MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, January 13, 2004
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 January 13, 2004

IV. MINUTES
Consideration of the Open and Closed Session Minutes of December 2, 2003; and Open and Closed Session Minutes of December 16, 2003

Exhibit A

V. SUPERINTENDENT’S REPORT

VI. OLD BUSINESS
A. Consideration of Proposed FY 2005-2010 County Capital Budget Request (Ms. Burnopp) Exhibit B

Exhibit C

VII. REPORTS
A. Report on Inclement Weather Procedures (Ms. Fromm) Exhibit D

B. Report on STARLAB (Dr. Lantz) Exhibit E

C. Superintendent’s Proposed Operating Budget, Fiscal Year 2005 (exhibit to follow) (Dr. Hairston)

Exhibit F

VIII. NEW BUSINESS
A. Consideration of consent to the following personnel matters: (Mr. Grimsley)
   1. Retirements Exhibit F
   2. Resignations Exhibit G
   3. Leaves Exhibit H
   4. Deaths Exhibit I
   5. Appointments Exhibit J
B. Consideration of consent to the following contract awards:  

1. Centrex and Plain Old Telephone Services (POTS)  
2. Contracted Services: Internet Service Provider  
3. School Buses  

(Ms. Burnopp)  
(Mr. Gay)  
Exhibit K

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

1. Award of Contract – New Parking Lot at Rosedale Center  
2. Increase Contingency Authorization – ADA Upgrades at Scotts Branch Elementary Schools  
3. Request to Declare Surplus Property at Vincent School Site  

(Building Committee)  
Exhibit L  
Exhibit M  
Exhibit N

XI. INFORMATION  

A. Repeal of Superintendent’s Rule 4126 and 4217 – PERSONNEL: Professional and PERSONNEL: Classified Conflict of Interest  

B. Repeal of Superintendent’s Rule 6142 – INSTRUCTION: Diploma Requirements  

C. Revised Rule 1110 – COMMUNITY RELATIONS: Publications, Radio, Television, and Web Sites  

D. Revised Rule 1110.1 – COMMUNITY RELATIONS: Copyright and Intellectual Property (Original Works)  

E. Southeast Educational Area Advisory Council Minutes of November 11, 2003  

Exhibit O  
Exhibit P  
Exhibit Q  
Exhibit R  
Exhibit S

XII. ANNOUNCEMENTS  

A. Constituent Groups  

B. Public Comment

Next Board Meeting  
January 27, 2004  
7:30 PM  
Greenwood
The Board of Education of Baltimore County, Maryland, met in open session at 5:31 p.m. at Greenwood. President James R. Sasiadek and the following Board members were present: Mr. Donald L. Arnold, Ms. Francesca Cirincione, Mrs. Phyllis E. Ettinger, Mr. Thomas G. Grzymski, Dr. Warren C. Hayman, Ms. Jean M. H. Jung, Ms. Janese Murray, and Mr. James Walker. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

Mr. Sasiadek reviewed the following housekeeping items with Board members:

1. African American Gala to be held on Thursday, December 11, 2003 at the Meyerhoff Symphony Hall with the pre-event reception beginning at 6:30 p.m.

2. The National Science Foundation SUPER STEM education project will be unveiled on Wednesday, December 17, 2003. Board members were asked to contact Ms. Stiffler regarding this function.


Dr. Hairston distributed to Board members a memo from the Maryland State Department of Education regarding Maryland High School Assessments. He informed Board members that the State Board of Education would vote on December 3, 2003 the proposed framework to restructure graduation requirements by incorporating the High School Assessments.

Mr. Hayden entered the room at 5:35 p.m.

Mr. Hayden expressed his concern that local school boards seem to have no voice in the decision process. He believes the high school assessment is valuable; however, it should not be a graduation requirement.

Mrs. Ettinger concurred with Mr. Hayden. She was astonished that the Board had no opportunity to review and discuss this issue prior to its vote. She asks that the local Board attempt to address its concern to the legislature. She was disturbed that the State would view the Maryland diploma for only those students who had passed the high school assessment.

Mr. Hayden remarked that the local Boards receive information more quickly than the State Board. He believes local Boards should be the administrators of the program.

According to Mr. Arnold, State Board believes MABE and local school Boards have not provided adequate feedback. Input from local school Boards is needed. Mr. Arnold stated it is important that this Board is heard at the State level. He stated the importance of having an assessment process for graduating students.
Dr. Hairston will attempt to meet with principals and teachers to get feedback regarding the proposed graduation requirement restructuring.

Mr. Sasiadek remarked that Dr. Hairston had only received the information an hour before the start of the Board meeting.

Mrs. Ettinger stated the local school Board must receive information in advance. She states the lack of process concerns her and has implications for this decision and all future decisions. Mrs. Ettinger recommends communicating to the State Board our concern with the speed that this proposal is moving and that local Boards do not have time to review and discuss critical issues.

Mr. Grzymski stated it would be appropriate for the State Board to consider getting input from local school Boards, communities, and constituent groups.

Mrs. Ettinger requested that a letter or an electronic mail message be sent to the State Board President asking the State Board to postpone or table the vote until January 2004. This local Board needs time to express its concerns to the State Board.

Mr. Sasiadek stated the Board would generate a letter expressing Baltimore County’s Board of Education concerns regarding the process and request remanding this item until January 2004.

At 6:07 p.m., Ms. Jung moved the Board go into closed session to discuss personnel matters and discuss negotiations pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1) and (a)(9). The motion was seconded by Mr. Arnold and unanimously approved by the Board.

CLOSED SESSION MINUTES

Mr. Randy Grimsley, Executive Director of Human Resources, reviewed with Board members the advisory council appointment to be considered this evening.

Mr. Grimsley and Mr. Dan Capozzi, Manager of Human Resources, reviewed with Board members matters relating to upcoming negotiations with the Board’s bargaining units.

At 6:35 p.m., Mr. Grzymski moved to adjourn the closed session for a brief dinner recess. The motion was seconded by Mr. Walker and approved by the Board.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, met in open session at 7:34 p.m. at Greenwood. President James R. Sasiadek and the following Board members were present: Mr. Donald L. Arnold, Ms. Francesca Cirincione, Mrs. Phyllis E. Ettinger, Mr. Thomas G. Grzymski, Mr. John A. Hayden, III, Dr. Warren C. Hayman, Ms. Jean M. H. Jung, Ms. Janese Murray, and Mr. James Walker. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.
PLEDGE OF ALLEGIANCE

The open session commenced with the Pledge of Allegiance to the Flag, which was led by Coastas and Krystalla Scordalez, 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 October 21, 2003; and Open and Closed Session Minutes of November 4, 2003, Mr. Sasiadek declared the minutes approved as presented on the website.

Mr. Sasiadek 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.

SPECIAL ORDER OF BUSINESS

On motion of Mr. Walker, seconded by Mrs. Ettinger, the Board adopted a resolution honoring Geraldine “Geri” Hastings, who was named by the National Council for Social Studies as one of the nation’s outstanding high school social studies educators for 2003.

RECOGNITION OF ADMINISTRATIVE APPOINTMENTS FROM NOVEMBER 19, 2003

Mr. Grimsley recognized the administrative appointments approved at the November 19, 2003 meeting.

PROPOSED CHANGES TO 2003-2004 SCHOOL CALENDAR

Mr. Doug Neilson, Chief Communications Officer, introduced Mr. Alonza Williams, Director of Communications. Mr. Williams provided an overview of missed school days during Hurricane Isabel. He noted individuals that were not able to attend the October 28 meeting had the opportunity to attend the November 13 meeting and provide input on possible calendar change. Mr. Williams stated it was the consensus of the Committee to make no changes to the existing 2003-2004 school year calendar. The Committee’s decision was based on the fact that when the Board adopted the current calendar, it included seven “snow” or inclement weather days. The Committee felt that, if and when the seven “snow” days were used, any additional days needed to comply with the State’s mandated 180 days of classroom instruction time could
PROPOSED CHANGES TO 2003-2004 SCHOOL CALENDAR (cont)

be made up at the end of the school year. By following the Calendar Committee’s recommendation, the system would have five (5) inclement weather days available for use during the remainder of this school year.

Mr. Sasiadek remarked this is the second year for the MSA’s and that teachers have a growing understanding for students’ success. His personal recommendation would be to take the one Professional Day on February 13, 2004 and one “snow” or inclement weather day.

On motion of Mr. Hayden to make no changes to the 2003-2004 school year calendar, seconded by Dr. Hayman, the Board approved the recommendations of the Calendar Committee. Mr. Sasiadek opposed the decision.

PERSONNEL MATTERS

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

CONTRACT AWARDS

On motion of Mr. Grzymski, seconded by Mrs. Ettinger, the Board approved items 1-2 (Exhibit G).

1. Library Magazines and Periodicals, Extension

2. Paging Services and Equipment

ANNOUNCEMENTS

Mr. Sasiadek made the following announcements:

① On Wednesday, December 3, 2003, the Central Area Educational Advisory Council will hold its annual “Meet and Greet” forum, sponsored jointly with the PTA Council of Baltimore County. Featured speaker will be Ms. Esther Parker, Maryland PTA President as well as local elected officials. The forum will take place at Dumbarton Middle School from 7:00 p.m. until 9:00 p.m.

② On January 26, 2004 at 6:00 p.m., the Coalition for Public Schools Funding, which includes the PTA Council of Baltimore County, TABCO, and CASE, will hold a rally in Annapolis to support the full funding of Thornton for fiscal year 2005.
ANNOUNCEMENTS (cont)

☐ The next regularly scheduled meeting of the Board of Education of Baltimore County will be held on Tuesday, December 16, 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 and 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 matters that might come before the board in the form of an appeal, as well as any personnel matters.

STAKEHOLDER GROUPS

Ms. Amethyst Danesie, Baltimore County Student Council President, announced the upcoming high school leadership conference to be held at Perry Hall High School on December 6, 2003. Dr. George Poff will be speaking at BCSC’s general assembly on Tuesday, December 9th about his experiences in Annapolis. She noted that a program shown on Maryland Public Television had a representative from the Citizens Outreach of Baltimore County who stated 80% of canned goods donation to the County every year come from Baltimore County Public Schools. She noted Perry Hall Middle School and Towson High School were among the largest donators of canned goods.

Ms. Jasmine Shriver, representative for the Advisory Committee for Special Education, thanked Baltimore County Public Schools for hiring Dr. Lou Barber as a consultant to work with the special education department. Ms. Shriver stated the Committee is looking forward to Dr. Barber’s recommendations in his report.

Ms. Christine Beard, Vice President of TABCO, recognized all the teachers who came to this evening’s meeting. She noted the number one issue is salaries. Ms. Beard announced the Thornton rally to be held at Annapolis on January 26, 2004. She thanked Dr. Hairston for arranging bus transportation to the rally and asked that all principals, teachers, Board members and community members be there.

Mr. Michael Franklin, PTA President, stated that the PTA’s top priority is fully funding Thornton. He stated education must be a priority in this state. A letter to all of the local PTA presidents will go out today urging everyone to attend the Annapolis rally.

Mr. Michael Behrens, PSNA President, supported all bargaining units in endorsing the “Bridge to Excellence” Act. He noted PSNA would stand beside those at the rally in Annapolis.
PUBLIC COMMENT

Mr. Rodger Janssen remarked that the retired/rehired policy in Baltimore County Public Schools is not in compliance with law.

Ms. Sherry Becker, Executive Director of Pikesville Chamber of Commerce, expressed concern over the traffic issues that the proposed Woodholme Elementary School would generate. She stated traffic issues must be reviewed and discussed before any other action is taken. She believes a traffic study should be done before the construction of the school. She stated that the Pikesville Chambers of Commerce would oppose the construction of the school until this issue is resolved.

Mr. David Ingle, Patapsco High School teacher, commented on increasing teachers’ salaries. He requested the Board consider salary increases for teachers.

Ms. Cathy Hruz, Fullerton Elementary teacher, asked the Board to support teachers by increasing their salaries.

ADJOURNMENT

At 8:08 p.m., Mr. Arnold moved to adjourn the open session. The motion was seconded by Mr. Walker and approved by the Board.

Respectfully submitted,

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Joe A. Hairston
Secretary-Treasurer

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TENTATIVE MINUTES
BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND
Tuesday, December 16, 2003

The Board of Education of Baltimore County, Maryland, met in open session at 5:39 p.m. at Greenwood. Vice President Janese Murray and the following Board members were present: Mr. Donald L. Arnold, Ms. Francesca Cirincione, Mrs. 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. Joy Shillman, and Mr. James Walker. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

Ms. Murray reviewed the following housekeeping items:

- Unveiling of the SUPER STEM education project on Wednesday, December 17, 2003.

- Board members were reminded of upcoming functions in December and January, 2004.

At 5:41 p.m., Mr. Arnold moved the Board go into closed session to discuss personnel matters and to conduct matters related to the negotiations pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1), (a)(7), and (a)(9). The motion was seconded by Dr. Hayman and unanimously approved by the Board.

CLOSED SESSION MINUTES

Mr. Randy Grimsley, Executive Director of Human Resources, reviewed with Board members personnel matters to be considered this evening.

Mr. Nevett Steele, Jr., Assistant County Attorney, provided legal advice regarding a confidentiality provision in a settlement agreement with a specific contractor.

Mr. Grimsley and Mr. Dan Capozzi, Manager of Human Resources, reviewed with Board members matters relating to upcoming negotiations with the bargaining units.

At 6:40 p.m., Mr. Walker moved to adjourn the closed session for a brief dinner recess. The motion was seconded by Mr. Hayden and approved by the Board.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, met in open session at 7:35 p.m. at Greenwood. Vice President Janese Murray and the following Board members were present: Mr. Donald L. Arnold, Francesca Cirincione, Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzymski, Mr. John A. Hayden, III, Dr. Warren C. Hayman, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, Ms. Joy Shillman, and Mr. James Walker. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.
PLEDGE OF ALLEGIANCE

The open session commenced with the Pledge of Allegiance to the Flag, which was led by Kara Mead, Towson High School student, 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 November 20, 2003, Ms. Murray declared the minutes approved as presented on the website.

Ms. Murray informed the audience of the previous sessions in which Board members had participated earlier in the afternoon.

SUPERINTENDENT’S REPORT

Dr. Hairston shared some forthcoming events upon our return from winter break. In January 2004, Baltimore County Public Schools will introduce COGNOS, the student-reporting software and a role out of STARLAB. Dr. Hairston stated that he received a call today from NASA to coordinate a date of the STARLAB role out with Astronauts, Col. Robert Curbeam and Tom Jones, former Kenwood High School students. The two astronauts will make a presentation before BCPS on that date. Dr. Hairston stated he spoke with State Superintendent, Dr. Nancy Grasmick, regarding the State Board of Education’s position on high school assessments and graduation requirements.

RECOGNITION OF ADVISORY COUNCIL APPOINTMENTS

Mr. Grimsley recognized the advisory council appointment approved at the December 2, 2003 meeting.

REPORTS

The Board received the following reports:

A. Recognition of Student Artwork in the Comprehensive Annual Financial Report – Ms. Murray announced that the BCPS Comprehensive Annual Financial Report (CAFR) is published annually after completion of the annual audit of the Board’s Financial Statements. This year artwork of three Parkville Middle School students was included in the CAFR. Ms. Murray recognized and thanked the students by presenting each student with a $100 U.S. Savings Bond. The students were: Della Isaac, Johanna Wernick, and Chelsea Schnitzker. The Board thanked Parkville Middle School art teacher, Ms. Linda McConaughy, for providing her student’s work.
B. **Update on Retired/Rehired Employees** – Mr. Randy Grimsley, Executive Director in Human Resources, stated this report is to inform the Board regarding the hiring of highly qualified teachers. Mr. Grimsley noted the Board approved the Waiver for Conditionally Certified Teachers in October, which included a number of activities that will assist in achieving the goal of placing highly qualified teachers in all classrooms. In the last month, BCPS Human Resources has been on 10 college campuses and met with 100 student teachers that are already in our schools. As of today, BCPS has hired 1,200 teachers. Mr. Grimsley introduced Ms. Margaret-Ann Howie, Legal Counsel to the Superintendent, who explained the law as it relates to retired/rehired teachers and mentors.

Ms. Howie provided a briefing on the requirements of Maryland law on retired/rehired teachers.

1. The State Personnel and Pension Articles were amended in 1999. Section 22 deals with State Teachers’ Retirement System, and Section 23 deals with the State Pension System.
2. Sections 22-406 and Section 23-407 both indicate that a retired/rehired employee must be certified; must be able to verify a satisfactory or better teaching performance in their last assignment prior to retirement; and must be appointed by the County Board of Education on behalf of the Superintendent.
3. The statute indicates that these individuals must be employed as a substitute classroom teacher, substitute teacher mentor, teacher mentor, or classroom teacher in a reconstituted school or in a school that has been recommended for reconstitution.

Ms. Howie noted that shortly after the passage of Senate Bill 15, the State Board of Education found that every county in the state had a shortage of teachers.

Mr. David Evans, Position Administrator of Human Resources, provided a broader look at recruitment. BCPS recruited in 13 states with more than 100 recruiters. There are currently more than 8,000 teachers in BCPS schools. This year, BCPS hired 165 retired teachers for 23 different subject areas. This represents approximately 13.8% of our newly hired teachers and approximately 2.1% of the overall teaching staff.

Mr. Evans stated Human Resources is gearing up for the coming hiring season. The primary focus is to aggressively recruit to find as many highly qualified candidates as possible and to consider retirees after the new legislation has been clarified and after we have exhausted our pools of highly qualified applicants. Mr. Evans noted there are challenges ahead for the system:
REPORTS (cont)

- Attempting to build a large pool of “highly qualified” candidates in all subject areas while recognizing that there are several areas in which limited prospects are available.
- Building our candidate pool in anticipation of the FY05 hiring season while addressing vacancies that occur throughout the current school year.

Ms. Howie provided a briefing on the requirements of Maryland’s law concerning retired/rehired principals. A retiree of the Teachers’ Retirement System who:

1. was employed as a principal within 5 years of retirement; or
2. was employed as a principal not more than 10 years before retirement and was employed in a position supervising principals;
3. has verification of better than satisfactory performance for each year as a principal and, if applicable, in a position supervising principals prior to retirement;
4. Based on the retiree’s qualifications, has been hired as a principal.

Mr. Grimsley pointed out that all 10 rehired principals meet the statutory requirements.

Mr. Hayden asked if BCPS has communicated with the State Department to ensure both the State and County have the same understanding of the law. Ms. Howie responded she has spoken with representatives from the Attorney General’s office.

Mr. Kennedy asked if the intent of the law was to ensure we have qualified educators in every classroom. Ms. Howie stated BCPS is not required to follow the intent because that is not the statutory language. There is nothing in the statute that indicates the selection of particular schools other than reconstituted schools or those places where there is a geographic shortage.

Mr. Kennedy commented we should want highly qualified individuals in every position. Ms. Howie stated that any lawyer would advise his client to follow the statute and not what someone thought. She noted that since the State Board of Education declared that the entire state was a geographic shortage area, then the State by its action permitted all subject areas in all schools to be opened and filled by retired/rehired retirees.

Mr. Kennedy was pleased with what Dr. Hairston has been doing to address the needs of the school system.

Mrs. Ettinger thanked the presenters for clarification of the subject. She inquired as to how many teachers and principals would be eligible to retire or declare their intent to retire in the coming year. Mr. Grimsley responded he would get that information back to the Board.
REPORTS (cont)

Mr. Grzymski asked for clarification of the cost of a retired/rehired individual. Mr. Grimsley stated specific pension dollars related to any employee is not available to BCPS. Human Resources does look at people with 30 years experience leaving at the top of the scale and about one-third of the teachers come in at step one because BCPS is seeking teachers with experience to come into the system. Mr. Grzymski commented that BCPS would get some of the finest crop of future principals from teachers who work under the guidance of the retired/rehired principals.

Ms. Jung asked if every rehired/retiree is employed in accordance with the statute and MSDE’s interpretation of the statute. Ms. Howie responded that the information received to Human Resources as of this time is that all of the retired/rehired individuals currently working have been employed consistent with the statute and MSDE’s interpretation of the statute.

Ms. Jung commented this program has helped to stabilize and improve the quality of education provided in the county.

Mr. Walker asked if it is the letter of the law or the intent of the law that individuals be placed in the most challenging situations. Ms. Howie responded that the statute states that the individuals have to be placed as classroom teachers, substitute classroom teachers, teacher mentors, or substitute teacher mentors in either geographic areas of shortage or subject areas of need.

Mr. Grimsley clarified there are currently 165 retired/rehired individuals presently in our schools. There is one individual requiring clarification and that is a personnel issue. Mr. Grimsley noted, to the best of his knowledge, people have been placed where the principals believe they need an assignment filled by a quality, experienced retired/rehiree.

Dr. Hayman asked whether the State Board has defined critical subject areas. Ms. Howie responded that the State Board has declared the entire state is a geographic area need and has also declared, as they do on an annual basis, what subject area needs exist. Dr. Hayman commented that hopefully BCPS has clarified this for legislators questioning our practices, as well as the media.

With regards to recruiting, Dr. Hayman asked what the system is doing in its recruitment efforts to improve the recruitment of African-American minorities. Mr. Grimsley responded that BCPS has full-page advertisements in magazines that are received by predominantly black colleges and universities in the country. He also stated that BCPS continues to visit job fairs at colleges and universities from Pennsylvania to South Carolina.
REPORTS (cont)

Dr. Hayman inquired about a minority recruitment plan. Mr. Evans responded we have a plan and are in need of continually updating that plan. In terms of the low performing schools and recruitment effort, Dr. Hayman asked if the system was placing a priority on staffing those schools as opposed to the high performing schools. Mr. Evans responded absolutely.

Mrs. Ettinger commented that there would be no need for such legislation if we had a readily available supply of highly qualified educators coming into the profession. Mrs. Ettinger asked if the retired/rehired individuals are rehired on a one-year contract. Mr. Evans responded every year these individuals have to reapply with no guarantee of continuing employment. Mrs. Ettinger asked whether the concentration has been to place retired/rehires in challenging schools. Mr. Evans responded BCPS would want a balance of new teachers that could be mentored by rehired retirees and highly qualified teachers.

Dr. Hairston stated it was important to share this information with the Board and hire as many new teachers as possible that meet the highly qualified teachers requirement.

B. FY2003 Comprehensive Annual Financial Report & Single Audit Report – Mr. Grzymski presented the FY03 financial and single audit report, and the management letter to the Budget and Audit Committee. He noted that the auditing firm of KPMG reviewed all the reports and findings in detail with the Budget and Audit Committee members and staff. Mr. Grzymski introduced Mr. Patrick Boyce, Partner with KPMG. He also recognized the efforts of the Department of Fiscal Services and the auditors for their work throughout the year.

With regards to the single audit report, there were three major areas of concentration: Special Education, Child Nutrition Cluster, and the National Science Foundation Grant. Mr. Grzymski noted that staff has already begun developing and implementing corrective action to address various findings. He has asked KPMG to come back at the end of the school year to provide an update on the BCPS corrective action plan.

Mr. Hayden asked Mr. Boyce if KPMG was satisfied that BCPS is addressing the findings. Mr. Boyce stated he believes BCPS will be responsive. He also noted the Board needs to prepare and issue a corrective action plan along with the single audit report to MSDE.

With regards to the finding in the area of Special Education, Ms. Shillman asked if a sample of 30 students was a good test sample. Mr. Boyce responded affirmatively.
REPORTS (cont)

C. **Report on Proposed FY 2005-2010 County Capital Budget Request** – Ms. Barbara Burnopp, Executive Director for Fiscal Services, presented for the first reading the proposed county capital budget request. Ms. Burnopp noted that the county requires BCPS to submit a list of items in January 2004 for the fiscal years 2005 through 2010. This is our opportunity to look ahead as to future needs.

Mr. Hayden noted that FY2005 was not included in the five-year plan. He asked if there were any changes to fiscal year 2005. Ms. Burnopp responded there are no changes to FY2005.

Ms. Shillman inquired as to whether there is money for middle schools in the northwest area during this time period. Ms. Burnopp responded no.

Mr. Walker was pleased to see the Milford Mill cafeteria expansion in the budget.

Mrs. Ettinger asked if a date has been set for the Board of Public Works hearing. Dr. Krempel stated he would obtain that information for the Board.

Mr. Grzymski asked why the budget request does not show any of the additional recommendations as reported in the DeJong Study. As we go through the process, Mr. Grzymski hoped to see additional information as to why we are not putting the recommendations as presented by DeJong and Associates in the county budget plan.

**PERSONNEL MATTERS**

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

**CONTRACT AWARDS**

On motion of Mr. Kennedy, seconded by Mr. Arnold, the Board approved items 1-4 (Exhibit I).

1. Contracted Services: Enzyme Treatment Services
2. Family and Student Assistance Program
3. New Relocatable Module Classrooms
4. School Bus Tire Recapping
BUILDING COMMITTEE

The Building Committee, represented by Mr. Kennedy, recommended approval of items 1-8 (Exhibits J through Q). The Board approved these recommendations. Mr. Arnold abstained from voting on items 1 through 8.

1. Award of Contract – Mechanical/Electrical Renovations at Logan Elementary, Red House Run Elementary, and Seneca Elementary Schools

2. Fee Acceptance – Design Services for Fire Control Tanks and Pumps at Carroll Manor Elementary, Fifth District Elementary, Prettyboy Elementary, and Seventh District Elementary Schools

3. Change Order – Design/Build Networking and Electrical Upgrades at Arbutus Elementary School

4. Change Order – Design Services for Major Maintenance Renovation Project at Chase Elementary School

5. Change Order – Design Services for Systemic Renovations at Stemmers Run Middle School

6. Change Order – Reroofing Project at General John Stricker Middle School

7. Close-Out of Construction Management Services for Systemic Renovation Projects at Phase II Elementary Schools

8. Re-alignment of Approved Funds for Inspection Services for Systemic Renovation Projects at Phase II Elementary Schools

Ms. Jung noted the building committee process has been improved substantially with regards to few change orders and schools opening on time. Ms. Jung commended Dr. Hairston, Mr. Haines, Dr. Krempel and staff for an excellent job they have done this year.

INFORMATION

The Board received the following as information:

A. Central Area Educational Advisory Council Pre-Budget Minutes of October 20, 2003

B. Southeast Area Educational Advisory Council Minutes of September 16, 2003

C. Southwest Area Educational Advisory Council Minutes of October 15, 2003
ANNOUNCEMENTS

Ms. Murray made the following announcements:


- The next regularly scheduled meeting of the Board of Education of Baltimore County will be held on Tuesday, January 13, 2004, 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.

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

STAKEHOLDER GROUPS

Ms. Kara Mead, Maryland Association Student Council Representative, noted BCSC had their general assembly with Dr. Poff speaking about his work in Annapolis. BCSC held their first ever high school leadership conference, which was a great success.

Ms. Karen Yarn, Advisory Committee for Gifted and Talented Education Chairperson, announced its next meeting on Wednesday, January 14, 2004 at 7:30 PM in the ESS Building. Ms. Paynter will be presenting a report on the middle school task force.

Ms. Jasmine Shriver, Advisory Committee for Special Education and Minority Achievement Advisory Group representative, attended a work group focusing on non-public placement. She firmly believes no problem can be solved unless everyone is working to solve the problem and acknowledges the problem exists.

Ms. Meg O’Hare, Northeast Area Advisory Council Chairperson, announced the upcoming BCPS science engineering and technology (SET) fair on May 21-22, 2004 at New Town High School. She hopes schools take advantage of the opportunity of the fair and invites the Board to attend. Regarding the retired/rehired teacher situation, Ms. O’Hare took issue with naming individuals in the newspaper. She believes people are “making a mountain out of a molehill,” and that the system needs to stay focused on priorities.

Ms. Vicki Schultz-Unger, Area Advisory Council Coordinator, appreciated the retired/rehired presentation and clarification. She believes the law was meant to address teacher shortage and not necessarily the areas of neediest schools. She remarked that the federal law requires all classrooms to be staffed with highly qualified teachers and that should be our focus. She believes that Dr. Hairston has used this opportunity to address some of the areas of critical need. She announced all area councils have been meeting with the legislators in November and December. Additionally, all councils will launch into legislative advocacy, including working
STAKEHOLDER GROUPS (cont)

towards full funding of Thornton. Ms. Schultz-Unger announced a joint meeting of the educational advisory council on January 14, 2004 at New Town High School with a short presentation by staff on the proposed budget.

Mr. Michael Franklin, PTA Council of Baltimore County President, highlighted work being performed at the PTA local level. The following schools were winners of a Parent/Family Involvement Grant: Harford Hills Elementary, Lock Raven Academy, Perry Hall Middle, and Powhatan Elementary. The following schools received Certificates of Distinction: Powhatan Elementary, Dundalk Middle, Chapel Hill Elementary, and Norwood Elementary. The following schools received Certificate of Excellence awards: Ridge Ruxton PTA, Perry Hall Middle School, and PTSA. The unit with the largest increase in membership was Perry Hall High School. The unit with the largest percentage increase in membership was McCormick Elementary. Mr. Franklin announced that the PTA Council of Baltimore County for the 21st year in a row received the Council of Excellence Award.

Ms. Cheryl Bost, TABCO President, commented that everyone wants to work together to retain highly qualified teachers in all schools. She stated that TABCO supports the retired/rehired program and encourages its continuation. Ms. Bost advocated for an increase in teachers’ salaries and noted that Maryland’s pension system is the worst in the United States. Ms. Bost announced that TABCO was initiating a pension bill in the House and Senate for this upcoming legislative session. She highly recommends the Board attend the Thornton rally on January 26, 2004.

PUBLIC COMMENT

Ms. Jody Shaefer commented on the redistricting and new high school recommendations presented in the DeJong study. She stated that Perry Hall High School’s population will continue to increase and a new high school needs to be built. Ms. Shaefer expressed her concerns regarding the overcrowding issue in the Northeast area and is willing to work with the Board and legislators to see that all parties involved reach a viable solution.

ADJOURNMENT

At 9:10 p.m., Mrs. Ettinger moved to adjourn the open session. The motion was seconded by Mr. Walker and approved by the Board.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

bls
DATE: January 13, 2004

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: Adoption of FY 2005-2010 County Capital Budget Request

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

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

RECOMMENDATION

That the Board of Education adopts the Superintendent’s Proposed FY 2005-2010 County capital budget request.

Attachment I – FY2005-2010 County Capital Budget Request
Attachment II – Reallocation of Capital Projects Request
## Expenditures

### New Construction

<table>
<thead>
<tr>
<th>Project Description</th>
<th>FY 05 Request</th>
<th>FY 06</th>
<th>FY 07</th>
<th>FY 08</th>
<th>FY 09</th>
<th>FY 10</th>
<th>Total for 6 Yr. Prog.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kenwood HS - Addition</td>
<td>$0</td>
<td>$9,150</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<td>Rosewood Site in NW</td>
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<td>0</td>
<td>0</td>
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<td>Elementary School NW - New</td>
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<td>0</td>
<td>3,000</td>
<td>0</td>
<td>12,000</td>
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<tr>
<td><strong>Sub-Total:</strong></td>
<td><strong>$0</strong></td>
<td><strong>$11,950</strong></td>
<td><strong>$0</strong></td>
<td><strong>$3,000</strong></td>
<td><strong>$0</strong></td>
<td><strong>$12,000</strong></td>
<td><strong>$26,950</strong></td>
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### Capital Maintenance & Alterations

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<thead>
<tr>
<th>Project Description</th>
<th>FY 05 Request</th>
<th>FY 06</th>
<th>FY 07</th>
<th>FY 08</th>
<th>FY 09</th>
<th>FY 10</th>
<th>Total for 6 Yr. Prog.</th>
</tr>
</thead>
<tbody>
<tr>
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<td>8,000</td>
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<td>45,032</td>
<td>0</td>
<td>45,000</td>
<td>130,032</td>
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<td>Alterations, Code Updates</td>
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<td>2,000</td>
<td>0</td>
<td>2,000</td>
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<td>2,000</td>
<td>6,000</td>
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<td>Site Improvements</td>
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<td>2,500</td>
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<td>Fuel Tank Replacements</td>
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<td>Access for the Disabled</td>
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<td>800</td>
<td>0</td>
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<td><strong>Sub-Total:</strong></td>
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<td><strong>$0</strong></td>
<td><strong>$60,132</strong></td>
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<td><strong>$60,100</strong></td>
<td><strong>$175,332</strong></td>
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### Additional Projects

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<tr>
<th>Project Description</th>
<th>FY 05 Request</th>
<th>FY 06</th>
<th>FY 07</th>
<th>FY 08</th>
<th>FY 09</th>
<th>FY 10</th>
<th>Total for 6 Yr. Prog.</th>
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</thead>
<tbody>
<tr>
<td>Milford Mill - Cafeteria Expansion</td>
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<td>3,140</td>
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<td>Kitchen Equipment Upgrade</td>
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<td>0</td>
<td>1,340</td>
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<td>0</td>
<td>2,955</td>
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<td>Transportation Improvements</td>
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<td>2,000</td>
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<td>2,000</td>
<td>6,000</td>
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<td><strong>Total Requests:</strong></td>
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<td><strong>$7,280</strong></td>
<td><strong>$0</strong></td>
<td><strong>$4,200</strong></td>
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<td><strong>$13,480</strong></td>
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Total Requests: $0  $74,330  $0  $67,332  $0  $74,100  $215,762
## Reallocation of Capital Projects
### Baltimore County Public Schools
**December 22, 2003**

<table>
<thead>
<tr>
<th>Area of Savings</th>
<th>Proposed Projects to be Funded</th>
<th>Estimated Project Savings</th>
<th>Proposed Expenditures</th>
<th>Balance Available</th>
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<tr>
<td>Ruxton Center - Addition</td>
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<td>$106,290</td>
<td>$106,290</td>
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<tr>
<td>Martin Boulevard - Replacement</td>
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<td>Franklin HS - Addition</td>
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<td>131,711</td>
<td>459,782</td>
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<tr>
<td>Dogwood ES - New Construction</td>
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<td>3,098</td>
<td>463,954</td>
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<tr>
<td>Deer Park MS - Addition</td>
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<td>Shady Springs ES - Addition</td>
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<td>556,464</td>
<td>538,271</td>
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<tr>
<td>Towson HS - Modernization</td>
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<td>14,323</td>
<td>590,387</td>
<td>576,064</td>
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<td>Westchester ES - New Construction</td>
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<td>1,176,156</td>
<td>1,176,156</td>
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<td>New Town ES - New Construction</td>
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<td>Catonsville HS - Addition</td>
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<td>Eastern HS - Renovate Four Classrooms</td>
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<td>$425,000</td>
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<td>Stemmers Run MS - Systemic Renovation Additional Funding</td>
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<td>500,000</td>
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<tr>
<td>Perry Hall HS - Walkway</td>
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<td>Water Intrusion Repairs - Various Schools</td>
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<td></td>
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<tr>
<td><strong>Total:</strong></td>
<td></td>
<td>$1,380,000</td>
<td>$1,380,000</td>
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</tbody>
</table>

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Page 3 of 3
Baltimore County Public Schools

Date: January 13, 2004

To: Board of Education

From: Dr. J. Hairston, Superintendent

Subject: Inclement Weather Procedures

Originator: J. Robert Haines, Deputy Superintendent

Resource Person(s): Rita Fromm, Executive Director, Planning and Support Operations

Recommendation

That the Board of Education receives information regarding procedures in place to assess the impact of inclement weather on school openings.

Background Information: The Office of Transportation has procedures in place to provide an assessment on which the Superintendent makes the decision to modify school schedules on inclement weather days.
Baltimore County Public Schools
Office of Transportation
WEATHER PATROL

“We Take Pride In A Safe Ride”
Seasonal Overview

• School Calendar
• Safety Supports the Instructional Program
• Rotating Weekly Schedule
  • November through March
  • 2:30 a.m. – 3:30 a.m.
  • Every Night
• 5 Area Managers
  • SW – Joyce Almond (acting)
  • NW – Clint Marshall
  • CE – Charlie Kus
  • NE – Lou Sergi
  • SE – Jim Mitcherling

“We Take Pride In A Safe Ride”
Seasonal Overview

• Weather Updates
  • Provided by Accu-Weather through faxes
    • Non-weather event – daily
    • Weather event - hourly

"We Take Pride In A Safe Ride"
Weather Event

• Whole team on the road by 3:00 a.m.
• County-wide assessment
  • Roads
  • Sidewalks
  • School driveways, parking lots, sidewalks
  • Problematic bus stop locations or routes

"We Take Pride In A Safe Ride"
Weather Event

- Confer with Accu-weather by phone
  - Precipitation type
  - Temperature – present and forecasted
  - Projected duration of weather event
- Confer with County Roads & BCPS Grounds
  - Plowing, salting, schedules
  - Partnership with Baltimore County Roads
- Confer with adjacent LEA’s
  - Confirm local weather reports
  - Track storm progress

“We Take Pride In A Safe Ride”
Weather Event

- Make recommendation to Superintendent
  - Deadline 5:00 a.m.
  - Early bus schedules
  - Discuss options – delay or closure
- Media notification/Internal notification notification

"We Take Pride In A Safe Ride"
Adapting to Extreme Conditions

- Extreme Weather Events
  - Blizzards/Ice Storms
  - Hurricanes/Tropical Storms
  - Floods
  - Tornados
Adapting to extreme conditions in localized areas
DATE: January 13, 2004

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: STARLAB

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

RESOURCE PERSONS: Dr. Hayes B. Lantz, Director, Office of Science PreK-12
Ms. Susan Riffee

INFORMATION

The Board of Education will be provided with a PowerPoint™ presentation on STARLAB, a portable planetarium. An overview of the program will be provided detailing the scheduling and the alignment with the voluntary state curriculum.
presenting

STARLAB, the Portable Planetarium

Bringing the solar system to your school
STARRLAB
Table of Contents

Section 1  Starlab Power Point Presentation
          Handouts

Section 2  Starlab facts

Section 3  Voluntary State Science
          Curriculum Indicators
Starlab
A Portable Planetarium

Baltimore County Public Schools
Office of Science PreK - 12

Starlab brings the solar system to your school.

Starlab Portable Planetarium

• Starlab is a portable inflatable planetarium dome.
Starlab Portable Planetarium

• Starlab is a unique piece of educational equipment that can be used in all areas of the curriculum and with all grade levels.

Starlab Portable Planetarium

• Starlab creates unique learning environment for virtually every level of education …

   from pre-kindergarten students through adults.
Starlab Portable Planetarium

• An interdisciplinary tool that can be used to teach:
  – Astronomy
  – Earth Science
  – Language Arts
  – Math
  – Greek, African, Native American mythology

Starlab is a highly effective way to meet all of the voluntary State of Maryland science curriculum skills and processes indicators.

Starlab F.A.Q.s

1. How many people can fit into the Starlab dome?
   25-30 elementary students and their teacher.
2. Do teachers need to attend Starlab with their students?
   Yes
   - Liability protection for all of the participants.
   - Enhances the educational experience of the students.
   - Provides for a safer and friendlier learning environment.

3. What is the cost of my students attending the Starlab classes?
   - The Starlab is free.
   - Other planetarium shows cost $450-$600 per day.

4. How many classes should attend the Starlab? How long is each Starlab class session?
   - All classes, grades pre-k to 5th grade.
     - Pre-k to 2nd grade: 20 to 30 minute programs.
     - 3rd-5th grade: 40-50 minute programs.
     - Schedule all of one grade on the same day.
     - 5-6 presentations per school day.
5 What size of an area is needed to set up Starlab?

- 25 ft. x 25 ft. x 12 ft. high.
- Suggested locations:
  - gymnasium
  - auditorium
  - cafeteria
  - library
  - multi-purpose room
  - classroom
  - stage.

6 Can I set up Starlab outside?

No. Moisture, direct sunlight, and the wind can damage the Starlab dome.

7 How does the school prepare the area where Starlab will be set up?

- Floor swept or vacuumed.
- Remove all furniture.
- Secure area.
- Notify all organizations using that area.
8 Is the Starlab safe?
Yes.
• Bottom of the dome is entirely open.
• Flame retardant material
• Latex free

9 How long does it take to setup and take down the Starlab?
15-30 minutes

10 Is it hot and stuffy in the Starlab?
No
• Room temperature
• Best in an air-conditioned area
11 When will Starlab come to the schools?
- Starlab starts visiting schools in late January.
- Length of time in each school depends on the school size.

12 Can students with physical handicaps attend the programs in the Starlab?
Yes
Starlab can accommodate students who are restricted to wheelchairs, walkers, or are otherwise physically challenged.

“I like STARLAB. It is fun and interesting. It is cool. It is like sitting in the backyard looking at the stars, but it’s better because you are closer up to the stars.”
STARLAB FACTS

• What is it?

• Voluntary state curriculum

• Group size

• Grade levels

• Teacher’s Responsibilities
  Remaining with the students
  Pre/post visit activities

• Cost

• School Responsibilities
  Schedules
  Area needed
  Location
  Preparations needed

• Safety

• Start date
Starlab Facts

1. What is Starlab?

Starlab is a portable inflatable planetarium dome. It is a very appealing, interactive, and exciting model that can be used to teach astronomy and space science to all grades. Starlab is an interdisciplinary tool that can be used to teach programs on the constellations, the solar system, the galaxies, and Greek, African, and Native American mythology. Starlab is a highly effective way to meet all of the voluntary state science curriculum skills and processes indicators. It also is a direst match to the astronomy indicators. Groups are limited to 25-30 students. Starlab will be available to all elementary classes- grades pre-k to 5th grade.

2. Do teachers need to attend Starlab with their students?

Yes. It is required that a teacher be with their students both outside and then inside the planetarium dome. This is necessary for liability protection for all of the participants. It also enhances the educational experience of the students and provides a safer and friendlier environment.

3. What is the cost of my students attending the Starlab classes?

The cost is **free** for all students. Two Starlabs have been purchased by Baltimore County Public Schools. There are Starlabs run by other organizations locally that some schools have scheduled to come to their schools in the past. The cost of those programs was generally
$450-$600 per day. This is a great savings to schools particularly when you consider that the Starlab will be there for several days.

4. How many classes should attend the Starlab and how long is each program?

All classes grades pre-k to 5th grade should be scheduled to attend Starlab within the days allotted for Starlab to be at each school. Pre-k to 2nd grade should be scheduled for 20-30 minute programs. 3rd-5th grade students should be scheduled to attend the Starlab for 40-50 minute programs. There should approximately 10 minutes between classes for the presenter to set up for the next class. Try to schedule all of one grade to come to the Starlab on the same day. There should be a maximum of six of the 45-50 minute presentations per day. Please allow for a half-hour lunch break for the instructor.

5. What size of an area is needed to set up Starlab?

The planetarium location should be an area measuring at least 25 feet by 25 feet with a ceiling clearance of 12 feet with no sharp objects (like sprinklers) or hot objects (like incandescent bulbs) coming in contact with the dome. A dark room is helpful. A 110 volt grounded outlet is required. It would be best to provide a quiet a location as possible to achieve the best educational programs. Suggested locations include: gymnasium, auditorium, cafeteria, library, multi-purpose room, classroom, or stage. Remember that all exterior sounds penetrate inside the planetarium dome and it actually magnifies the sound.
6. Can I set up Starlab outside?

No. The Starlab dome should not be set up outdoors. Moisture can damage the fan and projector. Direct sunlight on the dome, as well as dirt and grit, can damage it in the long run. In addition, when inflated, the Starlab dome is quite buoyant so even a slight wind can cause it to shift position.

7. Do I have to prepare the area where Starlab will be set up?

The area where the Starlab is going to be set up needs to be clean and secure. The floor needs to be swept and/or vacuumed before the Starlab is set up. (Even small staples or pebbles can puncture a hole in it.) A carpeted area is preferable because it is more comfortable and muffles exterior sounds. All objects such as desks, chairs, music stands, etc. need to be removed. If it is to be set up in a classroom, the room should be locked overnight. None of the equipment should not be moved except by the person giving the Starlab presentations. Make sure organizations that use your school both during and after school (basketball practice, play rehearsal, etc.) know about not moving the equipment.

8. Is the Starlab safe?

The Starlab dome is latex free. It is made from a flame retardant material that meets strict fire marshal requirements. In addition, the bottom of the dome is entirely open. In the event that everyone needs to be evacuated quickly (fire drill, etc.), the side of the dome can be easily lifted so that it flips over the heads of the visitors and over itself in one quick motion. The entire group can be outside of the dome in seconds.

9. How long does it take to setup and take down the Starlab?

After the boxes are brought in, it takes about 15-30 minutes to set up the Starlab. At the end of the day, if the Starlab is staying until the next school day, then it only takes about 5 minutes to deflate the dome. If the Starlab is being packed up, then allow 15-30 minutes to
collapse the dome and stow everything back in the duffel bags and cases.

10. Is it hot and stuffy in the Starlab?

The Starlab has no climate control of its own, so whatever the room temperature is will be the temperature inside the dome. Because the fan keeps the air circulating continuously through the dome, it is usually several degrees cooler inside the Starlab than out. Even so, in very hot climates, it is best to set up the Starlab in an air-conditioned room.

11. When will Starlab come to the schools?

Starlab will start visiting schools in late January. The length of time it will stay at each school depends on the school’s size and number of classes per grade level at each school. Starlab will be visiting the Title 1 schools first and then go to the other schools in the county.

12. Can students with physical handicaps attend the programs in the Starlab?

Yes. Because of its unique design, the Starlab can accommodate visitors who are restricted to wheelchairs, use walkers, or are otherwise physically challenged. One or two teachers can assist these individuals in entering and exiting the Starlab by lifting the edge of the dome to let them through instead of using the entrance tube. Please notify the Starlab instructor ahead of time if there will be handicapped students attending the program. If a handicapped student is attending the program, it may limit the number of students that can attend slightly due to the actual amount of floor space available inside the dome.
Starlab Matching Indicators with the Voluntary State Science Curriculum

**Pre-Kindergarten**
1. Identify patterns found in the natural environment.
   a. Use their senses to recognize and describe the repeated sequences found in nature such as...events (day/night).
2. Identify models of real objects.
   a. Match models of objects to the real object they represent.
3. Use senses and simple tools/equipment to gather data.
   a. Use simple tools and ...other magnifiers to collect data.
4. Recognize that everyone can do science and invent things.
   a. Investigate and explore science concepts.
5. Identify the celestial objects that are visible in the sky.
   a. Identify and describe the sun, moon, and stars.

**Kindergarten**
1. Identify patterns found in the natural environment.
   a. Use oral language, drawings, or writing to identify and describe repeated sequences found in nature such as ...events (day/night).
2. Identify models of real objects and compare the models to real objects.
   a. Identify and describe models of real objects.
   b. Describe how models of objects are similar to and different from the real object.
3. Use simple tools/equipment to extend the senses and gather data.
   a. Use simple tools ...to collect data.
4. Describe how everyone can do science and invent things.
   a. Investigate and explore science concepts.
   b. Describe the role that the student takes during investigations and explorations.
5. Identify and describe celestial objects that appear in the day sky and in the night sky.
   a. Compare when the sun, moon, and stars are visible in the sky.
   b. Recognize that the sun provides daylight and heat.

**1st Grade**
1. Identify patterns found in the natural environment.
   a. Recognize repeated elements in a sequence.
2. Identify that models of real objects can be used to learn something about those objects.
   a. Identify that models can represent actual objects.
   b. Explain how models are similar to and different from real objects.
3. Recognize ways tools are used to collect scientific information.
   a. Make observations using magnifying instruments.
   b. Describe how tools are used to collect information.
4. Recognize and describe that everyone can do science and invent things.
   a. Investigate and explore science concepts.
   b. Identify student roles during science investigations.

**2nd Grade**
1. Identify patterns found in the natural environment.
   a. Describe a repeated sequence, orally, in writing, or by drawing.
2. Recognize and explain that a model can be used to learn something about an object.
   a. Explain that models can represent actual objects.
   b. Compare and explain how models can be used to learn about what they represent.
3. Recognize and explain ways that tools can be used to collect and communicate scientific information.
   a. Recognize how to make observations using magnifying instruments.
   b. Recognize when to use appropriate tools to make observations.
4. Recognize that people have investigated the world around us, answered scientific questions, and invented things.
   a. Explain student roles during science investigations.

5. Identify and describe the repeating patterns of celestial events.
   a. Recognize and describe that there are apparent, visible changes in the moon’s shape over time.
   b. Recognize that the apparent changes in the moon’s shape form a repeating pattern.
   c. Recognize that the seasons occur in a repeating pattern each year.
   d. Recognize that the day/night cycle is a repeating pattern.

6. Identify and describe the physical properties, locations, and apparent movements of the sun.
   a. Describe that light from the sun causes daytime on Earth.
   b. Describe the apparent changes in the sun’s position during the day.
   c. Recognize and describe that the number of hours of daylight changes with the seasons.
   d. Recognize and describe that the changes in the amount of heat and light from the sun causes differences in the temperature on Earth.

7. Identify and describe the physical properties and locations of stars.
   a. Identify that stars are like the sun; some are smaller and some larger.
   b. Identify that the sun is the Earth’s closest star and Earth’s source of heat and light.
   c. Recognize and describe that the stars are so far away from Earth that they appear as points of light.
   d. Recognize and describe that stars appear to form patterns in the night sky.

3rd Grade

1. Identify and describe patterns found in the natural environment.
   a. Identify repeated elements in a sequence, such as …events (phases of the moon).
   b. Describe a repeated sequence, orally, in writing, or by drawing.
   c. Extend a sequence using the pattern discovered.

2. Recognize and explain that a model can be used to learn something about an object, event, or situation.
   a. Explain that models can represent actual objects, events, or situations.
   b. Compare models with what they represent.
   c. Explain how models can be used to learn about what they represent.

3. Recognize and describe how tools are used to collect and communicate scientific information.
   a. Describe when it is appropriate to use magnifying instruments to make observations.

4. Recognize that people from ancient times to the present have investigated the world around us, answered scientific questions, and invented things.

4th Grade

1. Identify and describe patterns found in the natural environment.
   a. Identify repeated elements in sequences in designs, structures, sounds, and events.
   b. Describe a repeated sequence, orally, in writing, or by drawing.
   c. Extend a sequence using the pattern discovered.

2. Recognize and explain how changes made to models can apply to real objects, events, and situations.
   a. Compare the structure and function of the parts of an identified model with what they represent.
   b. Explain how what they learned from models applies to real objects, events, and situations.

3. Identify and explain how tools are used to collect and communicate scientific information.
   a. Explain how to use magnifying instruments such as hand lenses, microscopes, and ground and space-based telescopes.
   b. Describe which magnifying instruments are appropriate to make a given observation.

4. Explain that people from ancient times to the present have investigated the world around us, answered scientific questions, and invented things.

5. Recognize and describe the effects produced by the rotation and revolution of planet Earth.
   a. Describe the rotation of the planet Earth on its axis.
   b. Recognize and describe that the rotation of planet Earth produces the day and night cycle.
c. Recognize that the rotation of Earth causes the apparent movement of the sun, moon, planets, and stars.
d. Describe the revolution of the planet Earth around the sun.
e. Recognize and describe that the patterns of stars in the sky stay the same although different stars can be seen in different seasons.

5th Grade
1. Identify and describe patterns found in the natural environment.
   a. Identify repeated elements in sequences in designs, structures, sounds, and events.
   b. Describe a repeated sequence, orally, in writing, or by drawing.
   c. Extend a sequence using the pattern discovered.
2. Recognize and explain how the changes made to models can apply to real objects, events, and situations.
   a. Compare the structure and function of the parts of the identified model with what they represent.
   b. Explain how what they learned from models applies to real objects, events, and situations.
3. Identify and explain how tools are used to collect and communicate information.
   a. Explain how to use magnifying instruments such as hand lenses, microscopes, and ground and space-based telescopes.
   b. Describe which magnifying instruments are appropriate to make a given observation.
4. Identify and describe the relationships among the sun and other celestial objects in our solar system.
   a. Recognize and describe the solar system as a sun-centered system.
   b. Identify and describe the planets in our solar system according to their relative size, physical properties, and motion.
   c. Recognize that distance influences the amount of energy a planet receives from the sun.
   d. Recognize that the gravitational force between the sun and its planets causes the regular and predictable motion of those planets.
   e. Recognize that asteroids, comets, and meteors are celestial objects in our solar system.
DATE: January 13, 2004
TO: BOARD OF EDUCATION
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: Proposed FY2005 Operating Budget
ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services
RESOURCE PERSON(S): Barbara Burnopp, Executive Director, Fiscal Services
Mike Goodhues, Director, Budget and Reporting

RECOMMENDATION

That the Superintendent’s Proposed FY2005 Operating Budget be introduced to the Baltimore County Board of Education.

***************************

The Superintendent will introduce his proposed FY2005 Operating Budget, which was developed based on the Master Plan and the Blueprint for Progress, to the Board of Education. Additional information will be available at the meeting. A public hearing on the operating budget is scheduled for January 28, 2004 (snowdate January 30, 2004) at 7:00 p.m. at the Ridge Ruxton School. A work session of the Board is scheduled for February 3, 2004 (snowdate February 4, 2004). Adoption of the FY2005 operating budget request is scheduled for February 25, 2004.
SUPERINTENDENT’S RECOMMENDED FY2005 OPERATING BUDGET

Presentation
Board of Education
January 13, 2004
Dr. Joe Hairston

Focused on Quality: Committed to Excellence
January 13, 2004
BCPS Goals

- To improve student achievement for all students

- To maintain a safe and orderly learning environment in every school

- To use resources effectively and efficiently
Blueprint for Progress

The Blueprint for Progress provides the framework for preparation of the Master Plan.

The Master Plan provides the framework for preparation of the FY05 operating budget.
Bridge to Excellence Master Plan

Strategies

- Provide full day kindergarten programs for all kindergarten students by the 2007-08 school year
- Provide publicly funded pre-kindergarten programs to all economically disadvantaged children by the 2007-08 school year
- Achievement strategies must address subgroups:
  - Students with disabilities
  - English language learners
  - Gifted and Talented
  - Career and Technology
  - Achievement Gaps
Maryland
School Achievement Scores

BCPS Reading Scores

Benchmark Value

Southwest  Northwest  Central  Northeast  Southeast

Focused on Quality: Committed to Excellence  January 13, 2004
Maryland School Achievement Scores

BCPS Math Scores

Benchmark Value

- Southwest
- Northwest
- Central
- Northeast
- Southeast
Performance Goal 1

- By 2007, all students will reach high standards, as established by the Baltimore County Public Schools and State proficiency levels, in reading/language arts, mathematics, science, and social studies.
**Goal 1 – Budget Recommendations**

<table>
<thead>
<tr>
<th>Indicators/Strategies – Goal 1</th>
<th>Proposed Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>- All diploma-bound students in grades 3-8 and 10 will meet or exceed Maryland School Assessment (MSA) standards.</td>
<td>- Expand half-day kindergarten to full-day at 10 elementary schools.</td>
</tr>
<tr>
<td>- All elementary schools will have a full-day kindergarten by the 2007-2008 school year.</td>
<td></td>
</tr>
</tbody>
</table>

- 12.5 Teacher FTEs - $591,000
- 4.0 Transportation FTEs and 7 buses - $151,000
- 4 Relocatables - $525,000

Master Plan Indicator 1.1 and 1.7

Focused on Quality: Committed to Excellence
Goal 1 – Budget Recommendations (Cont.)

Indicators/Strategies – Goal 1

- Seventy percent of participating special education students will meet or exceed state standards for the Alternative MSA.
  - Develop a plan for phasing in full-day kindergarten in all elementary schools

Proposed Result

- Expand special education inclusion programs to full-day at 16 elementary schools.
  - 19.5 Special Education teachers and Instructional Assistant FTEs - $841,000.
  - Supplies and Materials - $120,000
  - 12.0 Regular Transportation FTEs and 6 buses - $363,000.
  - Continued…

Master Plan Indicator 1.5/Strategy (b)
Goal 1 – Budget Recommendations (Cont.)

Indicators/Strategies – Goal 1

- Seventy percent of participating special education students will meet or exceed state standards for the Alternative MSA.

Proposed Result

- Schools include: Edmondson Heights, Elmwood, Featherbed Lane, Halethorpe, Halstead, Hebbville, Lansdowne, Middleborough, Middlesex, Orems, Padonia, Red House Run, Reisterstown, Villa Cresta, Westowne, one school TBD

- Private Placement - $1,925,000

Master Plan Indicator 1.5/Strategy (b)
### Indicators/Strategies – Goal 1

- All students who earn a certificate of attendance will have documented evidence of their attainment of knowledge and skills within their prescribed programs.
  - Provide for the consistent and systematic implementation of the Essential Curriculum in all content areas which include differentiated curriculum for English Language Learners, Special Education, Gifted and Talented, and honor students.

### Proposed Result

- 20.4 FTEs Related to Increased Enrollment - $1,015,000.
- Special Education – Increased Enrollment
  - 37.8 Teacher and Instructional Assistant FTEs related to increased enrollment – special education - $1,783,000
- 2% Increase in School Per Pupil Allocation (non-salary) - $418,000.
## Goal 1 – Budget Recommendations (Cont.)

### Indicators/Strategies – Goal 1

- All diploma-bound students in grades 3 – 8 and 10 will meet or exceed Maryland School Assessment (MSA) standards.
  - Provide the opportunity for students to participate in music, art, athletic, and extracurricular activities.
  - Identify and consistently implement a common core of research-based instructional practices resulting in more purposeful and engaging work for students.

### Proposed Result

- **Athletic Transportation** - $34,000
- **1.5 Science FTEs for the 5th Grade Outdoor Science Program** - $44,000
- **Supplies and Materials for the 5th Grade Outdoor Science Program** - $51,000
- **2.0 Transportation FTEs and buses for the Outdoor Science Program** - $71,000

Master Plan Indicator 1.1/Strategy (g), (k)
Goal 1 – Budget Recommendations (Cont.)

Indicators/Strategies – Goal 1

- All diploma-bound students in grades 3–8 and 10 will meet or exceed Maryland School Assessment (MSA) standards.
  - Provide the opportunity for students to participate in music, art, athletic, and extracurricular activities.
  - Develop, implement, and monitor intervention programs for students who have not demonstrated proficiency in reading, language arts, mathematics, science, and social studies.

Proposed Result

- 25 Science/Math FTEs to targeted elementary schools - $1,595,000 (Title II)
- Consistent grade 6 reading materials in all middle schools - $1,067,000 Redirected Central Textbook

Focused on Quality: Committed to Excellence

January 13, 2004
Performance Goal 2

- By 2007, all English Language Learners will become proficient in English and reach high academic standards in reading/language arts, mathematics, science, and social studies.
Goal 2 – Budget Recommendations

Indicators/Strategies – Goal 2

- All English Language Learners receiving English for Speakers of Other Languages (ESOL) services will attain English proficiency by the end of their third school year.
  - Provide ESOL services for all English Language Learners not meeting English proficiency levels.
  - Facilitate access to appropriate educational and community resources for immigrant families.

Proposed Result

- 3.5 FTEs ESOL Teachers - $165,000.
  - Phased Three-Year Plan.

Master Plan Indicator 2.1/Strategy (b), (c)

Focused on Quality: Committed to Excellence
Performance Goal 3

- By 2005 – 2006, all students will be taught by highly qualified teachers.
Goal 3 – Budget Recommendations

Indicators/Strategies – Goal 3

- All teachers and paraprofessionals will meet the requirements for “highly qualified,” as defined by No Child Left Behind and the Bridge to Excellence in Public Schools Education Act.
  - Ensure that all children have the opportunity to receive instruction from teachers with diverse cultural and experiential backgrounds.

Proposed Result

- All BCPS compensation scales restructured to attract and retain high quality teachers, paraprofessionals, and other employees - $22,617,000.
- Step increases for all employees - $9,843,000.
- Health benefit increases of 13.9% - $14,857,000. Continued...

Master Plan Indicator 3.1/Strategy (a)
Goal 3 – Budget Recommendations

**Indicators/Strategies – Goal 3**

- Develop a plan for recruitment and support of teachers in schools that have more than twice the school system average on non-tenured or conditionally certified teachers.
- Continue a systematic process for selection of “highly qualified” teachers.

**Proposed Result**

- Fees for Paraprofessional Assessment Tests - $28,000
- Four days of professional development for middle school reading teachers - $93,000 (Title II)

Master Plan Indicator 3.1 (Cont.)/Strategy (b), (g)
Performance Goal 4

- All Students will be educated in school environments that are safe and conducive to learning.
Goal 4 – Budget Recommendations

Indicators/Strategies – Goal 4

- All schools and school communities will maintain safe, orderly, nurturing environments.
  - Provide a continuum of services through alternative education programs.

Proposed Result

- Secondary Transition Center - $1,550,000.
  - Partnership between BCPS, State and County Departments.
  - 10.0 Transportation FTEs, buses, and leases - $360,000
  - Leased Space, supplies and materials - $694,000
  - 9.0 Administration and Support FTEs - $496,000
- 3.0 Redirected NW/SW Team – Secondary Transition Center FTEs - $239,000

Master Plan Indicator 4.1/Strategy (f)
### Goal 4 – Budget Recommendations (Cont.)

#### Indicators/Strategies – Goal 4

- All schools and school communities will maintain safe, orderly, nurturing environments.
  - Provide attractive, clean, caring, and secure learning environments.

#### Proposed Result

- 4.5 Teacher FTEs and 1.0 Assistant Principal for New Town High School (NTHS) for 11/12 Grades - $303,000.
- 4.0 Building Service Workers FTEs for NTHS - $123,000.
- 3.0 Transportation FTEs and buses for NTHS - $108,000.
- 1.0 Principal FTE for Woodholme - $102,000.
- Utility Cost Increases - $3,110,000.

Master Plan Indicator 4.1/Strategy (a)
### Indicators/Strategies – Goal 4

- All schools and school communities will maintain safe, orderly, nurturing environments.
  - Provide attractive, clean, caring, and secure learning environments.
  - Utilize the Student Support Services Team to address the needs of students.
  - Provide integrated services for children and families with linkages to community wellness centers, health care, social services, child care services, recreational services, and law enforcement.

### Proposed Result

- **1.5 Pupil Personnel Worker FTEs and mileage costs** - $135,000
- **2.0 Maintenance Staff FTEs for schools** - $100,000
- **Physical Education Inspections and Repairs** - $50,000
- **2.0 Fire Alarm Monitor FTEs** - $100,000

Master Plan Indicator 4.1/Strategy (a), (c), (d)
Performance Goal 5

- All students will graduate from high school.
Goal 5 – Budget Recommendations

Indicators/Strategies – Goal 5

- All high schools will have annual dropout rates of less than 3%.
  - Provide supports and services, modifications, and adaptations of curriculum, instructional methodology, and/or materials based on students needs.

Proposed Result

- 1.0 Alternative Education FTE for Dropout Prevention Program - $94,000.
Goal 5 – Budget Recommendations (Cont.)

Indicators/Strategies – Goal 5

- All high schools will have annual dropout rates of less than 3%.
  - Develop partnerships with local community colleges and universities to increase student achievement and pathways to college and employment.

Proposed Result

- 0.5 FTE Coordinator for the Community College of Baltimore County and BCPS Partnership - $47,000.

Master Plan Indicator 5.2/Strategy (f)
Performance Goal 6

- Engage parents/guardians, business, and community members in the educational process.
## Goal 6 – Budget Recommendations

<table>
<thead>
<tr>
<th>Indicators/Strategies – Goal 6</th>
<th>Proposed Result</th>
</tr>
</thead>
</table>
| • Increase the number of volunteers and tutors in support of student achievement annually by 10% per school.  
  • Continue parent/guardian outreach through the Parentmobile and through collaborative initiatives with the Baltimore County Public Library. | • Expand the library “Get Carded Program” to Woodlawn Middle School - $6,000 (Title I)  
• Bilingual Reading Materials for the Five Resource Centers - $3,000. |

Master Plan Indicator 6.1, 6.2/Strategy (g)
Performance Goal 7

- Involve principals, teachers, staff, stakeholders, and parents/guardians in the decision-making process.
Goal 7 – Budget Recommendations

Indicators/Strategies – Goal 7

- Americans with Disabilities Act (ADA)

Proposed Result

- Pilot program for closed caption at the Education Channel - $23,000 (ADA).

Master Plan Indicator 7.1/Strategy (i)
Performance Goal 8

- All students will receive a quality education through the efficient and effective use of resources and the delivery of business services.
## Goal 8 – Budget Recommendations

<table>
<thead>
<tr>
<th>Indicators/Strategies – Goal 8</th>
<th>Proposed Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>All students will have total ride times of less than 3 hours per day.</td>
<td>3.0 Transportation FTEs for additional buses due to NCLB - $92,000.</td>
</tr>
<tr>
<td>All Baltimore County facilities will be operational in the school year at a level that meets or exceeds the 2002-2003 baseline.</td>
<td>Transportation – Spare Bus Fleet Expansion - $51,000.</td>
</tr>
</tbody>
</table>

- Leases for 4 buses for Woodholme Elementary School - $13,000
- 103 truck replacements - $201,000

Master Plan Indicator 8.8 and 8.18
Summary of Recommendations

<table>
<thead>
<tr>
<th>Performance Goal</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Goal 1</td>
<td>$10,594,000</td>
</tr>
<tr>
<td>Performance Goal 2</td>
<td>165,000</td>
</tr>
<tr>
<td>Performance Goal 3</td>
<td>47,438,000</td>
</tr>
<tr>
<td>Performance Goal 4</td>
<td>5,920,000</td>
</tr>
<tr>
<td>Performance Goal 5</td>
<td>141,000</td>
</tr>
<tr>
<td>Performance Goal 6</td>
<td>9,000</td>
</tr>
<tr>
<td>Performance Goal 7</td>
<td>23,000</td>
</tr>
<tr>
<td>Performance Goal 8</td>
<td>357,000</td>
</tr>
<tr>
<td>Redirected/Other Funds</td>
<td>(14,254,000)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$50,393,000</strong></td>
</tr>
</tbody>
</table>
Redirected/Other Funds

- Targeted Poverty: $2,812,000
- Targeted Improvement: $1,092,000
- Built-in Adjustments: $2,727,000
- Enrichment & Acceleration: $2,518,000
- NW/SW Team: $239,000
- Central Textbooks: $1,067,000
- Other Redirects: $2,105,000
- Special Revenue – Title I & II: $1,694,000

Total: $14,254,000
Use of Funds

General Fund Initiatives
$11,493,000

Special Revenue – Library
$6,000

Special Revenue – Science/Math Initiatives
$1,595,000

Central Textbooks – Reading Materials
$1,067,000

Special Revenue – Professional Development
$93,000

$14,254,000

Focused on Quality: Committed to Excellence
January 13, 2004
## Maintenance of Effort

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>MOE Amount</th>
<th>County Funding</th>
<th>Amount Above MOE*</th>
<th>% Above MOE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1999</td>
<td>$429,773,428</td>
<td>$436,977,416</td>
<td>$7,203,988</td>
<td>1.7%</td>
</tr>
<tr>
<td>2000</td>
<td>$442,769,950</td>
<td>$459,187,424</td>
<td>$16,417,474</td>
<td>3.7%</td>
</tr>
<tr>
<td>2001</td>
<td>$461,914,141</td>
<td>$498,576,934</td>
<td>$36,662,793</td>
<td>7.9%</td>
</tr>
<tr>
<td>2002</td>
<td>$501,272,835</td>
<td>$534,529,052</td>
<td>$33,256,217</td>
<td>6.6%</td>
</tr>
<tr>
<td>2003</td>
<td>$536,427,807</td>
<td>$547,711,788</td>
<td>$11,283,981</td>
<td>2.1%</td>
</tr>
<tr>
<td>2004</td>
<td>$555,761,919</td>
<td>$560,272,491</td>
<td>$4,510,572</td>
<td>0.8%</td>
</tr>
<tr>
<td>2005 Proposed</td>
<td>$566,899,285</td>
<td>$575,264,436</td>
<td>$8,365,151</td>
<td>1.5%</td>
</tr>
</tbody>
</table>

*Excluding approved non-recurring costs.*
Comparison of All General Fund Revenues for FY04 Budget to FY05 Proposed Budget

- **County**: 64% (FY2004 Adjusted: 35%, FY2005 Request: 37%)
- **State**: 1% (both years)
- **Other**: 1% (both years)
Proposed FY05 Revenue Sources
All Funds

$1,062,952,157

Focused on Quality: Committed to Excellence

January 13, 2004
Proposed FY05 Expenditures
All Funds

$1,062,952,157

Focused on Quality: Committed to Excellence

January 13, 2004
General Fund - $923,380,732
Proposed FY05 Operating Budget

<table>
<thead>
<tr>
<th>Source</th>
<th>FY04 Adjusted Budget</th>
<th>FY 2005 Proposed Budget</th>
<th>+/-</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td>304,989,167</td>
<td>340,420,514</td>
<td>35,431,347</td>
<td>10.41%</td>
</tr>
<tr>
<td>County</td>
<td>560,233,962</td>
<td>575,484,486</td>
<td>15,250,524</td>
<td>2.65%</td>
</tr>
<tr>
<td>Other</td>
<td>7,765,000</td>
<td>7,475,732</td>
<td>-289,268</td>
<td>-3.87%</td>
</tr>
<tr>
<td>Total General Fund</td>
<td>872,988,129</td>
<td>923,380,732</td>
<td>50,392,603</td>
<td>5.46%</td>
</tr>
</tbody>
</table>
Baltimore County Public Schools
Towson, Maryland 21204

January 13, 2004

Retirements

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School/Office</th>
<th>Years of Service</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margaret Bauersfeld</td>
<td>Speech/Lang Path.</td>
<td>Campfield ECLD Ctr</td>
<td>15.0</td>
<td>7-01-04</td>
</tr>
<tr>
<td>Duane Calloway</td>
<td>Teacher</td>
<td>Woodlawn High</td>
<td>4.3</td>
<td>12-01-03</td>
</tr>
<tr>
<td>Patsy Eavers</td>
<td>Teacher</td>
<td>Overlea High</td>
<td>30.0</td>
<td>1-01-04</td>
</tr>
<tr>
<td>Wendell Gary</td>
<td>Teacher</td>
<td>Towson High</td>
<td>31.5</td>
<td>2-01-04</td>
</tr>
<tr>
<td>Richard A. Hanzevack</td>
<td>Purchasing Agent II</td>
<td>Timonium/Purchasing</td>
<td>32.4</td>
<td>1-01-04</td>
</tr>
<tr>
<td>Amy Holdsworth</td>
<td>Teacher</td>
<td>Summit Park Elem.</td>
<td>6.5</td>
<td>1-01-04</td>
</tr>
<tr>
<td>Linda Lancaster</td>
<td>Teacher</td>
<td>Sparrows Point High</td>
<td>35.0</td>
<td>11-01-03</td>
</tr>
<tr>
<td>Marian Mohler</td>
<td>Teacher</td>
<td>Maiden Choice Center</td>
<td>13.4</td>
<td>1-01-04</td>
</tr>
<tr>
<td>Ann Oppenhein</td>
<td>Office Asst. I</td>
<td>Woodmoor Elem.</td>
<td>5.0</td>
<td>10-01-03</td>
</tr>
<tr>
<td>Erwin Riedner</td>
<td>Audiologist</td>
<td>Maiden Choice School</td>
<td>14.0</td>
<td>7-01-04</td>
</tr>
<tr>
<td>Viola Stone</td>
<td>Bus Attendant</td>
<td>Transportation</td>
<td>14.0</td>
<td>12-1-03</td>
</tr>
</tbody>
</table>

As of 12/18/03
January 13, 2004

RESIGNATIONS

ELEMENTARY – 2

Hernwood Elementary School
Marissa S. Chernoff, 01/05/04, 1.8 yrs.

Westchester Elementary School
Tara E. Washburn, 01/05/04, 4.4 yrs.

SECONDARY - 17

Catonsville High School
Katherine B. McKerrow, 06/30/03, 1.0 yr.

Catonsville Middle School
Elizabeth M. Flow-Delwiche, 01/05/04, 1.0 yr.

Franklin High School
Stacie N. Bennett, 01/05/04, 1.4 yrs.
Hilary G. Hansen, 01/05/04, 2.0 yrs.

Hereford High School
John M. Murphy, 12/05/03, 11.0 mos.

Kenwood High School
Laura A. Lorenz, 11/24/03, 3.0 mos.

Lansdowne Middle School
Stuart I. Buckner, 10/29/03, 2.0 mos.

New Town High School
Cynthia N. Reaves, 01/23/04, 5.0 mos.

Old Court Middle School
Alisha Stevens, 11/21/03, 8.0 mos.

Perry Hall High School
Wendy R. Swalla, 01/05/04, 6.4 yrs.

Pikesville High School
Parthena M. Bowman, 01/09/04, 5.4 yrs.

Pikesville Middle School
Christina M. Cole-Mink, 12/23/03, 4.0 mos.

Overlea High School
Leslie S. Brodsky, 01/23/04, 1.5 yrs.

Towson High School
Nicole L. Schwartz, 12/02/03, 3.0 mos.

Western School of Technology
Sean C. Noah, 01/06/04, 1.4 yrs.

SEPARATIONS FROM LEAVE – 2

Jonathan Brice, granted Academic Leave, 08/19/02-06/30/03, resigning 07/01/03, 9.0 yrs.
Lindsey Fox, granted Unusual or Imperative Leave, 08/23/01- 12/31/03, resigning 12/31/03, 16.4 yrs.

DOP: 1/14/04
BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204

January 13, 2004

LEAVES

CHILD REARING LEAVES

MELISSA SHUMAN BALMAN – Bear Creek Elementary School
Effective March 8, 2004 through March 8, 2006

PATTI SWEARINGEN BROCATO – Featherbed Lane Elementary School
Effective March 8, 2004 through March 8, 2006

TRISA MEARS ELLIS – Woodbridge Elementary School
Effective March 2, 2004 through June 30, 2005

JAMIE NEWELL GLASER – Dundalk Elementary School
Effective January 19, 2004 through June 30, 2005

DANIELLE AUTENRIETH HOLLAND – Formerly Logan Elementary School
Effective December 12, 2003 through June 30, 2005

SARAH PARKER KEITH – Winfield Elementary School
Effective February 18, 2004 through June 30, 2005

SUSAN ROBINSON PATRAS – Pinewood Elementary School
Effective January 30, 2004 through June 30, 2005

VICTORIA KRAJEWSKI RIPPIN – Educational Support Services Building (Dept Elementary Programs Math)
Effective January 12, 2004 through June 30, 2004

LAURA LORITZ TINKER – Bedford Elementary School
Effective February 8, 2004 through June 30, 2004

EXTENDED MILITARY LEAVE

WAYNE FIELDS – Pulaski Park Facility (Preventive Maintenance Technician)*
Effective March 8, 2004 through March 8, 2005

EXTENDED PERSONAL ILLNESS LEAVE

MARY HUGHES – Middlesex Elementary School (Cafeteria Person-in-Charge)*
Effective January 1, 2004 through June 30, 2004

*Non-member Maryland State Retirement System & Pension System

DOP: 1/14/2004
MILITARY LEAVES

BRIAN JOSEPH MANGIAFICO – Lansdowne High School
Effective December 8, 2003 through June 30, 2005

LORALYNNE SCHNEIDER – Patapsco High School
Effective November 15, 2003 through June 30, 2005

PERSONAL ILLNESS LEAVE

DOROTHY CHESIL – Inwood Lot (Bus Driver)*
Effective December 1, 2003 through August 3, 2004

LORI SERSEN – Perry Hall High School (Cafeteria Worker)*
Effective November 22, 2003 through November 22, 2004

UNUSUAL OR IMPERATIVE LEAVE

SHIRLENE GRAY – Grange Elementary (Building Service Worker)*
Effective August 21, 2003 through August 21, 2004

STACY KOERBER – Timonium Elementary School
Effective January 14, 2004 through June 30, 2004

*Non-member Maryland State Retirement System & Pension System

DOP: 1/14/2004
Baltimore County Public Schools  
Towson, Maryland 21204  

January 13, 2004  

Deceased  

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

ROBERT P. CIACCIO  
Elementary Classroom  
Sandy Plains Elementary School  
December 26, 2003  

WILLIAM A. MATTOX  
Chief Custodian III  
Pulaski Park Office  
November 12, 2003
Baltimore County Public Schools

Date: January 13, 2004

To: Board of Education

From: Dr. Joe A. Hairston, Superintendent

Title: Appointments and Assignments 2003 – 2004

Originator: J. Robert Haines, Deputy Superintendent Business Services

Resource Staff: Christine Johns, Deputy Superintendent of Curriculum and Instruction, Merle Audette, Chief of Staff, Dr. Scott Gehring, Robert Kemmery, William Lawrence, Dr. Richard Milbourne, and Dr. Kim Whitehead, Executive Directors of Schools, Randy Grimsley, Executive Director of Human Resources, and David Evans, Acting Director of Personnel

RECOMMENDATION

That the Appointments for 2003 – 2004 in Appendix I be approved.

*****

Appendix I Appointments and Assignments 2003 - 2004 Central Office
### RECOMMENDED APPOINTMENTS

<table>
<thead>
<tr>
<th>NAME</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>RICK VAETH</td>
<td>Data Analyst – Division of Special Education/Early Intervention Services Maryland State Department of Education</td>
<td>Specialist Office of Accountability, Research and Testing</td>
</tr>
</tbody>
</table>

(Effective January 14, 2004)

(Vacancy is the result of the redirection of positions from the Department of Assessment and Student Data)
EXHIBIT K

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: January 13, 2004

TO: BOARD OF EDUCATION

FROM: Joe A. Hairston, Superintendent

SUBJECT: Recommendations for Award of Contracts

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

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

RECOMMENDATION

That the Board of Education approves the following contract recommendations.

*****

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

RLG/caj

Appendix I – Recommendations for Award of Contracts – Board Exhibit
Recommendations for Award of Contracts
Board Exhibit – January 13, 2004

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

1. Contract: Centrex and Plain Old Telephone Services (POTS)
Bid #: PCR-237-04

Term: 3 years Extensions: 2/1-year Contract Ending Date: 6/30/09 (tentative)
Estimated annual award Value: $828,000
Estimated total award value: $4,140,000

Bid issued: October 23, 2003
Pre-bid meeting date: November 6, 2003
Due Date: November 21, 2003
No. of vendors issued to: 16
No. of bids received: 2
No. of no-bids received: 0

Description:

This solicitation included Centrex, which gives us the 887exchange, and telephone services for BCPS and Baltimore County Government. The solicitation was issued and managed by BCPS. Among the service requirements for BCPS were:

- Provide approximately 2300 Centrex lines and 400 POTS lines
- Retain existing phone numbers
- Use existing, owned equipment -- Norstar
- Provide free, unlimited usage among Centrex numbers
- Include all telephone switching offices that feed BCPS

The solicitation resulted in a 28 percent savings from the previous service.

Recommendation:
Award of contract is recommended to the lowest responsive bidder:

Verizon Maryland, Inc., Baltimore, MD

Responsible school or office: Information Technology

Contact Person: Greg Barlow

Funding Source: Operating budget of the Office of Information Technology
2. Contract: Contracted Services: Internet Service Provider
Bid #: JMI-617-04

Term: 3 years Extensions: 0 Contract Ending Date: 6/30/07 (tentative)
Estimated annual award Value: $170,556
Estimated total award value: $511,668

Bid issued: October 30, 2003
Pre-bid meeting date: November 24, 2003
Due Date: December 3, 2003
No. of vendors issued to: 25
No. of bids received: 6
No. of no-bids received: 3

Description:
The Office of Purchasing issued a solicitation that qualified and selected an award bidder(s) to provide a dedicated Internet access connection for BCPS schools and offices. The term of the contract shall commence on July 1, 2004, and all terms and conditions shall remain in effect until June 30, 2007. The Office of Purchasing requested one-year, two-year, and three-year pricing options for 25, 35, 45, and 100 Mbps service bandwidth.

Recommendation:
Award of contract is recommended to the two bidders providing the lowest two prices for the three-year option at 25 Mbps service bandwidth. This award will allow for high-speed/reliable service through load balancing and the use of different physical configurations. There shall be no installation costs. Because of the need for continuous and reliable Internet services, there is a need for a secondary awardee to serve as a backup if the primary is unable to deliver service for any reason or period of time. Award of contract is recommended to the following firms:

Primary Verizon Network Integration Corp., Baltimore, MD
Secondary Comcast Commercial Services, Inc., Moorestown, NJ

Responsible school or office: Department of Technology
Contact Person: Greg Barlow
Funding Source: Operating Budget for Department of Technology
3. **Contract:** School Buses  
    **Bid #:** PCR-239-04

**Term:** 6 months  **Extensions:** N/A  **Contract Ending Date:** 6/30/04 (tentative)

**Estimated annual award Value:** $2,475,036  
**Estimated total award value:** $2,475,036

**Bid issued:** November 13, 2003  
**Pre-bid meeting date:** November 24, 2003  
**Due Date:** December 3, 2003

**No. of vendors issued to:** 5  
**No. of bids received:** 4  
**No. of no-bids received:** 0

**Description:**

The annual bid for the purchase of school buses was offered as follows:

- **GROUP I** buses that accommodate 64 passengers.
- **GROUP IA** buses that accommodate 64 passengers, with orthopeadic lift
- **GROUP III** buses that accommodate 48 passengers, with orthopeadic lift and air conditioning

**Recommendation:**

Award of contract is recommended to the lowest responsive bidder as follows:

<table>
<thead>
<tr>
<th>Group</th>
<th>Units</th>
<th>Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP I</td>
<td>32</td>
<td>American Bus Sales and Service</td>
</tr>
<tr>
<td>GROUP IA</td>
<td>4</td>
<td>J. Price International</td>
</tr>
<tr>
<td>GROUP III</td>
<td>8</td>
<td>J. Price International</td>
</tr>
</tbody>
</table>

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

**Contact Person:** Wayne Hopkins

**Funding Source:** Multi-year lease purchase agreement
DATE: January 13, 2004
TO: BOARD OF EDUCATION
FROM: Dr. J. Hairston, Superintendent
SUBJECT: Award of Contract – New Parking Lot at Rosedale Center
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 approves an award of contract.

*****

Award of Contract - New Parking Lot at Rosedale Center.

Appendix I – Recommendation of Award of Contract
Appendix I

Recommendation of Award of Contract
New Parking Lot at Rosedale Center
January 13, 2003

The Fiscal Year 2004 Capital Budget includes funding for the construction of a new parking lot at Rosedale Center in order to accommodate teachers and staff relocated from the Inverness Center. In order to construct the new parking lot, the Department of Physical Facilities requests approval to utilize the Baltimore County Government on-call contract for Paving Bituminous Concrete – contract #42188. The County Administrative Officer has approved Gray & Sons, Inc. as the award bidder under this contract. According to the general conditions of this contract, all prices, terms, conditions, and services are extended to the Baltimore County Board of Education.

The Department of Physical Facilities requests approval to award a contract in the not-to-exceed amount of $585,000.00 with Gray & Sons, Inc. to construct the new parking lot at Rosedale Center. Funding for this project is available through Capital Budget Project #672- Site Improvements.

APPROVED:

Donald F. Krempel, Ph.D.
Executive Director
DATE: January 13, 2004

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Request for Increase in Contingency Authorization – ADA Modifications at Scotts Branch 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
Mohammed Mufti, Architect
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an increase to the contingency allocation.

*****

Request for Increase in Contingency Authorization – ADA Modifications at Scotts Branch Elementary School.

Appendix I – Request for Increase to Contingency Authorization
Appendix I

Request for Increase in Contingency Authorization
ADA Modifications at Scotts Branch Elementary School
January 13, 2003

On May 13, 2003, the Board of Education approved an award of contract with JLN Construction Services, Inc. to modify restrooms and install an inclined chairlift at Scotts Branch Elementary School. During the course of construction, State code enforcement officials instituted a revision to the elevator code that required the contractor to make modifications to the chairlift in order to meet their newly adopted standard.

The Department of Physical Facilities requests approval to increase the project contingency in the amount of $660.96 to cover the costs associated with this additional work. The final contingency for this project, provided this requested increase is approved, will equal $10,413.00 or approximately 10.7% of the total contract award of $97,520.40.

Funding for this increased contingency allocation is available through the Capital Budget Project #665- Major Maintenance.

APPROVED:

Donald F. Krempel, Ph.D.
Executive Director
DATE: January 13, 2004

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Request to Declare Surplus Property at the Vincent School Site

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 request to surplus a parcel of property.

*****

Request to Declare Surplus Property at the Vincent School Site.

Appendix I – Request to Declare Surplus Property at the Vincent School Site
Appendix I

Request to Declare Surplus Property at the Vincent School Site
January 13, 2004

The Department of Public Works has requested that a portion of the Vincent School Site be transferred to Baltimore County for the construction of a replacement bridge along Ebenezer Road. The requested 0.657-acre parcel of land would be conveyed to Baltimore County in Fee Simple and become part of the public roadway. The Department of Physical Facilities requests approval to declare surplus this parcel of property at the Vincent School Site.

APPROVED:

[Signature]

Donald F. Krempel, Ph.D.
Executive Director

Approximate location of land to be transferred
Drawing Not-to-Scale
Baltimore County Public Schools

Date: January 13, 2004

To: Board of Education

From: Dr. Joe A. Hairston, Superintendent

Subject: Repeal of Rule 4126 and Rule 4217

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

Resource Persons: Risa Schuster, Ombudsman

Information

That Rule 4126 and Rule 4217 are repealed and presented to the Board as an information item.

*****

Attachment I – Repeal of Rules 4126 and Rule 4217
EXECUTIVE LEADERSHIP TEAM

Date: December 10, 2003

Originator: Risa S. Schuster, Ombudsman/Administrative Liaison to the Ethics Review Panel

Resource Person(s): Margaret-Ann Howie, Esq., Legal Counsel to the Superintendent

Title: Superintendent’s Rules 4126 and 4217 entitled PERSONNEL: Professional and PERSONNEL: Classified Conflict of Interest

RESULT: To repeal Rules 4126 and 4217

RECOMMENDATION

*****

Nature of the Issue: Rules 4126 and 4217 speak to the conflict of interest issue regarding the advertisement and sale of commercial products and services by temporary and part-time professional personnel and by classified personnel, respectively. These Rules prohibit employees from using their positions for personal benefit.

The current Ethics Code Policy 8363 addresses these prohibitions as does Advisory Opinion 99-08 previously issued by the Ethics Review Panel.

History of the Issue: When the Ethics Code policies were adopted in 1996, they were intended to replace existing ethics-related Board policies and Superintendent’s rules, the content of which would be covered by the Ethics policies. However, at the time the Ethics Code policies were adopted no action was taken to repeal Rules 4126 and 4217.

This recommendation to repeal Rules 4126 and 4217 previously was brought to the attention of the Executive Cabinet in December 2000; however, no action was taken at that time.

Estimated Operating Funds Fiscal Impact: $__None________

Possible Funding Source: _N/A____________________ For School Year:________

Additional person/s to attend meeting __None__________________________

DF/jg
Exhibit P

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: January 13, 2004

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: Repeal of Rule 6142 – Instruction: Diploma Requirements

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

RESOURCE PERSONS: Margaret-Ann F. Howie, Esq., Legal Counsel to the Superintendent

INFORMATION

That Rule 6142 is repealed and presented to the Board as an information item.

*****

Nature of the Issue:
Policy 5250, Graduation Requirements, replaced Rule 6142, which was adopted on November 21, 1968. No official action was taken to repeal Rule 6142, Diploma Requirements.

Attachment I – Rule 6142
INSTRUCTION:

Diploma Requirements

A single diploma is authorized by the State for all students completing 18 units of credit, including:

General Education Area Units

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>2</td>
</tr>
<tr>
<td>Mathematics</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

Total 18

Rule  Superintendent of Schools
Approved: 11/21/68
DATE: January 13, 2004

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: Revision of Rules 1110 and 1110.1, Community Relations: Communication with the Public

ORIGINATOR: Christine Johns, Deputy Superintendent

RESOURCE Phyllis Bailey, Executive Director, Special Programs PreK-12

PERSON(S): Della Curtis, Coordinator, Office of Library Information Services

RECOMMENDATION

Revisions are recommended to Rules 1110 and 1110.1 in order to reflect new form numbers and titles as a result of the 2003 revision to Telecommunication Policy and Rules: 4006 Personnel – General: Access to Electronic Information, Services, and Networks and 6166 Instruction: Access to Electronic Information, Services, and Networks. The suggested changes will align form references to the current Telecommunications Policy and Rules.

* * * * *

Attachment I: Revised Rule 1110, Community Relations: Communication with the Public
Attachment II (Exhibit R): Revised Rule 1110.1, Community Relations: Communication with the Public
COMMUNITY RELATIONS: Communication with the Public

Publications, Radio, Television, and Web Sites

A. System Level

1. Information originating from system level divisions, departments, and offices shall be approved by the Office of Communications. All school personnel are urged to suggest information to be released to the public, but such releases must be channeled through the Office of Communications to avoid duplication of information to the public and to maintain a file of communications with the public. Failure to comply with this rule will result in disciplinary action up to and including termination.

2. The Office of Communications will employ the rules and regulations set forth below in Section B, numbers 4-14.

B. Individual Schools

1. It is the responsibility of the principal to supervise all press, radio, television, and web site communications and publications originating within the individual schools. While the principal must retain the ultimate responsibility in this area, a designee may be assigned this responsibility.

2. Employees and students who act as representatives of the school shall obtain prior permission of the principal or designee when communicating information to the public about the school.

3. Principals shall designate an employee (webmaster) to coordinate and monitor electronic publications, such as a school web site. No student may be assigned this responsibility. The webmaster shall comply with the terms and conditions of the Telecommunications Acceptable Use Policy for Employees (Rule 4006, Form A).

The webmaster shall comply with the Webmaster Roles and Responsibilities [(Rule 1110, Form E)] (RULE 4006, FORM B) and indicate their understanding of the terms and conditions by signing the Webmaster Agreement [(Rule 1110, Form E)] (RULE 4006, FORM B).
4. All communications and publications shall comply with the terms and conditions of the *Telecommunications Acceptable Use Policy for Employees* and the *Telecommunications Acceptable Use Policy for Students* (Rule 6166, Form A). Communications and publications shall not include abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.

5. Employees and students shall comply with Superintendent’s Rule 1110.1, Copyright and Intellectual Property, when communicating with the public.

6. Permission shall be obtained from the parent/guardian prior to the student appearing in a production for distribution/telecast over the Baltimore County Public Schools’ cable Education Channel to relinquish all parent/guardian or student monetary claims or royalties upon Baltimore County Public Schools. Use the *Parent/Guardian/Student Consent and Release Agreement for [the] AN Education Channel Production* form [(Rule 1110, Form B)] (RULE 6166, FORM C) for this purpose. Programs for which royalties cannot be collected are not covered under this rule.

7. The Baltimore County Public Schools shall not permit a student’s full name, home address, or home telephone number to be electronically published on a school or system level web site as specified in the terms and conditions of *Telecommunications Acceptable Use Policy for Students* (Rule 6166, Form A) and the *Telecommunications Acceptable Use Policy for Employees* FORM (RULE 4006, FORM A).

8. Employees shall identify the students’ intellectual property in the following manner:
   - Individual students - first name and surname initial
   - Group of students - group name.

9. Responding to requests for additional information about a student is the responsibility of the principal or designee who shall comply in accordance with the *Code of Maryland Regulations (COMAR) 13A.08.02.*

10. The Baltimore County Public Schools shall not permit photographs, videos, or films of an individual student to appear on a school or system level web site. A group (4 or more individuals) photograph, video, or film may appear as the group name, provided that:
• The parents/guardians of each student appearing in the group photograph, video or film have granted permission to publish such material on the WWW. Use the [Parent/Guardian and Student Permission to Publish Student Group Photograph/Video/Film on the WWW form (Rule 1110, Form D).] PERMISSION TO PUBLISH STUDENT GROUP PHOTOGRAPH OR VIDEO ON THE INTERNET OR BCPS INTRANET FORM (RULE 6166, FORM D).

11. Student or employee resumes shall not be linked to or included as part of any school or system level web site.

12. Electronic publications, such as employee or student personal web pages, shall not be linked to or included as part of any school or system level web site.

13. All school or system level web pages shall contain the following disclaimer:

   We have made every reasonable attempt to ensure that our school system’s web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the BCPS telecommunications policy.

14. School or system level web sites shall not include nor imply endorsement of advertisements, any business, or product.

15. All communications and publications which are representative of the Baltimore County Public Schools shall employ the conventions of standard English or other languages.

16. Failure to comply with this rule shall result in disciplinary action up to and including termination.

Legal References: Federal Laws
Freedom of Information Act, 5 U.S.C. §552
State Law

Maryland Public Information Act, MD State Gov’t. Code Ann., §10-611 et seq.

Code of Maryland Regulations (COMAR)
13A.08.02

Related Policies:
Board of Education Policy 4006, Telecommunications Access to Electronic Information, Services, and Networks
Board of Education Policy 6166, Telecommunications Access to Electronic Information, Services, and Networks

Rule
Approved: 10/9/69
Revised: 6/9/97
EDITED:

Superintendent of Schools
COMMUNITY RELATIONS: Communication with the Public

Copyright and Intellectual Property (Original Works)

A. Libraries may make a single copy, with Notice of Copyright present, of the following:

- An unpublished work which is in its collection solely for purposes of preservation and security or for deposit for research use in another qualified library or archives

- A published work in order to replace it because it is damaged, deteriorated, lost, or stolen provided that an unused replacement cannot be obtained at a fair price.

B. Employees and students shall obtain prior permission from the copyright owner to copy, modify, display, perform, or distribute copyrighted works which do not meet the criteria for use. Use the Baltimore County Public Schools’ Copyright Permission Request form [(Rule 1110, Form C)] (RULE 6166, FORM E) for this purpose. A copy of all correspondence and one copy of the reproduced material shall be kept on file by the principal/office head or designee for the duration of the copyright.

Employees and students do not need permission to copy, modify, display, perform, or distribute works classified as in the public domain. Works in the public domain include works with the following characteristics: originally non-copyrightable, lost copyright, expired copyright, authored by the federal government, or granted by the author to the public domain. Unless materials are clearly marked as in the public domain, consider them to be copyrighted.

C. Employees shall obtain permission from the parent/guardian prior to electronically publishing or distributing a student’s intellectual property/original work. Use the Baltimore County Public Schools’ [Parent/Guardian and Student Permission to Publish Intellectual Property on the WWW form (Rule 1110, Form A)] PERMISSION TO PUBLISH INTELLECTUAL PROPERTY ON THE INTERNET, BCPS INTRANET, OR THE BCPS EDUCATION CHANNEL 73 FORM (RULE 6166, FORM B) for this purpose.

Employees shall display the Notice of Copyright when electronically publishing student intellectual property. The Notice of Copyright informs the public that the
RULE 1110.1

student’s original work is protected by copyright, identifies the copyright owner, and shows the year of the first publication.

Use the following copyright notice for student publications:

Copyright © Date Abbreviation of name of owner. All rights reserved. (e.g., Copyright © 1997 John D. All rights reserved).

Documents and related graphics may be duplicated for educational, non-profit school use only. All other uses, transmissions and duplications are prohibited unless permission is granted expressly.

E. A work created by an employee within the scope of his/her employment in Baltimore County Public Schools is a work made for hire. Baltimore County Public Schools are the initial owner of all the rights of copyright in the work unless a prior written agreement is signed by both parties.

Use the following copyright notice for Baltimore County Public Schools' publications:

Copyright © 1997 Baltimore County Public Schools. All rights reserved.

Documents and related graphics may be duplicated for educational, non-profit school use only. All other uses, transmissions, and duplications are prohibited unless permission is granted expressly.

F. Guidelines for Use of Print Materials:

Permissible Uses

Single Copies for Individual Teacher Use

A single copy may be made of any of the following by educators for their scholarly research or for use in teaching or preparing to teach a class:

- A chapter from a book
- An article from a periodical or newspaper
RULE 1110.1

- A short story, short essay, or short poem - whether or not from a collective work

- A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

**Multiple Copies for Classroom Use**

Multiple copies not to exceed one copy per student in a course may be made by/for the teacher giving the course for classroom use or discussion provided that all four of the following criteria are met:

**Criterion 1:** Brevity

<table>
<thead>
<tr>
<th>Type of Work</th>
<th>Suggested Safe Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poem</td>
<td>A complete poem if less than 250 words and if printed on not more than two pages</td>
</tr>
<tr>
<td></td>
<td>A longer poem, an excerpt of not more than 250 words</td>
</tr>
<tr>
<td>Prose</td>
<td>A complete article, story, or essay of under 2,500 words</td>
</tr>
<tr>
<td></td>
<td>A prose work of not more than 1,000 or 10% of the work, whichever is less, but in any event a minimum of 500 words</td>
</tr>
<tr>
<td>Illustration</td>
<td>One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue</td>
</tr>
<tr>
<td>&quot;Special&quot; books of less than 2,500 words, such as children’s books</td>
<td>Up to two (2) pages of the text representing not more than 10% of the total words</td>
</tr>
</tbody>
</table>

**Criterion 2:** Spontaneity

- The copying is at the instant and inspiration of the individual teacher.
The decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Criterion 3: Cumulative Effect

- The copying of the material is for only one (1) course in the school in which the copies are made.
- Not more than one (1) short poem, article, story, essay, or two (2) excerpts may be copied from the same author during one class term.
- Not more than three (3) excerpts may be copied from the same collective work or periodical volume during one (1) class term.
- There may not be more than nine (9) instances of such multiple copying for one course during one class term.
- No limit has been placed on the number of copies that can be made of newspapers, the current news sections of periodicals, and works in the public domain.

Criterion 4: Each copy must include the same Notice of Copyright included on the original work.

G. Guidelines for Use of Print Materials:

Prohibited Uses

- Copying to create, replace, or substitute for anthologies, compilations, or collective works whether copies are accumulated or reproduced and used separately.
- Copying of or from any work intended to be "consumable" such as workbooks, exercises, standardized tests, test booklets, answer sheets, and like consumable material.
- Copying as a substitute for the purchase of books, publishers’ reprints, or periodicals.
• Repeated copying of the same item by the same teacher from term to term.
• Charging students beyond the actual cost of the photocopying.

H. Guidelines for Use of Printed Musical Scores:

Permissible Uses

• Emergency copying to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies are substituted in due course.

• Making single copies or up to one (1) copy per student of excerpts of works for academic purposes other than performance, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit, such as a section, movement, or aria, but in no case more than 10% of the whole work.

• Editing or simplifying printed copies which have been purchased, provided that the fundamental character of the work is not distorted or lyrics altered or added.

I. Guidelines for Use of Printed Musical Scores:

Prohibited Uses

• Copying to create, replace, or substitute for anthologies, compilations, or collective works.

• Copying of or from works intended to be "consumable" in the course of study or of teaching, such as workbooks, exercises, standardized tests, answer sheets, and like material.

• Copying for the purpose of performance, except in emergency situations described above.

• Copying for the purpose of substituting for the purchase of music except in situations described above.
J. Guidelines for Use of Off-Air Recording of Non-Fee Based Broadcast Programming for Educational Purposes:

Permissible and Prohibited Uses

Video recordings made for instructional use in Baltimore County Public Schools shall comply with the Superintendent’s Rule 6163.2, Instruction - Selection of Instructional Materials, and have the approval of the principal or designee.

- Off-air recording may be used once by an individual teacher in the course of relevant teaching activities and repeated only once when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during the first 10 consecutive school days in the 45 calendar day retention period.

- Off-air recordings may be kept for 45 consecutive calendar days after the date of recording. Upon the conclusion of such retention period, all off-air recordings must be erased or destroyed.

- Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests.

- No program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times it may be broadcast.

- Copies of off-air recordings must include the copyright notice on the broadcast notice as recorded.

- Off-air recordings need not be used in their entirety, but they cannot be altered from their original content. Recordings may not be physically or electronically combined or merged to constitute a teaching anthology or compilation.
• After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45-calendar day retention period only for teacher evaluation purposes.

• Off-air recordings may be made by an educational institution for the deaf and hearing impaired. Permitted activities include: the making of a captioned version for non-commercial purposes; performances of that version for educational purposes within the institution for its students; and the sharing among other such institutions.

K. Guidelines for Use of Cable in the Classroom - Television Programming

Programs broadcast over a number of cable channels may be videotaped in accordance with the copyright codes published in the *Cable in the Classroom* monthly programming guide.

L. Guidelines for Use of Baltimore County Public Schools Cable Education Channel Programming

Copyright fees have been paid or permission given for Baltimore County Public Schools cable Educational Channel programming to be taped, kept, and used indefinitely for instructional purposes unless otherwise indicated.

M. Guidelines for Use of Pay/Premium Broadcasts

Employees shall not copy for classroom use any programming from pay/premium broadcast channels such as Home Team Sports, Showtime, The Disney Channel, or Home Box Office unless the broadcast is part of the *Cable in the Classroom* programming.

N. Guidelines for Use of Rented Video Programs

Rented video programs may be used for "face-to-face" instruction in schools only if the rental agency allows for use with non-home audiences. Rented or purchased video tapes that display the "For Home Use Only" warning shall not be used in classrooms. No fee shall be collected from viewers as such action would constitute a public performance for commercial/profit purposes. Rented video tapes should comply with the Superintendent's Rule 6163.2, Instruction - Selection of Instructional Materials, and have the approval of the principal or designee.
O. Guidelines for Use of Computer Programs:

Permissible Uses

The owner of a copy of a computer program may make or authorize the making of another copy or adaptation of the computer program provided that it is:

- Created as an essential step in the utilization of the computer program in conjunction with a machine and used in no other manner, or
- For archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.

P. Guidelines for Use of Computer Programs:

Prohibited Uses

- Using a backup (archival) copy at the same time that the master (original) copy is being used.
- Lending the backup copy--An archival copy is permissible only to ensure the owner access to the program in the event of loss or damage to the master.
- Installing one computer program into several machines for simultaneous multiple use unless as specified in the licensing agreement.
- Using educational licensed software for personal use if so restricted in the licensing agreement.
- Reproducing documentation manuals without the written permission of the producer.

Q. Guidelines for Use of Commercial Databases

Downloading information from a commercial database is divided into two (2) categories of use:

- Downloading information of files briefly for the purpose of editing and printing
• Downloading computer files onto disk for retention and repeated use requires a license agreement with the utility or database owner.

R. Guidelines for Use of Multimedia and Web Pages

Multimedia included on web pages are considered to be copyrighted unless the copyright owner authorizes copying or it is in the public domain. Multimedia includes text, motion, music, lyrics, music/video, illustrations, photographs, images, computer software, and databases which are combined into an integrated presentation. Use of these multimedia resources included as part of a web site should parallel the use limits for print, audiovisual, and computer software set forth in this rule.

If there is a question as to whether a particular act of copying might be in violation of the copyright law, permission shall be obtained from the copyright holder before copies are made or included in the web site. The Copyright Permission Request form [Rule 1110, Form C] (RULE 6166, FORM E) is used for this purpose.

A copy of all correspondence and one copy of the reproduced material shall be kept on file by the principal/office head or designee for the length of the copyright.

S. Employees shall comply with copyright laws and guidelines for use of print, audiovisual, and computer programs and databases as set forth in this rule. Failure to comply shall result in disciplinary action up to and including termination.

Students shall comply with copyright laws and guidelines for use of print, audiovisual, and computer programs and databases as set forth in this rule. Students who fail to comply shall be disciplined according to the procedures set forth in the Baltimore County Public Schools Student Handbook.
Legal References:

Federal Laws


RELATED POLICIES:

BOARD OF EDUCATION POLICY 4006, TELECOMMUNICATIONS ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

BOARD OF EDUCATION POLICY 6166, TELECOMMUNICATIONS ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

Superintendent of Schools

Rule
Approved: 6/9/97
Revised:
Southeast Area Advisory Council Minutes Meeting

Date: 11 November 2003
Location: Dundalk High School

1. The meeting was called to order at 7:30 pm by President Boyd Crouse.
2. Those in attendance were: Ms. Bonnie Saul, Mr. Bill Bafitis, Mr. Bud Staigerwald, Ms. Corina Cotsaris, Mr. Stephen Crum, Ms. Shawtair Thompson, Mr. Rick Miller, Ms. Sandra Skordales, Mr. Boyd Crouse, Mr. Bob Kemmery, and Mr. Bob Berkshire.
3. Approximately 150 parents and teachers were in attendance.
4. A three-part presentation was presented by Dr. Hairston, Dr. Jerry Dalton, and Mr. Bob Kemmery on the Baltimore County School System.

a. Dr. Hairston suggested that by linking education with business we can better prepare students for the future.
b. Dr. Hairston outlined changes that have taken place in the County School system over the last decade. Some of the changes include:
   1. Baltimore County’s population has increased by 9 per cent over the last decade.
   2. Minority population has increased by 8 per cent over the last decade.
   3. Median income has increased by 16 per cent over the last decade.
   4. Student population increased by 25 per cent over the last decade.
   5. Dr. Hairston proudly acknowledged that Baltimore County’s *Blueprint for Progress*, a document that is closely aligned with “No Child Left Behind” legislation, was issued three years prior to “No Child Left Behind” legislation.
c. Dr. Jerry Dalton spoke to the audience concerning “No Child Left Behind” legislation. Some of the topics he covered were:
   1. Adequate Yearly Progress
   2. Maryland School Assessment
   3. Accountability
   4. High expectancy levels for each child
   5. Closing the achievement gaps
   6. Focus on individual child
d. Mr. Kemmery gave a presentation on BCPS and Southeast Area
   1. 21 of 22 Southeast Area Schools exceeded the 3rd grade 2003 benchmarks. 16 of 22 exceeded the 2005 intermediate goals.
   2. All Southeast Area middle schools exceeded the 8th grade benchmarks.
   3. 3 of 4 Southeast Area High Schools exceeded the 10th grade benchmarks
e. Question and Answer Session:
1. Q. Business owners provide incentives for achieving goals; do School Administrators receive incentives for achieving goals?  
   A. Due to the large number of bargaining units it is difficult to provide merit type incentives, however, other incentives such as monetary incentives for recruiting highly trained teachers, discount moving services, and low interest loans to teachers.

2. Q. One indicator of a healthy school system is parental involvement. Involvement is high at the elementary level, however it drops off as you go to the higher grades. Are efforts being made to increase parental involvement?  
   A. Yes, we are actively taking steps to increase parental involvement. Effective education involves a partnership between educators and parents.

3. Q. Parallel enrollment is an important program which does not appear in any of the metrics used to measure school performance. Will the parallel enrollment numbers be included in metric used to measure school performance?  
   A. Parallel enrollment is an important program and efforts will be made to include these numbers in school performance metrics.

4. Q. Proper compensation must be provided teachers in order to keep them employed in Baltimore County. How are we working to improve compensation?  
   A. Efforts are being made to improve teacher salaries, however, sometimes ancillary other factors such as improvements in working conditions are just as important as salary increases. We are making every effort to ensure that teachers are receiving the proper support.

5. Q. Why do we have so many half days?  
   A. The calendar committee maps out the calendar 1 year in advance. 180 days of instruction are mandated by law. Half days are frequently used in elementary schools for parental conferences; however, the calendar committee is already being tasked to look at this.

f. Dr. Hairston said that nothing stays the same. If we are not moving ahead we are falling behind. The good old days are gone. The presentation concluded at 8:50 pm with Dr. Hairston, Dr. Dalton and Mr. Kemmery remaining to talk with parents and teachers.

h. Lauren Magnuson approached the Committee and asked for Committee representation on a committee tasked to re-write the Board of Education’s Policy on Parental Involvement.

i. Mr. Luis Borunda, recommended by Ms. Denise Gilbert was presented to the committee for membership on the committee. His resume was given to the committee and will be forwarded to the board for approval.

j. Correspondence: no issues

k. Budget: A letter summarizing the pre-budget hearing results was forwarded to the Board of Education.
l. Old Business: A trifold has been produced to outline purposes and objectives of the advisory councils. A web page link has been made for the Advisory Councils which can be accessed from the Baltimore County School web page.


n. New Business: A volunteer was asked for the Ethics Review Panel/Commission from the Southeast Area Advisory Committee.

o. Mr. Kemmery interviewed Gov. Ehrlich and this will appear on the Education Channel (Channel 73).

p. The meeting was adjourned at 9:50 pm.