MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, September 9, 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 September 9, 2003

IV. MINUTES
Consideration of the Open and Closed session minutes of July 8, 2003; the Closed session minutes of August 26, 2003

V. SUPERINTENDENT’S REPORT

VI. RECOGNITION OF ADMINISTRATIVE APPOINTMENTS AND ADVISORY COUNCIL APPOINTMENTS FROM AUGUST 12, 2003 (Mr. Grimsley)

VII. OLD BUSINESS
A. Consideration of the Proposed Revisions to Policy 6135 (Third Reading) (Ms. Bailey) Exhibit B

VIII. REPORTS
A. Report on Opening Day (Ms. Audette) (Executive Directors of Schools) Exhibit C

B. Data Trax – Data-driven Decision Making (Dr. Jerry Dalton) (Ms. Vickie Sappe) (Mr. Barlow) Exhibit D

C. Report on Proposed Policy 4157 (First Reading) (Mr. Grimsley) (Ms. Burnopp) Exhibit E

IX. NEW BUSINESS
A. Budget Appropriation Transfer (Ms. Burnopp) Exhibit E-1
B. Consideration of consent to the following personnel matters:  
   1. Terminations  
   2. Retirements  
   3. Resignations  
   4. Leaves  
   5. Advisory Council Appointments  
   6. Appointments

   (Mr. Grimsley)

Exhibit F
Exhibit G
Exhibit H
Exhibit I
Exhibit J
Exhibit K

C. Consideration of consent to the following contract awards:  
   1. Contracted Services: Internet access to Media Sources  
   2. Contracted Services: Sylvan Learning Extension  
   3. Equipment Contract: Window Air Conditioners  
   4. FS: Dishwashing and Cleaning Agents

   (Ms. Burnopp)
   (Mr. Gay)

Exhibit L

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

   1. Award of Contract - Design/Build Networking and Electrical Upgrades: Arbutus Elementary, Colgate Elementary, Pleasant Plains Elementary, and Riverview Elementary Schools

   2. Fee Acceptance - Design Services and Construction Administration for Reroofing Project: Berkshire Elementary School

   3. Fee Acceptance – Design Services and Construction Administration for Reroofing Project: Sparrows Point Middle and High School

   4. Change Order – Architectural and Engineering Design Services for Subdivision of Open Spaces and Science Laboratory Renovations: Chesapeake High School


   7. Easement for New Water Meter Vault: Deer Park Elementary School

   8. Utility Easement at Carver Center for Arts and Technology

   (Building Committee)

Exhibit M
Exhibit N
Exhibit O
Exhibit P
Exhibit Q
Exhibit R
Exhibit S
Exhibit T
IX. INFORMATION
A. Revised Rule 4141 – Compensation and Related Employee Benefits  Exhibit U
B. Revised Rule 4157 – Absences, Leaves, Vacations, and Holidays  Exhibit V
C. New Rule 6135 – Gifted and Talented Education Program  Exhibit W

X. ANNOUNCEMENTS
A. Constituent Groups
B. General Public Comment

Next Board Meeting  September 23, 2003
7:30 PM  Greenwood
TENTATIVE MINUTES

BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Tuesday, July 8, 2003

The Board of Education of Baltimore County, Maryland, met in open session at 4:20 p.m. at Greenwood. President Donald L. Arnold and the following Board members were present: Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzymski, Mr. John A. Hayden, III, Dr. Warren C. Hayman, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, Mr. James R. Sasiadek, and Mr. James E. Walker. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

The Board entertained oral argument in Hearing Examiner’s Case #03-22. The case was heard in closed session.

In addition to the above listed Board members, also in attendance were the Appellant; Ms. Lora Williams, President, AFSCME; Ms. Barbara Sirbaugh, AFSCME Executive Board Member and Advocate for the Appellant; Ms. Rita Fromm, Executive Director of Planning and Support Operations; Margaret-Ann F. Howie, Esq., Legal Counsel to the Superintendent; Carol Saffran-Brinks, Esq., Assistant County Attorney; and Ms. Carol Wirtz, Administrative Assistant to the Superintendent.

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

The hearing was concluded at 4:50 p.m.

Board members deliberated on the case.

At 5:20 p.m., the Board of Education of Baltimore County, Maryland, met in open session at Greenwood. President Donald L. Arnold and the following Board members were in attendance: Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzymski, Mr. John A. Hayden, III, Dr. Warren C. Hayman, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, Mr. James R. Sasiadek, and Mr. James E. Walker. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

Ms. Murray entered the room at 5:22 p.m.

Mr. Sasiadek immediately moved that the Board go into closed session to discuss personnel matters, negotiations and to consult with counsel to obtain legal advice, pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1) and (a)(7). The motion was seconded by Mr. Walker and unanimously approved by the Board.
CLOSED SESSION MINUTES

Dr. Hairston and Mr. Grimsley reviewed with board members appointments to be considered this evening.

Ms. Saffran-Brinks updated the Board on the status of a federal audit.

Ms. Saffran-Brinks answered Board members’ questions related to the disposition of surplus property.

Ms. Saffran-Brinks updated the Board on the status of a recently filed complaint.

At 6:05 p.m., Mr. Arnold entertained a motion to adjourn the closed session. Prior to acting on such a motion, the Board was advised that two additional matters, one concerning negotiations and another concerning consultation with counsel, should be discussed. The Board then unanimously voted to close the session pursuant to Md. State Gov’t Code Ann., §10-508(a)(7) and (9).

Staff briefed the board on a contract appeal.

A letter to Board members regarding negotiations was discussed.

At 6:25 p.m., Mr. Walker moved to adjourn the closed session for a brief dinner recess. The motion was seconded by Mr. Grzymski and approved by the Board.

OPEN SESSION MINUTES

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

PLEDGE OF ALLEGIANCE

The open session commenced with the Pledge of Allegiance to the Flag, led by Ms. Denise Zepp, former Administrative Assistant to the Board, and a period of silent meditation for those who have served education in the Baltimore County Public Schools.

MINUTES

Hearing no additions or corrections to the open and closed session minutes of May 13, 2003; the Report of the Board of Education Hearing, May 14, 2003; the Report of the Board of Education Work Session, May 20, 2003; the open and closed session minutes of May 27, 2003; and the Report of the Board of Education Retreat, June 8, 2003, Mr. Arnold declared the minutes approved as shown on the web site.
Mr. Arnold informed the audience of the previous sessions in which Board members had participated earlier in the afternoon.

SUPERINTENDENT’S REPORT

There were no items for the Superintendent’s Report.

RECOGNITION OF ADMINISTRATIVE APPOINTMENTS AND ADVISORY COUNCIL APPOINTMENTS FROM JUNE 10, 2003

Mr. Grimsley recognized the administrative appointments and advisory council appointments approved at the June 10th meeting.

ELECTION OF OFFICERS FOR SCHOOL YEAR 2003-2004

Mr. Arnold asked Dr. Hairston to preside during the election of the President of the Board of Education of Baltimore County. Dr. Hairston asked for nominations for the office of President. Dr. Hayman nominated Mr. Sasiadek. Mr. Grzymski seconded the nomination. There being no further nominations, Dr. Hairston closed the nominations for the office of President. The motion to elect Mr. Sasiadek was passed by unanimous consent.

Mr. Sasiadek assumed the chair and requested nominations for the office of Vice President of the Board of Education. Mr. Walker nominated Ms. Murray. Dr. Hayman seconded the nomination. There being no further nominations, Mr. Sasiadek closed the nominations for the office of Vice President. The motion to elect Ms. Murray as Vice President of the Board of Education was passed by unanimous consent.

SPECIAL ORDER OF BUSINESS

On motion of Dr. Hayman, seconded by Mr. Walker, the Board adopted a resolution honoring Susan Denise Zepp, Administrative Assistant to the Board of Education, who retired after 35 years of service to Baltimore County Public Schools.

OLD BUSINESS

On motion of Mr. Grzymski, seconded by Mr. Walker, the Board approved the proposed Five-Year Master Plan for Baltimore County Public Schools.

On motion of Mr. Kennedy, seconded by Mr. Grzymski, the Board approved the proposed amendment to the Charter of the Baltimore County Public Schools Education Foundation.
REPORTS

The Board received the following reports:

A. Fiscal Year 2005 Operating and Capital Budget Schedule - Mr. Goodhues outlined the key changes to the FY ’05 capital budget process. In order to allow the community to comment on the budget, the public hearing will be held prior to the superintendent submitting the budget to the Board of Education. The FY ’06 budget process will also follow this process.

B. Report on the Relocation of Inverness Center to Rosedale Center - Mr. Kemmery and Mr. Rauenzahn provided information on the recommendation to relocate the Inverness Center program.

Mrs. Ettinger inquired about the strategies used to ensure that this move will not result in a decrease of the quality of the two programs. Mr. Kemmery stated that extensive meetings have taken place with the leadership teams of both programs, and that adequate space, materials, and staff support will be available to both programs.

Mr. Kennedy inquired whether the amount budgeted for this project will allow for all necessary changes to the Rosedale facility. Mr. Kemmery stated that existing space will be reconfigured into additional classrooms, approximately 50 parking spaces will be added, and electrical upgrades will be made. Mr. Barlow has been involved to be sure that the facility will be fully networked.

Ms. Ettinger asked whether this would be run as two schools within the same building, with no reduction in staff. Mr. Kemmery verified that this is correct.

Mr. Walker inquired if each program will retain its principal. Mr. Kemmery verified that this is correct.

Mr. Kennedy inquired about the status of the Inverness facility. Dr. Krempel stated that the Department of Physical Facilities would continue to maintain the structure.

Mr. Walker inquired about transportation to the relocated Inverness facility. Mr. Kemmery stated that transportation would continue to be provided.

C. Report on Proposed Policy 6135, Instruction, The Gifted and Talented Education Program (First Reading) - Ms. Bailey and Ms. Paynter provided information regarding the proposed policy. The purpose of the First Reading is to provide a context of the G/T program, which will explain some elements of the policy, which is being recommended, and to identify the process that was used to develop the policy.

Ms. Bailey provided a brief context of this policy by reviewing the history of the Gifted and Talented Education Program. Ms. Paynter reviewed the three over-
architecting themes of the policy: equity, excellence, and accountability. Additionally, this spring the state legislature redefined Gifted and Talented so there is a new definition of Gifted and Talented at the state level. Thus, the definition reflects the three over-arching themes.

Mr. Donald Arnold inquired about the inequities and deficiencies with the current program (or program we had) and how that would be addressed going from the site-base scenario to a more centralized base. Ms. Paynter stated that we would still have a site-based program meaning that student identification is still going to be done at the school. There is a handbook of procedures that explains how to conduct that referral and review process. We have ongoing training for school teams. Ms. Paynter believes that the policy provides a consistent philosophy statement that guides that process. We also have a number of initiatives in the Master Plan that are directed at the issue of access, such as the addition of 20 positions for site-based elementary G/T resource teachers and the Primary Talent Development Program (grades K-2). Summer bridge programs with 200 students have been completed. These programs build additional skills and abilities that help students’ transition into the Gifted and Talented education program. Additionally, there is ongoing staff development throughout the fall and winter.

Mr. Grzymski inquired as to whether there would be a fiscal effect on the system. Ms. Paynter replied that all the initiatives are currently in the Master Plan and funded in the Superintendent’s budget.

Mr. Grzymski commented that he liked the idea of the accountability from the perspective of getting a periodic status report.

Mrs. Ettinger envisioned potential additional financial support being needed for increased support to youngsters coming into the program showing high potential but not necessarily high levels of performance. Also, those who come in later through the identification process may need more support.

Mrs. Ettinger expressed her thanks to the committee and staff members that spent an immense amount of time working on this and trying to produce the best possible policy statement. She also thanked the Citizen’s Advisory Committee for Gifted Education for its role in helping move in this direction.

Mrs. Ettinger reviewed the policy statement and believes that all the target points have been addressed and feels comfortable with the policy as written. The policy statement incorporates much from the respected definitions and instruments that already exist, and the reporting requirement embedded in the policy statement is very positive.

Mrs. Ettinger inquired as to who would be responsible for monitoring both identification and program implementation. Ms. Bailey responded that oversight would be the responsibility of the Executive Director of Schools, who are charged
REPORTS (cont)

with program implementation. She also stated that central office would provide support to the Executive Director of Schools and to the schools in the areas of curriculum and professional development.

Mrs. Ettinger stated that the Executive Directors are the essential connection between the central office and the school administration in the delivery of the G/T program.

Dr. Gehring commented that the Superintendent would hold the Executive Directors of Schools accountable for the quality of the G/T program as well as diversity and numbers of the program.

With regard to the rule, Mrs. Ettinger expressed her concerns that test data not be the only measures of students’ success and achievement. Ms. Bailey stated that no one single factor would eliminate a student from consideration for this program. Multiple measures can be used. Ms. Paynter stated other aspects of achievement, such as standardized test scores, grades, and progress on the benchmarks, which are performance-based in elementary schools. Performance assessment pieces and work samples will also be collected.

Mrs. Ettinger inquired about the absence of professional development in the rule under Program Implementation. Ms. Bailey stated that staff development is alluded to in the accountability paragraph of the policy. She also stated the Master Plan document has many references to professional development including professional development provided by central office.

Mrs. Ettinger inquired about seeing something stated about providing appropriate support to students who enter G/T programs after grade 3 (after the Primary Talent Development Screening process). Ms. Paynter stated that we would continually look for talent after grade 3. In the elementary grades, we have a Talent Development Program in Math after grade 3 called Stargate Math. Ms. Paynter referred to the handbook and the staff development material that the school-based G/T Liaison can use in a faculty meeting to ensure staff has information about characteristics of giftedness and referral and review procedures, and to establish a talent-development mentality in the school. Ms. Paynter also talked about a pilot program in two middle schools entitled Young Scholars.

Mrs. Ettinger asked the Superintendent for consideration to mention parent support and the G/T Advisory group in the draft rule.

Mr. Walker inquired about which teachers would receive staff and talent development. Ms. Paynter stated that every K, 1, and 2 teacher will receive staff development in the Primary Talent Development program. Additionally, there are materials in the handbook that every principal can use to develop awareness in every teacher about what talent looks like, how to recognize it, and what strategies the teacher can use to develop and nurture those talents.
Mr. Walker inquired about uniformity of all G/T programs offered throughout the county. Ms. Paynter commented that 20 schools were in the pilot program this past year, and all had equally rigorous consistently implemented curriculums.

Dr. Hayman expressed concerns with terms regarding equity and excellence in that we have to be more definitive and talk about academic and cultural equity and excellence in all aspects of the program. He also stated there needs to be a change in how we assess and identify gifted and talented students. Dr. Hayman commented on the policy using “loaded” terms and referenced the second paragraph of the policy, which states, “…appropriately differentiated…research-based and aligned…” Terms are great; however, we need to have a handle on defining what is research-based and how it provides academic and cultural excellence and equity. Dr. Hayman commented that the report to the Board should provide the status of the program including recommendations for improvement. Dr. Hayman also remarked that all schools last year did not have G/T Programs and questioned whether or not we can change that in the future.

Mrs. Ettinger inquired about the definition of Acceleration in the rule. She shared her concern that it leaves the impression that the only way to accelerate in this program is to move up a grade. Mrs. Ettinger asked for some consideration in adjusting that definition. In addition, it gives the appearance that the only way to accelerate even by grade is to the next level of gifted and talented, and this may not always be true. She shared her hope that the definition of Acceleration would become more reflective of what is actually available in the system.

Mrs. Ettinger inquired about section 2b paragraph 4, THE STUDENT REFERRAL AND REVIEW PROCESS of the rule, regarding the annual review of referrals and procedures. Mrs. Ettinger wanted assurance that the review will not just be an in-house review of their activities but also subject to review at a higher level. In response to Mrs. Ettinger’s question, Ms. Bailey stated that the review was subject to a higher level.

Dr. Joe Hairston thanked the Board of Education for their candid and astute questioning. He also thanked the Gifted and Talented Advisory Committee. Dr. Hairston noted that we do have a foundation that we’re working from – THE BLUEPRINT FOR PROGRESS and the MASTER PLAN. Low-level courses have been eliminated at the secondary level, which means we have followed the process for accurately mapping our curriculum and implementation. We must raise the bar with regard to quality and rigor in our instructional program. Dr. Hairston will assist in making the appropriate adjustments to the rule. He commented that the rule is the Superintendent’s commitment to ensure there is full implementation of the program.

Mr. Kennedy stated the committee should take a closer look at actual grouping of the classes.
REPORTS (cont)

Mr. Kennedy also commented that parents need to know what is available, what they can expect from the school system, and what recourse they have if not satisfied with decisions made at the local school level. He again expressed his concern about the cost aspect of the program. Ms. Paynter commented that the $2.5 million that was put in the Superintendent’s budget for additional staffing would hopefully address his concerns of cost.

Mrs. Ettinger echoed Mr. Kennedy’s observation wondering if we still have brochures about the Gifted and Talented Program made available to parents, and how is that brochure distributed. Ms. Paynter stated copies of the brochure are dispersed to schools so they can distribute it. There is also a black line master in the handbooks so, should the schools run out of copies, they can use the handbook. There is also a FAQ on their website that has the same information. Brochures will be re-distributed pending the action of the Board on the policy and rule.

PERSONNEL MATTERS

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

CONTRACT AWARDS

Ms. Jung and Mr. Kennedy pulled item 6 for further discussion. Mrs. Ettinger pulled items 1 and 2 for further discussion. On motion of Mr. Walker, seconded by Mr. Grzymski, the Board approved items 3, 4, 5, and 7

3. Contracted Services: Rental of Driver Education Vehicles
4. Printing: Continuous Forms (Computer)
5. School Instrumental Repair Service
7. 403(b) Ratification Contract Modifications

Item 6

Ms. Jung inquired whether Ms. Curtis and the library staff made the decision for this software package and on what basis the decision was made. Mr. Gay stated this is an additional purchase of existing software that is currently being used by the libraries. Mr. Gay also stated that Ms. Curtis’ staff did participate in the decision process of the initial purchase. Ms. Jung inquired as to when the purchase would be made. Mr. Gay responded that upon approval from the Board, the web-filtering package would be purchased.
CONTRACT AWARDS (cont)

Mr. Kennedy inquired how the process unfolded and did a committee develop the specs and criteria. Mr. Gay stated that specifications were developed through Mr. Barlow’s staff. Technology staff played a very active role in developing the specifications and in the evaluations/proposals or bids that were received. Every attempt was made to bring in experts to assist in making the right decisions.

Mr. Kennedy inquired if a vendor would be automatically eliminated if one of the seven criteria was missing. Mr. Gay responded that it would depend on which piece of criteria was missing and its assigned weight in the evaluation process.

Mr. Kennedy inquired whether we would have contractual problems if selecting a company that is missing one of the criteria while the other companies may meet all of the criteria. Mr. Gay responded that we notify vendors that the award will be recommended for a particular vendor prior to coming into the Board meetings. Mr. Gay stated that under the law and our general Terms and Conditions a company has the right to appeal our decision.

On motion by Mr. Kennedy, seconded by Mr. Walker, the Board approved item 6.

6. Web Filtering Software

Mrs. Ettinger directed her question to Item 1. She asked how the system provides supervision and accountability to those providing this service, and how it ensures that the services provided align with Baltimore County Public Schools’ philosophy and approach. Ms. Rappa responded that Villa Maria was the only bidder on the contract. Ms. Rappa stated this is the beginning of the seventh year for Villa Maria having the same contract and no problems have surfaced. The social worker that provides this service at White Oak School is administratively responsible to the Director of Community Resources of the Villa Maria Continuum. She stated that supervision is built into the contract and provided by the clinical supervisor at Villa Maria. The principal of White Oak School would direct any questions or concerns about the service received to the supervisor at Villa Maria who, in turn, would work with Baltimore County to have those concerns addressed.

Mrs. Ettinger inquired whether the principal of White Oak School provides oversight of the program. Ms. Rappa stated her office receives monthly clinical reports for the youngsters who are included, with an average caseload of 15 students being served at any one time. Her office receives monthly follow-up reports on each youngster as to what services are provided to that youngster and his or her family.

Mrs. Ettinger asked if the principal and/or Ms. Rappa’s office provide any evaluation of the service. Ms. Rappa responded that her office does not do a written evaluation of the social worker. Mrs. Ettinger asked if Ms. Rappa was confident that should a problem occur, it would be addressed, to which Ms. Rappa replied yes.
CONTRACT AWARDS (cont)

Mrs. Ettinger directed the same questions to Item 2. Ms. Kidder clarified that this award is for a two-year period and staff is asking for a one-year extension of the contract. These monies are already included within their operating budget. Essentially the psychological evaluations are used for two reasons: 1) to conduct reassessments for students identified with special education and, 2) to supplement other kinds of assessments. The psychologist assigned to the school has a direct relationship with the contractor. All of the contractors are either licensed as psychologists in the State of Maryland through the Department of Health and Mental Hygiene or they are psychologist associates working in a structure that requires supervision by the licensed psychologists. They have to perform assessments in the same manner as we would in accordance with our similar procedures and processes. Each completed assessment is totally reviewed by the school psychologist assigned to the school and then the information is either considered depending on its usefulness. Any feedback would be given to the contractors either at the level of the individual psychologists or their office. Mrs. Ettinger remarked that the key from her perspective is that a review is performed by one of Baltimore County’s staff psychologists to which Ms. Kidder responded affirmatively.

On motion by Mrs. Ettinger, seconded by Mr. Kennedy, the Board approved items 1 and 2.

1. Contracted Services: Counseling Services for Intensity V Program
2. Contracted Services: Psychological Evaluations

BUILDING COMMITTEE

The Building Committee, represented by Mr. Kennedy, recommended approval of items 1-7. The Board approved these recommendations. Mr. Arnold abstained from voting. Mr. Hayden abstained from voting on items 1 and 3.

1. New Electrical Service – Various Schools
2. Fee Acceptance – Design Services for New Corridor – Perry Hall High School
3. Fee Acceptance – Project Investigation Support – Golden Ring Middle School
4. Establish Construction Contingency Allocation for Driveway and Parking Lot Improvements – Hereford High School
5. Increase Contingency Authorization for Chairlift Installation – Elmwood Elementary School
6. Increase Contingency Authorization for Major Maintenance Renovation Project – Cromwell Valley Elementary Regional Magnet School
BUILDING COMMITTEE (cont)

7. Increase Contingency Authorization for ADA Modifications – Riverview Elementary School

CHANGE TO BOARD MEETING SCHEDULE 2003-2004

On motion of Mrs. Ettinger, seconded by Mr. Hayden, the Board approved a change to the 2003-04 Board Meeting Schedule. The November 18th date was changed to November 19th.

INFORMATION

The Board received the following as information:

A. Revised Rule 3611 – Tuition Fees: Non-Residents

B. Revised Rules 4153 – Short-Term Leaves – and 4270 – Personnel: Classified

C. Proposed Rule 6135 – Instruction – Gifted and Talented Education Program

ANNOUNCEMENT

Mr. Sasiadek made the following announcement:

The next regularly scheduled meeting of the Board of Education of Baltimore County will be held on Tuesday, August 12, 2003, at Greenwood. The meeting will begin with an open session at 5:00 p.m. After the Board adjourns to meet in closed session, followed by a brief dinner recess, the open meeting will reconvene at approximately 7:30 p.m. The public is welcome at all open sessions.

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

STAKEHOLDER GROUPS

Karen Yarn, Chairperson of the Advisory Committee for Gifted/Talented Education for the upcoming school year, commented on the proposed G/T policy. Many parents in the audience stood in support of the policy. The committee strongly approves the policy and urges the Board of Education to vote in favor of the policy. Ms. Chadwick spoke with reference to the Master Plan on G/T. She feels a careful review of the document will give parents an idea of how we may expect the policy to impact students in the years ahead. On behalf of the committee, Ms. Chadwick stated how pleased they are with the intentions expressed in both the policy and the plan and looks forward to working with the Board to turn these plans into reality.
STAKEHOLDERS GROUP (cont)

Theresa LeMaster, a representative of the Citizens Advisory Committee for Special Education, commented on the G/T Policy and the request for a semi-annual report. She urged the Board to look at the reporting requirement and how it should be used in other contexts (i.e., applying to special education program) and adopt policies accordingly. The next speaker expressed her concern about presenting/developing a policy and a rule without looking at actual data. This speaker was concerned about inclusion students in the G/T program.

Vickie Schultz-Unger, the new Coordinator of the Area Education Advisory Councils, thanked Maggie Kennedy for her work as coordinator. Vicki expressed the council’s intent to address the school board nominating process and to provide with concrete suggestions for community input into this process. She expressed concern that communities have no input. The councils will continue to serve as eyes and ears of the budgeting process and will be looking into the school boundary issues.

Mr. Boyd Crouse, Chair of the Southeast Area Educational Advisory Council, outlined the group’s plans for next school year and the election of officers. He also thanked Maggie Kennedy and Ann Glazer for their work, and Bob Berkshire, who served as recording secretary for the council. Bob Kemmery was welcomed to the Southeast area. Mr. Stephen Crum commented on G/T policy regarding differentiated curriculum and believes it can be contradictory.

Ms. Meg O’Hare, Chair of the Northeast Area Educational Advisory Council, thanked Donald Arnold for his service. She outlined the slate of officers for the next year. She made a plea for attention to the “average standard” child who is under-challenged and under-served unintentionally. She was happy that education and business people alike were able to comment and provide input into the Master Plan.

Mr. Michael Franklin, President of the PTA Council of Baltimore County, thanked Donald Arnold for his service. He stated the council was supportive of the G/T policy. He also shared the group’s support of the changes to the Education Foundation Charter.

Mr. Mark Beytin, Teachers Association of Baltimore County (TABCO) President, thanked Donald Arnold for his service and introduced Cheryl Bost as the new TABCO President. Christine Beard will serve as the new TABCO Vice President. Ms. Bost thanked Mr. Beytin for his hard work as TABCO president. Mr. Beytin requested better salaries for teachers, reduced workloads, less paper work, increase support for teachers, and more progress in the area of recruitment and retention of high-quality teachers.
PUBLIC COMMENT

Kathleen White reported on an initiative in assisting schools now as the Baltimore County Education Forum. This is a community-based group of volunteers consisting of parents, teachers, principals, and various civic and community leaders. The purpose of this committee is to go forward with Baltimore County Public Schools’ Master Plan and provide assistance to schools in need. This could include development of an action plan, which would be school-based and run by the school administrator. It would offer opportunity for student achievement and move troubled schools forward.

At 10:10 p.m., Mr. Walker moved to adjourn the open session. The motion was seconded by Mr. Hayden and approved by the Board.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

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The Board of Education of Baltimore County, Maryland, met in open session at 6:37 p.m. at Greenwood. President James R. Sasiadek and the following Board members were present: Mr. Donald L. Arnold, Francesca Cirincione, Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzymski, Dr. Warren Hayman, Mr. John Hayden, III, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, Ms. Joy Shillman and Mr. James E. Walker.

At 6:37 p.m., Dr. Hayman moved the Board go into closed session to discuss the Superintendent’s contract, a personnel matter pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1). The motion was seconded by Mr. Kennedy and unanimously approved by the Board.

CLOSED SESSION MINUTES

Board members discussed a new contract for the Superintendent.

At 8:50 p.m., Mr. Hayden moved that the Board adjourn the closed session. The motion was seconded by Ms. Ettinger and unanimously approved by the Board.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

bls
DATE: September 9, 2003
TO: BOARD OF EDUCATION
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: Instruction, The Gifted and Talented Education Policy 6135
ORIGINATOR: Christine Johns, Deputy Superintendent of Curriculum and Instruction
RESOURCE PERSON(S): Phyllis Bailey, Executive Director, Special Programs PreK-12
Jeanne Paynter, Coordinator, Gifted and Talented Education

RECOMMENDATION

That the Board of Education approved policy 6135, The Gifted and Talented Education Program

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Appendix I: Instruction, The Gifted and Talented Education Program Policy 6135
THE BOARD OF EDUCATION OF BALTIMORE COUNTY IS COMMITTED TO ENSURING EQUITY AND EXCELLENCE IN EDUCATION BY PROVIDING EACH STUDENT WITH AN INSTRUCTIONAL ENVIRONMENT THAT NURTURES POTENTIAL AND ENHANCES ACADEMIC SUCCESS. WITH THIS CENTRAL MISSION IN MIND, THE BOARD BELIEVES THAT EVERY STUDENT IN THE BALTIMORE COUNTY PUBLIC SCHOOLS K-12 WHO GIVES EVIDENCE OF HIGH ACHIEVEMENT CAPABILITIES SHOULD HAVE ACCESS TO HIGH QUALITY GIFTED AND TALENTED EDUCATIONAL SERVICES REGARDLESS OF THAT STUDENT’S RACE/ETHNICITY, GENDER, SOCIO-ECONOMIC STATUS, GEOGRAPHICAL LOCATION, PRIMARY LANGUAGE, OR DISABILITY.

THE BOARD BELIEVES THAT STUDENTS WITH OUTSTANDING TALENTS PERFORM OR SHOW THE POTENTIAL FOR PERFORMING AT REMARKABLY HIGH LEVELS OF ACCOMPLISHMENT WHEN COMPARED WITH OTHERS OF THEIR AGE, EXPERIENCE, OR ENVIRONMENT. OUTSTANDING TALENTS ARE PRESENT IN STUDENTS FROM ALL CULTURAL GROUPS, ACROSS ALL ECONOMIC STRATA, AND IN ALL AREAS OF HUMAN ENDEAVOR. THEREFORE, THE BOARD RECOGNIZES THAT THE SCHOOL SYSTEM SHOULD PROVIDE A CONTINUUM OF APPROPRIATELY DIFFERENTIATED EDUCATIONAL EXPERIENCES AND SERVICES KINDERGARTEN THROUGH GRADE 12 THAT ARE RESEARCH-BASED AND ALIGNED WITH THE SYSTEM’S MISSION AND GOALS.

THE SUPERINTENDENT SHALL PROVIDE TO THE BOARD A SEMI-ANNUAL STATUS AND GROWTH REPORT FOR THE GIFTED AND TALENTED EDUCATION PROGRAM DETAILING DISAGGREGATED STUDENT ENROLLMENT, RETENTION AND ACHIEVEMENT, CURRICULUM AND PROFESSIONAL DEVELOPMENT, PROGRAM IMPLEMENTATION, AND RECOMMENDATIONS FOR IMPROVEMENT.

Legal References:
* Annotated Code of Maryland, Education Article
  * Comprehensive Master Plans, §5-401
  * Gifted and Talented Students, §8-201 - §8-204

Related Policies:
* Board of Education Policy 5200, STUDENTS: Promotion and Retention
SCHOOL OPENING HIGHLIGHTS

SYSTEM INFORMATION

2003 – 2004
## System Enrollment as of September 8, 2003

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<tr>
<th>DESCRIPTION</th>
<th>PROJECTED</th>
<th>ACTUAL</th>
<th>DIFFERENCE</th>
<th>PERCENT</th>
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<tr>
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<td>108,141</td>
<td>-709</td>
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PERSONNEL

Hired as of September 8, 2003:

• 1,032.7 FTE teaching positions

• 221 support services positions that include Supervisory and Technical, Instructional Assistants, Clerical, Bus Drivers, Food and Nutrition, Facilities Services, and Trades.
PERSONNEL VACANCIES

Vacancies as of September 8, 2003:

• 9.2 FTE Teaching positions
  – Shortages were apparent this year in the areas of mathematics, science, special education, and special areas such as technology education, Spanish, and vocal music.

• 151 support services positions that include Supervisory and Technical, Instructional Assistants, Clerical, Bus Drivers, Food and Nutrition, Facilities Services, and Trades.
TITLE I

- 43 schools are receiving Title I services
  - 36 elementary, 4 middle, and 3 special schools
- 89 eligible students applied for and accepted transfers from three schools, Powhatan Elementary, Winfield Elementary and Woodlawn Middle, that qualify for the Title I Option Transfer in the 2003 – 2004 school year.
- 45 of the 88 students whose transfer options were approved in the 2002 – 2003 school year are expected to attend their same schools in 2003 – 2004.
TITLE I

• 28.5 FTE conditional teaching positions were placed in Title I schools
  • In many of the above positions the teachers will achieve the required certification status retroactive to July 1 once tests are completed or out of state certificates are received.

• All paraprofessionals hired for Title I schools are “highly qualified” as defined by ESEA.

• 19.0 of the 20.0 FTE resource teachers have been hired to support enhanced implementation of the Catalyst Gifted and Talented Programs in Title I schools.
# RESIDENCY REPORT

**AS OF SEPTEMBER 2, 2003**

## Non-Resident Applications

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<tr>
<th></th>
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<td>Foster Care</td>
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<tr>
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<td><strong>858</strong></td>
<td><strong>28</strong></td>
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## New Multi-Family Applications

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<tr>
<td><strong>Total</strong></td>
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<td><strong>6</strong></td>
<td><strong>118</strong></td>
<td><strong>766</strong></td>
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## Special Transfers

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<tbody>
<tr>
<td><strong>Total</strong></td>
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<td><strong>190</strong></td>
<td><strong>41</strong></td>
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## Grand Total

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<tbody>
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<td><strong>Total</strong></td>
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<td><strong>2,811</strong></td>
<td><strong>75</strong></td>
<td><strong>292</strong></td>
<td><strong>772</strong></td>
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TRANSPORTATION AND FOOD AND NUTRITION SERVICES

• There are 781 bus routes.
• It is projected that 79,044 students will ride the buses this school year.
• There were six bus driver vacancies on opening day; however, all routes were operated as planned.
• There were no unusual problems or unforeseen disruptions.
• Meals were prepared and served at all schools as expected.
FACILITIES

- 162 schools were cleaned and ready to receive teachers and students.
- 291 projects were provided with assistance in post-construction completion and cleaning.
- 335 projects were undertaken to maintain school and office grounds, repair concrete walks, repair damaged turf, upgrade signage, and repair fences.
- 68 schools had security alarms and monitoring systems upgraded.
- 329 work orders were completed this summer.
- 24 relocatables were moved and set up this summer.
• A three-day New Teacher Induction Program was held for approximately 800 teachers new to the system.

• Orientation workshops were provided in:
  – Curriculum, instruction, assessment, Education That is Multicultural, behavior management, parent-teacher conferences, safe schools, and child abuse and neglect.
INSTRUCTIONAL READINESS

- 44 newly appointed technology integration teachers completed a week-long workshop designed to prepare them for their new positions.
- The Executive Directors of Schools are working closely with the Gifted and Talented Office and also with their schools to monitor and support the implementation of the Gifted and Talented Policy.
INSTRUCTIONAL READINESS

Technology

• All teachers have access to all technology in their schools.

• 2,847 new computers have been delivered to schools to replace obsolete equipment.

• The installation of these computers began on August 11 and were completed on September 8th.
INSTRUCTIONAL READINESS

Materials

• Textbooks and curriculum materials needed for the opening of school are in place.

School Visits

• Curriculum and Instruction Personnel visited schools the first week of school and reported that teachers were ready for their students.
BACK-TO-SCHOOL NIGHTS

- The Back-To-School Nights have been scheduled to eliminate conflicting dates between elementary, middle, and high schools. The dates for these events are posted on the system’s web site.
- Student expectations for learning have been provided to the schools for distribution to parents/guardians.
SOUTHWEST AREA

Dr. Richard M. Milbourne
ENROLLMENT

• As of September 8, 2003:
  – The current enrollment of 20,790 is at 98.22% of the projected enrollment of 21,167.
PERSONNEL

• As of September 8, 2003 there were 227.8 FTE newly hired teachers in the Southwest Area

• All positions in the Southwest are filled except:
  – 1.0 Elementary/G/T (Edmondson Heights Elementary)
  – 0.6 Spanish position (Catonsville Middle School)
  – 1.0 reading position (Winfield Elementary School)
  – 1.0 JROTC instructor position (Lansdowne High School)
  – In the fifteen Title I schools there are 9.5 FTE conditionally hired teachers:
    • 3.5 FTE are waiting for Praxis scores, 3.0 FTE need six credits, and 2.0 FTE are waiting for out-of-state certification.
Winfield Elementary

• The crisis room has been completed as of September 5, 2003.
• The move of the special education program from Dogwood to Winfield went smoothly.
• An additional .5 IEP facilitator and .2 IEP clerical assistance has been provided to the school.
• Crisis training for special education personnel occurred during the first week that teachers returned.
• ESS special education resource teachers have been on site to offer assistance to new teachers.
Featherbed Lane Elementary

- The school is 37 students below projection.
- No classes are in relocatables.
- The student drop-off loop is scheduled to be completed in November of 2003.
- It was a very smooth opening.
Edmondson Heights Elementary

- 91 kindergarten students have enrolled.
- The school will not exceed five kindergarten classes.
- Westowne will not have to be used for excess kindergarten students from Edmondson Heights.
- The school received three relocatable classrooms.
Powhatan Elementary

- The school has exited school improvement status based on the spring 2003 student achievement data.
- The school will not have to offer Title I transfer options for the 2004/2005 school year.
Woodlawn Middle and Winfield Elementary Schools

- The schools will continue to offer supplemental educational services to eligible students during the 2003/2004 school year as a result of the spring 2003 student achievement results.
FACILITIES

• All schools opened on time except Maiden Choice.

• All schools and grounds were well maintained.

• Construction Highlights
  – Renovation work included:
    • new chalkboards (4) exterior lighting (4) parking lot resurfacing (2) parking lot expansion (1) new playgrounds (3) new doors (1) ADA upgrades (6) intercom upgraded (1) electric security upgrades (10)
NSF SUPER STEM

• 26 STEM Academy Teacher Intern Supervisors are working with interns from UMBC.

• 26 interns from UMBC have been placed in Dogwood, Hebbville, and Milbrook Elementary Schools and Southwest Academy.
NSF SUPER STEM

- Orientation sessions have been held for all STEM Academy Teacher Intern Supervisors, interns, and school administrators outlining the requirements, roles, and responsibilities for each.
- A Principals’ Academy was held for principals.
- The SUPER STEM professional development for Year 1 is still occurring and is scheduled to conclude in November.
NEW LEADERSHIP

• Chadwick, Featherbed Lane, Powhatan, Woodbridge Elementary, Catonsville Middle, and Western School of Technology and Environmental Science have new leadership for the 2003/2004 school year.

• The principals are focused on improving student achievement for all students and promoting a climate that is inviting and welcoming to students, teachers, parents, and community.
NORTHWEST AREA

Dr. H. Scott Gehring
As of September 8, 2003:

- The current enrollment of 23,617 is at 99.84% of the projected enrollment of 23,654.
- New Town Elementary: 878 students (15 students over projection) - 18 no-shows to date
- New Town High School: 437 students (10 students over projection)
- Randallstown High School: 1,441 (45 students over projections) - 223 fewer students than on September 30, 2002, and 3 students under capacity
PERSONNEL

• There are 230.3 FTE newly hired teachers in the Northwest Area.
• All positions in the Northwest are filled except:
  • .6 elementary position (New Town Elementary)
  • 1.0 Spanish position (Pikesville Middle)
  • 0.2 Art position (Owings Mills Elementary)
• In the three Title I schools there are two conditionally hired teachers:
  • 1.0 FTE librarian needs additional graduate credits
  • 1.0 FTE special education teacher is waiting for out of state certificate
FACILITIES

• All schools opened on time and they were clean and inviting for students.

• Construction highlights:
  • New Town High School is complete and opened for students.
  • Franklin Middle will undergo major renovations.
  • Work continues on the canopy at Pikesville Middle and is expected to be completed by November 1.
  • Renovation work in schools included: new chalkboards (2), parking lot resurfacing (1), parking lot expansion, (1) new playground (1), new doors (1), intercom upgrades (1), electronic security upgrades (13)
NEW LEADERSHIP

• Bedford Elementary; Sudbrook Magnet Middle; Milford Mill Academy, New Town, Owings Mills, and Randallstown High Schools, all have new leadership for the 2003-04 school year.

• The principals in these schools are focused, connecting with the community, and eager to help move student achievement.
CENTRAL AREA

Dr. Kim Whitehead
ENROLLMENT

As of September 8, 2003:

• The current enrollment of 21,023 is at 100.69% of the projected enrollment of 20,878.
• Towson High is 76 students under projection, but 144 students over capacity.
• Towson High received 5 relocatables.
• Five elementary schools are under projection.
• Ten elementary schools are over projection.
PERSONNEL

• There are 181.0 FTE newly hired teachers in the Central Area.

• All positions in the area are filled except:
  – 1.0 library media position (White Oak School)

• There are no conditionally hired teachers in the area’s two Title I schools.
FACILITIES

• All schools opened on time and were well maintained and prepared to receive students and teachers.

• Construction Highlights:
  - Renovation work in schools included:
    One parking lot expansion,
    Five new playgrounds installed, and
    Nine electronic security upgrades
NEW LEADERSHIP

• Fifth District, Pinewood, and Sparks Elementary Schools, Dumbarton Middle, Loch Raven Academy, and Ridgely Middle Schools have new leadership for the 2003-04 school year.

• The principals in these schools are focused on quality teaching and learning, parent/community involvement, and student achievement.
NORTHEAST AREA

William Lawrence
ENROLLMENT

As of September 8, 2003

• The current enrollment of 24,714 is at 98.93% of the projected enrollment of 24,982.

• Perry Hall High is down 50 students from projection.
PERSONNEL

• There are 180.8 FTE newly hired teachers in the Northeast Area.
• All positions in the area are filled except:
  – 0.5 kindergarten position (Fullerton Elementary)
  – 0.8 elementary position (Martin Blvd. Elementary)
  – 0.5 elementary position (Carney Elementary)
• In the seven Title I schools there is only one conditionally hired teacher who is awaiting Praxis scores.
FACILITIES

• All schools opened on time and were well maintained.
• Renovation work will continue at Parkville Middle School through the winter.
• Perry Hall High had major work done on the main office and plans continue for a walk-way to improve student traffic flow.
NEW LEADERSHIP

• Gunpowder, Martin Boulevard, and Seven Oaks Elementary Schools have new leadership for the 2003-04 school year.
• The principals in these schools are focused on continued improvement of student achievement and increased community involvement.
SOUTHEAST AREA

Robert Kemmery
As of September 8\textsuperscript{rd}

- The current enrollment of 17,938 is at 99.88\% of the projected enrollment of 17,959.
- Chesapeake High School is up 63 students from projection.
- Patapsco High School is up 79 students from projections.
PERSONNEL

• There are 212.2 FTE newly hired teachers in the Southeast Area.
• All positions in the area are filled except:
  – 1.0 Spanish position (Holabird Middle)
• In the fifteen Title 1 schools, there are 16 FTE conditionally hired teachers:
  -6.0 FTE are waiting on Praxis results.
  -1.0 FTE is waiting on West Virginia teaching license.
  - 2.0 FTE are in need of six credits.
FACILITIES

• All schools opened on time and were well maintained.

• Renovation work will continue at Dundalk Middle School throughout the school year and next summer.

• Alterations were made and relocatables moved to Rosedale Alternative Center to facilitate the move from Inverness Middle.

• A relocatable was set up at Patapsco High School to house the ROTC Program.
NEW LEADERSHIP

• Dundalk Elementary, Dundalk Middle, Edgemere Elementary, and Inverness Center have new leadership for the 2003/2004 school year.

• The principals are focused on improving student achievement for all students and promoting a climate that is inviting and welcoming to students, teachers, parents and community.
THANK YOU

• To all employees in the schools and central offices,
• To all the parents and students, and
• To everyone involved in providing the best opportunity for our students to receive a quality education.
DataTrax – Data Driven Decision Making
BCPS Infrastructure

- Student Information
- HR System
- Financial System
- Other Data

BCPS Network

Internet

Router

Firewall

School Building

Building Exterior
Secure Environment

- BCPS Network
- Internet
- Firewall
- Router
- Student Information
- HR System
- Financial System
- Other Data

Security

Internet

Router

BCPS Network
Data Reliability and Consistency

- Data cleansing and accuracy
- Superintendent’s approval of data requests
- No rogue data
- Security
Data Warehouse Reporting Strategies
TestTrax

Target Data:

- Teacher Data:
  - **Elementary**: CTBS and MSA
  - **Middle**: CTBS, MSA, MFT and HSA
  - **High**: CTBS, MSA, MFT, HSA, PSAT and SAT

Target Audience:

- Teachers
- Principals
- Executive Directors
Target Audience:

- Teachers
- Executive Level
- Guidance Counselors
- School Improvement Teams
- Curriculum Offices
- Phase in all potential customers
Cognos

- **Target Uses:**
  - Teacher Data:
    - Elementary: CTBS and MSA
    - Middle: CTBS, MSA, MFT and HSA
    - High: CTBS, MSA, MFT, HSA, PSAT and SAT
  - Pre-defined reports
  - Ad-hoc reports
  - Individual specific data
DataTrax

• Target Audience:
  ✓ Director Level and Up
  ✓ Principals
  ✓ School Improvement Teams
  ✓ Curriculum Offices
  ✓ Specifically Identified Individuals
DataTrax

- Target Uses
  - “Frequently Asked Questions”
  - Pre-defined flexible reports
  - *Blueprint for Progress* indicators
  - Annual Results Report data
  - NCLB Data
Data Warehouse Data

  - ESOL, Free and Reduced Meals, Gifted and Talented, Magnet, Special Ed, Title I
Data Warehouse - Achievement Results

- CTBS – Grades 2, 4 and 6 (1999 – 2003)
Data Warehouse - Curriculum

  ✓ Exam and Final Grades

- Courses Offered at the Middle and High School Level (1999 - 2003)
  ✓ Course Name, Level, Credit, and Section
Data Warehouse - Personnel

Data Warehouse - Facilities

  - Name, Address, and Type of Facility

  - Principal’s Name and Grades in School


The Utility of Datatrax

A comprehensive and flexible system supporting data driven decisions resulting in positive outcomes for the Baltimore County Public Schools.
Flexibility of Drilling-Down

BCPS
Area
Schools
Classroom
Students
Classification Variables

Grade Level
Race/Ethnicity
Gender
FARMS
LEP
Gifted and Talented
Dependent Variables

Test Data

SAT Scores
MSA Scores
HSA Scores
Advanced Placement Scores
DATATRX EXECUTIVE INFORMATION SYSTEM

Welcome BCPS Demo. Your authority level is DataTrax Administrator.

The DataTrax Executive Information System has been developed to enable you to track, analyze, and report on a wide variety of data important to the decision-making process of a school system. You can easily select and move between the available modules within the program by clicking the 'Modules' link at the top of every page and selecting the desired location, or use the links below. The following modules will be available in phase one:

**Students**  Enrollment and Withdrawal Statistics, Gender, Ethnicity, Special Programs, Residency, etc.

**Facilities**  Building Demographic Statistics, Physical Plant and Financials Analysis

**Testing**  Score Analysis for CTBS, AP, MFT, SAT, PSAT, etc.

**Personnel**  Demographics, Employment, Salaries, Staff Development, Certification, Education Level, etc.

**Curriculum**  Academic and Diploma Track Analysis, Grade Statistics, Placements, etc.
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Testing Report Results

Tuesday, September 09, 2003

Report: Board Presentation
Run Time: 09/09/2003 1:33:23 PM
Current Path: Subset >> District >> BCPS
Disaggregation: Academic Course Enrollment 2001-2002
Time Method: Prior School Year (01-02)
Time Constraint: End of Year (2002-06-14)

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**Student Profile**

**ID Number:** *****9569  
**Name:** WALKER, ANTONIO  
**Gender:** Female  
**DOB:** 5/20/1984

### Student Enrollment History

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### Student Program Participation

**Year**  
**Description**  
**EnrDate**  
**WdrDate**  
No Program Data Found

### Student Grade History

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DATE: September 9, 2003

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: Board Policy Revisions – Policy and Rule 4157 – Vacations
         Rule 4141 – Salary Regulations

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

RESOURCE PERSON(S): Randy Grimsley, Executive Director, Human Resources
                     Barbara Burnopp, Executive Director, Fiscal Services

RECOMMENDATION

Approval of Board Policy 4157 – PROFESSIONAL: Absences, Leaves, Vacations, and Holidays – Vacations, was updated as part of the initiative of the Division of Business Services to update outdated Board Policies. The policy was adopted in 1974 and was revised in 1993. Changes were reviewed by the Board Policy Review Committee on June 26, 2003, and have been made to reflect current language and practices. Both Rules 4157 and 4141 (Salary Regulations) have also been revised to reflect current practice, and approved by the Superintendent. A summary of all of the changes is in Attachment I.

Attachment I: Policy and Rule 4157 and Rule 4141 – Summary of Changes
Attachment II: Policy and Rule 4157 – Vacations
Attachment III: Rule 4141 – Salary Regulations
Policy and Superintendent’s Rule 4157

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>PROPOSED</th>
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<tbody>
<tr>
<td>○ Newely appointed 12 month employee receives ‘vacation credit’ from previous September to time of appointment: 16 2/3 days. If employee does NOT work following the close of school in June, the 16 2/3 days are reduced by the number of days NOT worked.</td>
<td>○ Newely appointed 12 month employee receives 5 days of vacation if the appointment is from September 1 to the close of school or from August 1 to September 1. If the appointment is from the close of school to July 31, he receives 10 days of vacation.</td>
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</table>

Superintendent’s Rule 4141

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>PROPOSED</th>
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<td>○ Experience credit up to a maximum of 12 years.  ○ Critical shortage areas – up to a maximum of 17 years.  ○ Rule does not address Juris Doctorate.  ○ July 1 appointment to 12-month position: no pay for work performed following close of school but allowed to keep ‘vacation credit’ from Rule 4157.</td>
<td>○ Experience credit increased up to a maximum of 13 years.  ○ Critical shortage areas – up to a maximum of 18 years. Title I schools included in critical shortage category.  ○ Juris Doctorate language added: 60 credit program placed on Master’s +30 scale; 90 credit program placed on Master’s +60 scale.  ○ Paid for work performed following close of school to July 1, date of appointment.</td>
</tr>
</tbody>
</table>
PERSONNEL: [Professional] TWELVE-MONTH EXEMPT EMPLOYEES

Absences, Leaves, Vacations, and Holidays: Vacations

[All Board of Education employees who are employed on a twelve-month basis and paid on the twelve-month professional salary schedule,] ALL TWELVE-MONTH EXEMPT EMPLOYEES shall be entitled to ACCRUE twenty (20) duty days [for] OF vacation EACH FISCAL YEAR. VACATION ACCRUALS WILL BE PRO-RATED BASED UPON THE EMPLOYEE’S FULL TIME EQUIVALENCY AND DATE OF APPOINTMENT TO THE TWELVE-MONTH EXEMPT POSITION. [The leave accounting year will be used for the purpose of calculating vacation credit.]
DATE: September 9, 2003

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: Budget Appropriation Transfer

ORIGINATOR: J. Robert Haines, Deputy Superintendent Business Services

RESOURCE PERSON(S): Barbara Burnopp, Executive Director Fiscal Services
Michael J. Goodhues, Director Budget and Reporting

RECOMMENDATION

That the Board of Education approves the Budget Appropriation Transfer.

* * * *

This Budget Appropriation Transfer will provide funds in the appropriate categories to implement the FY04 negotiated agreements.

Attachment I – Budget Appropriation Transfer
Attachment II – Summary of Increases by Category
### BALTIMORE COUNTY PUBLIC SCHOOLS
#### BUDGET APPROPRIATION TRANSFER

**Number:** 01-04  
**Date:** 9/4/2003  
**Fund:** General

<table>
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<th>Category</th>
<th>Present Appropriation</th>
<th>Amount to Transfer</th>
<th>New Appropriation</th>
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<td>01 - Administration</td>
<td>22,508,832</td>
<td>18,277</td>
<td>22,527,109</td>
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<td>02 - Mid-Level Admin.</td>
<td>59,742,408</td>
<td>79,647</td>
<td>59,822,055</td>
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<td>03 - Instr Salaries &amp; Wages</td>
<td>358,505,516</td>
<td>906,720</td>
<td>359,412,236</td>
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<td>06 - Special Education</td>
<td>107,874,681</td>
<td>155,488</td>
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<td>08 - Health Services</td>
<td>9,255,767</td>
<td>27,868</td>
<td>9,283,635</td>
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**Total Transfer**  

| Amount to Transfer | 1,188,000 |

---

**Explanation:**  
This Budget Appropriation Transfer will provide funds in the appropriate categories to implement the FY04 negotiated agreements.

---

**Signatures Required:**

- **Budget and Reporting**
- **Fiscal Services**
- **Superintendent**
- **Board of Education**

---

- **Date**
BALTIMORE COUNTY PUBLIC SCHOOLS
Budget Appropriation Transfer

Summary of Increases by Category

0001 - Administration
A transfer of funds is needed to implement the FY04 negotiated agreements.

0002 - Mid-Level Administration
A transfer of funds is needed to implement the FY04 negotiated agreements.

0003 - Instructional Salaries and Wages
A transfer of funds is needed to implement the FY04 negotiated agreements.

0006 - Special Education
A transfer of funds is needed to implement the FY04 negotiated agreements.

0008 - Health Services
A transfer of funds is needed to implement the FY04 negotiated agreements.

Summary of Decreases by Category

0012 - Fixed Charges
A transfer of funds is needed to implement the FY04 negotiated agreements.
## RETIREMENTS

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<th>YRS. OF SERVICE</th>
<th>EFFECTIVE DATE</th>
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<td>Carl Allender</td>
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As of 8/28/03
Baltimore County Public Schools
Towson, Maryland 21204

September 9, 2003

Resignations

Elementary – 20

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

Red House Run Elementary School
Mary E. Boyd, 08/01/03, 6.0 mos.

Sussex Elementary School
Nina D. VanKleeck, 06/30/03, 3.0 yrs.

Winfield Elementary School
Margaret M. Ulle, 08/05/03, 6.0 mos.

Secondary - 35

Chesapeake High School
Jennifer M. Gertz, 06/30/03, 5.0 mos.

Cockeysville Middle School
Fran B. DiLella, 08/29/03, 1.0 yr.

Deer Park Middle Magnet School
Michael V. Bacon, 08/26/03, 7 days
Krista Z. Maniatis, 06/30/03, 3.0 yrs.
Tonya D. Whatley-Presley, 06/30/03, 1.0 yr.
Debbie F. Wilson, 06/30/03, 1.0 yr.

Dundalk High School
Cynthia F. Duncan, 06/30/03, 4.0 yrs.
Peter L. Husty, 08/01/03, 7.0 yrs. (ROTC Instructor)

Franklin Middle School
Carolyn G. Hayes, 06/30/03, 1.0 yr.
Bronwyn E. Welsh, 06/30/03, 13.0 yrs.

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

Hereford High School
James J. Altland, 08/18/03, 4.0 yrs.
Angela F. Kelley, 06/30/03, 2.0 yrs.

Elementary – 20

Carney Elementary School
Gretchen A. Rockafellow, 06/30/03, 7.0 yrs.

Chadwick Elementary School
Mark D. Hessie, 08/07/03, 1.0 yr.

Church Lane Elementary Technology
Paula A. Levine-Reidy, 06/30/03, 13.0 yrs.

Dundalk Elementary School
Dawn M. Hennlein, 06/30/03, 12.0 yrs.

Featherbed Lane Elementary School
Yvonne L. Battle, 07/09/03, 3.0 yrs.
Linda A. Murveit, 06/30/03, 9.0 yrs.

Franklin Elementary School
Jill H. Taylor, 06/30/03, 10.0 yrs.

Fullerton Elementary School
Mary Casey, 08/21/03, 4 days

Grange Elementary School
Melissa F. Margolis, 06/30/03, 1.0 yr.
Jennifer L. Roskey, 07/06/03, 1.0 yr.

Hawthorne Elementary School
Dana S. Deckman, 07/02/03, 1.0 yr.

Hebbville Elementary School
Heidi H. Giggey, 06/30/03, 2.0 yrs.

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

Middlesex Elementary School
Wendy Vanskiver, 08/12/03, 1.0 yr.

New Town Elementary School
Angelina Frankovic, 06/30/03, 1.0 yr.
Avigail A. Gelber, 06/30/03, 2.0 yrs.

DOP: 9/10/03
Hereford Middle School
Daniel P. Wilmot, 06/30/03, 8.0 yrs.

Kenwood High School
Rima Garg, 06/30/03, 2.0 yrs.

Loch Raven Technical Academy
Angela M. Coble, 06/30/03, 2.0 yrs.
Kelly E. Hart, 08/04/03, 1.0 yr.
Nathan C. McGlynn, 08/19/03, 2.0 yrs.

Old Court Middle School
Christopher R. Oakes, 06/30/03, 2.0 yrs.
Raquel P. Lee, 06/30/03, 1.0 yr.

Overlea High School
Babu George, 06/30/03, 2.0 yrs.

Patapsco High School
Kendal C. Orenstein, 06/30/03, 2.0 yrs.

Pikesville Middle School
Catherine Rocchio, 06/30/03, 3.5 yrs.

Randallstown High School
Narasimha M. Chappa, 06/30/03, 2.0 yrs.
Padmavathy Srinivasan, 06/30/03, 2.0 yrs.
Kristin J. Ward, 06/30/03, 1.0 yr.
Desiree I. Weyforth, 06/30/03, 5.0 yrs.

Southwest Academy
Valerie L. Alston, 06/30/03, 1.0 yr.
Shirley Fernandez, 06/30/03, 2.0 yrs.
Shurndia L. Reaves, 06/30/03, 3.0 yrs.

Sudbrook Magnet Middle School
Lisa J. Smith, 08/10/03, 2.0 yrs.

Towson High School
Peter T. Dietz, 08/16/03, 2.0 yrs.
Gregory E. King, 06/30/03, 2.0 yrs.

Woodlawn High School
Elaine B. Degano, 06/30/03, 1.0 yr.
Elizabeth N. Lane, 06/30/03, 6.0 yrs.

ADMINISTRATORS – 1

Pine Grove Middle School
James H. Wilson, 08/15/03, 8.0 yrs.
(Assistant Principal)

CENTRAL OFFICES – 2

Department of Federal and State Programs
Ann-Marie P. Spakowski, 08/26/03, 28.0 yrs.
(Coordinator, Special Programs)

Student Support Services
Lori K. Perez, 09/03/03, 5.0 yrs.
(Psychologist)

SEPARATIONS FROM LEAVE – 14

Tracey Cassidy, granted Child Rearing Leave, 07/01/01-07/01/03, resigning 06/30/03, 8.0 yrs.
Debra Eberle, granted Child Rearing Leave, 04/10/01-06/30/03, resigning 06/30/03, 8.0 yrs.
Amy McCormick, granted Unusual or Imperative Leave, 02/06/03 – 06/30/03, resigning 06/30/03, 6.0 yrs.
Tracey Naylon, granted Unusual or Imperative Leave, 07/01/02-06/30/03, resigning 06/30/03, 11.0 yrs.
Catherine North, granted Unusual or Imperative Leave, 07/01/02-06/30/03, resigning 07/29/03, 12.0 yrs. (Principal)
Rochelle O’Connor, granted Child Rearing Leave, 05/07/02-06/30/03, resigning 06/30/03, 2.0 yrs.
Heidi O’Donnell, granted Child Rearing Leave, 10/17/01-06/30/03, resigning 06/30/03, 9.0 yrs.
Kari D. Pearre, granted Unusual or Imperative Leave, 07/01/01-06/30/03, resigning 06/30/03, 7.0 yrs.
Tamara L. Sellman, granted Unusual or Imperative Leave, 07/01/02-06/30/03, resigning 06/30/03, 10.0 yrs.
Susan Spisz, granted Child Rearing Leave, 04/22/01-06/30/03, resigning 06/30/03, 13.0 yrs.
Karen Varelli, granted Child Rearing Leave, 11/03/01-11/03/03, resigning 06/30/03, 3.0 yrs.
Veronica Wessel, granted Child Rearing Leave, 08/11/01-06/30/03, resigning 06/30/03, 5.0 yrs.
Wendy K. Wright, granted Child Rearing Leave, 10/14/02-06/30/04, resigning 06/30/03, 3.0 yrs.
Michelle A. Zayon, granted Unusual or Imperative Leave Extension, 07/01/02-06/30/03, resigning 06/30/03, 7.0 yrs.
BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204

September 9, 2003

RESIGNATIONS

ADDENDUM

CENTRAL OFFICES – 1

Office of the Superintendent
Lisa Y. Settles, 09/26/03, 7.0 yrs.
(Compliance Coordinator)
Baltimore County Public Schools
Towson, Maryland 21204

September 9, 2003

Leaves

Child Rearing Leaves

Michelle Asher Dudas – Stoneleigh Elementary School
Effective September 30, 2003 through June 30, 2005

Extended Unusual or Imperative Leave

Carrie Polikanidriotis – Formerly Chesapeake Terrace Elementary School
Effective August 18, 2003 through June 30, 2004

Military Leave

Guy Clifford Fowl – Golden Ring Middle School
Effective July 4, 2003 through June 30, 2004

Unusual or Imperative Leave

Rachel Bickel Herlein – Hebbville Elementary School
Effective July 1, 2003 through June 30, 2004

Jennifer R. Hetzer – Deer Park Elementary School
Effective July 1, 2003 through June 30, 2004

Mary Catherine Ritzes – Woodmoor Elementary School
Effective July 1, 2003 through June 30, 2004

Kerry Elizabeth Furnari – Cedarmere Elementary School
Effective September 1, 2003 through June 30, 2004

Rescind–Child Rearing Leave

Tracie Smith-Ezell – Hebbville Elementary School
Effective July 1, 2003 through June 30, 2004

DOP: 9/10/2003
Date: August 19, 2003
TO: BOARD OF EDUCATION
FROM: Dr. J. Hairston, Superintendent
SUBJECT: New Advisory Council Member – Central Advisory Council
ORIGINATOR: Dr. Kim Whitehead
RESOURCES PERSON (S): Dr. Kim Whitehead

Recommendation

That Jan Thomas be appointed as a member to the Central Area Educational Advisory Council.
Date: September 9, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: New Advisory Council Member – Southeast Advisory Council

ORIGINATOR: Robert J. Kemmery

RESOURCE PERSON (S):

Recommendation

That William N. Bafitis be appointed as a member to the Southeast Advisory Council.

*****
Recommendation

That Kathy Darr be appointed as a member to the Southeast Advisory Council.

*****
Date: September 9, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: New Advisory Council Member – Southeast Advisory Council

ORIGINATOR: Robert J. Kemmery

RESOURCE PERSON (S):

Recommendation

That Buddy Staigerwald, Jr. be appointed as a member to the Southeast Advisory Council.

*****
## APPOINTMENTS

<table>
<thead>
<tr>
<th>NAME</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOHN M. BOWMAN</td>
<td>Teacher/Social Studies</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td></td>
<td>Ridgely Middle School</td>
<td>Pine Grove Middle School</td>
</tr>
<tr>
<td></td>
<td>(Effective September 10, 2003)</td>
<td>(Replacing James Wilson, resigning)</td>
</tr>
<tr>
<td>PAULA D. BOYKIN</td>
<td>Director, Family and Children Services</td>
<td>Specialist, Infant and Toddlers</td>
</tr>
<tr>
<td></td>
<td>Abilities Network, Inc.</td>
<td>Office of Special Education</td>
</tr>
<tr>
<td></td>
<td>(Effective September 10, 2003)</td>
<td>(Replacing Tom Stengel, on assignment to MSDE)</td>
</tr>
<tr>
<td>DEAN M. COLETTA</td>
<td>Guidance Counselor Department Chair</td>
<td>Pupil Personnel Worker</td>
</tr>
<tr>
<td></td>
<td>Anne Arundel County Public Schools</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Effective September 10, 2003)</td>
<td>(Replacing Barry Thomas, retiring)</td>
</tr>
<tr>
<td>J. STEPHEN COWLES</td>
<td>Education Program Specialist</td>
<td>Compliance Coordinator</td>
</tr>
<tr>
<td></td>
<td>Maryland State Department of Education</td>
<td>Office of the Superintendent</td>
</tr>
<tr>
<td></td>
<td>(Effective September 10, 2003)</td>
<td>(Replacing Lisa Settles, resigning)</td>
</tr>
<tr>
<td>SHARON R. HOFFMAN</td>
<td>Teacher/Resource</td>
<td>Supervisor of Early Education</td>
</tr>
<tr>
<td></td>
<td>Department of Elementary Programs</td>
<td>Department of Elementary Programs</td>
</tr>
<tr>
<td></td>
<td>Childhood (Effective September 10, 2003)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(New Position, reallocation from Coordinator of Elementary Language Arts)</td>
<td></td>
</tr>
</tbody>
</table>
BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 9, 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.
The following contract recommendations are presented for consideration by the Board of Education of Baltimore County.

1. **Contract:** Contracted Services: Internet Access to Media Sources  
**Bid #:** JNI 123-98  
**Term:** 3-year extension of contract  
**Contract Ending Date:** 8-31-06 (tentative)  
**Estimated annual award value:** $177,283.04  
**Estimated total award value:** $531,849.12

In August 1998, the Office of Library Information Services implemented an electronic service of accessing magazines and periodicals for secondary schools and in 1999 expanded the program to include elementary schools.

The program provides student access to: newspapers, magazines, periodicals, books, TV/radio government transcripts, pictures, and maps of the world. The system operates in Windows and Mac environments, as well as a Web version. The license also offers curriculum support and free published reports for teachers to use in preparing classroom instruction. Technical support is provided to the schools through a toll-free number, e-mail, customer newsletter, and online users’ discussion groups.

Approval is requested to purchase the licensing agreement renewal from ProQuest (formerly Infonautics Corporation, Wayne PA). This agreement will provide access to the online database subscriptions used by all library media specialists in Baltimore County. The cost to each elementary school will be $707.63, the cost to each middle school will be $2,065, and the cost to each high school will be $3,600.

**Recommendation:**

Award of contract is recommended to:

ProQuest, Ann Arbor, MI

**Responsible school or office:** Office of Library Information Services

**Contact Person:** Della Curtis

**Funding Source:** Individual school operating budgets
2. **Contract:** Contracted Services: Sylvan Learning Extension  
   **Bid #:** 1-105-96

   **Term:** 1-year extension of contract  
   **Contract Ending Date:** 8-31-04  
   **Estimated Extension Award Value:** $241,200

**Description:**

A one-year extension of contract is recommended to Sylvan Learning Systems, Inc., Baltimore, MD, for services at Riverview Elementary School and Woodlawn Middle School.

The focus of the program at Riverview Elementary School is instructional support for students in grades one through five. Services are provided to supplement BCPS’ curriculum in reading and writing language skills for approximately 100 students. Sylvan provides pre-test assessment prior to a student entering the program, and following review of the results, the student is enrolled into an individualized, perspectives instructional program. The fee for the 2003-04 school year is $121,200.

The focus of the program at Woodlawn Middle School is instructional support in reading and study skills for approximately 100 students in grade six. Students entering the program are evaluated through a series of pre-tests and Sylvan conferences with faculty and school administrators. Following their selection, students will have a unique and individualized program designed for them. The fee for the 2003-2004 school year is $120,000.

Among the responsibilities of the contract, Sylvan must provide a minimum of two informational meetings and presentations to parents. The first meeting is designed to orient the parents to the program, and the second meeting provides a report of the students’ progress. Meetings are scheduled with parents on a regular basis throughout the year to discuss the instructional program. Additionally, Sylvan provides weekly attendance reports, monthly summary reports, and a final progress report on each student to the school administrator.

The contract also includes a performance guarantee, i.e., a guarantee that requires a specific number of hours for direct instruction, instructional progress documented in assessment tools, and additional hours of service at no charge to respond to any student(s) who fails to achieve the established improvement goals. Sylvan personnel are Maryland certified teachers who provide instruction during the school day as well as after school activities. A summary report is prepared by the Office of Educational Accountability of the Sylvan program results for all of the schools.

Sylvan Learning Systems, Baltimore, MD, has agreed to honor all fees, terms, and conditions of the original bid specification.

Extension of these contracts is subject to the availability and/or appropriation of funds.
**Recommendation:**
Award of contract is recommended to:

Sylvan Learning Systems, Baltimore MD

**Responsible school or office:**
Riverview Elementary School
Woodlawn Middle School

**Contact Person:**
Riverview Elementary – Mick Small
Woodlawn Middle -- Jerilyn Roberts

**Funding Source:**
Riverview Elementary -- Title I
Woodlawn Middle – MSDE reconstitution grant
3. **Contract:** Equipment Contract: Window Air Conditioners  
**Bid #:** RHA-313-04

**Term:** 1 year  
**Extensions:** up to 12 months  
**Contract Ending Date:** 8/31/04 (tentative)  
**Estimated annual award Value:** $20,000  
**Estimated total award value:** $40,000

**Bid issued:** July 31, 2003  
**Pre-bid meeting date:** none held  
**Due Date:** August 14, 2003  
**No. of vendors issued to:** 8  
**No. of bids received:** 2  
**No. of no-bids received:** 1

**Description:**

The Division of Physical Facilities, Office of Maintenance, requested the Office of Purchasing to issue the following solicitation to provide firm-fixed pricing for window air conditioners for Baltimore County Public Schools. The following contract is an indefinite-quantity contract, as the products intended for purchase are based upon future needs of the system, and are pending allocation of funds. Installation of the air conditioners will be by BCPS (HVAC personnel or HVAC T&M contractors).

**Recommendation:**

Recommendation of award for the Friedrich Air Conditioners is to:

United Product Distributors, Baltimore, MD

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

**Contact Person:** Cornell Brown

**Funding Source:** School and/or maintenance operating budget, aging school funds, and capital projects
4. **Contract:** Food Service: Dishwashing and Cleaning Agents  
   **Bid #:** JCO-408-04 (#001B3900858 State of Maryland Contract)  
   **Term:** 2 years  
   **Extensions:** 1/1-yr  
   **Contract Ending Date:** 4/03/06 (tentative)  
   **Estimated annual award value:** $106,745  
   **Estimated total award value:** $320,235  

**Description:**  
The Office of Food and Nutrition Services requests participation in the state contract to purchase dishwashing and cleaning agents (detergents for dishwashers, rinse additives, pot and pan cleaners, soaking solutions, and no-rinse disinfectant).  

This is a two-year contract, with the option to extend for one additional year, issued by the State of Maryland to allow participation by all local jurisdictions. These items will be shipped on an as-needed basis to the food service warehouse for issuance to the requesting schools.  

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

   Economics Laboratory, Inc., St. Paul, MN  

**Responsible school or office:** Office of Food and Nutrition Services  
**Contact Person:** Karen Levenstein and Joann Calvert  
**Funding Source:** The operating budget of the Office of Food and Nutrition Services
DATE: September 9, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Award of Contract – Design/Build Networking and Electrical Upgrades at Arbutus Elementary, Colgate Elementary, Pleasant Plains Elementary, and Riverview Elementary 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
Vladimir Mukasey, Electrical Engineer
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

*****

Design/Build Networking and Electrical Upgrades at Arbutus Elementary, Colgate Elementary, Pleasant Plains Elementary, and Riverview Elementary Schools.

Appendix I – Recommendation for Award of Contract
Appendix I

Recommendation for Award of Contract
Design/Build Networking and Electrical Upgrades at Arbutus Elementary, Colgate Elementary, Pleasant Plains Elementary, and Riverview Elementary Schools
September 9, 2003

On August 25, 2004, five (5) bids were received to provide electrical upgrades to support network systems at Arbutus Elementary, Colgate Elementary, Pleasant Plains Elementary, and Riverview Elementary Schools – Bid# RHA-308-04. These projects consist of providing new electrical power structure, both external and internal, to support networking and other electrical dependent utilities at each of these schools. Various other systems including media retrieval, public address, and master clocks will also be modified and updated as part of these projects. Portions of this work were originally planned as part of the Phase I Major Maintenance Renovation Program (Add Alternates), but were not pursued due to budget restrictions. Each of the listed projects is of the design/build type where the costs include all design fees. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to Casper G. Sippel Electric Company, Inc., the lowest responsive bidder for Arbutus Elementary School, in the amount of $419,472.00; Elco Electric, Inc., the lowest responsive bidder for Colgate Elementary School, in the amount of $347,000.00; and Action Electric Contractors, Inc., the lowest responsive bidder for Pleasant Plains Elementary School and Riverview Elementary School, in the amounts of $489,249.00 and $384,201.00 respectively.

At this time, we are also requesting a 10% Change Order Allocations in the amount of $41,947.00 for Casper G. Sippel Electric Company, Inc. at Arbutus Elementary School; $34,700.00 for Elco Electric, Inc. at Colgate Elementary School; and $87,345.00 for Action Electric Contractors, Inc. at Pleasant Plains Elementary School and Riverview Elementary School, to cover any unforeseen conditions and minor changes to these contracts, to be authorized and approved by the Building Committee in accordance with Board Policy.

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

APPROVED:

[Signature]
Donald F. Klemel, Ph.D.
Executive Director
Baltimore County Public Schools  
Design/Build Networking and Electrical Upgrades at Arbutus Elementary, Colgate Elementary, Pleasant Plains Elementary, and Riverview Elementary Schools  
Bid# RHA-308-04  
Bid Due Date: August 25, 2004

<table>
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<tr>
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<tbody>
<tr>
<td>Arbutus Elementary School</td>
<td>$507,031.00</td>
<td>$419,472.00</td>
<td>NO BID</td>
<td>$588,000.00</td>
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<tr>
<td>Colgate Elementary School</td>
<td>$381,200.00</td>
<td>NO BID</td>
<td>$347,000.00</td>
<td>$588,000.00</td>
<td>$446,760.00</td>
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<tr>
<td>Pleasant Plains Elementary School</td>
<td>$489,249.00</td>
<td>$517,844.00</td>
<td>$557,000.00</td>
<td>$799,995.00</td>
<td>NO BID</td>
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<tr>
<td>Riverview Elementary School</td>
<td>$384,201.00</td>
<td>$396,305.00</td>
<td>NO BID</td>
<td>$599,500.00</td>
<td>NO BID</td>
</tr>
</tbody>
</table>
DATE: September 9, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Fee Acceptance – Design Services and Construction Administration for Reroofing Project at Berkshire 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
Cornell S. Brown, Administrator Office of Comprehensive Maintenance and Construction
MacArthur Chavis, Project Administrator Office of Comprehensive Maintenance and Construction

RECOMMENDATION

That the Board of Education approves a negotiated fee.

*****

Fee Acceptance - Design Services and Construction Administration for Reroofing Project at Berkshire Elementary School.

Appendix I – Request for Fee Acceptance
Appendix I

Request for Fee Acceptance
Design Services and Construction Administration for Reroofing Project
at Berkshire Elementary School
September 9, 2003

The Fiscal Year 2004 Capital Budget includes funding for replacing the roof at Berkshire Elementary School. This project will require a consultant to prepare the necessary construction documents to replace the existing roof. On February 11, 2003, the Board approved the selection of Gale Associates, Inc. as an on-call roofing consultant. The Department of Physical Facilities has negotiated a fee of $41,862.03 for the consultant to perform the design, prepare the construction documents, assist in the bidding phase, and provide construction administration services for this reroofing project.

At this time, the Department of Physical Facilities requests approval to issue a contract in the negotiated amount of $41,862.03 with Gale Associates, Inc. Funding for these services is available in the Capital Budget Project #671 - Roof Replacement.

APPROVED:

Donald F. Krempel, Ph.D.
Executive Director
DATE: September 9, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Fee Acceptance – Design Services and Construction Administration for Reroofing Project at Sparrows Point Middle and High Schools

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
Office of Comprehensive Maintenance and Construction

RECOMMENDATION

That the Board of Education approves a negotiated fee.

*****

Fee Acceptance - Design Services and Construction Administration for Reroofing Project at Sparrows Point Middle and High Schools.

Appendix I – Request for Fee Acceptance
Appendix I

Request for Fee Acceptance
Design Services and Construction Administration for Reroofing Project
at Sparrows Point Middle and High Schools
September 9, 2003

The Fiscal Year 2004 Capital Budget includes funding for replacing the roof at Sparrows Point Middle and High Schools. This project will require a consultant to prepare the necessary construction documents to replace the existing roof. On February 11, 2003, the Board approved the selection of Gale Associates, Inc. as an on-call roofing consultant. The Department of Physical Facilities has negotiated a fee of $69,938.47 for the consultant to perform the design, prepare the construction documents, assist in the bidding phase, and provide construction administration services for this reroofing project.

At this time, the Department of Physical Facilities requests approval to issue a contract in the negotiated amount of $69,938.47 with Gale Associates, Inc. Funding for these services is available in the Capital Budget Project #671 - Roof Replacement.

APPROVED:

Donald F. Krempel, Ph.D.
Executive Director
DATE: September 9, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Request for Change Order – Architectural and Engineering Design Services for Subdivision of Open Spaces and Science Laboratory Renovations at Chesapeake 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
Clarence H. Foard, P.E., Project Manager
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves a change order.

*****

Change Order – Design Services for Subdivision of Open Spaces and Science Laboratory Renovations at Chesapeake High School.

Appendix I – Request Approval of a Change Order.
Appendix I

Request for Approval of a Change Order
Design Services for Subdivision of Open Spaces and Science Laboratory Renovations
at Chesapeake High School
September 9, 2003

On October 24, 2000, the Board of Education approved a fee acceptance with Rubeling & Associates, Inc. to design the subdivision of the open space housing and the renovation of six science laboratories at Chesapeake High School. Due to funding limitations, two of the science laboratories were not renovated under this project. The Fiscal Year 2004 Capital Budget includes the necessary funding to complete the renovation of the remaining two laboratories.

The Department of Physical Facilities has negotiated an additional fee of $49,985.60 for the architect to prepare construction documents for bidding and to provide construction administration services for the renovation of these two areas. At this time, we request approval of a change order in the amount of $49,985.60 with Rubeling & Associates, Inc. for these additional services.

Funding for these services is available in Capital Budget Project #666 – Alterations/Code Updates/Restoration.

APPROVED:

[Signature]

Donald F. Krempel, Ph.D.
Executive Director
Baltimore County Public Schools

DATE: September 9, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Request for Change Order – Architectural and Engineering Design Services for Science Room Renovations at Eastern Technical 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
Clarence H. Foard, P.E., Project Manager
Office of Engineering and Construction

Recommendation

That the Board of Education approves a change order.

*****

Change Order – Design Services for Science Room Renovations at Eastern Technical High School.

Appendix I – Request Approval of a Change Order.
Appendix I

Request for Approval of a Change Order
Design Services for Science Room Renovations at
Eastern Technical High School
September 9, 2003

On August 20, 2000, the Board of Education approved a fee acceptance with Rubeling & Associates, Inc. to design the renovations for five science classrooms and their auxiliary service areas at Eastern Technical High School. Due to funding limitations, only three science classroom areas were renovated under this project. The Fiscal Year 2004 Capital Budget includes the necessary funding to complete the renovation of the remaining two science areas.

The Department of Physical Facilities has negotiated an additional fee of $49,411.89 for the architect to prepare construction documents for bidding and to provide construction administration services for the renovation of these two areas. At this time, we request approval of a change order in the amount of $49,411.89 with Rubeling & Associates, Inc. for these additional services.

Funding for these services is available in Capital Budget Project #666 – Alterations/Code Updates/Restoration.

APPROVED:

Donald F. Krempel, Ph.D.
Executive Director
DATE: September 9, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Request for Change Order – Cleaning Package 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.

*****

Change Order – Cleaning Package at New Town High School.

Appendix I – Request Approval of a Change Order.
Appendix I

Request for Approval of a Change Order
Cleaning Package at New Town High School
September 9, 2003

On May 12, 2003, the Board of Education approved an award of contract with Hallmark Building Services, LLC to provide post-construction cleaning services at New Town High School. In order to provide additional cleaning of this school due to moves of furniture and equipment along with the unpacking of instructional supplies, the Department of Physical Facilities requests approval of a change order in the amount of $20,317.50. This amount has been reviewed by the Project Manager and found reasonable.

At this time, we request approval of a change order in the amount of $20,317.50 with Hallmark Building Services, LLC for these additional services.

Funding for these services is available in Capital Budget Project #625 - New Town High School.

APPROVED:

[Signature]
Donald F. Krempel, Ph.D.
Executive Director
BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 9, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Easement for New Water Meter Vault at Deer Park 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, 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 transfer easement for the parcel of land required for the new water meter vault.

*****

Appendix I – Recommendation to Transfer of Easement for Water Meter Vault
Appendix I

Recommendation to Transfer Easement for New Water Meter Vault
Deer Park Elementary School
September 9, 2003

The installation of the new water service at Deer Park Elementary School requires the installation of a new water meter vault to accommodate the domestic, as well as the fire suppression water supply lines. The new vault is to be constructed along Lyons Mills Road and will extend onto Baltimore County Public School property. Since the new vault extends onto Baltimore County Public School property, a deed and agreement needs to be prepared which convey utility easement rights to Baltimore County for a small parcel of land affected by the vault. The deed of easement will be prepared once the Board approves the transfer.

Permission is requested to transfer a utility easement for a small parcel of land for the new water meter vault at Deer Park Elementary School.

APPROVED:

[Signature]
Donald F. Kremel, Ph.D.
Executive Director
DATE: September 9, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Utility Easement at Carver Center for Arts and Technology

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

RECOMMENDATION

That the Board of Education grants a utility easement.

*****

Appendix I – Recommendation for Utility Easement
Appendix I

Recommendation for Utility Easement at Carver Center for Arts and Technology
September 9, 2003

The development of 5.011 acres at the corner of West and York Roads adjacent to Carver Center for Arts and Technology has resulted in the request for a permanent utility easement totaling 0.17 acres from Baltimore County Public Schools. The Department of Physical Facilities has reviewed the proposed easement alignment and found that no existing site improvements or future planned improvements will be permanently disturbed. Based on this review, the Department of Physical Facilities recommends granting approval of a permanent utility easement at Carver Center for Arts and Technology.

APPROVED:

[Signature]
Donald F. Krenzel, Ph.D.
Executive Director
PERSONNEL: Professional

Compensation and Related Employee Benefits: Salary Regulations – Professional

1. Definitions

a. Qualifying Month – A person must be in pay status twelve (12) duty days in a month in order to receive experience credit for salary purposes for that month.

b. Year of Experience Credit – For salary purposes, a year of experience credit is defined as ten (10) qualifying months; no more than ten (10) months’ credit shall be granted for any one (1) fiscal year.

Exception: For school systems operating on a quarterly or nine (9) month basis, one (1) year of experience is equivalent to three (3) quarters or nine (9) months, respectively, of full-time teaching experience. In such cases, no more than three (3) quarters of nine (9) months’ credit shall be granted for any one (1) fiscal year.

Each qualifying month is equivalent to one-tenth (0.1) of a year in granting credit for partial years of experience.

c. Total Experience Credit – The total experience credit of an employee is the sum of the number of full years of credit granted and the number of partial years of credit granted.

d. Critical Shortage Area – Includes those areas named annually by the Maryland State Department of Education (Division of Certification) in its teacher staffing report, together with local hiring experience, in which projected employment vacancies substantially exceed qualified applicants. The Superintendent of Schools, no later than December 15 of each year, shall identify which areas of critical shortage exist for the purposes of this rule.

2. Maximum Experience Credit Allowed for Salary Placement

An employee may be granted up to a maximum of [twelve] THIRTEEN years’ credit for prior experience and be placed on Step [13] 14. Exceptions may be made, upon the recommendation of the Superintendent of Schools, in appointing
personnel when longer periods of experience are desirable. Retired teachers rehired in accordance with Annotated Code of Maryland, State Personnel and Pensions Article, §22-406 and §23-407 (Senate Bill 15, Section 2, Chapter 518, Acts 1999) shall be granted full credit for teaching experience in accordance with Policy/Rule 4112.1.

3. Credit for Critical Shortage Area Positions

No later than December 15 of each year, the Department of Personnel shall determine which positions are to be designated as areas of critical shortage. The Superintendent of Schools may grant experience credit, up to a maximum of [seventeen] EIGHTEEN years’ credit for salary step placement, for starting salaries in the designated areas of critical shortage. ALL TITLE I SCHOOLS SHALL BE INCLUDED IN THE CATEGORY OF CRITICAL SHORTAGE FOR THE PURPOSE OF DETERMINING TEACHER EXPERIENCE CREDIT.

4. Stipend for National Board of Professional Teaching

Standards Certification
A classroom teacher who achieves NBPTS certification shall receive an annual stipend in the amount of two thousand dollars ($2,000) for any year in which such certification is held.

5. Method of Determining Prior Experience Credit

a. Teaching Experience Credit – An employee will be granted one (1) year of credit for each year of approved full-time teaching experience.

Partial years of credit will be granted for approved part-time teaching on a prorated basis.

Credit will be granted for college teaching; full-time college teaching is normally nine (9) semester hours or more per semester, or the equivalent.

No credit will be granted for instructional assistant experience.

No credit will be granted for summer school teaching experience.

b. Work Experience Credit – An employee may be granted up to one (1) year of credit for each year of approved related work experience.

c. Military and Other Service Experience Credit – A maximum of two (2) years’ credit, rounded to the nearest whole year, will be allowed for any
combination of Peace Corps, Vista, or active military duty except in cases of active duty training for military reservists or National Guardsmen.

d. Substitute Teaching Experience Credit – A long-term substitute shall be granted experience credit for salary purposes for all qualifying months worked. (See [the] Policy 4121 [in this article entitled “Substitute Teachers”] for THE definition of a long-term substitute.)

No credit will be granted for daily substitute teaching.

e. Academic or Sabbatical Leave Granted by Previous Employer – One (1) year of teaching credit may be granted for sabbatical leave or academic leave if this same credit has been granted to the teacher in a previous school system.

6. Sabbatical Leave Clarification

a. A twelve-month employee normally is granted a sabbatical leave as of July 1 through June 30. Vacation time will be held in abeyance until the following year. In the meantime, starting July 1, he/she would be paid at the rate of 50% or 60% of his/her salary depending upon which option has been exercised, and it will be received over a twelve (12) month period.

b. In the event a twelve-month employee is granted permission to begin his/her sabbatical leave after July 1 and before September 1, the salary will be prorated on a twelve (12) month basis.

7. Degree and Program Salary Increment Policy

a. Employees who have satisfied coursework requirements for the Advanced Professional Certificate (APC) will be paid on the Master’s degree/APC salary scale. A salary increment due upon the receipt of a degree or the completion of a program will be effective at the beginning of the first full pay period following the submission to the Department of Personnel confirmation of the completion of all requirements for the degree or program, providing the appropriate area personnel coordinator has received confirmation of such completion within three (3) months of said completion. Should the time lapse between completion and receipt of confirmation exceed three (3) months, the salary increment due shall be paid retroactively for three (3) months only. However, allowance will be made in the event a college fails in its responsibility to issue grades promptly.
Requirements will be deemed met on the day of the last scheduled examination of the college, or the last day of an inservice course, with the following exception: Should a course or program be designated incomplete, then requirements will be deemed met on the day the incomplete is replaced by a satisfactory grade.

b. Programs of Study Beyond the Master’s Degree or Advanced Professional Certificate Credits for all Teachers

Teachers who have an earned Master’s degree or APC credits, who wish to pursue programs of additional study are required to earn 30 semester hours in each of the M+30 and M+60 programs. In each program, at least 12 college credits (undergraduate and graduate) must be completed and the remaining 18 may be any combination of college, Maryland State Department of Education (MSDE), Continuing Unit (CEU) Equivalent, or Board of Education of Baltimore (BEBCO) credits. Credit must be completed subsequent to the completion of the Master’s degree or APC credit. Teachers who were required to earn credits in excess of thirty (30) semester hours to meet the other requirements of the M+30 program may not carry the hours in excess of thirty (30) to the M+60 program.

C. JURIS DOCTORATE

TEACHERS WHO HAVE AN EARNED JURIS DOCTORATE DEGREE (60 CREDIT PROGRAM) WILL BE PAID ON THE M+30 SCALE. TEACHERS WHO HAVE AN EARNED JURIS DOCTORATE DEGREE (90 CREDIT PROGRAM) WILL BE PAID ON THE M+60 SCALE. A SALARY INCREMENT DUE UPON THE RECEIPT OF A DEGREE OR THE COMPLETION OF A PROGRAM WILL BE EFFECTIVE AT THE BEGINNING OF THE FIRST FULL PAY PERIOD FOLLOWING THE SUBMISSION TO THE DEPARTMENT OF HUMAN RESOURCES CONFIRMATION OF THE COMPLETION OF ALL REQUIREMENTS FOR THE DEGREE OR PROGRAM, PROVIDING THE APPROPRIATE PERSONNEL OFFICER HAS RECEIVED CONFIRMATION OF SUCH COMPLETION WITHIN THREE MONTHS OF SAID COMPLETION. SHOULD THE TIME LAPSE BETWEEN COMPLETION AND RECEIPT OF CONFIRMATION EXCEED THREE MONTHS, THE SALARY INCREMENT DUE SHALL BE PAID RETROACTIVELY FOR THREE MONTHS ONLY; HOWEVER, ALLOWANCE WILL BE MADE IN THE EVENT A COLLEGE FAILS IN ITS RESPONSIBILITY TO ISSUE GRADES.
PROMPTLY. REQUIREMENTS WILL BE DEEMED MET ON THE DAY OF THE LAST SCHEDULED EXAMINATION OF THE COLLEGE, OR THE LAST DAY OF AN INSERVICE COURSE, WITH THE FOLLOWING EXCEPTION: SHOULD A COURSE OR PROGRAM BE DESIGNATED INCOMPLETE, THEN REQUIREMENTS WILL BE DEEMED MET ON THE DAY THE INCOMPLETE IS REPLACED BY A SATISFACTORY GRADE.

[c] d. Available BEBCO Credits

Ten-month employees who forfeit salary can receive up to six (6) inservice credits in the combination of the M+30 and M+60 programs for participation in summer workshops.

1 week (30) hours = 2 BEBCO inservice credits
2 weeks (60) hours = 4 BEBCO inservice credits
3 weeks (90) hours = 6 BEBCO inservice credits

A maximum of six (6) credits may be applied to each of the M+30 and M+60 programs for travel may be earned pending approval of the itinerary and relevant educational objective by the appropriate administrator.

[d] e. Salary Credit for Cooperating Teachers

Board of Education of Baltimore County (BEBCO) credits for internship experiences (student teacher or observation student) will count towards salary advancement for those teachers who hold a valid Standard Professional Certificate I (SPC-I) or a Standard Professional Certificate II (SPC-II). Due to Maryland State Department of Education (MSDE) regulations, they will not satisfy the Advanced Professional Certificate (APC) requirements. A maximum of six (6) credits may be used for internship experience in the APC salary lane.

8. Assignment Out-of-Field Salary Status

A professional certificated teacher who accepts a position out of his/her field of certification shall be paid the salary he/she would have received if assigned in his/her field, provided that, during each consecutive year after the first year of out-of-field assignment, the teacher shall earn at least six (6) semester hours per year toward the certification of the out-of-field assignment before continuing the assignment. Maryland’s testing requirements must be satisfied no later than the last semester in which course requirements are completed. Any teacher so
assigned shall retain his/her regular contract and professional certificate. In the event the teacher fails to satisfy these requirements, the Superintendent has the prerogative of returning the teacher to his/her original type of assignment or freezing the teacher’s salary on step until the requirements have been satisfied.

9. Failure to Renew or Earn a Professional Certificate

A teacher who fails to renew his/her Standard Professional Certificate or Advance Professional Certificate or fails to meet the requirements for an Advanced Professional Certificate when required will be terminated.

10. Provisionally Certificated Teacher

Any teacher holding a provisional certificate will be paid on the appropriate schedule of the Baltimore County salary schedule for regularly employed certificated teachers. A teacher who fails to meet the renewal requirements for a provisional certificate or earn a professional certificate will be released. The Superintendent has the prerogative to retain the teacher and freeze the teacher’s salary on step.

11. Salary Step Frozen

Service completed while a salary step is frozen is not creditable experience for salary purposes and will not be used to compute salary placement. This applies to all steps of the salary scale, including longevity.

12. Salary for Teaching Inservice Courses

The salary for teaching an inservice course will be in accordance with the negotiated agreement. Principals, supervisors, and other certificated professional personnel who have similar or greater responsibilities will receive no salary for teaching an inservice course.

13. Summer School Salary for a Person Other Than a Baltimore County Teacher Not Currently Employed by the Board of Education of Baltimore County

If a person is employed to teach summer school, he/she will be placed on the appropriate Board of Education of Baltimore County Salary Schedule according to the policies in effect for the employment of new teachers.

14. Effective Dates for Salary Steps Advancement
Advances on the salary steps will be effective July 1 or February 1 of each year for ten-month employees. Advances on the salary steps will be effective July 1 or January 1 of each year for twelve-month employees. All advances will be made commensurate with employees’ total experience credit in effect on the date of the day immediately preceding each of the above designated advance dates.


When the [assignment] APPOINTMENT TO THE TWELVE-MONTH POSITION becomes effective July 1 or later, but prior to the first duty day for teachers, the employee will be paid on the [twelve-month basis] ADMINISTRATIVE PAY SCALE.

When the [assignment] APPOINTMENT TO THE TWELVE-MONTH POSITION becomes effective ON OR AFTER THE FIRST DUTY DAY FOR TEACHERS AND THE APPOINTMENT WOULD RESULT IN A LOWER BIWEEKLY SALARY, [August 1 or thereafter,] the employee will be paid his/her biweekly ten-month [base] salary each pay period through June 30. Effective July 1, the employee will be paid on the twelve-month [basis] ADMINISTRATIVE PAY SCALE.

IF THE EMPLOYEE WORKS FOLLOWING THE LAST DUTY DAY FOR TEACHERS AND PRIOR TO THE EFFECTIVE DATE OF THE APPOINTMENT TO THE TWELVE-MONTH POSITION, THE EMPLOYEE WILL BE COMPENSATED AT THE PRESCRIBED RATE.

16. Adult Education – Substitutes

Substitutes in Adult Education classes are paid the same hourly rate as regular teachers in the Adult Education program.

Rule
Approved: 6/12/75
Revised: 10/27/77
Revised: 6/22/78
Revised: 7/1/80
Revised: 5/22/86
Revised: 12/22/88
Revised: 11/16/89
Revised: 3/25/93
Revised: 3/24/98
Revised: 12/21/99

ALL CAPS indicate new material. 7
Brackets [ ] indicate deleted material.
PERSONNEL: [Professional] TWELVE-MONTH EXEMPT EMPLOYEES

Absences, Leaves, Vacations, and Holidays: Vacations

1. In determining vacation schedules, every effort shall be made to comply with the [wishes of the employee] EMPLOYEE’S REQUEST; HOWEVER, WHEN THERE IS A CONFLICT BETWEEN EMPLOYEE WORK SCHEDULES AND AN INDIVIDUAL EMPLOYEE’S REQUEST, WORK SCHEDULES WILL TAKE PRECEDENCE. [It must be recognized, however, that work schedules must be met, and when there is a conflict between work schedule and desired vacation schedule, the former will be dominant.] Vacation REQUESTS must be [requested] SUBMITTED in advance [and approved] FOR APPROVAL by the appropriate administrator.

2. [Vacation days normally shall be utilized by September 1, following the close of the leave accounting year in which they are earned.

Exceptions:

a. Convenience of the Employee – With approval of the appropriate division head or assistant superintendent, an employee may accumulate a maximum of ten (10) of his/her twenty (20) vacation days to be added to that vacation earned in subsequent years in order to take a vacation of more than twenty (20) days in one (1) leave accounting year.

b. Convenience of the Employer – When the professional responsibilities of an employee make it impractical for him/her to use all his/her vacation time prior to September 1, following the end of the leave accounting year in which it was earned, permission may be granted to use the time after said date, with the approval of the division head or assistant superintendent.]

[3.] 2. A vacation in excess of twenty (20) days in one (1) [leave accounting] FISCAL year requires the [accumulation of the additional days, plus] approval of the EMPLOYEE’S division head [or assistant superintendent]. Normally, an extended vacation shall be limited to thirty (30) days. Under unusual circumstances, the Superintendent of Schools may grant permission for a vacation in excess of thirty (30) days, to a maximum of [forty (40)] FORTY-FIVE (45) days, in order to make it possible for [an] THE employee to pursue a special project or to take a trip of such duration.

ALL CAPS indicate new material. 
Brackets [ ] indicated deleted material.
4. Necessary time shall be granted to professional employees who attend summer school to renew their certificates, and that time will not be charged against the individual’s vacation period. If the professional employee wishes to attend summer school for reasons other than certificate renewal, he/she must receive approval of the Superintendent of Schools and his/her vacation period will be reduced to ten (10) days.]

[5.] 3. At the time of [termination] SEPARATION, an employee shall be paid for [the vacation time earned during the current leave accounting year, plus] ALL [approved] accumulated vacation time.

[6.] 4. An employee who becomes seriously ill while on vacation may have his/her vacation extended or take vacation at a later date. A serious illness is one that requires hospitalization or is of a prolonged nature. This illness must be confirmed by the attending physician. THE CONFIRMED ABSENCE WILL BE CHARGED TO THE EMPLOYEE’S ACCUMULATED SICK LEAVE.

[7.] 5. An employee who, while on vacation, has a death in the immediate family, or of a close relative, may have his/her vacation extended or take vacation at a later date. THE CONFIRMED ABSENCE, UP TO THE PRESCRIBED LIMITS, WILL BE CHARGED TO THE EMPLOYEE’S BEREAVEMENT LEAVE.

[8.] 6. Any situations not covered by this vacation policy will be given consideration on an individual basis by the Superintendent of Schools.

[9.] 7. Twelve-month employees new to the system shall receive only those vacation days accrued.

[10.] 8. A ten-month employee who is [transferred] APPOINTED to a twelve-month position FROM [sometime during the period of] September 1 to the close[ing] of school OR FROM AUGUST 1 TO SEPTEMBER 1 shall [receive credit for vacation accrual for the months of September to his/her date of appointment to the twelve-month position. Vacation days shall be accrued at the prescribed rate beginning at the time of the transfer to the twelve-month position.] ACCRUE VACATION AT THE PRESCRIBED RATE BEGINNING AT THE TIME OF THE APPOINTMENT TO THE TWELVE-MONTH POSITION. AT THE TIME OF THE EMPLOYEE’S APPOINTMENT TO THE TWELVE-MONTH POSITION, THE EMPLOYEE WILL BE PROVIDED FIVE (5) DAYS OF VACATION.

[11.] 9. A ten-month employee who is [transferred] APPOINTED to a twelve-month position [sometime during the period] from the close[ing] of school to July 31 shall

ALL CAPS indicate new material. 2
Brackets [ ] indicated deleted material.
[receive credit for vacation accrued for the months September through June. Vacation credit will be granted for each biweekly pay period in which he/she qualified. The difference in duty days in June for a twelve-month employee and the transferred ten-month employee shall be deducted as used vacation. Vacation days shall be accrued at the prescribed rate beginning at the time of the transfer to the twelve-month position.] 


[12. A ten-month employee receives no vacation days for the previous year if the transfer is effective in August. Vacation days shall be accrued at the prescribed rate beginning at the time of transfer to the twelve-month position.]

Rule
Approved:  6/13/74
Revised:    3/25/93
Revised:     _______  Superintendent of Schools
DATE: September 9, 2003
TO: BOARD OF EDUCATION
FROM: Dr. J. Hairston, Superintendent
SUBJECT: Gifted and Talented Education Rule 6135
ORIGINATOR: Christine Johns, Deputy Superintendent of Curriculum & Instruction
RESOURCE PERSON(S): Phyllis Bailey, Executive Director, Special Programs, PreK-12
Jeanne Paynter, Coordinator, Gifted and Talented Education

INFORMATION
Rule 6135 Instruction, Gifted and Talented Education Program establishes administrative procedures for Policy 6135. This rule is aligned with the Federal No Child Left Behind Act, the newly adopted State definition of gifted and talented students, and the BCPS Master Plan.

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INSTRUCTION: THE GIFTED AND TALENTED EDUCATION PROGRAM

1. DEFINITIONS
   a. THE TERM GIFTED AND TALENTED REFERS TO THOSE STUDENTS WHO GIVE EVIDENCE OF HIGH ACHIEVEMENT CAPABILITY IN AREAS SUCH AS INTELLECTUAL, CREATIVE, ARTISTIC, OR LEADERSHIP CAPACITY, OR SPECIFIC ACADEMIC FIELDS, WHO NEED SPECIFIC SERVICES OR ACTIVITIES IN ORDER TO FULLY DEVELOP THOSE CAPABILITIES.\(^1\) A GIFTED AND TALENTED ELEMENTARY OR SECONDARY STUDENT IS IDENTIFIED BY PROFESSIONALLY QUALIFIED INDIVIDUALS AS HAVING OUTSTANDING TALENT AND PERFORMING OR SHOWING THE POTENTIAL FOR PERFORMING AT REMARKABLY HIGH LEVELS OF ACCOMPLISHMENT WHEN COMPARED WITH OTHER STUDENTS OF A SIMILAR AGE, EXPERIENCE, OR ENVIRONMENT.\(^2\)

   b. DIFFERENTIATION REFERS TO MULTIPLE INSTRUCTIONAL APPROACHES USED TO ADDRESS GIFTED AND TALENTED STUDENTS’ UNIQUE ABILITIES AND INTERESTS BY VARYING THE INSTRUCTIONAL CONTENT, PROCESSES, AND PRODUCTS. DIFFERENTIATED INSTRUCTION FOR GIFTED AND TALENTED STUDENTS ACCELERATES AND ENRICHES GRADE-LEVEL INSTRUCTIONAL CONTENT USING OVERARCHING CONCEPTS AND THEMES AND ADVANCED INSTRUCTIONAL MATERIALS. INSTRUCTIONAL PROCESSES ARE VARIED TO INCORPORATE FLEXIBLE PACING AND OPPORTUNITIES TO ENGAGE IN ADVANCED RESEARCH AND PROBLEM SOLVING CHARACTERISTICS OF PROFESSIONALS IN THE FIELD. DIFFERENTIATED PRODUCTS OR PERFORMANCE ASSESSMENTS APPLY LEARNING MEANINGFULLY TO COMPLEX, AUTHENTIC TASKS.

   c. ACCELERATION OF INSTRUCTION MEANS THAT STUDENTS ARE PROVIDED WITH MORE COMPLEX AND CHALLENGING MATERIAL WHICH THEY ARE EXPECTED TO MASTER AT A FASTER PACE. AS USED IN THIS RULE, ACCELERATION OCCURS IN VARIOUS FORMS AND MAY INCLUDE, BUT IS NOT LIMITED TO, THE FOLLOWING:

      1) CURRICULUM COMPACTING. THE STUDENT IS PREASSESSED TO DETERMINE SKILL MASTERY. THE MASTERED MATERIAL IS THEN REPLACED WITH ENRICHED OR ACCELERATED CONTENT;

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\(^2\) Annotated Code of Maryland, Education Article §8-201.
2) **SUBJECT ACCELERATION.** For one or more specific subjects, a student is advanced to another grade level without being promoted to a higher grade level;

3) **GRADE LEVEL ACCELERATION.** A student is promoted to the next grade level;

4) **CONCURRENT ENROLLMENT.** A student is enrolled in college courses while in high school;

5) **ADVANCED PLACEMENT COURSES.** Students are enrolled in college level courses as preparation to take advanced placement exams for college credit.

2. **STUDENT IDENTIFICATION AND PLACEMENT**

Student identification and placement for gifted and talented education is ongoing. As used in this rule, student identification and placement consists of early talent development K - 2, a school-based process for ongoing student referral and review, program recommendations, and a process for appeals.

a. **EARLY TALENT DEVELOPMENT, K - 2**

1) All elementary schools shall be required to implement the primary talent development (PTD) program K – 2 in order to recognize, nurture, and challenge the potential of all children.  

2) Schools shall document evidence of each child’s PTD learning behaviors in a cumulative K – 2 portfolio used to make referrals to the gifted and talented education program at the end of grade 2.

b. **THE STUDENT REFERRAL AND REVIEW PROCESS**

1) The office of gifted and talented education shall annually provide to schools the timelines and procedures for student referral and review.

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3 Baltimore County Public Schools *Primary Talent Development; Primary Talent Development Supplemental Lessons* (1996, 2000).
ELEMENTARY AND SECONDARY SCHOOLS ARE RESPONSIBLE FOR INFORMING PARENTS ABOUT THE NATURE, CONTENT, AND EXPECTATIONS OF THE SCHOOL’S GIFTED AND TALENTED EDUCATION PROGRAM.

2) ELEMENTARY AND SECONDARY SCHOOLS SHALL ENCOURAGE ONGOING STUDENT REFERRALS FROM A VARIETY OF SOURCES, INCLUDING BUT NOT LIMITED TO TEACHERS, PARENTS, TEST DATA, AND SELF-NOMINATIONS.

3) ELEMENTARY AND SECONDARY SCHOOLS SHALL BE RESPONSIBLE FOR ESTABLISHING DIVERSE, INTERDISCIPLINARY GIFTED AND TALENTED EDUCATION REFERRAL AND REVIEW TEAMS THAT IMPLEMENT A COMPREHENSIVE STUDENT PROFILE ASSESSMENT PROCESS AND OPERATE ACCORDING TO THE TIMELINES AND PROCEDURES OUTLINED IN THE ELEMENTARY, MIDDLE, OR HIGH SCHOOL HANDBOOK OF PROCEDURES FOR IMPLEMENTING THE GIFTED AND TALENTED EDUCATION PROGRAM.

4) ELEMENTARY AND SECONDARY SCHOOL GIFTED AND TALENTED EDUCATION REFERRAL AND REVIEW TEAMS SHALL, ON AN ANNUAL BASIS, REVIEW THEIR REFERRAL AND REVIEW PROCEDURES. THE TEAM’S REVIEW SHOULD ADDRESS EQUITY OF ACCESS BY ANALYZING DISAGGREGATED SCHOOL AND GIFTED AND TALENTED EDUCATION PROGRAM STUDENT ENROLLMENT DATA.

c. PROGRAM RECOMMENDATIONS

1) ELEMENTARY AND SECONDARY SCHOOL GIFTED AND TALENTED EDUCATION REFERRAL AND REVIEW TEAMS SHALL INFORM PARENTS WHEN RECOMMENDING THAT A STUDENT ENTER OR EXIT THE GIFTED AND TALENTED EDUCATION PROGRAM. THIS COMMUNICATION SHALL TAKE PLACE ACCORDING TO THE TIMELINES AND PROCEDURES OUTLINED IN THE ELEMENTARY, MIDDLE, OR HIGH SCHOOL HANDBOOK OF PROCEDURES FOR IMPLEMENTING THE GIFTED AND TALENTED EDUCATION PROGRAM.

2) THE GIFTED AND TALENTED EDUCATION CURRICULUM INCORPORATES VARIOUS FORMS OF ACCELERATION. IN ACCORDANCE WITH BOARD OF EDUCATION POLICY AND RULE 5200, STUDENTS: PROMOTION AND RETENTION, THE EXECUTIVE DIRECTOR OF PRE-K – 12 SPECIAL PROGRAMS
SHALL APPROVE ALL RECOMMENDATIONS FOR SUBJECT AND GRADE ACCELERATION.

3. A STUDENT IN THE GIFTED AND TALENTED EDUCATION PROGRAM WHO ALSO HAS SPECIAL NEEDS DOCUMENTED ON AN INDIVIDUALIZED EDUCATION PLAN (IEP) OR 504 PLAN SHALL RECEIVE THE APPROPRIATE PROGRAM MODIFICATIONS, ACCOMMODATIONS, AND/OR SERVICES REQUIRED BY THAT PLAN.

d. APPEALS

1) PARENTS/GUARDIANS OF STUDENTS MAY APPEAL THE STUDENT PLACEMENT RECOMMENDATIONS OF THE SCHOOL GIFTED AND TALENTED EDUCATION REFERRAL AND REVIEW TEAM.

2) THE FIRST STEP IN THE APPEAL PROCESS IS A PARENT/GUARDIAN CONFERENCE WITH A SCHOOL ADMINISTRATOR AND REPRESENTATIVE FROM THE REFERRAL AND REVIEW TEAM TO REVIEW THE DATA ON THE STUDENT PROFILE USED TO MAKE THE PROGRAM RECOMMENDATION.

3) AFTER THIS CONFERENCE, IF THE PARENT/GUARDIAN AND THE SCHOOL DO NOT COME TO AN AGREEMENT REGARDING APPROPRIATE PLACEMENT, THE PARENT MAY APPEAL THE SCHOOL’S DECISION TO THE COORDINATOR OF THE OFFICE OF GIFTED AND TALENTED EDUCATION AND MAGNET PROGRAMS. THE SCHOOL WILL PROVIDE THE PARENT WITH A “REQUEST FOR GIFTED AND TALENTED EDUCATION APPEAL” FROM THE ELEMENTARY, MIDDLE, OR HIGH SCHOOL HANDBOOK OF PROCEDURES FOR IMPLEMENTING THE GIFTED AND TALENTED EDUCATION PROGRAM.

4) END-OF-YEAR APPEALS FOR THE FOLLOWING SCHOOL YEAR MUST BE RECEIVED IN THE OFFICE OF GIFTED AND TALENTED EDUCATION AND MAGNET PROGRAMS BY MAY 30 OR THE NEAREST BUSINESS DAY THEREAFTER IN ORDER TO BE CONSIDERED.

5) THE COORDINATOR OF GIFTED AND TALENTED EDUCATION AND MAGNET PROGRAMS WILL REVIEW THE APPEAL, COLLECT ADDITIONAL DATA AS DEEMED NECESSARY, AND MAKE A RECOMMENDATION TO THE SCHOOL FOR STUDENT
3. PROGRAM IMPLEMENTATION

a. THE SCHOOL PRINCIPAL, UNDER THE DIRECTION OF THE EXECUTIVE DIRECTOR OF SCHOOLS, SHALL ADMINISTER THE GIFTED AND TALENTED EDUCATION PROGRAM IN THE LOCAL SCHOOL ACCORDING TO THE PROCEDURES FOR STUDENT IDENTIFICATION, PROGRAM ARTICULATION AND ADMINISTRATION, CURRICULUM AND INSTRUCTION, AND PARENT COMMUNICATION SPECIFIED IN THE ELEMENTARY, MIDDLE, OR HIGH SCHOOL HANDBOOK OF PROCEDURES FOR IMPLEMENTING THE GIFTED AND TALENTED EDUCATION PROGRAM.

b. ELEMENTARY AND SECONDARY SCHOOLS SHALL IMPLEMENT THE DIFFERENTIATED GIFTED AND TALENTED EDUCATION CURRICULA DEVELOPED BY THE CURRICULUM OFFICES IN THE DIVISION OF CURRICULUM AND INSTRUCTION.

c. AS SPECIFIED IN THE ELEMENTARY, MIDDLE, OR HIGH SCHOOL HANDBOOK OF PROCEDURES FOR IMPLEMENTING THE GIFTED AND TALENTED EDUCATION PROGRAM, ELEMENTARY AND SECONDARY SCHOOLS, WITH THE ASSISTANCE OF THE OFFICE OF GIFTED AND TALENTED EDUCATION, SHALL PROVIDE TEACHING STAFF WITH INFORMATION REGARDING THE CHARACTERISTICS OF GIFTEDNESS, DIFFERENTIATION STRATEGIES, AND GIFTED AND TALENTED EDUCATION REFERRAL AND REVIEW PROCEDURES AND TIMELINES.

d. A STUDENT IN THE GIFTED AND TALENTED EDUCATION PROGRAM WHO ALSO HAS SPECIAL NEEDS DOCUMENTED ON AN INDIVIDUALIZED EDUCATION PLAN (IEP) OR 504 PLAN SHALL RECEIVE THE APPROPRIATE SERVICES PURSUANT TO LAW.

4. PROGRAM REVIEW AND REPORTING

a. THE EXECUTIVE LEADERSHIP SHALL SEMI-ANNUALLY SUBMIT TO THE SUPERINTENDENT GIFTED AND TALENTED EDUCATION PROGRAM REPORTS THAT INCLUDE DISAGGREGATED STUDENT ENROLLMENT AND ACHIEVEMENT DATA, TEACHER CERTIFICATION AND TRAINING, ALLOCATION OF RESOURCES FOR CURRICULUM AND PROFESSIONAL DEVELOPMENT, AS WELL AS PROGRAM NEEDS. THE SUPERINTENDENT SHALL RECOMMEND TO THE BOARD OF EDUCATION STRATEGIES TO ADDRESS NEEDS AND AREAS FOR IMPROVEMENT.
b. THE SCHOOL SYSTEM SHALL CONTRACT PERIODIC EXTERNAL PROGRAM REVIEWS TO ENSURE CONTINUOUS IMPROVEMENT IN THE GIFTED AND TALENTED EDUCATION PROGRAM’S GOALS.