny of the Office of Purchasing.” The Office of Purchasing Procedure OP4002.4 indicates that a sole-source purchase may arise from the following conditions: Copyrighted products, such as software, publications, textbooks, media, or products (specialized and/or advanced technology), which ensure a compatible learning environment for students/faculty at various school sites.

The Office of Elementary Social Studies followed the selection process as established in Board Policy 6163.2 and Superintendent’s Rule 6163.2. The Office of Elementary Social Studies appointed a study committee in May, 2002, to define the content of the new program of study. The committee used this draft program of study to identify books for preview. Based on our established criteria for quality and type of materials needed, we solicited four books and supporting materials from four vendors.

- *The United States*  
  Scott Forsman  
- *Our Nation*  
  Macmillan/McGraw Hill  
- *Build Our Nation*  
  Houghton Mifflin  
- *Horizons: United States History*  
  Harcourt

A textbook-selection committee was formed with teacher representatives from each geographic area, a mentor, administrator, special educator, gifted and talented programs resource teacher, and parent from the PTA Council. The committee members received
copies of each of the four books to use in planning and classroom instruction, and a
criteria list to be completed on each book. The committee members were asked to
compare the book content to the proposed program of study and the MDSE Content
Standards for Social Studies. Committee members were also given a complete set of the
ancillary materials that accompany the programs to ensure that the support materials also
met the needs of the program and the previously established criteria. The textbook by
Harcourt, *Horizons: United States History*, was selected by the committee because it met
all of the established criteria.

- The text presents US history from a multicultural point of view.
- The text meets the requirements for providing content in the context of U.S.
  history to 1790.
- It makes good use of the Internet and provides guidance for student use.
- It provides adaptations for ESOL students.
- The program includes a CD with text on tape that will enable teachers to
differentiate to meet student needs.
- The text includes challenging readings and critical questions.
- The text contains activities requiring students to use higher-level thinking skills,
such as decision making and problem solving.
- The program requires students and teachers to make use of technology.
- The book incorporates reading and vocabulary strategies into the body of the text.

Harcourt is providing a special printing (minimum 9000 copies) for grades 4 and 5.
Grades 4 and 5 will use the same text. The current version of the Harcourt *Horizons* text
covers curricular information for grades 4-8. This special printing will reduce the size of
the text to eliminate unneeded information. This is a savings of $11.89 per student
edition.

**Recommendation:**

Award of contract is recommended to Harcourt, copyrighted publisher of *Horizons:*
*United States History* at a cost of $63.59 per volume plus shipping and handling.

**Responsible school or office:** Office of Elementary Social Studies

**Contact Person:** Barbara Yingling

**Funding Source:** Redirected Funds
DATE: June 10, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Award of Contract – Boiler Replacement at Old Court 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, P.E., Administrator
Office of Engineering and Construction
Sammie Clark, Senior Mechanical Designer
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

*****

Award of Contract – Boiler Replacement at Old Court Middle School

Appendix I – Recommendation of Award of Contract
Appendix I

Recommendation for Award of Contract
Boiler Replacement at Old Court Middle School
June 10, 2003

On May 23, 2003, four (4) bids were received for Boiler Replacement at Old Court Middle School - Bid #RHA-397-03. This project consists of replacing two existing boilers, installing a new hot water heater and a new hot water storage tank. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to American Combustion, Inc., the lowest responsive bidder, in the amount of $261,675.00 for the Base Bid plus Add Alternate #1. This Add Alternate includes additional pipe insulation within the boiler room.

At this time, we also request approval of a 10% Change Order Allocation in the amount of $26,167.50, 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 from Capital Budget Project #655 – Major Maintenance and the Qualified Zone Academy Bond Program.

APPROVED:

Donald F. Krempel, Ph.D.
Executive Director
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<tbody>
<tr>
<td>Base Bid:</td>
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<td>$262,000</td>
<td>$264,520</td>
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<td>Alternate #1:</td>
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<td>$2,100</td>
<td>$600</td>
<td>$800</td>
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<td><strong>Total Base Bid Plus Alternate #1:</strong></td>
<td><strong>$261,675</strong></td>
<td><strong>$264,100</strong></td>
<td><strong>$265,120</strong></td>
<td><strong>$337,800</strong></td>
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DATE: June 10, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Award of Contract – Reroofing Project at General John Stricker 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
Cornell S. Brown, Administrator
Office of Comprehensive Maintenance and Construction
MacArthur Chavis, Project Administrator, Supervisor
Office of Comprehensive Maintenance and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

*****

Award of Contract – Reroofing Project at General John Stricker Middle School.

Appendix I – Recommendation for Award of Contract
On March 15, 2003, seven (7) bids were received for the reroofing project at General John Stricker Middle School - Bid #RHA-386-03. This project consists of replacing the existing roofing system 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 Top Construction Company, Inc., the lowest responsive bidder, in the amount of $1,082,000.00.

At this time, we also request approval of a 10% Change Order Allocation in the amount of $108,200.00 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. Krempel, Ph.D.
Executive Director
Baltimore County Public Schools
General John Stricker Middle School – Reroofing Project
Bid Number: RHA-302-03
Bid Due Date: March 13, 2003

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<td>Base Bid</td>
<td>$1,082,000</td>
<td>$1,163,300</td>
<td>$1,174,200</td>
<td>$1,197,700</td>
<td>$1,212,000</td>
<td>$1,274,000</td>
<td>$1,280,890</td>
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</table>
Baltimore County Public Schools

Date: June 10, 2003

To: Board of Education

From: Dr. J. Hairston, Superintendent

Subject: Award of Contract – Systemic Renovations at Franklin 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, P.E., Administrator
  Office of Engineering and Construction
- Irving Fontaine, Senior Project Engineer
  Office of Engineering and Construction

Recommendation

That the Board of Education approves an award of contract.

*****

Award of Contract - Systemic Renovations at Franklin Middle School

Appendix I – Recommendation for Award of Contract
Appendix I

Recommendation for Award of Contract
Systemic Renovations at Franklin Middle School
June 10, 2003

On May 23, 2003, ten (10) bids were received for the systemic renovations at Franklin Middle School - Bid# PCR-219-03. This project consists of replacing the heating, ventilating, air conditioning and plumbing systems, ceilings, electrical upgrades, and related work along with the installation of a sprinkler 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 Phillips Way, Inc., the lowest responsive bidder, in the amount of $4,083,350.00, for the Base Bid plus all thirteen (13) Add Alternates.

At this time, we are also requesting approval of a 10% change order allocation in the amount of $408,350.00, 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 #095 – Franklin Middle Systemic Renovations.

APPROVED:

[Signature]
Donald F. Kemm, Ph.D.
Executive Director
## Baltimore County Public Schools Renovation Program
### Franklin Middle School Systemic Renovations
**Bid Number:** PCR-219-03  
**Bid Due Date:** May 23, 2003

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<td>$3,795,000</td>
<td>$3,833,000</td>
<td>$3,823,000</td>
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<td><strong>Alternate # 1:</strong></td>
<td>Paint all rooms in the 1929 section of the building</td>
<td>28,000</td>
<td>40,000</td>
<td>41,475</td>
<td>43,000</td>
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<td><strong>Alternate # 2:</strong></td>
<td>Refinish stage floor</td>
<td>2,700</td>
<td>6,000</td>
<td>6,300</td>
<td>12,000</td>
</tr>
<tr>
<td><strong>Alternate # 3:</strong></td>
<td>Paint all rooms in the original 1965 section of the building</td>
<td>26,000</td>
<td>54,000</td>
<td>56,000</td>
<td>57,000</td>
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<td><strong>Alternate # 4:</strong></td>
<td>Replace exterior doors of 1929 and 1965 sections of the building</td>
<td>114,000</td>
<td>128,000</td>
<td>34,600</td>
<td>163,000</td>
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<td><strong>Alternate # 5:</strong></td>
<td>Replace interior doors in the 1929 section of the building</td>
<td>38,500</td>
<td>22,000</td>
<td>57,600</td>
<td>48,000</td>
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<tr>
<td><strong>Alternate # 6:</strong></td>
<td>Replace floor tile in 1929 and 1965 section of the building</td>
<td>114,000</td>
<td>36,000</td>
<td>102,500</td>
<td>122,000</td>
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<td><strong>Alternate # 7:</strong></td>
<td>Replace student lockers in 1929 and 1965 sections of the building</td>
<td>7,500</td>
<td>2,000</td>
<td>10,400</td>
<td>5,000</td>
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<tr>
<td><strong>Alternate # 8:</strong></td>
<td>Replace stage curtain</td>
<td>4,200</td>
<td>6,000</td>
<td>3,100</td>
<td>9,000</td>
</tr>
<tr>
<td><strong>Alternate # 9:</strong></td>
<td>Replace lighting in auditorium</td>
<td>11,200</td>
<td>10,000</td>
<td>7,200</td>
<td>13,000</td>
</tr>
<tr>
<td><strong>Alternate # 10:</strong></td>
<td>Replace window blinds at all new windows</td>
<td>13,400</td>
<td>10,000</td>
<td>13,600</td>
<td>14,000</td>
</tr>
<tr>
<td><strong>Alternate # 11:</strong></td>
<td>Replace HVAC in Auditorium</td>
<td>26,000</td>
<td>30,000</td>
<td>31,000</td>
<td>33,000</td>
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<tr>
<td><strong>Alternate # 12:</strong></td>
<td>Replace HVAC in administrative areas</td>
<td>44,000</td>
<td>58,000</td>
<td>57,200</td>
<td>28,000</td>
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<tr>
<td><strong>Alternate # 13:</strong></td>
<td>Replace windows at rear of school</td>
<td>54,000</td>
<td>44,000</td>
<td>42,000</td>
<td>40,000</td>
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<tr>
<td><strong>Base Bid Plus Alternates: #1 - #13</strong></td>
<td><strong>$4,083,500</strong></td>
<td><strong>$4,101,000</strong></td>
<td><strong>$4,257,975</strong></td>
<td><strong>$4,420,000</strong></td>
<td><strong>$4,451,000</strong></td>
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<td>$4,198,000</td>
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<td><strong>Alternate # 1:</strong> Paint all rooms in the 1929 section of the building</td>
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<td>41,000</td>
<td>48,000</td>
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<td>80,250</td>
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<td><strong>Alternate # 2:</strong> Refinish stage floor</td>
<td>5,500</td>
<td>5,200</td>
<td>7,000</td>
<td>10,000</td>
<td>4,280</td>
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<td><strong>Alternate # 3:</strong> Paint all rooms in the original 1965 section of the building</td>
<td>78,000</td>
<td>55,000</td>
<td>60,000</td>
<td>66,000</td>
<td>109,700</td>
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<tr>
<td><strong>Alternate # 4:</strong> Replace exterior doors of 1929 and 1965 sections of the building</td>
<td>105,000</td>
<td>42,000</td>
<td>125,000</td>
<td>132,000</td>
<td>89,555</td>
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<td><strong>Alternate # 5:</strong> Replace interior doors in the 1929 section of the building</td>
<td>65,200</td>
<td>65,000</td>
<td>48,000</td>
<td>15,000</td>
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<tr>
<td><strong>Alternate # 6:</strong> Replace floor tile in 1929 and 1965 section of the building</td>
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<td>70,000</td>
<td>121,000</td>
<td>100,000</td>
<td>120,200</td>
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<td><strong>Alternate # 7:</strong> Replace student lockers in 1929 and 1965 sections of the building</td>
<td>10,500</td>
<td>2,200</td>
<td>11,000</td>
<td>10,000</td>
<td>9,682</td>
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<tr>
<td><strong>Alternate # 8:</strong> Replace stage curtain</td>
<td>8,900</td>
<td>3,900</td>
<td>3,800</td>
<td>10,000</td>
<td>4,713</td>
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<td><strong>Alternate # 9:</strong> Replace lighting in auditorium</td>
<td>12,100</td>
<td>12,000</td>
<td>26,000</td>
<td>26,000</td>
<td>11,235</td>
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<td><strong>Alternate # 10:</strong> Replace window blinds at all new windows</td>
<td>13,000</td>
<td>13,000</td>
<td>14,000</td>
<td>10,000</td>
<td>11,500</td>
</tr>
<tr>
<td><strong>Alternate # 11:</strong> Replace HVAC in Auditorium</td>
<td>26,000</td>
<td>28,500</td>
<td>32,000</td>
<td>28,000</td>
<td>26,900</td>
</tr>
<tr>
<td><strong>Alternate # 12:</strong> Replace HVAC in administrative areas</td>
<td>68,000</td>
<td>64,000</td>
<td>62,000</td>
<td>65,000</td>
<td>59,300</td>
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<tr>
<td><strong>Alternate # 13:</strong> Replace windows at rear of school</td>
<td>48,000</td>
<td>47,000</td>
<td>47,000</td>
<td>100,000</td>
<td>45,300</td>
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<tr>
<td><strong>Base Bid Plus Alternates: #1 - #13</strong></td>
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<td>$4,814,800</td>
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<td>$5,044,736</td>
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DATE: June 10, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Award of Contract – Systemic Renovations at Golden Ring 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, P.E., Administrator
Office of Engineering and Construction
Irving Fontaine, Senior Project Engineer
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

*****

Award of Contract - Systemic Renovations at Golden Ring Middle School

Appendix I – Recommendation for Award of Contract
Appendix I

Recommendation for Award of Contract
Systemic Renovations at Golden Ring Middle School
June 10, 2003

On May 23, 2003, ten (10) bids were received for the systemic renovations at Golden Ring Middle School - Bid# PCR-220-03. This project consists of replacing the heating, ventilating, air conditioning and plumbing systems, ceilings, electrical upgrades, windows, and related work along with the installation of a sprinkler 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 Gladwynne Construction Company, the lowest responsive bidder, in the amount of $2,698,000.00, for the Base Bid plus all nine (9) Add Alternates.

At this time, we are also requesting approval of a 10% change order allocation in the amount of $269,800.00, 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 No. 096 – Golden Ring Middle Systemic Renovations.

APPROVED:

[Signature]
Donald F. Krempel, Ph.D.
Executive Director
## Baltimore County Public Schools Renovation Program
### Golden Ring Middle School Systemic Renovations
**Bid Number:** PCR-220-03  
**Bid Due Date:** May 16, 2003

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<td><strong>Alternate # 1:</strong> Replace windows on north side of 1931 section of the building</td>
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<td>175,000</td>
<td>175,000</td>
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<td><strong>Alternate # 2:</strong> Install ductless split system air conditioning</td>
<td>0</td>
<td>31,200</td>
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<td><strong>Alternate # 3:</strong> Replace lighting in gymnasium</td>
<td>25,000</td>
<td>16,400</td>
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<td>14,800</td>
<td>16,700</td>
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<td><strong>Alternate # 4:</strong> Replace exterior lighting</td>
<td>22,000</td>
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<td><strong>Alternate # 5:</strong> Replace lighting in activity room</td>
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<td>8,500</td>
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<td><strong>Alternate # 6:</strong> Replace lighting in rooms 212, 213 and 214</td>
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<td>9,100</td>
<td>17,000</td>
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<td><strong>Alternate # 7:</strong> Clean existing ductwork</td>
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<td>21,000</td>
<td>21,200</td>
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<td><strong>Alternate # 9:</strong> Replace exterior split-system condensing units</td>
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<td>Replace windows on north side of 1931 section of the building</td>
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<td>179,318</td>
<td>182,000</td>
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<td></td>
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<tr>
<td>Install ductless split system air conditioning</td>
<td>30,000</td>
<td>30,000</td>
<td>30,000</td>
<td>30,000</td>
<td>25,000</td>
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<td><strong>Alternate # 3:</strong></td>
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<tr>
<td>Replace lighting in gymnasium</td>
<td>14,000</td>
<td>16,700</td>
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<td>Replace exterior lighting</td>
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<td>8,500</td>
<td>10,000</td>
<td>9,000</td>
<td>10,000</td>
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<td><strong>Alternate # 5:</strong></td>
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<td>Replace lighting in activity room</td>
<td>8,700</td>
<td>9,100</td>
<td>10,500</td>
<td>9,500</td>
<td>7,000</td>
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<td><strong>Alternate # 6:</strong></td>
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</tr>
<tr>
<td>Replace lighting in rooms 212, 213 and 214</td>
<td>6,200</td>
<td>15,000</td>
<td>8,300</td>
<td>6,500</td>
<td>8,000</td>
</tr>
<tr>
<td><strong>Alternate # 7:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean existing ductwork</td>
<td>24,000</td>
<td>24,000</td>
<td>22,500</td>
<td>21,000</td>
<td>20,000</td>
</tr>
<tr>
<td><strong>Alternate # 8:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replace HVAC units in Mechanical mezzanine in 1969 section of the building</td>
<td>95,000</td>
<td>100,000</td>
<td>125,000</td>
<td>85,000</td>
<td>85,000</td>
</tr>
<tr>
<td><strong>Alternate # 9:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replace exterior split-system condensing units</td>
<td>12,500</td>
<td>16,208</td>
<td>20,000</td>
<td>15,000</td>
<td>16,000</td>
</tr>
<tr>
<td><strong>Base Bid Plus Alternates: # 1 - #9</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$2,842,900</td>
<td>$2,857,826</td>
<td>$2,878,800</td>
<td>$2,880,000</td>
<td>$2,939,000</td>
</tr>
</tbody>
</table>
DATE: June 10, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Award of Contract – New Gas Service at Woodlawn 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
Richard H. Cassell, P.E., Administrator
Office of Engineering and Construction
Leonard Collevecchio, Mechanical Engineer
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

*****

Award of Contract – New Gas Service at Woodlawn High School

Appendix I – Recommendation of Award of Contract
Recommendation for Award of Contract
New Gas Service at Woodlawn High School
June 10, 2003

In conjunction with the boiler replacement project at Woodlawn High School, it is necessary that BGE upgrade the existing gas service. This work includes extension of the existing gas main, a new meter regulating station, a new meter pad, and all associated restoration work. BGE has agreed to perform this work for a cost of $15,346.00.

At this time, the Department of Physical Facilities requests the Board’s approval of an award of contract in the amount of $15,346.00 with BGE to upgrade the gas service at Woodlawn High School. Funding for this work is available in Capital Budget Project #665 – Major Maintenance.

APPROVED:

Donald F. Krempeel, Ph.D.
Executive Director
DATE: June 10, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Award of Contract – ADA Modifications at Johnnycake Elementary 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, P.E., Administrator

Office of Engineering and Construction

Mohammed Mufti, Architect

Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

*****

Award of Contract – ADA Modifications at Johnnycake Elementary School.

Appendix I – Recommendation of Award of Contract
On June 6, 2003, six (6) bids were received for the ADA modifications at Johnnycake Elementary School - Bid# RHA-416-03. This project consists of modifying a set of student restrooms, a set of adult restrooms, and installation of a chairlift to access the stage. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to RWC Contracting Corporation, the lowest responsive bidder, in the amount of $68,400.00.

At this time, we also request approval of a 10% Change Order Allocation in the amount of $6,840.00, 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 the Fiscal Year 2002 Qualified Zone Academy Bond Program.

APPROVED:

[Signature]
Donald F. Krompel, Ph.D.
Executive Director
Baltimore County Public Schools  
Johnnycake Elementary School – ADA Modifications  
Bid Number: RHA-416-03  
Bid Due Date: June 6, 2003

<table>
<thead>
<tr>
<th></th>
<th>RWC Contracting Corporation</th>
<th>JLN Construction Services LLC</th>
<th>Bensky Construction LLC</th>
<th>Orfanos Contractors</th>
<th>Hunter Allied</th>
<th>Colossal Contractors, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base Bid:</strong></td>
<td>$68,400</td>
<td>$72,498</td>
<td>$74,888</td>
<td>$91,900</td>
<td>$92,585</td>
<td>$103,537</td>
</tr>
</tbody>
</table>
DATE: June 10, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Fee Acceptance – Construction Inspection Services for Systemic Renovations at Dundalk Middle, Franklin Middle, Golden Ring Middle, and Parkville Middle Schools

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

RESOURCE PERSON(S): Donald F. Krempel, Ph.D., Executive Director
Department of Physical Facilities
Richard Cassell, P.E., Administrator
Office of Engineering and Construction
E. Phillip Schied, P.E., Program Manager
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves a negotiated fee.

*****

Fee Acceptance – Construction Inspection Services for Systemic Renovations at Dundalk Middle, Franklin Middle, Golden Ring Middle, and Parkville Middle Schools

Appendix I – Recommendation of Fee Acceptance
In order to provide for daily construction inspection services during systemic renovation projects scheduled at Dundalk Middle, Franklin Middle, Golden Ring Middle, and Parkville Middle Schools, the Department of Physical Facilities requests approval to utilize the services of Development Facilitators, Inc. (DFI). This firm is currently an on-call construction inspection consultant for Baltimore County Department of Public Works – Bid #204356. The Department of Physical Facilities has negotiated the following fees to provide inspection services throughout the completion of these projects.

<table>
<thead>
<tr>
<th>School</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dundalk Middle School</td>
<td>$70,000.00</td>
</tr>
<tr>
<td>Franklin Middle School</td>
<td>$86,000.00</td>
</tr>
<tr>
<td>Golden Ring Middle School</td>
<td>$86,000.00</td>
</tr>
<tr>
<td>Parkville Middle School</td>
<td>$70,000.00</td>
</tr>
</tbody>
</table>

These are not-to-exceed fees whereby the Baltimore County Public Schools will only be invoiced for the actual hours worked along with the associated expenses. At this time, the Department of Physical Facilities recommends acceptance of a negotiated fee with Development Facilitators, Inc. in the not-to-exceed amount of $312,000.00 for inspection services at Dundalk Middle, Franklin Middle, Golden Ring Middle, and Parkville Middle Schools.

Funding for these inspection services is available through Capital Budget Projects #097 – Dundalk Middle Systemic Renovations, #095 – Franklin Middle Systemic Renovations, #096 – Golden Ring Middle Systemic Renovations, and #099 – Parkville Middle School Systemic Renovations.

APPROVED:

Donald F. Krenzel, Ph.D.
Executive Director
Fee Acceptance – Construction Inspection Services for Mechanical and Electrical Renovations at Cedarmere Elementary, Chadwick Elementary, Lansdowne Elementary, and Winand Elementary Schools.

Appendix I – Recommendation of Fee Acceptance
Appendix I

Recommendation of Fee Acceptance
Construction Inspection Services for Mechanical and Electrical Renovations
at Cedarmere Elementary, Chadwick Elementary, Lansdowne Elementary, and Winand Elementary Schools
June 10, 2003

In order to provide for daily construction inspection services during mechanical and electrical renovations scheduled at Cedarmere Elementary, Chadwick Elementary, Lansdowne Elementary, and Winand Elementary Schools, the Department of Physical Facilities requests approval to utilize the services of Development Facilitators, Inc. (DFI). This firm is currently an on-call construction inspection consultant for Baltimore County Department of Public Works – Bid #204356. The Department of Physical Facilities has negotiated a fee of $35,000.00 to provide inspection services throughout the completion of these projects. This is a not-to-exceed fee whereby the Baltimore County Public Schools will only be invoiced for the actual hours worked along with the associated expenses.

At this time, the Department of Physical Facilities recommends acceptance of a negotiated fee with Development Facilitators, Inc. in the not-to-exceed amount of $35,000.00 for inspection services at Cedarmere Elementary, Chadwick Elementary, Lansdowne Elementary, and Winand Elementary Schools.

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

APPROVED:

[Signature]
Donald F. Krempel, Ph.D.
Executive Director
DATE:       June 10, 2003

TO:         BOARD OF EDUCATION

FROM:       Dr. J. Hairston, Superintendent

SUBJECT:    Fee Acceptance – Design and Construction Administration Services for Woodholme Elementary 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 Cassell, Administrator
                    Office of Engineering and Construction
                    Kurt Buckler, Head of Engineering
                    Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves a negotiated fee.

*****

Fee Acceptance - Design and Construction Administration Services for Woodholme Elementary School

Appendix I – Recommendation of Fee Acceptance
Appendix I

Recommendation of Fee Acceptance  
Design and Construction Administration Services at Woodholme Elementary School  
June 10, 2003

In order to expedite the construction of the Woodholme Elementary School to meet the September 2005 opening goal, the Department of Physical Facilities requests approval to utilize the design services of Grimm & Parker Architects, Inc., as a sole source provider of architectural/engineering services. Grimm & Parker Architects, Inc., architect of record, has prepared the prototype design previously utilized for four Baltimore County elementary schools - Essex Elementary, Edgemere Elementary, Westchester Elementary, and Dogwood Elementary Schools. To this end, we have negotiated a fee of $608,787.00 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. In addition, the design consultant will conduct a review of the existing design for compliance with all current building codes and make any necessary code updates. Finally, the addition of eight classrooms and the expansion of the cafetorium will also be incorporated into the prototype design.

At this time, we are requesting Board approval of a fee with Grimm & Parker Architects in the amount of $608,787.00 for design services and construction administration services associated with the construction of Woodholme Elementary School. Funding for these design services and construction administration services will be available through the Fiscal Year 2004 Capital Budget Project #111 – Woodholme Elementary School.

APPROVED:

[Signature]

Donald F. Krenzel, Ph.D.
Executive Director
DATE: June 10, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Request to Negotiate – Design Services for Science Room Renovation Projects at Various Schools

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, P.E., Administrator, Office of Engineering and Construction
- J. Kurt Buckler, P.E., Head of Engineering, Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves a request to negotiate.

*****

Request to Negotiate – Design Services for Science Room Renovation Projects at Various Schools

Appendix I – Request to Negotiate
Appendix I

Request to Negotiate
Design Services for Science Room Renovation Projects at Various Schools
June 10, 2003

The Department of Physical Facilities advertised for professional services required to design the science room renovations at Loch Raven High, Perry Hall High, Pikesville High, and Randallstown High Schools. These services will include the preparation of the design for the science room renovations, development of construction documents, and assistance in the bidding phase of these projects. All procedures in the Board of Education’s Policy and Rules, Section 3250 were followed to advertise, qualify, interview, and select the consultants.

In May 2003, the Qualification Committee met and reviewed the “expressions of interest” submitted by eleven (11) consultants. This information was reviewed and graded with the Qualification Committee stating that four (4) qualified firms should be considered by the Selection Committee.

On June 2, 2003, the Selection Committee met and discussed the Qualification Committee’s report and reviewed the “expression of interest” submitted by the four qualified firms. Base upon this review, the Selection Committee recommends that approval be granted to begin contract negotiations with the firm of Grieves, Worrall, Wright & OHatnick, Inc. to provide design services for the science room renovations at Pikesville High and Randallstown High Schools and the firm of Rubeling & Associates, Inc. to provide design services for the science room renovations at Perry Hall High and Loch Raven High Schools.

APPROVED:

Donald F. Frey, Ph.D.
Executive Director
DATE: June 10, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Request for Change Order – Construction Management Services at New Town 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
Richard Cassell, P.E., Administrator
Office of Engineering and Construction
J. Kurt Buckler, P.E., Head of Engineering
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves a change order.

*****

Request for Change Order – Construction Management Services at New Town High School.

Appendix I – Request Approval of a Change Order
Request for Approval of a Change Order
Construction Management Services at New Town High School
June 10, 2003

On September 12, 2000, the Board of Education approved an award of contract to the Oak Construction Corporation to provide Construction Management services for the construction of New Town High School. In order to increase the level of security of this school site through the end of August 2003, our security sub-consultant has recommended adding a vehicle (with security placards and yellow flashing light) and guard to patrol the grounds from 3:00 PM until 7:00 AM daily. In order to provide this added security, our construction manager has requested an increase in their fee to cover this additional reimbursable cost. The additional fee associated with this increased security will be $25,225.00.

This fee increase has been reviewed by our in-house engineering staff and found reasonable. At this time, the Department of Physical Facilities requests approval of a change order in the amount of $25,225.00 with Oak Construction Corporation for additional Construction Management services at New Town High School.

Funding for this Change Order is available from Capital Budget Project # 625 – New Town High School.

APPROVED:

Donald F. Krempel, Ph.D.
Executive Director
RECOMMENDATION

That the Board of Education members recognize and approve the FY04 budget adopted by the County Council on May 30, 2003.
## Baltimore County Public Schools

### FY04 General Fund Revenue

<table>
<thead>
<tr>
<th></th>
<th>FY02 Actual</th>
<th>FY03 Budget</th>
<th>FY04 Adopted</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local - Baltimore County</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>544,998,339</td>
<td>546,786,788</td>
<td>560,233,962</td>
<td>13,447,174</td>
</tr>
<tr>
<td><strong>State</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Current Exp</td>
<td>180,943,702</td>
<td>196,454,183</td>
<td></td>
<td>(196,454,183)</td>
</tr>
<tr>
<td>Foundation Program</td>
<td>7,184,810</td>
<td>7,184,810</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gov Teacher Challenge</td>
<td>1,373,719</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transitional Component</td>
<td>4,663,989</td>
<td>6,746,986</td>
<td>28,276,252</td>
<td>21,529,266</td>
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<tr>
<td>Out of County Living-State</td>
<td>4,468,107</td>
<td>3,800,000</td>
<td>4,000,000</td>
<td>200,000</td>
</tr>
<tr>
<td>Limited English Proficiency</td>
<td></td>
<td>2,901,559</td>
<td>2,901,559</td>
<td></td>
</tr>
<tr>
<td>Formula-Students w/ Disabilities</td>
<td>6,669,927</td>
<td>6,714,133</td>
<td>10,229,907</td>
<td>3,515,774</td>
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<tr>
<td>Nonpublic Placements</td>
<td>11,443,592</td>
<td>11,298,204</td>
<td>18,269,353</td>
<td>4,846,015</td>
</tr>
<tr>
<td>Formula-Transportation</td>
<td>15,278,840</td>
<td>15,809,550</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aging Schools Program</td>
<td>2,540,386</td>
<td>2,940,000</td>
<td>2,940,000</td>
<td></td>
</tr>
<tr>
<td>Advanced Prof Certif. Stipends</td>
<td>676,000</td>
<td>750,000</td>
<td>600,000</td>
<td>(150,000)</td>
</tr>
<tr>
<td>National Certification Stipend</td>
<td>0</td>
<td>35,000</td>
<td>240,000</td>
<td>205,000</td>
</tr>
<tr>
<td>Signing Bonus Stipend</td>
<td>0</td>
<td>35,000</td>
<td>150,000</td>
<td>115,000</td>
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<tr>
<td>MSPAP/CTBS-5 Testing</td>
<td>214,744</td>
<td>164,848</td>
<td></td>
<td>(164,848)</td>
</tr>
<tr>
<td>Gov’s Early Educ Initiative</td>
<td>1,670,724</td>
<td>1,745,802</td>
<td></td>
<td>(1,745,802)</td>
</tr>
<tr>
<td><strong>Total State</strong></td>
<td>237,128,540</td>
<td>253,678,516</td>
<td>304,989,167</td>
<td>51,310,651</td>
</tr>
<tr>
<td><strong>Other Sources</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition-Nonresident</td>
<td>134,723</td>
<td>130,000</td>
<td>130,000</td>
<td>-</td>
</tr>
<tr>
<td>Tuition-Summer School</td>
<td>423,927</td>
<td>350,000</td>
<td>400,000</td>
<td>50,000</td>
</tr>
<tr>
<td>Tuition-Foster Care</td>
<td>109,582</td>
<td>350,000</td>
<td>350,000</td>
<td>-</td>
</tr>
<tr>
<td>Tuition-Evening High</td>
<td>50,451</td>
<td>35,000</td>
<td>35,000</td>
<td>-</td>
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<tr>
<td>Tuition-Driver’s Ed</td>
<td>236,716</td>
<td>200,000</td>
<td></td>
<td>(200,000)</td>
</tr>
<tr>
<td>Universal Svc Fee Discount</td>
<td>366,492</td>
<td>600,000</td>
<td>800,000</td>
<td>200,000</td>
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<tr>
<td>MABE Refund</td>
<td>308,000</td>
<td>300,000</td>
<td>250,000</td>
<td>(50,000)</td>
</tr>
<tr>
<td>Out of County Living - MD LEAs</td>
<td>3,900,324</td>
<td>3,800,000</td>
<td>4,000,000</td>
<td>200,000</td>
</tr>
<tr>
<td>Miscellaneous Revenue</td>
<td>1,333,968</td>
<td>800,000</td>
<td>800,000</td>
<td>-</td>
</tr>
<tr>
<td>Transportation Billing-Other LEAs</td>
<td>-505,568</td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Prior Year Fund Balance</td>
<td>2,730,595</td>
<td>1,260,454</td>
<td>1,000,000</td>
<td>(260,454)</td>
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<tr>
<td><strong>Total Other Sources</strong></td>
<td>9,089,210</td>
<td>7,825,454</td>
<td>7,765,000</td>
<td>(60,454)</td>
</tr>
<tr>
<td><strong>Grand Total of All Sources</strong></td>
<td>791,216,089</td>
<td>808,290,758</td>
<td>872,988,129</td>
<td>64,697,371</td>
</tr>
</tbody>
</table>
In accordance with Policy 3112, be it resolved that a budget for Baltimore County Public Schools be requested for Fiscal Year 2004, the following amounts by fund, category, and revenue source.

<table>
<thead>
<tr>
<th>Revenue Appropriation</th>
<th>Board Request</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Fund</strong></td>
<td></td>
</tr>
<tr>
<td>Local</td>
<td>560,233,962</td>
</tr>
<tr>
<td>State</td>
<td>304,989,167</td>
</tr>
<tr>
<td>Other</td>
<td>7,765,000</td>
</tr>
<tr>
<td><strong>Total General Fund Revenue</strong></td>
<td>872,988,129</td>
</tr>
<tr>
<td><strong>Special Revenue Fund</strong></td>
<td></td>
</tr>
<tr>
<td>Local</td>
<td>38,529</td>
</tr>
<tr>
<td>State</td>
<td>9,978,786</td>
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<tr>
<td>Federal</td>
<td>60,275,350</td>
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<tr>
<td>Other</td>
<td>738,678</td>
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<tr>
<td><strong>Total Special Revenue Fund Revenue</strong></td>
<td>71,031,343</td>
</tr>
<tr>
<td><strong>Debt Service Fund</strong></td>
<td></td>
</tr>
<tr>
<td>Local</td>
<td>18,056,162</td>
</tr>
<tr>
<td><strong>Total Debt Service Fund Revenue</strong></td>
<td>18,056,162</td>
</tr>
<tr>
<td><strong>Enterprise Fund</strong></td>
<td></td>
</tr>
<tr>
<td>Operating Revenue</td>
<td>16,634,334</td>
</tr>
<tr>
<td>Non-Operating Revenue</td>
<td>14,902,417</td>
</tr>
<tr>
<td><strong>Total Enterprise Fund Revenue</strong></td>
<td>31,536,751</td>
</tr>
<tr>
<td><strong>Capital Fund</strong></td>
<td></td>
</tr>
<tr>
<td>Local</td>
<td>76,941,000</td>
</tr>
<tr>
<td>State</td>
<td>11,541,000</td>
</tr>
<tr>
<td><strong>Total Capital Fund Revenue</strong></td>
<td>88,482,000</td>
</tr>
</tbody>
</table>

**Grand Total of All Sources of Revenue** | 1,082,094,385
## Baltimore County Public Schools

### FY2004 Board Adopted Budget

#### Expense Appropriation

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Fund</strong></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>$22,508,832</td>
</tr>
<tr>
<td>Mid-Level Administration</td>
<td>59,742,408</td>
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<tr>
<td>Instructional Salaries</td>
<td>358,505,516</td>
</tr>
<tr>
<td>Instructional Textbooks and Supplies</td>
<td>18,029,870</td>
</tr>
<tr>
<td>Other Instructional Costs</td>
<td>15,234,574</td>
</tr>
<tr>
<td>Special Education</td>
<td>107,874,681</td>
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<tr>
<td>Pupil Personnel</td>
<td>3,915,005</td>
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<tr>
<td>Health Services</td>
<td>9,255,767</td>
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<tr>
<td>Transportation</td>
<td>36,156,012</td>
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<tr>
<td>Operations</td>
<td>58,622,241</td>
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<tr>
<td>Maintenance</td>
<td>19,423,172</td>
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<tr>
<td>Fixed Charges</td>
<td>161,648,061</td>
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<tr>
<td>Capital Outlay</td>
<td>2,071,990</td>
</tr>
</tbody>
</table>

**Total General Fund** $872,988,129

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Special Revenue Fund</strong></td>
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<tr>
<td>Restricted Programs</td>
<td>71,031,343</td>
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<table>
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<tr>
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<tr>
<td><strong>Debt Service Fund</strong></td>
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<td>Debt Service</td>
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<tbody>
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<td><strong>Enterprise Fund</strong></td>
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<td>Food and Nutrition</td>
<td>31,536,751</td>
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<table>
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<tr>
<th>Fund</th>
<th>Amount</th>
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<tbody>
<tr>
<td><strong>Capital Fund</strong></td>
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</tbody>
</table>

**Grand Total of All Funds** $1,082,094,385
DATE: June 10, 2003

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent


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

RESOURCE PERSON(S): Barbara Burnopp, Executive Director, Fiscal Services
Patrick Fannon, Controller

INFORMATION

The Superintendent’s Rule 3225 – NON-INSTRUCTIONAL SERVICES: Purchasing – Furniture, Fixtures, and Equipment – New School Projects, Renovations, or Additions was created as part of the initiative of the Division of Business Services to update outdated Board Policies. In conjunction with Policy 3225, the rule was reviewed by the Board Policy Review Committee on April 29, 2003, was introduced at the May 13, 2003, board meeting, and was presented at the May 27, 2003 board meeting for public comment. The rule was drafted to outline the definition of furniture, fixtures, and equipment (FF&E), the procedures for using capital funding on FF&E, and the eligible expenditures for this funding.

Attachment I – Superintendent’s Rule 3225
1. DEFINITION
FURNITURE, FIXTURES & EQUIPMENT (FF&E) INCLUDES FURNISHINGS, FIXTURES, AND EQUIPMENT NECESSARY TO EQUIP NEW SCHOOL PROJECTS, BUILDING RENOVATIONS, OR ADDITIONS FOR STUDENT AND ADMINISTRATIVE USE.

2. BUDGET DETERMINATION
WHEN A PROJECT IS INCLUDED IN THE PROPOSED CAPITAL BUDGET, THE OFFICE OF BUDGET AND REPORTING WILL DETERMINE THE INITIAL FF&E FUNDING, GENERALLY 10% OF THE CONSTRUCTION ESTIMATE. FOR THE PURPOSES OF THIS CALCULATION, COST OF CONSTRUCTION DOES NOT INCLUDE SITE ACQUISITION, ENGINEERING AND DESIGN, ROAD IMPROVEMENTS AND OTHER COSTS NOT DIRECTLY RELATED TO THE SPECIFIC COST OF CONSTRUCTING THE BUILDING. IF THERE ARE CONSTRUCTION COST OVERRUNS, DUE TO BIDS HIGHER THAN ANTICIPATED OR CHANGES IN SCOPE DURING DESIGN OR CONSTRUCTION, FUNDS MAY BE DIVERTED FROM THE AVAILABLE FF&E AMOUNT TO COVER THIS ADDITIONAL EXPENSE. CONVERSELY, FF&E FUNDS MAY BE INCREASED IF SPECIFIC NEEDS ARE DEMONSTRATED AND FUNDING IS AVAILABLE FROM OTHER PROJECT ACCOUNTS.

A. INITIAL FF&E FUNDING
THE SUPERINTENDENT SHALL USE 10% AS A GENERAL GUIDE ONLY AND THIS CAN VARY ACCORDING TO TYPE OF PROJECT, SPECIAL NEEDS OF THE SCHOOL, AND FUNDING AVAILABILITY.

3. ELIGIBLE EXPENDITURES
ITEMS THAT ARE PERMANENTLY ATTACHED TO THE BUILDING STRUCTURE ARE CONSIDERED PART OF THE CONSTRUCTION PORTION OF THE BUDGET. PERIODIC AUDITS BY BALTIMORE COUNTY GOVERNMENT REQUIRE THAT ITEMS PURCHASED WITH LOCAL CAPITAL FUNDS MUST REMAIN AT THE SCHOOL FOR WHICH IT WAS FUNDED.
A. ELIGIBLE EXPENSES FOR FF&E
EXAMPLES OF ITEMS THAT MAY BE PURCHASED WITH FF&E FUNDS INCLUDE: DESKS, CHAIRS, TABLES, OFFICE FURNITURE, COMPUTERS, SOFTWARE, CAFETERIA TABLES, AND AUDIO-VISUAL EQUIPMENT. FF&E FUNDS MAY ALSO BE USED FOR SPECIALIZED ITEMS NECESSARY TO EQUIP ART, MUSIC AND TECHNICAL EDUCATION ROOMS, SPECIAL EDUCATION ROOMS, AND PHYSICAL EDUCATION SPACE, WHEN THOSE CLASSROOMS ARE PART OF THE NEW CONSTRUCTION, RENOVATION, OR ADDITION.

B. INELIGIBLE EXPENSES FOR FF&E FUNDS
IF THE SCHOOL IS BUILDING AN ADDITION, FF&E FUNDS MAY NOT BE USED TO PURCHASE ANY ITEMS FOR THE EXISTING SCHOOL BUILDING. ITEMS THAT MAY NOT BE PURCHASED WITH FF&E FUNDS INCLUDE, BUT ARE NOT LIMITED TO: SUPPLIES AND MATERIALS, TEXTBOOKS, UNIFORMS, SPORTS EQUIPMENT, SOME MUSICAL INSTRUMENTS, VEHICLES, LAPTOP COMPUTERS, OFFICE SUPPLIES, LIBRARY BOOKS, WALL MOUNTED CHALKBOARDS, KITCHEN SERVING LINES, KITCHEN EQUIPMENT, SOFTWARE AND RELATED LICENSES FOR COMPUTERS THAT ARE NOT PART OF THE CAPITAL PROJECT.

C. DECISION MAKING AUTHORITY
THE OFFICE OF BUDGET AND REPORTING SHALL DETERMINE THE SCOPE OF FF&E FUNDING.

4. ACCOUNTING PROCEDURES
THE DEPARTMENT OF PHYSICAL FACILITIES WILL INITIATE AN ACTIVITY ALLOTMENT CODING STRUCTURE TO ALLOCATE FF&E FUNDS. THE OFFICE OF BUDGET AND REPORTING WILL VERIFY THE AMOUNT IS CONSISTENT WITH THE APPROPRIATION AND NOTIFY CAPITAL ACCOUNTING THE AGENCY, PROJECT NUMBER, AND DOLLAR AMOUNT SO THAT CAPITAL ACCOUNTING CAN ESTABLISH THE FF&E OBJECTS. BUDGET AND REPORTING WILL NOTIFY THE OFFICE OF PURCHASING OF THE APPROVED FF&E AMOUNT. CAPITAL ACCOUNTING WILL NOTIFY BUDGET, FACILITIES, AND PURCHASING WHEN THE ACCOUNT IS ESTABLISHED AND PURCHASE ORDERS MAY BE PROCESSED. BUDGET AND REPORTING WILL APPROVE PURCHASE ORDERS TO ENSURE THE PROPER ACCOUNT CODES ARE USED.
5. COORDINATION WITH THE SCHOOL


6. ORDERING INFORMATION

A. THE PRINCIPAL IS RESPONSIBLE FOR IDENTIFYING ITEMS TO BE PURCHASED WITH FF&E FUNDS, AND FOR SUBMITTING A PROPOSED BUDGET FOR ALL PROPOSED FF&E EXPENDITURES TO THE OFFICE OF BUDGET AND REPORTING BEFORE ANY PURCHASE ORDERS CAN BE PROCESSED.

B. THE OFFICE OF BUDGET AND REPORTING WILL REVIEW THE PURCHASE ORDERS AND APPROVE AS TO THE SUITABILITY OF WHAT IS BEING PURCHASED, IN ORDER TO ENSURE THAT THE PROPER ACCOUNT CODE IS USED, AND TO MONITOR THE ADOPTED BUDGET.

C. PURCHASE ORDERS WILL THEN BE SENT TO THE OFFICE OF PURCHASING FOR PROCESSING.

7. PROJECT COMPLETION AND CLOSE OUT

A. FF&E FUNDS MAY BE SPENT FOR UP TO ONE YEAR AFTER THE CONSTRUCTION PORTION OF THE PROJECT IS COMPLETE, UNLESS AN EXTENSION IS GRANTED BY BUDGET AND REPORTING. ANY REMAINING FF&E FUNDS WILL BE TRANSFERRED BACK INTO THE GENERAL PROJECT BUDGET.

B. THE OFFICE OF BUDGET AND REPORTING WILL NOTIFY CAPITAL ACCOUNTING TO CLOSE THE FF&E OBJECT FOR THE SCHOOL AFTER ONE YEAR OR FOLLOWING THE AMOUNT OF ANY EXTENSION, WHICHEVER IS GREATER.

C. THE OFFICE OF BUDGET AND REPORTING WILL, UPON COMPLETION OF THE PROJECT, NOTIFY THE OFFICE OF PURCHASING THAT NO ADDITIONAL FF&E PURCHASE ORDERS SHOULD BE PROCESSED.

SEE ALSO POLICY 3220 – NON-INSTRUCTIONAL SERVICES – PURCHASING SERVICES - INVENTORIES