

TENTATIVE, SUBJECT TO CHANGE

MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, June 8, 2004
5:30 P.M.-Closed Session, 7:30 P.M.-Open Session
Educational Support Services Building

- I. PLEDGE OF ALLEGIANCE
- II. SILENT MEDITATION IN REMEMBRANCE
- III. AGENDA
Consideration of the agenda for June 8, 2004
- IV. MINUTES
Consideration of the Board Retreat Minutes of April 25, 2004 Exhibit A
- V. SUPERINTENDENT'S REPORT
- VI. SPECIAL ORDER OF BUSINESS – Recognition of Phyllis E. Ettinger and James E. Walker (Mr. Sasiadek)
- VII. SPECIAL ORDER OF BUSINESS – Recognition of Mr. Randy Grimsley, Executive Director of Human Resources (Mr. Sasiadek)
- VIII. RECOGNITION OF ADMINISTRATIVE APPOINTMENTS FROM MAY 25, 2004 (Mr. Grimsley)
- IX. OLD BUSINESS
Consideration of the Proposed 2005-2006 School Calendar (Third Reading) (Dr. Poff)
Exhibit B
- X. REPORTS
 - A. Recognition of the Board of Education by the Baltimore County Nurses Association in Honor of School Nurse Day - May 12, 2004 (Ms. Prumo)
 - B. Report on Proposed Changes to Policy 1280 – Boundary Changes (First Reading) (Ms. Fromm)
Exhibit C
- XI. NEW BUSINESS
 - A. Consideration of consent to the following personnel matters: (Mr. Grimsley)
 - 1. Retirements Exhibit D
 - 2. Resignations Exhibit E
 - 3. Leaves Exhibit F
 - 4. Administrative Appointments Exhibit G

XI. NEW BUSINESS (cont)

B. Consideration of consent to the following contract awards:

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

1. Consulting Contract for Independent Operational Audit of the Special Education Program
2. Contracted Services for 2004 PSAT/NMSQT and PSAT/NMSQT Early Participation Program
3. Contracted Services for *On-Call* Asbestos Abatement and Removal
4. Contracted Services for *On-Call* Asbestos Abatement Hygiene Testing and Monitoring
5. Contracted Services for Food Service—Ice Cream Products
6. Financing School Buses (Reassignment)
7. Printing—Continuous Forms
8. School Musical Instrument Repair Services
9. Summer Science Institute for Elementary Teachers
10. Technology Education Information and Communications Laboratory
11. Touchstones School Program

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

(Building Committee)

1. Award of Contract – Systemic Renovations at Dumbarton Middle School Exhibit I
2. Award of Contract – Systemic Renovations at Stemmers Run Middle School Exhibit J
3. Award of Contract – Systemic Renovations – Sprinkler Installation at Campfield Early Learning Center Exhibit K
4. Award of Contract – Renovations at Owings Mills Elementary Exhibit L
5. Award of Contract – ADA Upgrades at Southwest Academy Exhibit M
6. Award of Contract – Reroofing Project at Lansdowne Middle School Exhibit N
7. Award of Contract – Parking Lot Resurfacing at the Wabash Bus Facility Exhibit O
8. Memorandum of Understanding – Inverness Center Exhibit P

XI. NEW BUSINESS (cont)

- D. Consideration of proposed adjustment to Schedule of Board meetings, 2004-2005

(Mr. Sasiadek)
Exhibit Q

XII. INFORMATION

- Revised Rule 3611 – TUITION: Non-Residents

Exhibit R

XIII. ANNOUNCEMENTS

- A. Constituent Groups
- B. Public Comment – Proposed Changes to Policy 1270 (Second Reading)
- C. Public Comment – Proposed Policy [4144] 3143 (Second Reading)
- D. Public Comment – Proposed Changes to Policy 5550 (Second Reading)
- E. General Public Comment

Next Board Meeting
7:30 PM

July 13, 2004
Greenwood

REPORT OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY RETREAT

Sunday, April 25, 2004

The Board of Education of Baltimore County, Maryland, met in open session for a retreat on Sunday, April 24, 2004, at 10:00 a.m. at the Sherwood House at Cromwell Valley Park, Baltimore, MD. President James R. Sasiadek and the following Board members were in attendance: Mr. Donald L. Arnold, Miss Francesca Cirincione, Mrs. Phyllis E. Ettinger, Mr. Thomas G. Grzynski, Mr. John A. Hayden, III, Mr. Michael P. Kennedy, Ms. Joy Shillman and Mr. James Walker. In addition, Dr. Joe A. Hairston, Superintendent of Schools; Mr. Nevett Steele, Jr., Assistant County Attorney; Mr. Charles Herndon, Communications Officer; and Ms. Brenda Stiffler, Administrative Assistant to the Board were present.

Mr. Sasiadek reported that Mr. Arnold and he had the opportunity to attend the MABE Workshop on Board Self-Evaluations. The instrument used during the MABE Workshop was adjusted for the Board to conduct its own self-evaluation. Ms. Kitty Blumsack, Director of Board Development, Maryland Association of Boards of Education has agreed to review and collate the responses. The information will then be shared with Board members for corrections and adjustments.

Through a Power Point™ presentation, Mr. Sasiadek reviewed topics to be covered by the self-evaluation. Board members were shown “Three Realities” that every board member needs to recognize and acknowledge—serving as a member of a team, not having the individual authority to fix problems, and success as a board member being tied to the success of the board.

Mr. Sasiadek continued his presentation with an explanation of an effective team, characteristics of high performing teams, as well as the role and responsibilities of an effective board. Mr. Sasiadek recommended that the next Board retreat be held in the fall of 2004. During that retreat, the Board will review the roles and responsibilities of a board member and actively work with the newly appointed board members. He requested those board members leaving to come back and attend the fall retreat to assist with educating the new board members. Mr. Grzynski noted a brief orientation for new board members shortly after their appointment would be most helpful.

Mr. Sasiadek reviewed the self-evaluation form. The format used reflects how the Board performs as a group and how Board members perform as individuals. Dr. Hayman suggested placing comments next to any plusses or deltas. Mrs. Ettinger suggested placing the plusses, deltas, or comments next to the rating with an alpha letter.

Regarding section VII of the form, Mr. Kennedy raised a concern with the chain of command between board members and parents' issues that should be handled by staff. Dr. Hayman stated board members should be careful to not overstep boundaries. Dr. Hairston stated that an open line of communication is critical. As a matter of courtesy, Dr. Hairston asked that his office be appraised of any situation.

Mr. Sasiadek requested board members to turn in the completed evaluation form by May 11, 2004.

NEGOTIATION PROCESS

At 10:55 a.m., Mr. Sasiadek welcomed Mr. Randy Grimsley, Executive Director of Human Resources, Mr. Dan Capozzi, Manager of Human Resources-Staff Relations, and Dr. Alpheus Arrington, Director of Human Resources. Dr. Hairston also welcomed Mr. J. Robert Haines, Esq., Deputy Superintendent, Business Services, who has worked extensively with the negotiation process.

Mr. Capozzi provided a brief account of the negotiations during the last two years. He noted four out of five of the collective bargaining units had open contracts the first year. This past year, Mr. Capozzi stated there were limited openers during the negotiation process. He stated BCPS continues to work together with the unions to arrive at the best possible solutions.

One issue raised during the negotiation process was negotiating team training. Mr. Capozzi informed the board that he and staff members would attend an intensive two-day workshop entitled "Negotiating Labor Agreements" in the summer, which includes labor-management relationships and interest-based bargaining (IBB). The objective is to share the information with a bargaining unit that has expressed interest in the program, and work with Maryland State Teachers Association (MSTA) and obtain joint training. Mr. Hayden suggested consideration be given to sharing the cost of sending specific BCPS employees connected with the bargaining process to attend the workshop with administration staff.

Ms. Jung inquired about the number of staff people attending the training. Mr. Capozzi responded ten staff members have been invited to attend the training. In regards to the number of team members, Mr. Capozzi stated negotiation teams could be from 4 to 7 people including office heads.

Mr. Grzynski suggested having background information and a timeline of the negotiation process next fall for new board members.

Mrs. Ettinger commented that teacher evaluation, teacher assignment, and compensation would be extremely important in future negotiations. Mrs. Ettinger also remarked that board members' behavior and listening skills are important during the negotiation process.

Mr. Walker suggested that through the negotiation process Human Resources be open and candid with the board should any issues of significance arise so the gaps can be alleviated upfront.

Dr. George Poff, Assistant to the Superintendent, Governmental Relations, entered the room at 11:53 a.m.

Dr. Hayman noted that the board self-evaluation survey does not mention negotiations. Dr. Hayman commented that the board should be as knowledgeable about the process as the negotiators. He requests that negotiators keep the board informed early in the process. Dr. Hayman inquired about representation of association members at meetings. Mr. Capozzi responded that scheduled negotiation meetings are well attended.

Mr. Haines was requested to bring to the table the process for staffing Title I and Priority 1 and 2 schools for the 2004-2005 school year.

Mr. Sasiadek announced a brief lunch break at 12:04 p.m.

SCHOOL STAFFING

At 12:17 p.m., Dr. Arrington reviewed the staffing of Title I and Priority 1 and 2 schools for the 2004-05 school year. Dr. Arrington stated that prior to June 1, 2004, the staffing of teachers in critical shortage areas for Title I (elementary/middle schools) and Priority 1 and 2 secondary schools will be considered first. He also stated that vacancies in non-critical shortage areas will be filled based on performance goals and indicators and individual school needs. Dr. Arrington noted the following classroom subjects identified as critical shortage areas for this process are:

- Mathematics
- English
- Science
- Special Education (content)
- World Languages (Spanish)

Next, Dr. Arrington reviewed the staffing timelines. Regarding annual transfers, Dr. Arrington stated that:

- Transfers of highly qualified teachers from non-priority or non-Title I schools to Title I or Priority 1 or 2 schools will be based upon performance goals and indicators and individual school
- Transfers of highly qualified teachers between non-priority and non-title I schools will be allowed based on performance goals and indicators and individual school needs.
- Transfers of non-critical shortage areas will be allowed based on performance goals and indicators and individual school needs.

After May 31, 2004, Human Resources will consider:

- Transfers between Title I (elementary/middle schools) or Priority 1 or 2 Secondary schools based upon individual school needs

- Transfers from a Title I (elementary/middle schools) or Priority 1 or 2 Secondary school to a non-Title I or non-priority 1 or 2 secondary school when a highly qualified replacement is available to fill the resultant vacancy.
- All highly qualified teachers returning from leave or being surplusd would be considered first by principals of Title I (elementary/middle schools) or Priority 1 or 2 Secondary Schools before being assigned to other vacancies.

In regards to annual transfers, Mrs. Ettinger asked whether the transfers were voluntary with Dr. Arrington responded affirmatively. Dr. Arrington remarked whether that transfers being discussed today are voluntary transfers only. Mrs. Ettinger asked what are the steps should BCPS be unable to fill vacancies as required by law with highly qualified teachers based on voluntary transfers. Dr. Arrington stated the intention is to fill all vacancies with highly qualified teachers. He also stated that if those positions cannot be filled, Human Resources would look at teachers in non-priority schools. Mrs. Ettinger asked whether involuntary transfers would occur. Dr. Arrington responded that personnel would return to Superintendent and leadership with recommendations. Mr. Haines re-emphasized the June 1st date for reviewing and assessing existing vacancies.

Mr. Walker inquired about highly qualified teachers in Title I schools. Dr. Arrington responded for the 2003-2004 school year all new teachers in Title I schools had to be highly qualified. He also stated that all teachers going into Title I schools for the 2004-2005 school year would be highly qualified. By July 1, 2006, all new teachers in all schools need to be highly qualified.

Dr. Hayman asked about the waiver for the 2003-2004 year. Dr. Arrington responded that the waiver gives the school system one year to ensure that by the beginning of the 2004-2005 school year all newly hired teachers in Title I schools are highly qualified. Dr. Hayman raised concerns about getting highly qualified teachers into Title I and Priority 1 and 2 schools. Dr. Arrington responded that the school system would hire highly qualified teachers for Title I and Priority 1 and 2 schools first. He also stated that teachers would not be transferred out of Title I and Priority 1 and 2 schools until a highly qualified replacement is available. Dr. Hayman noted his discomfort with the number of non-highly qualified teachers in low-performing schools.

Mr. Sasiadek requested clarification of the federal law with regards to Title I schools and highly qualified teachers. Dr. Arrington responded that all new teachers beginning July 1, 2003 in Title I schools must be highly qualified. He noted that Baltimore County Public Schools had a waiver for the 2003-2004 school year. Dr. Arrington also noted that all teachers in all schools, including Title I, must be highly qualified by July 1, 2006.

Mr. Haines commented that BCPS could not continue to grant waivers to teachers that fail to meet the requirements of federal law.

In regards to Mr. Kennedy's comments on transfers, Dr. Arrington stated that teachers currently in Title I schools would not be allowed to transfer to non-Title I schools until a highly qualified replacement is available. Dr. Arrington also commented that the focus of the Job Fair would be on new applicants applying for positions in Baltimore County.

With regards to honors and gifted/talented students, Ms. Shillman discussed replacing experienced, highly qualified teachers from non-priority and non-Title I schools with newly hired highly qualified teachers.

Mr. Hayden raised concerns regarding the possibility of transferring faculty members between schools. He stated the school system should have a fair, consistent approach, making adjustments where appropriate.

Mrs. Ettinger stated a timeline listing federal, state and local requirements and dates would be helpful. She also noted the challenges ahead regarding hiring highly qualified teachers for the Title I and Priority 1 and 2 schools.

Dr. Hayman reiterated the need to have a relationship with the institutions of higher education as well as employer groups. He suggested the need to have a plan beyond the *Master Plan* and *Blueprint for Progress* to address critical issues that could face the school system with regards to resource allocation and staffing.

At 1:30 p.m., Mr. Walker moved the Board go into closed session to discuss personnel matters pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1). The motion was seconded by Mr. Arnold and approved by the Board.

CLOSED SESSION MINUTES

Nevett Steele, Jr. Esq., Assistant County Attorney, discussed personnel matters concerning changed legislation.

At 3:08 p.m., Ms. Walker moved to adjourn closed session. The motion was seconded by Mr. Kennedy and approved by the Board.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

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BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: June 8, 2004
TO: **Board of Education**
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: **PROPOSED CALENDAR, SCHOOL YEAR 2005-2006**

ORIGINATOR: Dr. George P. Poff, Jr., Assistant to the Superintendent
Governmental Relations

RECOMMENDATION

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That the Board review and approve the Proposed Calendar for School Year 2005-2006. This is the third reading of the proposed calendar.

Attachment I – Proposed Calendar 2005-2006

BALTIMORE COUNTY PUBLIC SCHOOLS
 Towson, Maryland 21204
Proposed Calendar 2005 –2006

			Pupil Days	Teacher Days
August	19(F)	Administrative & Supervisory Personnel Meeting		
	22(M)	Teachers on Duty		
	29(M)	Opening Day for Students		
			3	8
September	5(M)	Labor Day—Schools and Offices Closed		
	30(F)	Team Planning—Elementary and Middle Schools Close 3 Hours Early		
			21	21
October	4(T)	Rosh Hashanah—Schools and Offices Closed		
	10(M)	Columbus Day*		
	13(Th)	Yom Kippur—Schools and Offices Closed		
	21(F)	Professional Development Day/MSTA Convention—Schools Closed for Students		
	24(M)	Professional Development Day—Schools Closed for Students		
			17	19
November	4(F)	First Marking Period Ends—Assessment Day for Elementary and Middle Schools***Schools Close 3 Hours Early for Elementary and Middle School Students		
	11(F)	Veterans Day*		
	14-18(M-F)	American Education Week		
	21(M)	Elementary Conference Day—Schools Closed for Elementary Students Distribution of Report Cards		
	24-25(Th-F)	Thanksgiving Holiday—Schools and Offices Closed		
			20	20
December	9(F)	Team Planning—Elementary and Middle Schools Close 3 Hours Early for Students		
	15(Th)	Bill of Rights Day*		
	23(F)	Winter Break Begins at End of School Day		
			17	17
January	2(M)	Schools Reopen		
	15(S)	Dr. Martin Luther King, Jr.'s Birthday **		
	16(M)	Dr. Martin Luther King, Jr.'s Birthday Observed—Schools and Offices Closed		
	19(Th)	Second Marking Period Ends—Assessment Day for Elementary and Middle Schools***Schools Close 3 Hours Early for Elementary and Middle School Students		
	20(F)	Professional Development Day—Schools Closed for All Students High School Semester Changes		
			20	21

February	6(M) 12(S) 20(M) 22(W)	Distribution of Report Cards Lincoln's Birthday** Presidents' Day—Schools and Offices Closed Washington's Birthday*	19	19
March	25(S) 31(F)	Maryland Day** Third Marking Period Ends—Assessment Day for Elementary and Middle Schools***—Schools Close 3 Hours Early for Elementary and Middle School Students	23	23
April	7(F) 18(T) 25(T)	Spring Break Begins at the End of the School Day Schools Reopen Distribution of Report Cards	14	14
May	15(M) 26(F) 29(M) 30, 31(T,W)	PreK/K Conference Day—no preK, half-day, or full-day Kindergarten sessions Last Day for Seniors Memorial Day Observed—Schools and Offices Closed Commencement Exercises	22	22
June	1-6 (Th-T) 13-15(T-Th) 14(W) 14(W) 15(Th) 30(F)	Commencement Exercises Assessment Days****Schools close 3 Hours Early for High School Students; Teachers on Duty Flag Day* Assessment Day***Schools Close 3 Hours Early for Elementary and Middle School Students; Teachers on Duty Last Day of Classes for Students; Schools Close 3 Hours Early for Students; Teachers on Duty Summer School Teachers on Duty for All Centers		
		TOTALS	<u>11</u> 187	<u>11</u> 195
July	3(M) 4(T)	Summer School Begins for All Centers Independence Day—Schools and Offices Closed		
August	4(F)	Last Day Summer School for All Centers		

*Schools open with appropriate exercises

**Appropriate exercises to be scheduled on the Friday before

***ASSESSMENT DAYS- Elementary and middle schools will be given time for parents, teachers, and students to meet and/or assess progress

****ASSESSMENT DAYS- High schools will have the opportunity to administer traditional midterm and/or final exams or to use alternative assessment procedures.

TEAM PLANNING AND STUDENT PERFORMANCE DATA ANALYSIS—Teachers will work in a variety of team structures at local schools to analyze and use performance data to develop differentiated strategies for improving student achievement.

If inclement weather conditions force us to close schools more than seven days, it will be necessary to alter the school calendar. These additional days will be scheduled as required at the end of the school year. The calendar will be reduced up to 5 days if not needed to offset days/hours when schools are closed due to inclement weather. **Teacher duty days will not exceed 191.** One-half days may be modified for inclement weather/emergency conditions.

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: June 8, 2004

TO: **BOARD OF EDUCATION**

FROM: Dr. J. Hairston, Superintendent

SUBJECT: **BOARD OF EDUCATION POLICY 1280 – BOUNDARY CHANGES**

ORIGINATOR: J. Robert Haines, Deputy Superintendent

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

RECOMMENDATION

That the Board of Education approve revisions to Policy 1280 – Boundary Changes. This is the first reading of this policy

Background Information: Policy 1280 – Boundary Changes was originally adopted in October 2001, and has not been revised since that time. The proposed policy revisions would bring the language and current practice into alignment.

Appendix I – Proposed Policy 1280

BOUNDARY CHANGES

STATEMENT OF INTENT

The Board of Education recognizes its obligation to provide a uniform system of public schools that is designed to provide quality education and equal educational opportunity for all children. With the advice of the Superintendent, the Board of Education will establish geographical attendance areas for each school. The Board recognizes the importance of community involvement in the educational process.

In order to garner community input at the beginning of the boundary change process, the Board of Education is establishing this framework that provides an opportunity for a school /community-based recommendation to be presented to the Superintendent for specific boundary changes. The following school boundary practices have been established to provide school boundaries that are in the best interest of students.

PROCEDURE

1. During October, the [Department of Assessment and Student Data] **OFFICE OF STRATEGIC PLANNING** will analyze the September 30th enrollment data from the schools. At an Executive Leadership Team (Superintendent, Deputy Superintendents, Executive Directors of Schools, and the Chief of Staff) meeting in October, the [Department of Assessment and Student Data] **OFFICE OF STRATEGIC PLANNING** will identify those schools that exceed state capacity based on their full-time equivalent enrollment, as well as situations where enrollments are exceptionally low. Based on this analysis, the Executive Leadership Team will identify the schools for which boundary changes will be considered.
2. After the presentation to the Executive Leadership Team, the Executive Director of Schools responsible for any school(s) considered for boundary changes will appoint a Boundary Study Committee composed of parents, teachers, administrators, and other representatives from the schools and communities involved. The Boundary Study Committee will review information prepared by the [Department of Assessment and Student Data] **OFFICE OF STRATEGIC PLANNING**, gather input from the community, and develop several boundary change options.

3. The Executive Director of Schools will host a community forum in which the boundary change options developed by the Boundary Study Committee will be presented to all members of the community who wish to attend. The public will be informed at least ten (10) calendar days prior to the community forum by school newsletters and community newspapers of the time, date, and location of this community forum. The Boundary Study Committee will work with the individuals and groups at the community forum to receive input and assistance concerning the several boundary change options.
4. Following the community forum, all information and suggestions will be organized and processed by the [Department of Assessment and Student Data] **OFFICE OF STRATEGIC PLANNING** for review by the Boundary Study Committee. The Boundary Study Committee will then provide the Executive Director of Schools with the best boundary change option, which the Executive Director of Schools will review, approve, modify, alter, and/or reject.
5. The approved/altered boundary change option will be submitted to the Board of Education as the Superintendent's recommendation. The Superintendent's recommendation will be presented to the Board of Education at least ten (10) calendar days prior to the Board's public hearing on the boundary change. Copies of the Superintendent's recommendation will be sent to each school affected by the boundary change and, upon request, to interested parties. The Board of Education will also receive copies of the proposals considered by the Boundary Study Committee, including any rationales for rejection of a proposal by the Boundary Study Committee.
6. A public hearing on the Superintendent's recommendation will be held by the Board of Education at least ten (10) calendar days prior to final action by the Board on this item.
7. The above steps may be condensed in case of emergency.
8. **WHEN BOUNDARY CHANGES ARE NECESSARY BECAUSE OF CONSTRUCTION OF A NEW SCHOOL, STEPS 2 THROUGH 6 OUTLINED ABOVE MAY BE INITIATED BY THE EXECUTIVE DIRECTOR OF SCHOOLS WITH THE APPROVAL OF THE SUPERINTENDENT ANYTIME FOLLOWING FUNDING APPROVAL BY THE STATE AND/OR COUNTY FOR THE PROJECT.**

THE FRAMEWORK FOR THE BOUNDARY STUDY COMMITTEE

The following framework for the Boundary Study Committee, including the organization and duties and the suggestions for possible areas to be considered, are advisory.

ORGANIZATION AND DUTIES OF THE BOUNDARY STUDY COMMITTEE

The Boundary Study Committee is to develop several boundary change options to be presented to the appropriate Executive Director of Schools for presentation at the community forum. Following the community forum, the Boundary Study Committee will review all information gathered at the community forum. The Boundary Study Committee shall make a recommendation to the Executive Director of Schools of what it considers to be the best boundary change option.

- I. Boundary Study Committee
 - A. Boundary Study Committee Co-Chairpersons
 1. Selected by the Superintendent
 2. Duties
 - a. Chair Boundary Study Committee meetings
 - b. Organize dissemination of information to the affected community
 - c. Co-chair the community forum
 - d. Present the Boundary Study Committee recommendation to the Executive Director of Schools
 - e. Assist the Executive Director of Schools with the presentation of the best boundary change option to the Executive Leadership Team
 - f.
 - B. Recorder
 1. Elected by Boundary Study Committee members at the second meeting
 2. Duties
 - a. Attends all committee meetings
 - b. Takes minutes of committee discussions and actions. (Secretarial assistance and mailing of minutes will be provided by the [Department of Assessment and Student Data] **OFFICE OF STRATEGIC PLANNING** staff.)

C. Committee Members

1. Committee members will endeavor to work with the Executive Director of Schools and the [Department of Assessment and Student Data] **OFFICE OF STRATEGIC PLANNING** to:
 - a. Receive and review information on the housing developments and neighborhoods included in the study area using maps and data provided by staff
 - b. Serve as representatives of the affected schools and interested individuals from the affected neighborhoods
 - c. Seek input from the interested individuals from the affected neighborhood to identify concerns and preferences
 - d. Provide input to the Boundary Study Committee as a representative of the affected neighborhood, not as an individual
 - e. Provide, where necessary, information from the Boundary Study Committee to interested individuals in the affected neighborhoods
 - f. Identify the various boundary options
 1. Determine which neighborhoods and/or areas should be in the core boundary area to attend each affected school (i.e., the areas which will definitely be included in the attendance area for each affected school).
 2. Determine which neighborhoods and/or areas are considered optional and can be assigned to one or more different schools in the various boundary options.
 - g. Plan, attend, and assist with the facilitation of the community forum
 1. Assist in the preparation and/or dissemination of publicity concerning the community forum
 2. Work with staff to develop handouts which summarize the advantages or disadvantages of each of the boundary options
 3. Help the Boundary Study Committee develop answers to frequently asked questions about the process and the various boundary options.

- 4. Serve as small-group facilitators to answer questions and gather information for the Boundary Study Committee.
- h. Make recommendation to the Executive Director of Schools of the best boundary change option.

II. Executive Director of Schools

- A. Advise the Executive Leadership Team concerning schools which may require boundary adjustments
- B. Schedule meetings with principals, in concert with the [Department of Assessment and Student Data] **OFFICE OF STRATEGIC PLANNING**, to provide orientation to the boundary study process
- C. Appoint Boundary Study Committee members
- D. Schedule, attend, and facilitate Boundary Study Committee meetings
- E. Direct the research of the [Department of Assessment and Student Data] **OFFICE OF STRATEGIC PLANNING** staff
- F. Coordinate communication throughout the boundary change process
- G. Host the community forum
- H. Present the Boundary Study Committee's best boundary change option to the Executive Leadership Team

III. School Principals

- A. Identify and contact parents and teachers to serve on the Boundary Study Committee and recommend those individuals to the Executive Director of Schools
 - 1. Seek the advice of the PTA Executive Board to identify parent(s) representatives to be appointed to the Boundary Study Committee
 - a. Parent representatives should have the time to devote to the Boundary Study Committee.
 - b. Parent representatives should represent potentially affected areas and/or neighborhoods.
 - 2. Seek the advice of the school's Faculty Council to identify teacher[(s)] representative(s) to be appointed to the Boundary Study Committee.
 - 3. Explain to potential parent and teacher representatives the Boundary Study Committee member duties, organization, and time commitment, and obtain that individual's commitment to actively serve on the Boundary Study Committee before final selection.

- B. Attend, or provide a representative to, the Boundary Study Committee meetings and serve as a technical advisor
 - C. Assist the Boundary Study Committee in communication efforts
 - 1. When requested by the Boundary Study Committee, use the school newsletter or other forms of parent communication to assist in the dissemination of information.
 - 2. Make appropriate presentations to various school-based groups and/or at PTA meetings of information that would be of assistance to the Boundary Study Committee.
 - 3. Be knowledgeable of all Boundary Study Committee activities in order to respond to parent inquiries.
 - D. Remain impartial in assisting the Boundary Study Committee with the determination of options
- IV. [Department of Assessment and Student Data] **OFFICE OF STRATEGIC PLANNING**
- A. Meet with affected principals to provide orientation to the Boundary Study Committee process
 - 1. Review boundary study parameters (extent of relief being sought for each school involved.)
 - 2. Review location of potentially affected neighborhoods
 - B. Work with Executive Director of Schools in planning first Boundary Study Committee meeting
 - C. When requested by the Boundary Study Committee, provide geographic and statistical data as well as other technical assistance
 - D. Organize and process information and report results of the Boundary Study Committee and the community forum
 - E. Review Boundary Study Committee recommendation
 - F. Organize information and data to be presented to the Executive Leadership Team
- V. Baltimore County Public Schools Budget, Physical Facilities, Transportation, and Other Offices
- A. Provide data, input, and feedback to all proposals throughout the process
 - B. Consider the implications of boundary changes when developing budgets, physical facilities, transportation networks, and other services

**SUGGESTIONS FOR POSSIBLE CONSIDERATION BY
THE BOUNDARY STUDY COMMITTEE**

The Baltimore County Public Schools' Belief Statement asserts "improved achievement requires families and communities to be partners in the education process." In order to encourage community support in the educational process, the boundary change process has been revised to garner community input at the initial stages of the boundary setting discussions. The Boundary Study Committee provides a framework to obtain and to refine community input for recommending new school boundaries to the Executive Director of Schools.

In order to prepare for its recommendation to the Executive Director of Schools, the Boundary Study Committee may consider any, all, several, or none of the following topics. These topics are provided only for Committee discussion and to provide a framework to develop the various boundary options. The topics are not intended to represent an exhaustive list of all the topics that could be considered when reviewing boundary changes.

The topics provided below are not meant to be a complete list. It is recognized that some topics of consideration may be mutually exclusive and/or contradictory. The listing of these topics is to provide a numerical reference system, but does not indicate a hierarchy, order of priority, or any implied priority or desirability. The best option recommended by the Boundary Study Committee to the Executive Director of Schools need not satisfy all of the topics listed below.

The final plan adopted by the Board of Education may include any or none of these topics of consideration.

1. Establish and adjust school boundaries throughout the county in a manner which ensures efficient use of available space.
 - A. Identify schools which are overcrowded or underenrolled by comparing the State Capacity of each facility with its full-time equivalent enrollment
 - B. Apply the guideline of 90% (Whenever a school's FTE enrollment reaches 90% of its state capacity, the school is overcrowded." Conversely, by MSDE practice, a school with an FTE enrollment that is 65% or less of its state capacity is considered underutilized.)
 - C. Avoid overcrowding facilities
 - D. Minimize costs

2. Reassign school attendance areas only when other reasonable and educationally sound choices are not immediately available.
 - A. Explore ways of using existing space more efficiently
 - B. Consider annexing certain grades or programs to nearby facilities with spare capacity
 - C. Where possible, use relocatable classrooms to relieve overcrowding due to short-term enrollment increases

3. Maintain a commitment to long-range planning decisions.
 - A. Where feasible, maintain the community school concept.
 - B. Attempt to ensure that students attend the schools closest to their homes. Sample options:
 - i. Whenever possible, attempt to keep communities together.
 - ii. In order to serve students at the closest possible school, consider employing a domino effect when locations of available school facilities and student clusters are not contiguous.
 - iii. When establishing boundary lines, attempt to follow natural boundaries, such as railroads, creeks, major highways, election districts, existing school boundaries, and locations of feeder schools.
 - C. Where possible, eliminate existing satellite zones (areas districted to a school that are outside of its community boundary). Sample options:
 - i. Attempt to employ satellite zoning only for special purposes and for a pre-determined time period. (Any satellite zoning plan should designate the contiguous school which will be expected to serve students in the satellite area as soon as circumstances permit.
 - ii. As new subdivisions are approved and overcrowd a school, consider assigning the children from the newly developing neighborhoods to other attendance areas with available space rather than disrupt students from existing neighborhoods. (Realize, however, that this tends to create undesirable satellite areas which are usually served by facilities that are a greater distance away than schools serving established residences.)

4. Relate proposed boundary adjustments to customary student assignment patterns for progression through school.
 - A. Whenever possible, develop boundary change proposals which ensure that feeder school patterns from elementary to middle to high school keep developments, neighborhoods, and communities together
 - B. Where feasible, develop boundary change proposals which ensure that elementary school boundaries do not overlap middle school boundaries, and middle school boundaries do not overlap high school boundaries
 - C. Reassign elementary school students no more than once every 5 years and secondary school students no more than once every 3 years
 - D. Phase in high school redistricting, when possible, beginning with grade 9 students
 - E. Develop options which reflect the diversity of the population within the entire cluster of schools under consideration
 - F. Reject options which foster racial or socioeconomic isolation

5. Examine the effects of boundary adjustments on the instructional programs of all schools involved.
 - A. Examine the effect of boundary adjustments on the instructional programs of both the sending and receiving schools
 - B. Adjust enrollment projections by school to assist in staffing, scheduling, and distribution of supplies and materials when boundary changes are implemented

6. Develop boundary adjustment proposals that allow students to be transported in the most efficient and feasible manner.
 - A. Maximize the number of students who can walk to school
 - B. Minimize travel time and maximize safety for students who must be transported
 - C. Avoid bussing students past a school which has the same grade levels
 - D. Avoid duplicate bus runs on the same streets for schools with the same grade levels
 - E. Transport toward town centers rather than toward countryside to minimize special trips to school for parents and guardians

7. Come to a consensus on proposed options by prioritizing the needs unique to the situation under study.
 - A. Develop proposals which meet the above criteria to the greatest extent possible
 - B. Recognize that there is not a single scenario which will please everybody
 - C. Keep in mind that decisions approved and implemented by the Board of Education become precedents that may influence decisions made in similar situations for years to come

Policy
Adopted: 10/23/01
REVISED:

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: June 8, 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 – June 8, 2004**

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

- 1. Contract:** Consulting Contract for Independent Operational Audit of the Special Education Program
Contract #: RGA-100-04

Term: 8 months **Extension:** 3 months **Contract Ending Date:** 6-30-04 (tentative)
Estimated original award value: \$99,500
Estimated total value: \$114,000

Description:

During the 2003-2004 school year, Dr. Lou Barber & Associates conducted a program review of the Baltimore County Public Schools' Department of Special Education.

In order for Dr. Barber and his associates to conduct the appropriate interviews of staff and parents, to visit the necessary BCPS sites, to speak with inter-agency personnel, to participate in monthly CACSE meetings, to present the report to the Board, and to present at the June CACSE meeting, it is necessary to extend the length of the contract awarded to Lou Barber and Associates. This is an extension of the contract awarded to Lou Barber and Associates until June 30, 2004.

Recommendation:

Extension of contract is recommended to:

Lou Barber & Associates, Inc. (based upon their proposal of June 11, 2003)

Responsible school or office: Office of Federal and State Programs

Contact Person: Ron Boone

Funding Source: Third Party Billing

2. Contract: Contracted Services for 2004 PSAT/NMSQT and PSAT/NMSQT
Early Participation Program
Contract #: RGA-128-04

Term: 1 year **Extension:** 0 **Contract Ending Date:** 6/30/05 (tentative)
Estimated total award value: \$150,000

Description:

The 2004 Preliminary Scholastic Achievement Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) and PSAT/NMSQT Early Participation Program is a BCPS initiative to involve pre-juniors and juniors in preparing and planning for success later in secondary school and in college. The Early Participation Program is an educational initiative by the system to increase opportunities for all students, with particular attention to those underrepresented in college populations. A pre-set level of expected participation determines the local test fees. The expected participation is based on the projected 2004 enrollment figures for the participating classes and the PSAT/NMSQT participation in 2003. The set fee will not change regardless of actual participation numbers.

It has been determined that in accordance with Board of Education Policy and Superintendent's Rule 3215 and 3250, and the Office of Purchasing Policy 4002.4, and in the opinion of the Office of Purchasing, that this procurement does qualify and meets the criteria to be considered a sole-source procurement. This opinion is based on the fact that the PSAT/NMSQT examination, and all items (questions) contained therein, including all copies thereof, all examination materials, and all data including, but not limited to, all individually identifiable information collected under this agreement, is at all times exclusively owned by the College Board.

Recommendation:

Award of contract is recommended to:

The College Board, Bala Cynwyd, PA

Responsible school or office: Office of Secondary Programs

Contact Person: Dr. Gwendolyn Grant

Funding Source: Operating budget for Secondary Programs

3. Contract: Contracted Services--*On-Call* Asbestos Abatement and Removal
Bid #: JMI-601-04

Term: 5 years **Extension:** 0 **Contract Ending Date:** 6/30/2009 (tentative)
Estimated annual award value: \$500,000
Estimated total award value: \$2,500,000

Bid issued: April 15, 2004
Pre-bid meeting date: April 29, 2004
Bid due date: May 7, 2004
No. of vendors issued to: 10
No. of bids received: 5
No. of no-bids received: 0

Description:

The Office of Purchasing issued a solicitation that qualified and selected contractors to perform emergency and routine asbestos abatement services. All work under this contract will be done either on a *time-and-material* or by a *not-to-exceed* quote basis.

Recommendation:

Award of contract is recommended to the following firms:

Primary	A-L Abatement, Baltimore, MD
Secondary	A & I, Inc., Baltimore, MD
Tertiary	Barco Enterprises, Inc., White Marsh, MD
Fourth	Colt Insulation, Inc., Baltimore, MD

Responsible school or office: Department of Physical Facilities, Office of Environmental Services

Contact Person: Bob Merrey

Funding Source: Operating budget for Office of Maintenance

4. Contract: Contracted Services--*On-Call* Asbestos Abatement Hygiene Testing and Monitoring
Bid #: JMI-602-04

Term: 5 years **Extension:** 0 **Contract Ending Date:** 6/30/2009 (tentative)
Estimated annual award value: \$200,000
Estimated total award value: \$1,000,000

Bid issued: April 15, 2004
Pre-bid meeting date: April 29, 2004
Bid due date: May 7, 2004
No. of vendors issued to: 11
No. of bids received: 4
No. of no-bids received: 1

Description:

The Office of Purchasing issued a solicitation that qualified and selected contractors to perform emergency and routine asbestos abatement monitoring and related testing. All work under this contract will be done either on a *time-and-material* or by a *not-to-exceed* quote basis. Award bidders were ranked according to a formula that applied a multiplier to pricing provided by bidders for the hourly rate for a field project monitor and pricing for 13 various laboratory-testing scenarios.

Recommendation:

Award of contract is recommended to the following firms:

Primary	Advanced Air Analysis, Inc., Owings Mills, MD
Secondary	Tidewater, Inc., Columbia, MD
Tertiary	Martel Laboratories JDS, Inc., Baltimore, MD
Fourth	Aerosol Monitoring & Analysis Inc., Hanover, MD

Responsible school or office: Department of Physical Facilities, Office of Environmental Services

Contact Person: Bob Merrey

Funding Source: Operating budget for Office of Maintenance

5. Contract: Contracted Services--Food Service Ice Cream Products
Bid #: JCO-433-04

Term: 1 year **Extension:** 2/1-year **Contract Ending Date:** 7/3/07 (tentative)
Estimated annual award value: \$239,395
Estimated total award value: \$718,185

Bid issued: April 22, 2004
Pre-bid meeting date: None
Bid due date: May 6, 2004
No. of vendors issued to: 12
No. of bids received: 2
No. of no-bids received: 0
No. of non-responsive: 0

Description:

A bid for the annual price agreement was issued for the purchase of various ice cream products (sandwich, éclair, chocolate nut cone, non-fat yogurt, and a variety of ice cream bar items) for delivery directly to all schools.

Recommendation:

Award of contract is recommended to:

Berliner Specialty Distributors, Inc., Hyattsville, MD

Responsible school or office: Office of Food and Nutrition Services

Contact Person: Karen Levenstein

Funding Source: Office of Food and Nutrition Services

6. Contract: Financing School Buses (Reassignment)
Bid #: JCO-446-04

Term: 5 years **Extension:** 0 **Contract Ending Date:** 7/3/08 (tentative)
Estimated total award value: \$2,573,602.83

Bid issued: February 12, 2004
Pre-bid meeting date: February 26, 2004
Bid due date: April 15, 2004
No. of vendors issued to: 32
No. of bids received: 6
No. of no-bids received: 2
No. of non-responsive: 1

Description:

This reassignment is requested to rescind the contract award to Bank of America (approved on May 25th) and award the contract to Sun Trust Bank with the APR of 2.28 percent for a total of \$2,573,602.83.

The reassignment is necessary based on non-performance of the initially approved vendor.

The recommendation is based on selecting the financing option that provides the most cost-effective financing plan. The proposed interest rate shall be fixed, and the principal and interest will be budgeted and paid each year, on an annual basis, in accordance with an established repayment schedule. The total principal and interest will be repaid over a period of five fiscal years (July 1 through June 30), but shall not exceed a period of 61 months. The financing arrangement has been coordinated with the Baltimore County Office of Budget and Finance to ensure the annual payments required are funded in the BCPS budget.

The proposal is conditioned upon the financing being a *qualified tax-exempt obligation* within the meaning of the Internal Revenue Code, which in turn requires the Board of Education to reasonably anticipate that it and its subordinate units would not issue tax-exempt obligations in the face amount of more than \$10 million during calendar year 2004. The award of the financing shall constitute evidence of such reasonable anticipation by the Board, as well as the Board's designation of the financing as a *qualified tax-exempt obligation* within the meaning of Section 265 (b)(3) of the Internal Revenue Code of 1986, as amended. Lindsey A. Rader, Esq., of Funk & Bolton, P.A., Baltimore, MD, shall serve as special tax counsel for this transaction.

Recommendation:

Award of contract be awarded to:

Sun Trust Bank, Baltimore, MD

Responsible school or office: Department of Accounting

Contact Person: Patrick Fannon

Funding Source: Operating funds

7. Contract: Printing--Continuous Forms
Bid #: JCO-448-04

Term: 120 days **Extension:** 0 **Contract Ending Date:** 10/7/04 (tentative)
Estimated total award value: \$30,127

Bid issued: April 22, 2004
Pre-bid meeting date: None
Bid due date: May 6, 2004
No. of vendors issued to: 34
No. of bids received: 6
No. of no-bids received: 6
No. of non-responsive: 0

Description:

The bid specifications required the bidders to offer pricing for the printing and delivery of continuous (computer) forms (payroll check stock, payroll direct deposit form, W-2 form, various report cards, report card mailer, student bus passes, blank computer labels). Delivery is made directly to the Information Management Group at the Timonium campus. The BCPS Copy and Print Services cannot print the continuous forms due to the volume, color graphics, and the type of equipment needed to accomplish this task.

Recommendations:

Award of contract is recommended to:

Forms Express, Inc., Gaithersburg, MD
Moore Wallace North America, Inc., Baltimore, MD

Responsible school or office: Office of Information Management Group

Contact Person: Frank Curnoles

Funding Source: Office of Information Technology

8. Contract: School Musical Instrument Repair Services
Bid #: JCO-449-04

Term: 1 year **Extension:** 1 year **Contract Ending Date:** 06/30/06 (tentative)
Estimated annual award value: \$50,000
Estimated total award value: \$100,000

Bid issued: April 29, 2004
Pre-bid meeting date: None
Bid due date: May 13, 2004
No. of vendors issued to: 18
No. of bids received: 5
No. of no-bids received: 2
No. of non-responsive: 0

Description:

This is for the annual price agreement for the repair of musical instruments and the purchase of various materials and supplies (instructional books, accessories, sheet music, reeds, etc.).

Vendors submit a fixed-hourly rate for the repair services and a discount allowance from published list prices for materials and supplies for a period of one year. With this concept, more than one bidder may be awarded a contract, which allows the Office of Music and the schools the ability to use the same contract pricing and immediate access for routine services and supplies.

Recommendations:

Award of contracts are recommended to:

- Brass Arts Unlimited, Rosedale, MD
- Fowler Music Service, Pasadena, MD
- Hess Music, Inc., Manchester, MD
- Music & Arts Center, Timonium, MD
- Stu's Music Shop, Inc., Westminster, MD

Responsible school or office: Office of Music

Contact Person: Jamie Tucker

Funding Source: The operating budgets of Office of Music and individual schools

9. Contract: Summer Science Institute for Elementary Teachers
Contract #: RGA-127-04

Term: 2 months **Extension:** 0 **Contract Ending Date:** July 31, 2004 (tentative)
Estimated total award value: \$146,000

Quote/Bid/Proposal issued: NA
Pre-bid meeting date: NA
Due Date: NA
No. of vendors issued to: NA
No. of Quotes/Bids/Proposals received: NA
No. of no-bids received: NA

Description:

During the summer of 2004, BCPS is contracting with the Community College of Baltimore County (CCBC) to offer a teacher professional development program, Summer Science Institute for Elementary Teachers (ESSI), on all three campuses of CCBC, July 19 – 31, 2004. The purpose of the institute is to strengthen elementary teachers' knowledge base and teaching confidence level in the following science areas: life science, chemistry, physics, earth/space science, environmental science, and information technology with a focus on science.

The curriculum will reflect inquiry-based, constructivist learning addressing the county science indicators. Participants will engage in hands-on experiences in the classroom, in laboratories, and on field trips. CCBC arranges for the instructors.

Measurement of the learning will be done in a pre-test/post-test model. Data will be carefully recorded, and participant feedback will be elicited to continue to fine-tune the institute for following years.

Participants will receive a stipend for their time; class attendance will be taken. It is understood that participants are committing to the full two weeks of classes from 9:00 a.m. to 4:00 p.m., and to the attendance of the July 31 celebration event that will include family of the faculty and participants. The celebration event will take place on the Catonsville Campus of CCBC.

The following is the list of courses and the campus on which they will be offered:

Life Science	Catonsville
Chemistry	Catonsville

Earth/Space Science	Dundalk
Information Technology (Focus on Science)	Dundalk
Physics	Essex
Environmental Science	Essex

It is the hope of all who are sponsoring this institute that participants will find these two weeks to be rewarding and fun, and that the positive energy derived from the experience will transfer into better teaching of science in BCPS elementary schools.

Recommendation:

Award of contract is recommended to the following firm:

Community College of Baltimore County, Baltimore, MD

Responsible school or office: Office of Science, PreK-12
Contact Person: C. David Copenhaver
Funding Source: Title II Grant Funds

10. Contract: Technology Education Information and Communications Laboratory
Bid #: JNI-749-04

Term: 2 years **Extension:** 0 **Contract Ending Date:** 5-31-06 (tentative)
Estimated total award value: \$170,000

Bid issued: March 25, 2004
Pre-bid meeting date: April 13, 2004
Due Date: April 20, 2004
No. of vendors issued to: 43
No. of bids received: 13
No. of no-bids received: 11

Description:

A bid was issued for the purchase of equipment and furniture to establish an Information and Communications Laboratory at New Town High School. Thirteen companies submitted quotes for the various items required to establish the laboratory.

Recommendation:

Recommendation of award is made to the following companies to furnish the equipment and furniture:

Amtek Company, Inc.	Arnold, Maryland
CCS Presentation Systems	Columbia, Maryland
CTL Communications	Silver Spring, Maryland
Kunz	Baltimore, Maryland
METCO	Leechburg, PA
Midwest Technology Products and Services	Sioux City, IA
Paxton/Patterson	Chicago, IL
Peripheral Vision	Baltimore, Maryland
Pikesville Lumber Company	Baltimore, Maryland
Service Photo	Baltimore, Maryland
State Use Industries	Jessup, Maryland
Total Audio Visual Systems	Silver Spring, Maryland
Washington Professional Systems	Wheaton, Maryland

Responsible school or office: Office of Technology Education

Contact Person: Mike Shealey

Funding Source: Office of Career and Technology—Maintained State Funds

11. Contract: Touchstones School Program

Bid #: JNI-752-04

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

Estimated annual award value: \$20,000

Estimated total award value: \$40,000

Bid issued: NA

Pre-bid meeting date: NA

Due Date: NA

No. of vendors issued to: NA

No. of bids received: NA

No. of no-bids received: NA

Description:

Touchstones Discussion Project has developed the Touchstones School Program, a comprehensive program for schools targeted to grades 4 through 12, which builds critical thinking skills fundamental to a school's success in the 21st century economy. The organization is committed to implementing the Touchstones School Program in 20 middle schools in Baltimore County. Baltimore County Public Schools and Touchstones entered into an agreement to provide for the implementation of the Touchstones School Program, and this is a confirming contract for purchases made during FY04. This implementation provided for a Touchstone staff member to work directly with Baltimore County Public Schools for professional development training to all teachers involved in the program, all of the materials necessary for successful participation in the professional development, and the textbooks necessary to provide the classroom instruction.

Recommendation:

Award of contract is recommended to:

Touchstones Discussion Project, Annapolis, MD

Responsible school or office: Gifted Education/ Magnet Programs

Contact Person: Jeanne Paynter

Funding Source: Title II funds Gifted and Talented Special Programs- GT Reading and English

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: June 8, 2004

TO: **BOARD OF EDUCATION**

FROM: Dr. J. Hairston, Superintendent

SUBJECT: **AWARD OF CONTRACT – SYSTEMIC RENOVATIONS AT DUMBARTON MIDDLE SCHOOL**

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

RESOURCE PERSON(S): Donald F. Krempel, Ph.D., Executive Director
Department of Physical Facilities
Richard H. Cassell, P.E., Administrator
Office of Engineering and Construction
Leonard Collevicchio, Mechanical Engineer
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

Award of Contract - Systemic Renovations at Dumbarton Middle School

Appendix I – Recommendation for Award of Contract


**Recommendation for Award of Contract
Systemic Renovations at Dumbarton Middle School
June 8, 2004**

On May 21, 2004, two (2) bids were received for the systemic renovations at Dumbarton Middle School - Bid# JMI-646-04. This project consists of replacing ceilings, exterior doors, domestic water piping, heating system piping, and the fire alarm system; upgrading the heating and ventilating system; and installing a fire sprinkler system and new water service. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to Phillips Way, Inc., the lowest responsive bidder, in the amount of \$5,111,800.00 for the Base Bid plus Add Alternates #6 through #17. These Add Alternates consist of ADA upgrades to all restrooms; replacing all interior doors; replacing all chalk and tack boards; replacing stage curtain and rigging; installing wheelchair lifts; upgrading the security system; installing a CCTV system; replacing the kitchen exhaust hood; replacing heating system piping in the crawlspace; and replacing electrical receptacles and branch wiring.

At this time, we are also requesting approval of a 10% change order allocation in the amount of \$511,180.00, to cover any unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for this project is identified in the State and County Capital Budgets under Project #103 – Dumbarton Middle Systemic Renovations.

APPROVED:



Donald F. Kremmel, Ph.D.
Executive Director

Baltimore County Public Schools Renovation Program
Dumbarton Middle School Systemic Renovations
Bid Number: JMI-646-04
Bid Due Date: May 21, 2004

Bidders' Names	Phillips Way, Inc.	E. Pikounis Construction Company, Inc.
Base Bid Price:	\$4,200,000	\$4,470,000
Alternate # 1: <i>Install an elevator</i>	\$188,000	\$161,000
Alternate # 2: <i>Install a chiller</i>	\$398,000	\$411,000
Alternate # 3A: <i>Install windows and blinds - South Façade</i>	\$87,000	\$78,500
Alternate # 3B: <i>Install windows and blinds - Cafeteria Wing</i>	\$46,000	\$41,800
Alternate # 3C: <i>Install windows and blinds - East Façade</i>	\$125,000	\$136,500
Alternate # 3D: <i>Install windows and blinds - North Façade</i>	\$89,000	\$90,600
Alternate # 3E: <i>Install windows and blinds - West Façade</i>	\$130,000	\$136,900
Alternate # 3F: <i>Install windows and blinds - Gymnasium Wing</i>	\$88,000	\$51,000
Alternate #4 & #5: <i>Not Used</i>	\$0	\$0
Alternate #6: <i>ADA upgrades to restrooms</i>	\$111,000	\$163,000
Alternate #7: <i>ADA upgrades to locker room restrooms</i>	\$44,000	\$65,000
Alternate #8: <i>Replace interior doors</i>	\$67,000	\$112,000
Alternate #9: <i>Replace chalk and tack boards</i>	\$138,000	\$191,000
Alternate #10: <i>Replace stage curtains and rigging</i>	\$56,000	\$14,000
Alternate #11: <i>Install wheelchair lifts</i>	\$65,000	\$59,800
Alternate #12: <i>Upgrade the security system</i>	\$7,800	\$9,600
Alternate #13: <i>Install CCTV System</i>	\$24,000	\$27,200
Alternate #14: <i>Replace the kitchen exhaust hood</i>	\$75,000	\$92,000
Alternate #15: <i>Not Used</i>	\$0	\$0
Alternate #16: <i>Replace heating system piping in crawlspace</i>	\$288,000	\$159,000
Alternate #17: <i>Replace electrical receptacles and branch wiring</i>	\$36,000	\$38,600
Base Bid Plus Add Alternates #6 through #17:	\$5,111,800	\$5,401,200

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: June 8, 2004

TO: **BOARD OF EDUCATION**

FROM: Dr. J. Hairston, Superintendent

SUBJECT: **AWARD OF CONTRACT – SYSTEMIC RENOVATIONS AT
STEMMERS RUN MIDDLE SCHOOL**

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

**RESOURCE
PERSON(S):** Donald F. Krempel, Ph.D., Executive Director
Department of Physical Facilities
Richard H. Cassell, P.E., Administrator
Office of Engineering and Construction
Clarence H. Foard, P.E., Project Manager
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

Award of Contract - Systemic Renovations at Stemmers Run Middle School

Appendix I – Recommendation for Award of Contract

**Recommendation for Award of Contract
Systemic Renovations at Stemmers Run Middle School
June 8, 2004**

On May 21, 2004, six (6) bids were received for the systemic renovations at Stemmers Run Middle School - Bid# MBU-504-04. This project consists of replacing the heating, ventilating, plumbing systems, ceilings, electrical upgrades, and related work along with the installation of sprinkler system. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to E. Pikounis Construction Company, Inc., the lowest responsive bidder, in the amount of \$3,060,000.00 for the Base Bid plus Add Alternates #1B, #2, #4, #6 and #7. These add alternates include installing a building automation system, ADA upgrades to all restrooms, replacing all student hall lockers, replacing all exterior doors, and installing new auditorium seating.

At this time, we are also requesting approval of a 5% change order allocation in the amount of \$153,000.00, to cover any unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for this project is identified in the State and County Capital Budgets as Project #098 – Stemmers Run Middle Systemic Renovations.

APPROVED:


Donald F. Kremmel, Ph.D.
Executive Director

**Baltimore County Public Schools Renovation Program
Stemmers Run Middle School - Systemic Renovations
Bid Number: MBU-504-04
Bid Due Date: May 21, 2004**

	Bidders' Names					
	E. Pikounis Construction Company, Inc.	Phillips Way, Inc.	Ruskey & Co. Builders	Towson Mechanical	North Point Builders	James W. AnceI
Base Bid Price:	\$2,800,000	\$2,772,000	\$2,783,000	\$2,907,000	\$2,998,000	\$3,268,000
Alternate # 1: <i>Convert portion of building with steam heating to a hot water heating.</i>	\$605,000	\$661,000	\$685,000	\$521,000	\$542,000	\$561,000
Alternate # 1B: <i>Install building automation in lieu of stand-alone temperature controls for each uneven.</i>	\$42,000	\$0.00	\$120,000	\$45,000	\$27,000	\$30,000
Alternate # 2: <i>Renovation remaining restrooms, not included in base bid, to meet ADA requirements,</i>	\$124,000	\$165,000	\$149,000	\$125,500	\$185,000	\$161,000
Alternate # 3: <i>Replace window and blinds in various section of the building.</i>	\$1,300,000	\$994,000	\$1,109,900	\$1,127,000	\$1,038,000	\$1,195,000
Alternate # 4: <i>Replace student hall lockers</i>	\$0.00	\$121,000	\$64,900	\$67,000	\$102,000	\$124,000
Alternate # 5: <i>NOT USED</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Alternate # 6: <i>Replace all exterior doors.</i>	\$20,000	\$13,000	\$14,500	\$16,500	\$16,000	\$40,000
Alternate # 7: <i>Replace auditorium seating</i>	\$74,000	\$68,000	\$64,000	\$75,000	\$65,000	\$66,000
Base Bid Plus Alternates # 1B, 2, 4, 6, and 7:	\$3,060,000	\$3,126,000	\$3,180,900	\$3,219,500	\$3,377,000	\$3,649,000

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: June 8, 2004

TO: **BOARD OF EDUCATION**

FROM: Dr. J. Hairston, Superintendent

SUBJECT: **AWARD OF CONTRACT – INSTALLATION OF SPRINKLER SYSTEMS AT CAMPFIELD EARLY CHILDHOOD LEARNING AND DEVELOPMENT 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 H. Cassell, P.E., Administrator
Office of Engineering and Construction
E. Phillip Schied P.E., Systemic Program Manager
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

Award of Contract - Installation of Sprinkler System at Campfield Early Childhood Learning and Development Center

Appendix I – Recommendation for Award of Contract

**Recommendation for Award of Contract
Installation of Sprinkler Systems at
Campfield Early Childhood Learning and Development Center
June 8, 2004**

On May 20, 2004, one (1) bid was received for the installation of a sprinkler system at Campfield Early Childhood Learning and Development Center - Bid# JMI-645-04. This project consists of installing a sprinkler system throughout this building. A summary of the bid received is attached. Based on the bid received, the Department of Physical Facilities recommends an award of contract to RWC Contracting Corporation, the sole bidder, in the amount of \$223,000.00 for the Base Bid.

At this time, we are also requesting approval of a 10% change order allocation in the amount of \$22,300.00, to cover any unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for this project is identified in the County Capital Budget under Project #665 – Major Maintenance.

APPROVED:



Donald F. Kremmel, Ph.D.
Executive Director

Baltimore County Public Schools Renovation Program
Campfield Early Childhood Learning and Development Center - Sprinkler Installation
Bid Number: JMI-645-04
Bid Due Date: May 20, 2004

	Bidder's Name
	RWC Contracting Corporation
Base Bid:	\$223,000

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: June 8, 2004

TO: **BOARD OF EDUCATION**

FROM: Dr. J. Hairston, Superintendent

SUBJECT: **AWARD OF CONTRACT – SYSTEMIC RENOVATIONS AT
OWINGS MILLS ELEMENTARY SCHOOL**

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

RESOURCE

PERSON(S): Donald F. Krempel, Ph.D., Executive Director
Department of Physical Facilities
Richard H. Cassell, P.E., Administrator
Office of Engineering and Construction
Randolph C. Smith, Supervisor, Architect
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

Award of Contract – Systemic Renovations at Owings Mills Elementary School.

Appendix I – Recommendation of Award of Contract

Appendix I

Recommendation for Award of Contract Systemic Renovations at Owings Mills Elementary School June 8, 2004

On May 27, 2004, six (6) bids were received for the systemic renovations at Owings Mills Elementary School – Bid #JMI-647-04. This project consists of installing new water service for the domestic water and fire suppressions system; air conditioning of an electronic wiring closet; miscellaneous mechanical work; renovations to restrooms including ADA upgrades; installing wheelchair lifts to various levels of the first floor; and additional lockers on the second floor. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to Chilmar Corporation, Inc., the lowest responsive bidder, in the amount of \$500,800.00 for the Base Bid plus Add Alternates #1, #2, #3, and #4. These Add Alternates include installing a chiller and support equipment; installing additional emergency lighting; installing new vinyl flooring in the multipurpose room; and installing fencing around the new chiller.

At this time, we also request approval of a 10% Change Order Allocation in the amount of \$50,080.00, to cover any unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for this project is identified in the State and County Capital Budgets under Project #665 – Major Maintenance.

APPROVED:



Donald F. Krempe, Ph.D.
Executive Director

**Baltimore County Public Schools
Owings Mills Elementary School – Systemic Renovations
Bid Number:
Bid Due Date: May 27, 2004**

	Bidders' Names					
	Chilmar Corporation, Inc.	DeBar Construction	E.Pikounis Construction	North Point Builders	Orfanos Contractors	JAK Construction
Base Bid:	\$406,000	\$473,000	\$446,000	\$512,000	\$528,500	\$539,000
Add Alternate #1: <i>Install chiller including associated piping, electrical, and site work</i>	\$70,000	\$85,500	\$112,000	\$94,600	\$103,000	\$112,800
Add Alternate #2: <i>Install emergency lighting in hallways</i>	\$11,000	\$9,800	\$10,500	\$7,400	\$8,700	\$16,800
Add Alternate #3: <i>Replace floor tile in multi-purpose room</i>	\$12,000	\$13,000	\$12,800	\$12,100	\$13,800	\$19,700
Add Alternate #4: <i>Pricing per stall to provide temporary plywood toilet partitions</i>	\$200	\$280	\$10,500	\$3,800	\$750	\$2,000
Add Alternate #5: <i>Install fencing around chiller</i>	\$1,800	\$7,900	\$11,000	\$3,200	\$4,900	\$10,800
Base Bid plus Add Alternates #1 thru #6	\$500,800	\$589,200	\$592,300	\$629,300	\$658,900	\$699,1000

Note: Add Alternate #4 unit pricing for temporary plywood toilet partitions is available for 180 days.

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: June 8, 2004
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **AWARD OF CONTRACT – ADA UPGRADES AT SOUTHWEST ACADEMY**

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

RESOURCE

PERSON(S): Donald F. Krempel, Ph.D., Executive Director
Department of Physical Facilities
Richard H. Cassell, P.E., Administrator
Office of Engineering and Construction
Mohammed Mufti, Architect
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

Award of Contract – ADA Upgrades at Southwest Academy.

Appendix I – Recommendation of Award of Contract

Appendix I

Recommendation for Award of Contract ADA Upgrades at Southwest Academy June 8, 2004

On June 4, 2004, two (2) bids were received for the ADA renovations at Southwest Academy - Bid #JCO-440-04. This project consists of ADA modifications to three sets of student restrooms. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to Chilmar Corporation, the lowest responsive bidder, in the amount of \$181,800.00.

At this time, we also request approval of a 10% Change Order Allocation in the amount of \$18,180.00, to cover any unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for this project is available through the State of Maryland - Qualified Zone Academy Bond Program.

APPROVED:



Donald F. Krempe, Ph.D.
Executive Director

Baltimore County Public Schools
Southwest Academy - ADA Upgrades
Bid Number: JCO-440-04
Bid Due Date: June 4, 2004

Bidders' Names		
	Chilmar Corporation	JAK Construction Co., Inc.
Base Bid:	\$181,800.00	\$323,000.00

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: June 8, 2004

TO: **BOARD OF EDUCATION**

FROM: Dr. J. Hairston, Superintendent

SUBJECT: **AWARD OF CONTRACT – REROOFING PROJECT AT LANSDOWNE
MIDDLE SCHOOL**

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

RESOURCE

PERSON(S): Donald F. Krempel, Ph.D., Executive Director
Department of Physical Facilities
Cornell S. Brown, Administrator
Office of Comprehensive Maintenance and Construction
MacArthur Chavis, Projects Administrator, Supervisor
Office of Comprehensive Maintenance and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

Award of Contract – Reroofing Project at Lansdowne Middle School

Appendix I – Recommendation of the Award of Contract

**Recommendation of Award of Contract
Reroofing Project at Lansdowne Middle School
June 8, 2004**

On May 13, 2004, seven (7) bids were received for the reroofing project at Lansdowne Middle School – Bid #JMI-643-04. This project consists of replacing the existing roofing system with a new four-ply, built-up roofing system. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to KI Construction Company, Inc., the lowest responsive bidder, in the amount of \$1,437,770.00.

At this time, we also request approval of a 10% Change Order Allocation in the amount of \$143,777.00 to cover any unforeseen conditions and minor changes to the contract, to be authorized by the Building Committee in accordance with Board Policy.

Funding for this project is identified in the State and County Capital Budgets under Project #671– Roof Rehabilitation.

APPROVED:


Donald F. Krempe, Ph.D.
Executive Director

Baltimore County Public Schools
Reroofing Project at Lansdowne Middle School
Bid Number: #JMI-643-04
Bid Due Date: May 13, 2004

BIDDERS' NAMES	BASE BID
KI Construction Company, Inc.	\$1,437,770.00
J. E. Wood & Sons	\$1,473,106.00
Vatica Contracting, Inc.	\$1,568,000.00
G. B. A. Contracting, Inc.	\$1,591,200.00
Interstate Corporation	\$1,625,000.00
Simpson of Maryland, Inc.	\$1,725,000.00
CitiRoof Corporation, Inc.	\$1,871,684.00

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: June 8, 2004
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **AWARD OF CONTRACT – PARKING LOT RESURFACING AT
WABASH BUS FACILITY**

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

RESOURCE

PERSON(S): Donald F. Krempel, Ph.D., Executive Director
Department of Physical Facilities
Richard H. Cassell, P.E., Administrator
Office of Engineering and Construction
Mark J. Camponeschi, Civil Engineering Supervisor
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

Award of Contract – Parking Lot Resurfacing at Wabash Bus Facility.

Appendix I – Recommendation of Award of Contract

**Recommendation for Award of Contract
Parking Lot Resurfacing at Wabash Bus Facility
June 8, 2004**

On May 27, 2003, three (3) bids were received for parking lot resurfacing at the Wabash Bus Facility - Bid# PCR-257-04. This project consists of minor repairs to the parking lot area and overlay of the parking lot surface. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to Bosley Construction, the lowest responsive bidder, in the amount of \$342,583.00 for the Base Bid plus both Add Alternates. These Add Alternates consist of installing piping under the parking lot for future public water and sewage connections.

At this time, we also request approval of a 10% Change Order Allocation in the amount of \$34,258.30, to cover any unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for this project is identified in the County Capital Budget as Project # 671 - Site Improvements.

APPROVED:


Donald F. Kempel, Ph.D.
Executive Director

Baltimore County Public Schools
Wabash Bus Facility - Parking Lot Resurfacing
Bid Number: PRC-257-04
Bid Due Date: May 27, 2004

	Bidders' Names		
	Bosley Construction	Central Maintenance Corporation	Melvin Benhoff Sons, Inc.
Base Bid:	\$331,983.00	\$474,554.00	\$525,080.00
Add Alternate #1: <i>Install piping under parking lot for future public water connection</i>	\$4,490.00	\$12,810.00	\$9,576.00
Add Alternate #2: <i>Install piping under parking lot for future public sewage connection</i>	\$6,110.00	\$10,740.00	\$3,864.00
Base Bid and Add Alternates #1 & #2:	\$342,583.00	\$498,104.00	\$538,520.00

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: June 8, 2004

TO: **BOARD OF EDUCATION**

FROM: Dr. J. Hairston, Superintendent

SUBJECT: **MEMORANDUM OF UNDERSTANDING BETWEEN THE BOARD OF EDUCATION OF BALTIMORE COUNTY AND BALTIMORE COUNTY, MARYLAND**

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

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

RECOMMENDATION

That the Board of Education approves the Memorandum of Understanding between the Board of Education of Baltimore County and Baltimore County, Maryland

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is made this ____ day of _____ 2004, by and between the **BOARD OF EDUCATION OF BALTIMORE COUNTY** (hereinafter referred to as "the Board"), and **BALTIMORE COUNTY, MARYLAND, a body corporate and politic** (hereinafter referred to as "the County")

RECITALS

WHEREAS, the Board is the fee simple owner of the property known and described as 8301 Lynch Road in Dundalk, Baltimore County, Maryland 21222 that is improved by a building known as the Inverness Elementary School ("the Premises"). The Premises are more particularly shown on the site plan attached hereto as **Exhibit A** and incorporated herein by reference; and

WHEREAS, the County desires to raze the existing improvements and construct a community center for the use of the citizens of Baltimore County; and

WHEREAS, the parties desire to enter into this Memorandum of Understanding ("MOU") which defines their respective rights, duties, and liabilities relative to the Premises.

NOW, THEREFORE, WITNESSETH in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. USE

1.1 The Board hereby permits the County to raze the existing improvements on the Premises and construct a community center which will provide various activities and services to the citizens of Baltimore County, including, but not limited to, recreational activities. ("the Project").

1.2 The County shall not use or occupy or permit the Premises or any part thereof to be used or occupied, nor do or permit anything to be done in or on the Premises, in whole or in part, in a manner which would in any way (a) violate any of the covenants, agreements, provisions and conditions of this MOU; (b) violate the certificate of occupancy then in force with respect thereto; (c) make it difficult for either the Board or the County to obtain fire or other insurance required hereunder; or (d) will constitute a public or private nuisance.

2. TERM

The Term shall be for Fifty (50) years and shall commence on May 1, 2004 and terminate on April 30, 2054. If the date of such commencement is hereafter advanced or

postponed, then the date to which it is advanced or postponed shall thereafter be the commencement date for all purposes of the provisions of this MOU.

3. RENT

3.1. As Rent for the Premises, the County shall pay unto the Board a Nominal Annual Rent of One Dollar and No Cents (\$1.00).

4. QUIET ENJOYMENT

The Board represents that it has the right and capacity to enter into this MOU. The Board covenants and agrees that upon the County=s paying the Rent and performing and observing all of its obligations, the County may peaceably and quietly have, hold and enjoy the Premises for the Term, without hindrance or molestation by anyone claiming paramount title or claims through the Board subject, however, to the covenants, agreements, terms and conditions and other obligations of this MOU.

5. CONSTRUCTION OF IMPROVEMENTS

5.1. The County shall at its expense construct a community center on the Premises pursuant to a general design for such facility in accordance with construction plans and specifications approved by the Board in its reasonable discretion. The Project shall be of fireproof construction according to the standards and ratings of the local fire insurance rating organization. It shall be constructed in a good and workmanlike manner and in accordance with all requirements of local ordinances, with the rules, regulations and requirements of all departments, boards, bureaus, officials, and authorities having jurisdiction thereof and with the requirements of the foregoing rating organization.

5.3 The County may at any time during the course of construction request that the final plans be modified in such particulars as may be specified by the County, and the Board agrees that it will not unreasonably withhold, delay or condition its consent to such changes.

6. ALTERATIONS

6.1. After completion of the Project, the County may from time to time during the Term make such structural or non-structural changes, alterations, additions, substitutions, or improvements (collectively referred to as AAlterations@) to the Project as the County may reasonably consider necessary and desirable to adapt or equip the Project for the County=s use and occupancy. All such Alterations shall be done at the County=s sole cost and expense and shall be done in a good and workmanlike manner. The County further agrees to indemnify and hold the Board harmless from any claims or liability arising by reason of making such Alterations.

6.2. The County shall make no Alterations to the Project unless the County shall first deliver plans and specifications therefore to the Board and obtain the Board=s prior approval thereof, which shall not be unreasonably withheld, delayed or conditioned.

7. INSURANCE

As a local subdivision of the State of Maryland, the County is self-insured with respect to any and all claims concerning public liability and property damage liability. The amount of its liability coverage is limited by Maryland State Law as codified in Section 5-301 *et seq* of the Courts and Judicial Proceedings Article of the Annotated Code of Maryland, also known as the "Local Government Tort Claims Act". In no event shall Tenant=s obligation hereunder be greater than that set forth in the Local Government Tort Claims Act, as amended from time to time.

8. UTILITIES AND SERVICES

The County shall, at its sole cost and expense, arrange for the furnishing of all utilities, including gas, electricity, light, heat, steam, power, water and sewer, telephone or other communication services used, necessary for the operation of the Premises, and the County covenants and agrees to pay all charges therefor directly, to the applicable public utility or governmental authority furnishing such service to the Premises, the amounts due for such services as indicated by meters measuring the County=s consumption thereof.

9. INDEMNIFICATION

9.1 Except as hereinafter provided, the County will defend and will indemnify the Board and save it harmless from and against any and all claims, actions, damages, liabilities, and expenses in connection with the loss of life, bodily injury, or damage to property or business arising from, related to, or in connection with the occupancy or use by the County of the Premises or occasioned wholly or in part by any act or omission of the County or its contractors or subcontractors, or its or their agents or employees; provided such indemnification shall not apply to the gross negligence or willful acts of the Board or its contractors or subcontractors, or its or their agents, employees or invitees.

9.2 Notwithstanding the provisions of Section 9.1, the County's liability hereunder shall be limited to the limits of liability contained in Sec. 5-301 *et. seq.* of the Courts and Judicial Proceedings Article of the Annotated Code of Maryland, also known as the "Local Government Tort Claims Act". In no event shall the County=s obligation hereunder be greater than that set forth in the Local Government Tort Claims Act, as amended from time to time.

10. COMPLIANCE WITH LAWS

The County, throughout the Term and at its sole expense, in its use and possession of the Premises shall keep in force all licenses, consents and permits necessary for the lawful use of the Premises. It is understood and agreed that the County, in making any alterations, additions, or repairs, as well as its use of the Premises, shall comply fully with all Federal and State Laws, County ordinances, and regulations of public authority, as well as the requirements of the Association of Fire Underwriters, or similar insurance body, all at the County=s expense.

11. REPAIRS AND MAINTENANCE

The County shall, throughout the Term of this MOU, at its own cost, and without any expense to the Board, keep and maintain the Premises and all appurtenances to the Premises, including sidewalks adjacent to the Premises, in good, sanitary and neat order, condition and repair, and except as specifically provided in this MOU, restore and rehabilitate any improvements of any kind that may be destroyed or damaged by fire, casualty or any other cause whatsoever.

12. DAMAGE AND DESTRUCTION OF IMPROVEMENTS

In the event of any damage, destruction or partial destruction of any improvement that is a part of the Premises, the County may elect, in its sole discretion, to either (a) terminate this MOU with at least sixty (60) days prior written notice to the Board or (b) at its own expense promptly repair and restore such damage or destruction to the Premises to a condition as good or better than that which existed prior to the damage or destruction.

13. NOTICES

Any notice required to be given under this MOU shall be in writing, hand- delivered, sent by recognized receipted courier, or mailed by United States certified mail, return receipt requested, postage prepaid. Notices shall be addressed as follows:

To the Board: Board of Education of Baltimore County
6901 N. Charles Street
Towson, MD 21204
Attn.: _____
Tel.: _____

To the County: Office of Budget and Finance
Court House, 1st Floor
400 Washington Avenue
Towson, MD 21204
Attn: George Klunk
Property Manager
Tel.: 410.887.8157

With a copy to: Baltimore County Office of Law
Courthouse, 2nd Floor
400 Washington Avenue
Towson, MD 21204
Attn.: Nancy C. West
Assistant County Attorney
Tel.: 410.887.4420

14. ASSIGNMENT AND SUBLETTING

The County agrees that it will not transfer, assign or sublet the Premises, in whole or in part, nor grant any interest, privileges or license whatsoever in connection with this MOU, without the prior written consent of the Board, which will not be unreasonably withheld, delayed or conditioned. Any lawful levy or sale on execution or other legal processes, shall be classified as an assignment within the meaning of this MOU, as shall be adjudicated in bankruptcy, voluntary or involuntary, or an appointment of a Receiver by a State or Federal Court, or insolvency of the County or the execution of a deed or other instrument for the benefit of creditors. In the event of any subletting or assignment, the County hereunder shall remain liable for the performance of all the terms, covenants and conditions of this MOU throughout the term hereof.

15. BOARD'S USE OF PREMISES

If at any time in the future, the Board wishes to construct any improvements on the Premises, it may do so provided that such improvements do not interfere with or otherwise materially affect the County's ability to utilize the community center for its intended purpose as stated herein. In the event that the Board elects to make any improvements, the parties acknowledge and agree that they will in good faith cooperate with one another in the location, design, and operation of any such improvements.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding the day and year first written above.

WITNESS:

BOARD OF EDUCATION OF BALTIMORE COUNTY

By: _____

Board President
Baltimore County Public Schools

By: _____

Joe A. Hairston,
Superintendent

BALTIMORE COUNTY, MARYLAND

By: _____

Anthony G. Marchione
Administrative Officer

Reviewed and Approved:

Fred Homan, Director
Office of Budget and Finance

APPROVED AS TO LEGAL FORM AND SUFFICIENCY:
(Subject to execution by the duly authorized administrative official)

Office of the County Attorney
*Approval of Legal Form and Sufficiency Does Not Convey Approval or Disapproval of the Substantive Nature of This Transaction. Approval Is Based Upon Typeset Document
--All Modifications Require Re-Approval.

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: June 8, 2004

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Secretary-Treasurer

SUBJECT: **PROPOSED REVISION TO SCHEDULE OF BOARD MEETINGS, 2004-2005**

ORIGINATOR: Brenda Stiffler, Administrative Assistant to the Board of Education

RECOMMENDATION

That the proposed revision to the Schedule of Board Meetings, 2004-2005, be approved by the Board of Education

* * * * *

While reviewing the calendar for proposed work sessions, it was noted that two Board meetings the Tuesday, September 28, 2004 and Tuesday, October 5, 2004 were one week apart. Therefore, a change in the Board meeting dates for September is requested.

Appendix I – Proposed Revised Schedule of Board Meetings

Board of Education of Baltimore County

6901 Charles Street

Towson, MD 21204

June 8, 2004

TO: Members of the Board of Education

FROM: Brenda Stiffler
Administrative Assistant

RE: Proposed Revision to Schedule of Board Meetings, 2004-2005

The change of meeting dates listed below is proposed for your consideration:

July 13

August 10

September [14]8 (W) and [28]21

October 5 and 19

November 9 and 23

December 7 and 21

January 11 and 25

February 8 and 22

March 8 and 22

April 12 and 26

May 10 and 24

June 14

July 12

August 9

Revised 6/8/04

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: June 8, 2004

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **RULE 3611 – TUITION FEES: NON-RESIDENTS**

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

**RESOURCE
PERSON(S):** Barbara Burnopp, Executive Director, Fiscal Services

INFORMATION

Prior to the beginning of each school year, the Superintendent revises the tuition fees for non-resident students. Attachment I is a page showing the FY2004 and the new FY2005 non-resident tuition fees.

The tuition is calculated using the County appropriation (less Debt Service and Capital Pay-Go funds) for the current fiscal year (2004), and split between elementary and secondary levels based on proportionate salary costs. The result is divided by the projected enrollment for each level to arrive at the per pupil tuition fee for non-resident students.

Superintendent's Rule 3611 has been revised to reflect the new non-resident tuition fees as shown on Attachment II.

Attachment I – FY04 and FY05 Non-resident Tuition Fees
Attachment II – Rule 3611 (revised 6/8/04) – Tuition Fees: Non-residents

NON-INSTRUCTIONAL SERVICES: Fees, Gifts and Property Disposition

Tuition Fees: Non-residents

The yearly tuition fees for non-resident students, calculated on the basis of the proportionate share of county costs, effective July 1, 2004, will be as follows:

	<u>FY04</u>	<u>FY05</u>
Half-day Kindergarten.....	(\$2,727)	\$2,896
Full-day Kindergarten	(\$5,454)	\$5,792
Elementary.....	(\$5,454)	\$5,792
Secondary	(\$5,057)	\$5,002

Rule

Superintendent of Schools

Approved: 6/23/73

Revised: 7/10/86

Revised: 8/13/87

Revised: 8/11/88

Revised: 8/10/89

Revised: 8/16/90

Revised: 8/15/91

Revised: 8/13/92

Revised: 9/24/92

Revised: 8/10/93

Revised: 9/2/94

Revised: 8/8/95

Revised: 8/6/96

Revised: 8/12/97

Revised: 8/11/98

Revised: 8/10/99

Revised: 8/8/00

Revised: 8/14/01

Revised: 7/9/02

Revised: 7/8/03

REVISED:

NON-INSTRUCTIONAL SERVICES: Fees, Gifts and Property Disposition

Tuition Fees: Non-residents

The yearly tuition fees for non-resident students, calculated on the basis of the proportionate share of county costs, effective July 1, 2004, will be as follows:

Half-day Kindergarten.....	\$2,896
Full-day Kindergarten	\$5,792
Elementary.....	\$5,792
Secondary	\$5,002

Rule

Superintendent of Schools

- Approved: 6/23/73
- Revised: 7/10/86
- Revised: 8/13/87
- Revised: 8/11/88
- Revised: 8/10/89
- Revised: 8/16/90
- Revised: 8/15/91
- Revised: 8/13/92
- Revised: 9/24/92
- Revised: 8/10/93
- Revised: 9/2/94
- Revised: 8/8/95
- Revised: 8/6/96
- Revised: 8/12/97
- Revised: 8/11/98
- Revised: 8/10/99
- Revised: 8/8/00
- Revised: 8/14/01
- Revised: 7/9/02
- Revised: 7/8/03
- REVISED: