

TENTATIVE, SUBJECT TO CHANGE

MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, July 13, 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 July 13, 2004
- IV. MINUTES  
Consideration of the Board Work Session Minutes of April 27, 2004; Exhibit A  
Open and Closed Minutes of May 11, 2004; the Open and Closed  
Minutes of May 25, 2004
- V. SUPERINTENDENT'S REPORT
- VI. RECOGNITION OF ADMINISTRATIVE APPOINTMENTS FROM (Dr. Arrington)  
JUNE 8, 2004
- VII. ELECTION OF OFFICERS FOR SCHOOL YEAR 2004-2005 (Dr. Hairston)
- VIII. OLD BUSINESS
  - A. Consideration of Proposed Policy 1270 – (Ms. Fleischmann)  
Community Relations: Parent/Family Involvement (Third Exhibit B  
Reading)
  - B. Consideration of Proposed Policy 3143 – (Ms. Burnopp)  
Personnel: Professional – Compensation and Related Exhibit C  
Employee Benefits – Normal Biweekly Pay (Third Reading)
  - C. Consideration of Proposed Changes to Policy 5550 – (Ms. Satterfield)  
Disruptive Behavior (Third Reading) Exhibit D
- IX. REPORTS
  - A. Fiscal Year 2006 Operating and Capital Budget Schedules (Ms. Burnopp)  
Exhibit E

X. NEW BUSINESS

- A. Consideration of consent to the following personnel matters: (Dr. Arrington)
1. Retirements Exhibit F
  2. Resignations Exhibit G
  3. Non-Renewal of Contracts Exhibit H
  4. Leaves Exhibit I
  5. Advisory Council Appointments Exhibit J
  6. Administrative Appointments Exhibit K
- B. Consideration of consent to the following contract awards: (Ms. Burnopp)  
(Mr. Gay)  
Exhibit L
1. Contracted Services for Drug Testing, Extension
  2. Contracted Services for Special Education, Psychological Reassessments
  3. Contracted Services for Special Education Related Services, Extension
  4. Global Positioning System Real-Time Bus Tracking System
  5. LAN Shared Storage Equipment
  6. Lease for Facility Space on Whitehead Road
- C. Consideration of consent to the following Building Committee Recommendations: (Dr. Krempel)
1. Award of Contract – Various Construction Packages at Woodholme Elementary School Exhibit M
  2. Award of Contract – Various Construction Packages at Windsor Mill Middle School Exhibit N
  3. Award of Contract – Window Replacement at Carney Elementary School and Harford Hills Elementary School Exhibit O
  4. Award of Contract – Science Room Renovations at Randallstown High School Exhibit P
  5. Award of Contract – Concrete Step Replacement at Prettyboy Elementary School Exhibit Q
  6. Request to Negotiate – Design and Construction at Kenwood High School Addition/Tech Wing Moderation Exhibit R

X. NEW BUSINESS (cont)

7. Request to Negotiate – On-Call Construction Monitoring Services at Various Sites Exhibit S
  8. Contract Award – On-Call Construction Monitoring Services at Various Sites Exhibit T
  9. Fee Acceptance – Contract Administration Services for Systemic Renovation at Stemmers Run Middle School Exhibit U
  10. Fee Acceptance – Design and Construction Administration Services for Reroofing at Human Resource and Executive Director Buildings at Greenwood Exhibit V
  11. Fee Acceptance – Design Services for Systemic Renovations at Arbutus Middle School Exhibit W
  12. Contract Modification – Inspection Services at Various Sites Exhibit X
  13. Contract Modification – Cleaning Services at Parkville Middle School Exhibit Y
  14. Contract Modification – Cleaning Services at Dundalk Middle School Exhibit Z
  15. Contract Modification – Cleaning Services at Franklin Middle School Exhibit AA
  16. Contract Modification – Cleaning Services at Sparrows Point Middle School Exhibit BB
  17. Contract Modification – Cleaning Services at Golden Ring Middle School Exhibit CC
  18. Contract Modification – Cleaning Services at Dumbarton Middle School Exhibit DD
- D. Consideration of proposed Student Meal Price for School Year 2004-2005 (Ms. Fromm) Exhibit EE

XI. INFORMATION

- A. Southwest Area Educational Advisory Council Meeting Minutes of April 21, 2004 Exhibit FF
- B. Southwest Area Educational Advisory Council Meeting Minutes of June 9, 2004 Exhibit GG

XII. ANNOUNCEMENTS

- A. Constituent Groups
- B. Public Comment – Proposed Changes to Policy 1280 –  
Boundary Changes (Second Reading)
- C. General Public Comment

Next Board Meeting  
7:30 PM

August 10, 2004  
Greenwood

REPORT OF THE WORK SESSION ON THE  
MASTER PLAN PROGRESS REPORT

Tuesday, April 27, 2004  
Greenwood

The work session was called to order by President James R. Sasiadek at 7:30 p.m. In addition to President Sasiadek, the following Board members were present: Miss Francesca Cirincione, Ms. Phyllis E. Ettinger, Mr. Thomas Grzymiski, Mr. John A. Hayden, III, Dr. Warren C. Hayman, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, and Mr. James E. Walker. In addition, Dr. Joe A. Hairston, Superintendent of Schools, staff members, as well as media were present.

PLEDGE OF ALLEGIANCE

The work session commenced with the Pledge of Allegiance to the Flag, which was led by Miss Francesca Cirincione, Student Board member, followed by a period of silent meditation for those who have served education in the Baltimore County Public Schools.

Mr. Sasiadek reviewed the purpose of tonight's meeting and provided a brief summary of the progress to the Master Plan. Staff was thanked for its work in preparing the information being presented tonight.

Dr. Hairston welcomed the Board and public to the work session. He asked the Executive Directors of Schools to share with the Board and public progress to date on the Master Plan.

Dr. Scott Gehring, Executive Director of Schools for the Northwest Area provided a brief introduction noting that tonight's report is one of many opportunities to communicate progress that schools are making in meeting the needs of all students on the rigorous expectations outlined in the *Blueprint for Progress*, the Master Plan, and the *No Child Left Behind* legislation. Tonight's work session will highlight 14 activities that are directly related to results. Dr. Gehring noted that on several slides there would be asterisks indicating fewer than 5 students in a given subgroup participated and data would not be presented. Next, Dr. Gehring presented results and progress to date on the Master Plan within the Northwest Area of Baltimore County Public Schools.

Ms. Ettinger noted that additional data would be helpful in the following areas:

- The total population of each school
- Breakdown by grade
- Percentage of the population the data was referring to
- Percentage of how close the school(s) were to not achieving AYP by subgroup and category

With regards to Ms. Ettinger's question concerning Old Court Middle School, Dr. Gehring stated the number of students taking reading next year will increase. He noted that the majority of the Math Department staff would be returning next school year, which will have a positive impact at the school. Ms. Ettinger inquired of the needs of students at the elementary levels and adjusting those needs in the secondary level. Dr. Gehring responded one elementary school did not meet AYP on multiple levels. Ms. Jane Lichter, Coordinator for Language Arts-Elementary Programs, responded that a reading coach would be hired to assist in the professional development of teachers at Scotts Branch Elementary School. She also noted one school is targeted for the reading grant program. Ms. Linda Schoenbrodt, Coordinator of Math-Elementary Programs stated all teachers have attended quarterly training. Ms. Ettinger asked whether an alternative plan would be in place to fit the needs of specific populations. Ms. Kathleen McMahan, Executive Director of Elementary Programs, responded that student assessments would occur three times a year and that any inconsistency would be monitored closely.

Mr. Hayden commented on tracking of parent/teacher conferences and the additional work it could place on teachers.

Mr. Kennedy asked for additional information on 10-month employment and correlation between high test scores.

Mr. Walker inquired about the free and reduced meals subgroup. Dr. Gehring responded that it is duplication and an additional category is being explored by staff.

Mr. Sasiadek stated this data will help the system drill down to individual students. He expressed the importance of every child finding success in the system.

Dr. Hayman commented on the high turnover rate in students at Scotts Branch Elementary School. In regards to the report, he stated the data does not provide all the information needed to answer the questions. Dr. Hayman was also disturbed that 3 out of 5 elementary schools have fewer students enrolled in the gifted/talented (GT) program. He believes that every school should offer the GT program and have an increase in numbers. Dr. Hayman noted the report conveys what is happening, however, it does not provide recommendations to correct the situations. He asked about the correlation between professional development and the needs in various schools. Ms. McMahan noted that page 93 of the Curriculum and Instruction section provides a list of professional development activities that have occurred. Dr. Gwen Grant, Executive Director of Secondary Programs, stated that data is reviewed and professional development is adjusted based on the data. Dr. Hayman stated this data does not address the needs of individual schools. He reiterated that the progress report needs to focus on the issues, why the issues are occurring, and recommend solutions to tackle the issues.

Ms. Ettinger expressed concerns about potential fiscal implications in funding and staffing the reading program suggested by Ms. Lichter. In regards to staff development, Ms. Ettinger suggested refining or redefining the department chair models and the development of a

grade-level chair model at the elementary school level to help staff receive job-embedded development.

Mr. Lawrence responded to Dr. Hayman's question relating to Gifted/Talented information. He said the information is reported and shared with the GT office on a quarterly basis. Mr. Lawrence noted the participation rate in the presentation is incorrect and the correct information would be made available to the Board.

Ms. Ettinger reminded the Board that an end of school year report with GT achievement data would be available. Ms. Jeanne Paytner, Gifted Education/Magnet Program Coordinator, stated walk-throughs would be conducted in every middle school GT class. Once the walk-throughs are completed, the data would be compiled and become part of the final GT report.

Dr. Kim Whitehead, Executive Director of Schools, Central Area, presented results and progress to date on the Master Plan within the Central Area of Baltimore County Public Schools.

Ms. Ettinger raised concerns over the SAT data at Hereford High School for verbal and math. Dr. Whitehead stated there are 35 African-American students and seven are in the 12<sup>th</sup> grade. She mentioned that a discussion with the principal will occur to review the discrepancy. Ms. Ettinger commented that trend data needs to be reviewed and determined whether this is an apparition.

With regards to AP courses in the Central area, Ms. Murray asked about the enrollment disparity between African-American students and white students. Dr. Grant responded that the school system looked at the PSAT scores to make sure students are in high level courses. This year there was a new initiative by the College Board targeting minority students and teachers. She noted that several teachers in Baltimore County attended training sessions to help motivate African-American students to move into high level courses. Each high school received 500 AP booklets explaining the importance of taking AP exams. Ms. Murray reiterated the significant gap in the AP course enrollment and expressed concern over the monitoring of minority students and white students.

Regarding Hereford High School SAT scores, Dr. Hayman expressed concern over the 300-point total score difference in performance between African-American and white students. He inquired as to how the school system is preparing students for taking the SAT next year.

Responding to a question from Mr. Walker, Dr. Whitehead stated that Ridge Ruxton and White Oak Schools utilize the IMAP.

Mr. William Lawrence, Executive Director of Schools, Northeast Area, presented results and progress to date on the Master Plan within the Northeast Area of Baltimore County Public Schools.

Mr. Grzynski asked how teaching staff of schools not meeting AYP in special education compare to those schools achieving AYP. Mr. Lawrence responded that at the elementary school

level, special education teachers are certified. He stated that under the *No Child Left Behind Act*, the “highly qualified teacher” concern would be corrected. In terms of SAT scores, Mr. Grzymiski inquired about comparison of student data. Mr. Lawrence responded that the data is monitored. He also noted that over the last three years, BCPS has been able to increase SAT participation and scores.

Dr. Hayman expressed concern that students do not take the SAT early enough. Mr. Lawrence responded that over 80% of 10<sup>th</sup> grade students took the PSAT. Dr. Grant stated the 9, 10, and 11 grade levels would be able to participate in the PSAT.

Regarding attendance, Dr. Hayman stated that no discrepancy existed in attendance between African-American and white students.

Ms. Ettinger reiterated Dr. Hayman’s comments on students taking the SATs. With regards to reading, Ms. Ettinger asked if groups with specific learning disabilities receive accommodations on their IEP. Mr. Boone responded that accommodations are on the IEP. Ms. Ettinger commented that students need to have continual exposure to testing including those with specific disabilities.

Mr. Walker asked how will the issue of Northeast area schools not meeting AYP in special education will be addressed. Mr. Lawrence responded the Special Education Office along with the Northeast Area Office are working together to address the issue. Mr. Boone stated diploma-bound students should have the same curriculum and instruction as other students.

Mr. Robert Kemmery, Executive Director of Schools, Southeast Area, presented results and progress to date on the Master Plan within the Southeast Area of Baltimore County Public Schools.

Mr. Hayden raised concern with the AP program in Chesapeake and Sparrows Point High School. He proposed drawing parents into the process. Mr. Kemmery noted that the Maryland State Department of Education has a grant entitled “Great Expectations” which is working with Deep Creek Middle School and Chesapeake High School on a delivery system to get more students enrolled in the AP program. Mr. Hayden suggested adding another column to the report to see progress of implementation plans to address the issues.

Ms. Jung stated it is important to look at teacher qualifications at the low-performing schools. She remarked that attitude, expectation, and knowledge of teachers are extremely important.

With regards to the GT program in the Southeast area, Ms. Ettinger suggested working closely with community colleges to help provide planning needs and opportunities for the families and students. Mr. Kemmery stated the challenge is for all schools to increase their GT program participation.



Mr. Walker asked whether reading was a stand-alone subject taught at Chesapeake High School. Mr. Kemmery responded that 65% of the ninth graders at the school scored basic on reading; however, there are significant gaps needing to be addressed. He mentioned that 90% of the students at Chesapeake High School scored basic in geometry. Mr. Kemmery stated there is a need to get students to where they should be in reading and math.

Mr. Hayden raised the concern that no data was available on Sollers Point High School. He stated that having the information for the school would be a useful reference tool for students. Mr. Kemmery responded the Office of Information Technology is working on producing a report card for Sollers Point High School.

Dr. Richard Milbourne, Executive Director of Schools, Southwest Area, presented results and progress to date on the Master Plan within the Southwest Area of Baltimore County Public Schools.

Mr. Walker was pleased to see significant improvement at Catonsville High School. Dr. Milbourne stated expectations are high at the school. SAT performance is the responsibility of all, not just the reading and math teachers. Dr. Milbourne noted there is a need to ensure students are proficient in the primary grades and that interventions at the secondary level should be reviewed.

Responding to a question by Mr. Kennedy regarding Woodlawn Middle School, Dr. Milbourne noted several variables, which include concentrating on the issues identified at this work session.

With regards to GT data at the elementary and middle school levels, Ms. Ettinger noted the need to identify meaningful numbers of students in schools. It appears that numbers have changed significantly over a period of time. Dr. Milbourne stated GT is a priority with principals and the numbers must be accurate. Ms. Ettinger stated the school system must recognize the importance of reading and math instruction beyond the elementary level into the secondary level. Dr. Christine Johns, Deputy Superintendent of Curriculum and Instruction, requested revisiting this issue in the next report. Dr. Johns stated MSA data would be received at the beginning of July. Ms. Ettinger stated GT and AYP data should be reviewed before the next school year.

Dr. Hayden stated the necessity to address issues at the elementary level. He reemphasized looking at the root cause of each problem and putting corrective and preventive actions in place.

Dr. Hairston commented that the work session was to provide information so that an assessment of the next steps in decision-making process can be achieved. He noted that the report reinforces the *Blueprint for Progress*. Dr. Hairston stated that a refined, updated report would be provided to the Board. Dr. Hairston thanked the Board for their questions and recommendations.

ADJOURNMENT

At 10:22 p.m., Mr. Hayden moved to adjourn the open session. The motion was seconded by Mr. Grzyski and approved by the Board.

Respectfully submitted,

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Joe A. Hairston  
Secretary-Treasurer

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## TENTATIVE MINUTES

### BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Tuesday, May 11, 2004

The Board of Education of Baltimore County, Maryland, met in open session at 5:47 p.m. at Greenwood. President James R. Sasiadek and the following Board members were present: Mr. Donald L. Arnold, Miss Francesca Cirincione, Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzyski, Mr. John Hayden, III, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, and Ms. Joy Shillman. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

Mr. Sasiadek reminded Board members of upcoming functions for May and June 2004.

Mr. Sasiadek announced MABE's Summer Leadership Conference would be held in June. Board members interested in attending are to contact Ms. Stiffler.

Dr. Hayman entered the room at 5:50 p.m.

Mr. Sasiadek also announced CUBE's Issue Seminar to take place June 25-27 in Baltimore, Maryland.

Mr. Walker entered the room at 5:54 p.m.

Mr. Charles Herndon, Acting Director, Office of Communications, provided an update to the Board on the Randallstown High School shooting that occurred on Friday, May 7<sup>th</sup>. Mr. Herndon noted that an informational meeting has been scheduled for parents of children attending Randallstown High School for Wednesday, May 19, 2004.

Ms. Murray entered the room at 6:05 p.m.

Mr. Arnold complimented staff for their quick response to the incident.

Ms. Jung asked what the SRO's work day is relating to school functions. Mr. Herndon responded SRO's are not required to be at the school after school hours. He noted that the schedule for SRO's at Randallstown High School has been modified to address concerns.

Ms. Ettinger noted the importance of ensuring camera equipment is operational throughout the school system. Mr. Herndon responded that interior and exterior cameras installed last spring at Randallstown High School are state of the art.

Dr. Hayman expressed concern over the confusion for the informational meeting date. Mr. Herndon responded that a press release was issue this afternoon.

OPEN SESSION MINUTES (cont)

Dr. Hairston commended the police department, fire department, and critical response team for their diligence in handling the situation.

At 6:30 p.m., Mr. Hayden moved the Board go into closed session to discuss personnel matters and to conduct matters related to the negotiations pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1) and (a)(9). The motion was seconded by Mr. Kennedy and unanimously approved by the Board.

CLOSED SESSION MINUTES

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

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

Dr. Hayman left the room at 6:50 p.m.

At 6:51 p.m., Mr. Kennedy moved the Board adjourn for a brief dinner recess. The motion was second by Ms. Murray and approved by the Board. The Board hosted members of the Baltimore County Student Council Executive Board for dinner.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, met in open session at 7:49 p.m. at Greenwood. President James R. Sasiadek and the following Board members were present: Mr. Donald L. Arnold, Miss Francesca Cirincione, Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzymalski, Mr. John A. Hayden, III, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, Ms. Janese Murray, Ms. Joy Shillman, and Mr. James Walker. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

PLEDGE OF ALLEGIANCE

The open session commenced with the Pledge of Allegiance to the Flag, which was led by Kyle Broderick, student at Franklin High School, and a period of silent meditation for those who have served education in the Baltimore County Public Schools.

Mr. Sasiadek welcomed Dr. Nancy Grasmick, State Superintendent of Schools.

Dr. Hairston noted one adjustment to the agenda for this evening's meeting. Under section VII, New Business, Dr. Hairston added item F, Resolution on High School Assessments (HSA).

### MINUTES

Hearing no additions or corrections to the Open and Closed Minutes of March 23, 2004. Mr. Sasiadek declared the minutes approved as presented on the website.

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

### SUPERINTENDENT'S REPORT

Dr. Hairston noted the Student Council Association of Perry Hall High School was awarded the Felix Simon Award for Leadership and Services by the Maryland Association of Student Councils at the State Convention held in Ocean City, Maryland in April. This was the first time that a Baltimore County school has achieved this prestigious award.

Dr. Hairston announced that Baltimore County Public Schools has been named one of the Best 100 Communities for Music Education in America for 2004. This prestigious honor is based on the curricular offerings, student enrollment in music, enrichment programs, and community involvement in music education in the school system. Dr. Hairston commended Ms. Christine Johns, Deputy Superintendent of Curriculum and Instruction and Ms. Jamie Tucker, Music Coordinator, for this outstanding accomplishment.

Dr. Hairston also reported that Miss Shawtair Thompson, Dundalk High School and Sollers Point Technical School senior, has been selected to receive the Women of Tomorrow Award by the Maryland Commission for Women, the Girl Scouts of Central Maryland, and the American Association of University Women. Miss Thomas received this award based on her outstanding performance and service to the community.

Dr. Hairston remarked that the Cal Ripken, Sr. Foundation Team supported BCPS with a donation of softball and baseball equipment. He thanked the Foundation for its generous donation in support of education.

Other recent activities attended by the Superintendent include TABCO Awards and Retirement Program, Career & Technology Awards Program, and the Baltimore County Chamber of Commerce Award of Excellence Program.

Dr. Hairston noted his attendance at the Baltimore County Student Council Annual Bull Roast on Friday, May 7<sup>th</sup>.

### COMMENTS BY DR. NANCY GRASMICK

Dr. Hairston welcomed Dr. Nancy Grasmick, State Superintendent of Schools, to this evening's meeting. Joining Dr. Grasmick was Dr. Gary Health, Technical Expert with the Maryland State Department of Education. Dr. Grasmick commended this Board for their goals including overcoming student achievement gaps. She provided background information on the proposed high school assessment (HSA) graduation requirements. Dr. Grasmick announced the public hearing on May 25, 2004 from 1:00 to 6:00 p.m. at the State Department of Education.

COMMENTS BY DR. NANCY GRASMICK (cont)

Dr. Grasmick announced she would be meeting with the College Board President, Gaston Caperton and Governor Ehrlich to improve participation and performance in the Advanced Placement (AP) testing program. She noted achievement acceleration by minorities in advance placement classes was 41% in one year. Students are achieving 3, 4, and 5 on advanced placement. Dr. Grasmick stated the school system needs to see students articulate in high school and be enabled to move forward onto higher education. She noted the technical documentation for the HSA is available on the MSDE website. Dr. Grasmick also remarked that the State Board has adopted a resolution to convene a task force to examine comparable alternative assessment and report out by September 2007. The State Board has projected the linkage to occur for the first students in 2009. She noted that the State Board would reexamine the data in 2008. At the conclusion of the report, Dr. Grasmick commented that the State received \$326 million this year for public education with a projected \$390 million next year.

Mr. Walker asked for clarification on closing the achievement gap. Dr. Grasmick responded the referencing of advanced placement classes, examinations and passage of those examinations. She noted the focus on African-American students and overcoming the achievement gap. Mr. Walker expressed the concern of parents regarding the HSA. He stated the assumption of parents is minority students would be placed farther behind. Dr. Grasmick responded intervention opportunities must be offered to students to improve their performance. She noted that students' work must be examined; a student's work reveals how the student has processed instruction. Regarding the alternate assessment, Dr. Grasmick responded the alternate assessment is primarily for special education.

Mr. Grzynski asked about the status of other states in the HSA requirement process. Dr. Grasmick responded the State of Massachusetts has linked the HSA to the diploma and found in the first round that a number of students did not pass. She noted that once students took the test seriously and interventions were put in place, the number diminished tremendously.

Mr. Hayden stated that during the first round of assessment testing, less than half of the students and less than a quarter of African-American students passed the assessment tests. He noted the value of the assessment program would provide direction in areas that need to be addressed. Mr. Hayden raised the concern that the assessments are focused on four subject areas. The concern is around a tier of students that are not college bound. Students are provided course work in 21 areas yet are focusing on four areas. Mr. Hayden asked whether the State Board has considered more than four subject areas to require students to broaden into other areas. Dr. Grasmick responded the goal would be to increase the standard as well as increase the number of assessments. She noted that the State will begin with four subject areas for the assessment at the high school level to maintain competence for the high school diploma.

Mr. Kennedy inquired about reliability and validity of the assessment tests. Dr. Heath responded that the first piece is to ensure that the test measures the content. He noted that an outside vendor would look at core learning goals and tests, then verify whether the tests validate the contents. Dr. Heath commented on the amount of data available to back up validity and reliability. Mr. Kennedy asked about item analysis. Dr. Heath responded the analysis is

COMMENTS BY DR. NANCY GRASMICK (cont)

available and published on the MSDE website. He also noted the MSDE is looking at formative tools that are aligned with summative tools to produce specific item analysis or data. Dr. Heath noted that sub scores for this year have been published. In regards to the availability of the formative tool, Dr. Heath responded the data could be available as early as the fall of 2004.

Mr. Sasiadek inquired about the timelines for the release of the technical manual. Dr. Heath responded the technical manual is accessible on the website at [www.marylandpublicschools.org](http://www.marylandpublicschools.org) and click on "Division."

Ms. Ettinger asked for clarification on linkage should the State Board approve the assessments in 2008 for seniors in 2009. Dr. Grasmick responded the assessment would affect current 7<sup>th</sup> graders. Ms. Ettinger inquired about the availability of the formative tool in 2004 for all four subject areas. Dr. Heath responded that test forms have been released for 2000 through 2003. The issue is placing the information into a management tool by a vendor for school systems to review the data. Dr. Grasmick stated the tools would be in place for grades 3 to 8 and high school level so that teachers would benefit from the data as early as possible. In regards to a comparable alternative assessment, Dr. Grasmick responded the State Board adopted a resolution and will report out in 2007.

Ms. Ettinger noted a State Board resolution #99-1 that referenced the linkage between the availability of funding for intervention and linkage of the diploma to testing. She asked how much money the State Department and LEA's received that year. Dr. Grasmick responded it was probably less than \$30 million. Ms. Ettinger asked what has been made available in the intervening years between 1999 and 2003-2004 school years. She stated that had school systems received monies in 1999, students would be well prepared to take the assessment tests. Dr. Grasmick responded that the *Bridge to Excellence* legislation provided the additional funding beginning in 2003-2004. She stated there have been increases in public education since 1999.

Ms. Ettinger inquired about drop-out and drop-out prevention. She raised the concern that students would have difficulty in passing these assessment tests and receiving a diploma. Dr. Grasmick responded that Thornton money would be used for interventions. She noted that individual student profiles and data would provide the necessary information to put interventions in place.

Mr. Arnold asked how often the assessment tests would change going forward. Dr. Grasmick responded the tests would be calibrated against the curriculum. Any shift in the curriculum would require a re-alignment of the tests.

Mr. Sasiadek thanked Dr. Grasmick and Dr. Heath for coming this evening.

RECOGNITION OF ADMINISTRATIVE APPOINTMENT OF MARCH 23, 2004

Mr. Grimsley recognized Ms. Hope C. Baier, whose appointment to Assistant Principal at Seventh District Elementary School was approved at the April 20<sup>th</sup> meeting.

REPORTS

The Board received the following reports:

**Report on Proposed 2005-2006 School Calendar (First Reading)** – Dr. George Poff, Assistant to the Superintendent, Governmental Relations, reviewed the process behind the development of the school calendar. Dr. Poff commented that the official calendar as noted in Exhibit B and the School Information Calendar (also known as the “refrigerator calendar”) are different. He noted the official calendar addresses dates when schools are opened or closed. The informational calendar deals with a broad and comprehensive range of information, such as advisory council meetings and various religious holidays. Dr. Poff stated the official calendar meets the legal requirements of both days and hours and instructional time and reflects school closings. BCPS builds its school calendar with seven inclement weather days added to the schedule. When these days are not needed for inclement weather, up to five days are deducted from the school calendar.

Dr. Poff stated that the observances of high-holy days are noted in the School Information Calendar. He indicated that students would be informed through social studies instruction of the rich and various cultures and practices observed by their many schoolmates in Baltimore County.

Finally, Dr. Poff stated that Superintendent’s Rule 5120 reflects to the word COMAR regulations of observance of religious holidays as lawful and excusable absence for those students.

In response to a question by Mr. Walker, Dr. Poff responded there are three full staff professional development days for teachers.

Mr. Kennedy inquired about kindergarten closure times for teachers to meet with parents. Dr. Poff responded these are two days and they are indicated on the calendar.

Ms. Murray noted that the Muslim community had attended previous Board meetings to recognize two Muslim holidays. She inquired as to whether the policy has been communicated to the schools in addressing this issue. Dr. Poff responded that adherence to Rule 5120, which speaks to lawful absence coding, notes that a legal absence is indeed the observance of a religious holiday. He noted that the school system needs to ensure this rule is being routinely administered across all schools in Baltimore County.



### REPORTS (cont)

Ms. Ettinger asked whether lawful and excusable absences count against perfect attendance. Dr. Poff responded his office is looking into the process to see if the phrase “perfect attendance” exists in policy. He commented that “perfect attendance” appears to be more practice than policy. Ms. Ettinger inquired whether action would need to be taken on this issue at the State level. Dr. Poff responded there has been dialogue with the State Department noting the State is willing to discuss this issue further.

Ms. Jung noted two religious terms used on the official calendar. She asked if holidays can be incorporated onto this calendar without reference to religions. Dr. Poff responded the calendar could state “schools closed.” He stated the same standard was utilized as in previous Board calendars, which were based upon the fact that the absence rate was high among student population. Ms. Jung requested the calendar committee consider removing the two religious terms on the calendar.

Mr. Sasiadek voiced his concern about the number of times BCPS does not have a full week of school.

Mr. Walker asked if the “refrigerator” calendar includes the Muslim holidays. Dr. Poff responded affirmatively. Mr. Walker inquired about the recognition of Muslim holidays. Dr. Poff responded the dialogue began with recognition of two Muslim holidays. The recognition then changed to requesting these two holidays be observed and added to the school calendar. He stated the calendar committee recommended to the Superintendent not adding the holidays at this time in order to meet the number of days and hours required by the state.

Mr. Sasiadek announced that public comment on the calendar would take place on May 25<sup>th</sup>, with a Board vote on June 8<sup>th</sup>.

### PERSONNEL MATTERS

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

### NEGOTIATIONS

On motion of Mr. Kennedy, seconded by Mr. Walker, the Board approved the negotiated master agreement with CASE as presented on Exhibit G.

CONTRACT AWARDS

On motion of Mr. Kennedy, seconded by Mr. Walker, the Board approved items 2, 3, 4, 5, 8, 9, 12, 13, 14 and 15 (Exhibit H). Mr. Kennedy separated items 1 and 6. Ms. Shillman separated items 7, 10, and 11.

2. Computer Assisted Real Time (CART)
3. Contracted Services—MD K-12 Digital Library Project – Purchasing Consortium
4. Contracted Services—Food Service Kitchen Equipment Maintenance
5. Contracted Services—*Maryland Students Online Consortium* (MSOC) – Purchasing Consortium
8. Food Service—Produce
9. Gizmos, Internet Library of Science and Mathematics Activities
12. Scholastic *ReadingLine Vocabulary Kit* Curriculum Materials
13. Supply Contract—Various Airedale HVAC Repair and Replacement Parts
14. Supply of Electrical Energy (Advanced Authorization)
15. Toro Infield Pro Model 2020 Groomer

Item 1

Mr. Kennedy asked who selects the substituted position. Mr. Johnnie Jackson, Personnel Officer, responded a teacher can identify a specific person for a job assignment by using PIN numbers that are assigned to each substitute.

On motion of Mr. Kennedy, seconded by Mr. Walker, the Board approved item 1.

1. Automated Substitute Teacher Notification System

Item 6

Dr. Krempel explained this item is an extension of an existing contract for the intercom systems used in various schools. This state-of-the-art audio system would be used to communicate to every classroom in every school.

In regards to a question from Mr. Hayden, Dr. Krempel responded installation would take place in stages over a five-year period replacing existing units.

Ms. Jung requested a copy of the priority list for replacement of intercom systems in various schools.

CONTRACTS (cont)

On motion of Mr. Kennedy, seconded by Ms. Murray, the Board approved item 6.

6. Equipment Contract—Intercom/Telephone Systems

Item 7

Ms. Shillman asked whether the 4% shipping charge was correct with Mr. Nichols responding affirmatively.

On motion of Mr. Kennedy, seconded by Ms. Shillman, the Board approved item 7.

7. *Fast Track* Intervention Materials for Designated Elementary Schools

Item 10

Ms. Shillman inquired whether parents would receive a report for their child. Dr. Jerry Dalton, Director of Accountability, Research, and Testing, responded the *No Child Left Behind Act* mandates that parents be notified of their child's progress on an annual basis. Due to the increasing amount of student testing and the number of man-hours it would take to distribute the report, it is more efficient to use an automated system.

On motion of Mr. Kennedy, seconded by Ms. Murray, the Board approved item 10.

10. Maryland State Assessment Home Report Distribution

Item 11

Ms. Shillman asked if the printing was for new student handbooks. Dr. Jean Satterfield, Executive Director of Student Support Services, responded every year parents and students must be apprised of their rights and our responsibility as a school system.

On motion of Mr. Kennedy, seconded by Ms. Murray, the Board approved item 11.

11. Printing—Student Handbooks

### BUILDING COMMITTEE

The Building Committee, represented by Mr. Kennedy, recommended approval of items 1-6 (Exhibits I through N). The Board approved these recommendations. Mr. Arnold abstained from voting on item 5 (Exhibit M).

1. Award of Contract – Window Replacement at Riverview Elementary School
2. Award of Contract – Drywall Package at Woodholme Elementary School
3. Award of Contract – Lighting Upgrades at Franklin Elementary, Old Court Middle, and Randallstown High Schools
4. Award of Contract – Parking Lot Lighting at Battle Grove Elementary and Dumbarton Middle Schools
5. Fee Acceptance – Construction Management Services at Windsor Mill Middle School
6. Declare Property Surplus – Farmland Tenant House

### BUDGET APPROPRIATION TRANSFER

On motion of Mr. Arnold, seconded by Mr. Kennedy, the Board approved a Budget Appropriation Transfer in the amount of \$5,095,000.

### RESOLUTION ON HIGH SCHOOL ASSESSMENT

On motion of Mr. Arnold, seconded by Ms. Ettinger, the Board voted to adopt the High School Assessments resolution.

Mr. Hayden noted this resolution is aimed at measuring the performance of each school and not particular students at its early stages of implementation. He was delighted to hear Dr. Grasmick's comment that there is consideration of increasing the number of tests to be administered to students over a period of time. He would be anxious to hear how the State Board will develop the concept in the days and weeks ahead. Mr. Hayden suggested deleting the section referencing the technical manual since Dr. Grasmick noted the information has been released and accessible on the MSDE website. Mr. Sasiadek stated he would like to verify the information before removing this section from this resolution.

Mr. Hayden raised the concern that school systems will narrow the focus on the four core subject areas. He also voiced the concern that it appears constituent groups are not fully aware of what is happening. Mr. Hayden desires to have the State continue to explore this area and seek communication opportunities with constituent groups and other boards of education.

RESOLUTION ON HIGH SCHOOL ASSESSMENT (cont)

Mr. Kennedy stated Dr. Grasmick answered a number of his questions and he is comfortable with the process.

Ms. Ettinger stated forward movement has taken place in addressing some of the concerns that have been raised over the years. It is high stakes for school systems but higher stakes for students.

Mr. Grzynski stated he was delighted to see communication has been part of the resolution. He also noted there are parents who are unaware of the HSA and the requirements that will be imposed on their children.

INFORMATION

The Board received the following as information:

- A. Revised Rule 6104 – INSTRUCTION: Field Trip and Foreign Travel
- B. Policy and Procedures for Interscholastic Athletics
- C. Manual of Procedures for Public Charter Schools in Baltimore County

ANNOUNCEMENTS

Mr. Sasiadek made the following announcements:

- On Thursday, May 13, 2004, the Board will hold its annual recognition program for National Merit Semifinalists and Ethic Award winners at Cockeysville Middle School at 7:00 p.m.
- The Southeast Area Educational Advisory Council will meet on Tuesday, May 18, 2004 at Chesapeake Terrace Elementary School at approximately 7:30 p.m.
- Maryland State Board of Education has announced that the public hearing on the proposed High School Graduation Requirements will be held on Tuesday, May 25, 2004 starting at 1:00 p.m. at the State Education Building, 7<sup>th</sup> Floor Board Room.
- The next regularly scheduled meeting of the Board of Education of Baltimore County will be held on Tuesday, May 25, 2004, at Greenwood. The meeting will begin with an open session at approximately 5:00 p.m. After the Board adjourns to meet in closed session, followed by a brief dinner recess, the open meeting will reconvene at approximately 7:30 p.m. The public is welcome at all open sessions.

### ANNOUNCEMENTS (cont)

- The Baltimore County Board of Education will meet for a public hearing to seek public input about FY2006 Capital Budget needs in Baltimore County Public Schools on Thursday, June 10, 2004 at 7:00 p.m. in the ESS Building. Sign-up for the public to comment will begin at 6:00 p.m.

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

### STAKEHOLDER GROUPS

Ms. Maggie Kennedy, Chair of the Baltimore County Education Coalition, applauded the resolution adopted by the Board this evening. She noted her thoughts and prayers are with the Randallstown High School community. Ms. Kennedy thanked Ms. Kelli Nelson for graciously leading the meeting with the County Council representatives. She noted that on March 29<sup>th</sup> the coalition members traveled to Annapolis to meet with the delegation in support of the retired/rehired program. Ms. Kennedy invited Mr. Tony Armiger to speak. Mr. Armiger, President of the Loch Raven High School PTSA, stated effective teachers need to be knowledgeable in their subject and click with their students. He noted that retired/rehired educators click with the students and are extremely knowledgeable. Mr. Armiger offered two proposals: 1) offer part-time positions to retired/rehired educators, or 2) hire full-time retired/rehired educators. The goal is to retain as many highly qualified educators within the system as possible.

Mr. Chris Castillo, Parliamentarian of the Baltimore County Student Councils (BCSC), thanked the Board for dinner this evening. He also thanked Dr. Hairston for swearing in BCSC's new officers at the recent bull roast. Chris shared some of the recognitions announced at the event. Mr. Castillo thanked the county advisors and principals for their continued support and dedication to BCSC.

Ms. Jasmine Shriver, a representative of the Citizens Advisory Committee for Special Education, commented that she was one of the two parents on the committee who assisted with the special education staffing plan. The main objective of this staffing plan was to make it as parent friendly as possible. Ms. Shriver thanked Ms. Christina Connelly from the Office of Special Education who was instrumental in the preparation of the plan. She noted that on May 3<sup>rd</sup>, three additional community meetings were held so parents could provide input on the plan. Most of the parents did not address the staffing plan with the exception of the 9 to 1 autism ratio. Ms. Shriver stated this staffing plan is the result of genuine and meaningful communication and collaboration between parents and the Office of Special Education.

Ms. Meg O'Hare, Chair of the Northeast Area Educational Advisory Council, reminded Board members and the public about the first elementary science fair to be held May 21-22 at New Town High School. She thanked Dr. H.B. Lantz, Ms. Connie Flowers, and Mr. David Copenhaver for their outstanding work in preparation for the science fair. Ms. O'Hare stated every student would receive a clear plastic button with a microscope emblem on it and a package would be distributed to parents with the schedule of events. Ms. O'Hare also noted her recent attendance at the Essex, Middle River, White Marsh Chamber of Commerce breakfast.

STAKEHOLDER GROUPS (cont)

Ms. Abby Beytin, Chair of the Northwest Area Educational Advisory Council, noted the recent advisory council meeting on April 27<sup>th</sup> with the topic being High School Assessments. She stated that Mr. Rex Shepard, Supervisor of Secondary Social Studies, provided a thorough, thoughtful presentation with many facts, figures, and information about the high school assessment program. Ms. Beytin mentioned that parents with elementary age children are not aware of the changes being proposed for their children's high school graduation requirements. She spoke of the need to disseminate information to the parents at the elementary level so they can be informed for the future.

Mr. Michael Franklin, President of the PTA Council of Baltimore County, noted that the PTA council hosted its annual celebration of the arts on April 29<sup>th</sup>. He thanked Board member Jung for her attendance at the celebration. Mr. Franklin announced the annual awards ceremony "A Night of Shining Stars" to be held on May 20<sup>th</sup>. In regards to the Randallstown incident, Mr. Franklin thanked Principal Thomas Evans and the emergency personnel in the county for their quick response to the school. He stated that the counselors were also a tremendous help to the students.

Ms. Cheryl Bost, President of the Teachers Association of Baltimore County, thanked the Board for their attendance at TABCO's reception last week. She noted that at the recent Retirement/Recognition Dinner, Ms. Ettinger was honored. Ms. Bost reviewed the many events that took place this past week honoring teachers. She stated that TABCO sends their thoughts and prayers to victims and families in the Randallstown community and is confident staff will do what it takes to handle the situation. Ms. Bost commended the faculty and students at Randallstown High School for showing the community the strength to go back to school. In closing, Ms. Bost congratulated Ms. Sharon Grimes for being named Teacher of the Year for 2004.

PUBLIC COMMENT ON THE PROPOSED SPECIAL EDUCATION STAFFING PLAN FOR  
2004-2005 (Second Reading)

No one signed up to speak on the proposed staffing plan.

PUBLIC COMMENT

Mr. Greg Franke, freshman at Loch Raven High School, expressed his concern over the sunset date for retired/rehired teachers. He noted the positive impact his Spanish teacher and principal have made at the school. Greg commented on the teacher's enthusiasm and love for teaching. As a member of the Future Educators of America club, Greg stated it is important that educators be given the opportunity to teach where and when they want to teach.

Mr. Tony Armiger, President of the Loch Raven High School PTSA, stated his intent is to offer support to the Board and offer the teachers full time instead of part time. Mr. Armiger expressed his concern that retired/rehired educators would transfer to other counties, whereby BCPS would suffer the loss of highly qualified teachers.

PUBLIC COMMENT (cont)

Mr. Preston Reeves, Senior Class President at Loch Raven High School, urged the Board to consider Mr. Armiger's proposal. He noted that Loch Raven High School would also lose the principal of Lock Raven High School as well as the department chairpersons in World Language and Science. Preston noted the principal has always provided a friendly, approachable atmosphere for students around the school.

Ms. Janice deConge, a parent of a student at Randallstown High School, spoke about the Randallstown High School incident that occurred on May 7<sup>th</sup>. She noted that students at the high school come from surrounding communities such as Pikesville and Owings Mills. Ms. deConge thanked Board member Walker for coming to the school on Monday for the parent meeting. Parents and families are hurting from this tragedy. Ms. deConge stated parents are asking for communication. She requests that cameras be fixed and a high security level be maintained until the end of the school year. Ms. deConge also commented on an injured student's remark that he was not being academically challenged in the school. Students need to be more academically challenged. She requested the Board to put resources where there is a need when preparing the budget.

ADJOURNMENT

At 10:37 p.m., Mr. Arnold moved to adjourn the open session. The motion was seconded by Mr. Hayden and approved by the Board.

Respectfully submitted,

---

Joe A. Hairston  
Secretary-Treasurer

bls



## TENTATIVE MINUTES

### BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Tuesday, May 25, 2004

The Board of Education of Baltimore County, Maryland, met in open session at 4:37 p.m. at Greenwood. President James R. Sasiadek and the following Board members were present: Miss Francesca Cirincione, Mr. Thomas G. Grzymiski, Mr. John Hayden, III, Dr. Warren Hayman, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, Ms. Janese Murray, and Ms. Joy Shillman. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

President Sasiadek reminded Board members of upcoming functions for May and June 2004. He also announced the NFUSSD Conference, which would be held in October 2004. Board members interested in attending are to contact Ms. Stiffler.

Mr. Hayden entered the room at 4:42 p.m.

Ms. Ettinger entered the room at 5:06 p.m.

At 5:18 p.m., Mr. Kennedy moved the Board go into closed session to discuss personnel matters and to conduct matters related to the negotiations pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1) and (a)(7). The motion was seconded by Ms. Murray and unanimously approved by the Board.

### CLOSED SESSION MINUTES

Mr. Nevett Steele, Jr. provided information to Board members on a matter dealing with contract language.

Mr. Arnold entered the room at 6:03 p.m.

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

At 6:44 p.m., Ms. Murray moved the Board go into executive session to discuss the Superintendent's evaluation, a personnel matter pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1). The motion was seconded by Mr. Hayden and unanimously approved by the Board.

At 7:08 p.m., Mr. Grzymiski moved the Board adjourn for a brief dinner recess. The motion was second by Ms. Shillman and approved by the Board.

### OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, met in open session at 7:48 p.m. at Greenwood. President James R. Sasiadek and the following Board members were present: Mr. Donald L. Arnold, Miss Francesca Cirincione, Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzymyski, Mr. John A. Hayden, III, Dr. Warren Hayman, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, Ms. Janese Murray, and Ms. Joy Shillman. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

### PLEDGE OF ALLEGIANCE

The open session commenced with the Pledge of Allegiance to the Flag, which was led by Spencer Schultz, Cockeysville Middle School student, followed by a period of silent meditation for those who have served education in the Baltimore County Public Schools.

Dr. Hairston requested clarification on the public comment process for this evening's meeting. Due to the number of speakers for tonight, Mr. Sasiadek stated that both constituent groups and public speakers would be allotted three-minutes to address the Board. He also noted the change of order regarding public comment. Those individuals who signed up on the "public comment" sheet would speak first, followed by the public comment, or second reading, on the 2005-2006 Proposed School Calendar.

### MINUTES

Hearing no additions or corrections to the Open and Closed Minutes of April 20, 2004. Mr. Sasiadek declared the minutes approved as presented on the website.

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

### SUPERINTENDENT'S REPORT

Dr. Hairston announced that on April 23<sup>rd</sup>, the Office of English and Reading in collaboration with the Community College of Baltimore held their 18<sup>th</sup> Annual Creative Writing Forum. Nationally recognized poet this year was Mr. Greg Williamson from Johns Hopkins University. Students participated in creative writing workshops, open microphone reading, and poetry reading and book signing by Mr. Williamson. Dr. Hairston acknowledged Board member Michael Kennedy, who attended the forum.

Dr. Hairston also reported that on May 4<sup>th</sup>, the English Department held its annual reception at Cockeysville Middle School to honor those who won the annual writing contest. This event is sponsored by The Baltimore Sun. The reception honored student winners from 11 high schools.

SUPERINTENDENT'S REPORT (cont)

Dr. Hairston announced that on May 22<sup>nd</sup> the first annual BCPS Elementary School Science Fair was held at New Town High School. Dr. Hairston recognized Dr. H. B. Lantz and the Office of Science for their support. He also commended parents for their enthusiasm and support of the children.

Finally, Dr. Hairston shared with the Board that as a result of the legislative act, the Master Plan would be updated to be fully aligned with accountable measures with regards to funding. The review would be a five-year comprehensive analysis to determine how boards of education and their budget align with the goals and objectives and strategies for improving student achievement, established processes and procedures to collect budget information. Dr. Hairston stated the expectation is to ensure funds are used to meet the goals, objectives, and strategies. He noted updates to the Master Plan are needed to include the required information. Revisions to the Master Plan including full accounting measures must be completed by August 2004.

SPECIAL ORDER OF BUSINESS

On motion of Ms. Ettinger, seconded by Mr. Hayden, the Board adopted a Resolution honoring Miss Cirincione for her service as student member of the Board for 2003-2004. She was presented with the Resolution and flowers from her colleagues on the Board. Francesca's parents were present for the recognition.

OLD BUSINESS

On motion of Mr. Kennedy, seconded by Ms. Jung, the Board approved the Special Education Plan for 2004-2005.

Dr. Hayman raised concerns regarding the disproportionate number of African-Americans in general, in particular African-American males, who are in the Special Education program. He noted this disproportionate number could be the inability to differentiate between behavior and special needs. He noted the need to address the issues in this area to reduce the disparity.

Ms. Ettinger inquired about staffing needs in areas where there is an increase in population. Mr. Boone responded the staffing plan is a set of recommendations that is based on a snapshot of enrollment from October 31. He briefly reviewed the process, which is similar to the population issues process used in regular education. Ms. Ettinger asked what happens when resources are limited and the need still exists. Mr. Boone responded that leadership has made available those resources when needed for special education classes. Ms. Ettinger expressed the importance of communicating to parents so they understand the system's approach and process. Mr. Boone indicated a meeting has been scheduled with citizen advisory groups to discuss the special education staffing plan.

When asked about staffing needs in special subject areas, Mr. Boone stated the process is similar to regular education.

## REPORTS

The Board received the following reports:

- A. **Report on Special Education** – Dr. Lou Barber of Lou Barber and Associates commended Dr. Hairston and his staff for undertaking this study. Dr. Barber provided a brief summary of the independent evaluation of Baltimore County Public Schools' Special Education Program. He noted that site visits were made at 20 high schools, middle schools and elementary schools, as well as the four special education sites. Approximately 40 focus groups were held, 4 parent input meetings were held, and approximately 100 documents were reviewed. The report includes a comprehensive listing of commendations and recommendations related to the areas of inquiry.

Various commendations from Dr. Barber included:

- ③ Providing a high level of staffing in the areas of support from school psychologists, school nurses, and counselors.
- ③ Development of an excellent Staffing Plan, which details the programs to be provided by the school system.
- ③ Excellent communication with parents.

Dr. Barber highlighted various areas of recommendations:

- ③ Align special education with general education -- special education should be part of general education and not a separate system.
- ③ Compliance issues -- over-representation of African-American males in special education classes; and the use of cluster programs to provide services to children with disabilities in placements outside of the home school.
- ③ Implement strong accountability for carrying out school-based plans.
- ③ LRE Supports and Services – Develop and systemically implement a Comprehensive LRE Implementation Plan across the school system.
- ③ Certain schools did not meet AYP because of special education – BCPS needs to bring about aggressive changes to improve the achievement outcomes for students with disabilities.
- ③ Professional development activities are based upon a comprehensive needs assessment of all personnel.
- ③ Foster home placements – Changing demographics and an influx of children living in foster care. Study the impact of foster home placement and develop recommendations on how these students should be made to feel welcome within their home school. Foster placement could require more time, more resources, and is costly.
- ③ Continue to improve the recruitment process for employing highly qualified special education personnel.

REPORTS (cont)

- ③ Records do not follow students
- ③ Although the school environment at many schools was clean, neat, and inviting, other schools exhibited an environment that was not welcoming.

Ms. Ettinger expressed appreciation to Dr. Barber for the time taken to speak with parents and staff to complete the study.

Mr. Grzymiski inquired about the number of outside placements and monies spent on those placements. Since there are control agencies beyond BCPS who control staff, Dr. Barber recommended BCPS project the needs of children who's IEPs may change during the school year. He suggested conducting a trend analysis on resources and develop a report based on those analyses. BCPS has 509 students in non-public placement as of October 31, 2003. Mr. Grzymiski asked in what particular areas the school system should focus. Dr. Barber responded autism looks like an area that could grow and expand. He commended BCPS on its Infant and Toddlers Program.

Mr. Kennedy asked whether some students in special education classes could not be mainstreamed. Dr. Barber responded some children may need more support than in a general education classroom.

Mr. Kennedy expressed his concern that movement to mainstream schools could have an affect on safe school environment. Dr. Barber responded the first item that must be provided to students is a safe school. He emphasized that real data is key to learning the concerns and addressing those concerns.

In regards to group homes, Dr. Barber recommended taking a look at matching the student to the staff support, program, and counselor when determining which school to place children from group homes. Dr. Barber suggested BCPS get some assistance from the legislature.

Mr. Hayden inquired of Dr. Barber the cost associated with changing the structure from cluster focus to home schools. Dr. Barber responded the school system should not move children without adequate preparation and planning. He stated there would be some initial higher cost in the beginning; however, it would be more cost effective in the long run. The school system needs to look at those programs that are successful and maintain those successes.

Ms. Ettinger asked Dr. Barber his perspective regarding class size. Dr. Barber responded BCPS resources are scarce. He noted the system needs to use its resources wisely; for example larger class sizes for core programs. Dr. Barber stated teachers need to be prepared to handle the children with whom they are working.

REPORTS (cont)

Dr. Hayman summarized the recommendations discussed this evening:

- ③ Over-representation of African-American males as well as over-representation of white males.
- ③ Systemic issues with special education as well as general education
  - Change needed in culture and attitude
  - Demographic changes
  - Professional development program does not meet the needs of teachers and students
  - Records do not follow students
  - Group home issues

Dr. Hayman asked the Board where we go from here. He commended the special needs community for bringing the issues to the table and advocating for all the children. Dr. Hayman stated the Baltimore County Public Schools is a great school system for some students but a terrible system for a lot of students. Dr. Hayman also thanked Dr. Barber for echoing his concerns. Dr. Barber responded that BCPS has a great system and the leadership and staff to succeed.

- B. **Report on Proposed Policy 1270 (First Reading)** – Ms. Arlene Fleischmann, Director of Professional Development, noted the policy revisions bring the language in alignment with State requirements that all schools have a parent/guardian/family involvement policy, and federal regulations under *No Child Left Behind* require schools to have a parent/involvement policy for Title I funding. She also noted the changes are aligned with goals 6 and 7 of the *Blue Print for Progress* and the Master Plan. Ms. Fleischmann recognized parents, citizen advisory group members, and staff that worked on the revisions.

Regarding item 5 under the guidelines, Dr. Hayman would like to amend the words “schools decision-making” to include more than involvement on school improvement teams. He also recommended separating decision-making and advocacy.

Dr. Hayman asked if there was an Office of Parent and Community Involvement. Ms. Fleischmann responded the Department of Professional Development has parent/support services, which is a parent development component of professional development. Dr. Hayman suggested the system consider an Office of Parent and Community Involvement for a direct line of communication.

- C. **Report on Proposed Policy [4144] 3143 (First Reading)** – Ms. Barbara Burnopp, Executive Director of Fiscal Services, noted the policy revisions bring the language up-to-date and placed the policy in the correct section of the manual.

REPORTS (cont)

- D. **Report on Proposed Changes to Policy 5550 (First Reading)** – Ms. Jean Satterfield, Executive Director of Student Support Services, noted two changes to the policy: moving bomb threat from a Category II to Category III, and added “exchange of money for counterfeit purposes” under Category II entitled “Offense.”

PERSONNEL MATTERS

On motion of Mr. Kennedy, seconded by Ms. Ettinger, the Board approved the personnel matters as presented on Exhibits G, H, I, and J. (Copies of the exhibits are attached to the formal minutes.)

CONTRACT AWARDS

On motion of Mr. Kennedy, seconded by Dr. Hayman, the Board approved items 1 - 14 (Exhibit K). Mr. Kennedy pulled item 15.

1. Consultant for EEO and Employment Law Professional Development
2. Contracted Services – Auctioneering Services
3. Contracted Services – Interpreter For The Deaf and Hard of Hearing
4. Contracted Services – Lease Renewal for Pulaski Park Drive
5. Contracted Services – Programming Services (extension)
6. Audio-Visual Equipment
7. Financing – School Buses
8. Food Service – Food Products
9. Food Service – Paper Products
10. Food Service – Small Wares
11. Food Service – Uniform Shirts
12. Printing – School Calendars
13. Snack Vending
14. Software – Computerized Maintenance Management System (CMMS)

CONTRACT AWARDS (cont)

Item #15

Mr. Kennedy asked for clarification of this item. Mr. Fannon responded the contract is for replacement and repair of telephone equipment in administrative offices in schools. Mr. Kennedy suggested conducting a study of the number of phone lines in the schools. He voiced his concern about not having phones in each classroom.

On motion of Mr. Kennedy, seconded by Dr. Hayman, the Board approved item 15.

15. Telephone Supplies and Equipment (extension)

BUILDING COMMITTEE

The Building Committee, represented by Mr. Kennedy, recommended approval of items 1-8 (Exhibits L through S). The Board approved these recommendations.

1. Award of Contract – Science Room Renovations at Loch Raven High School
2. Award of Contract – Science Room Renovations at Perry Hall High School
3. Award of Contract – Science Room Renovations at Pikesville High School
4. Award of Contract – Science Room Renovations at Woodlawn High School
5. Award of Contract – Roofing Replacement and Masonry Repair at Food Services Warehouse
6. Award of Contract – Boiler Replacement at Western School of Technology
7. Award of Contract for the Hazardous Material Abatement at Sparrows Point Middle/High Schools
8. Award of Contract – Fire Alarm Systems Upgrades at Cockeysville Middle School, Loch Raven Academy, and Western School of Technology

Regarding the new road at Featherbed Elementary School, Dr. Hayman expressed his disappointment that construction had just begun and the work would not be completed this school year. Mr. Cassell stated the project would be completed when students return in the fall. Dr. Hayman requested an update on major construction projects.



### DELETION OF POLICIES 6164.6 AND 6164.7

Mr. Boone noted that both policies were adopted on November 21, 1968 and the language is antiquated. It is very important to note that the deletion of these policies in no way implies or involves any change in the level or quality of hearing and speech services to our students. In fact, these services are guaranteed in other more current BCPS policy and/or in federal and/or state laws, making policies 6164.6 and 6164.7 redundant and unnecessary, as well as outdated.

On motion of Mr. Kennedy, seconded by Ms. Ettinger, the Board approved the deletion of Policies 6164.6 and 6164.7, INSTRUCTION: Speech and Hearing.

### INFORMATION

The Board received the following as information:

Revised Rule 1270 – Community Relations: Parent/Family Involvement

### ANNOUNCEMENTS

Mr. Sasiadek made the following announcements:

- The next regularly scheduled meeting of the Board of Education of Baltimore County will be held on Tuesday, June 8, 2004, at Greenwood. The meeting will begin with an open session at approximately 5:00 p.m. After the Board adjourns to meet in closed session, followed by a brief dinner recess, the open meeting will reconvene at approximately 7:30 p.m. The public is welcome at all open sessions.
- The Baltimore County Board of Education will meet for a public hearing to seek public input about FY2006 Capital Budget needs in Baltimore County Public Schools on Thursday, June 10, 2004 at 7:00 p.m. Sign-up for the public to comment will begin at 6:00 p.m.

### STAKEHOLDER GROUPS

Mr. Sasiadek reminded speakers to refrain from discussing any matters that might come before the board in the form of an appeal, as well as any personnel matters. Mr. Sasiadek clarified that all speakers will be allotted three minutes to speak.

Ms. Maggie Kennedy, Chair of the Baltimore County Education Coalition, shared with the Board the number of students who will be attending college in the fall. The coalition will host a summer retreat to develop the goals and plans for next year.

STAKEHOLDER GROUPS (cont)

Mr. Michael German introduced himself as the new President of the Baltimore County Student Council for the 2004-05 school year. Michael is a junior at Perry Hall High School.

Ms. Kelli Nelson, Chair of the Citizens Advisory Committee on Special Education, expressed her objection to the allotted time difference without prior notice. Ms. Nelson introduced newly elected Vice Chair, Mr. Carl Bailey, and newly elected chair Ms. Jasmine Shriver beginning in September 2004. She noted there was nothing surprising in the special education report presented this evening. Ms. Nelson expressed concern over the LRE information and the support needed to meet federal compliance. She commented the recommendations must be embraced by everyone in the system.

Ms. Vicki Schultz-Unger, Coordinator of the Area Educational Advisory Councils, announced her attendance at the meeting last week at Randallstown High School. She commended the principal for an excellent job in presenting the challenges and assets of that school. Ms. Schultz-Unger noted the joint area educational advisory councils met to discuss the issues brought out in the special education audit. Finally, she noted the June meetings would involve elections and planning for next year. Ms. Schultz-Unger recognized Meg O'Hare and Boyd Crouse who would be stepping down from their job as chairs.

Mr. Michael Moore, Chair of the Central Area Educational Advisory Council, noted his attendance at the Randallstown High School meeting. He trusts that something practical and long term comes out of the meeting. Mr. Moore shared his concern over the achievement gap that exists in the central area.

Mr. Boyd Crouse, Chair of the Southeast Area Educational Advisory Council, thanked Mr. Crum for representing the Southeast Area throughout the year. He shared with the Board themes that came out of the recent area educational advisory council meetings. One theme was the revitalization of the Southeast area communities. Mr. Crouse stated the school system needs to maintain the quality of service while the communities are going through change. The second theme was overcrowding of high schools. He stated the community is concerned and is looking for a resolution that would maintain integrity of schools and programs. Mr. Crouse asked the Board for guidance and help in approaching this issue.

Ms. Meg O'Hare, Chair of the Northeast Area Educational Advisory Council, stated she has enjoyed serving the children of Baltimore County as chair. Ms. O'Hare noted she would continue to serve as a member on the advisory council. She stated there has been positive growth in Baltimore County.

Dr. Ella White Campbell, Chair of the Minority Achievement Advisory Group (MAAG), applauded the school system for its support at the meeting held at Randallstown High School. She stated additional support for the schools in the Randallstown area would fall under the umbrella of the UDAT Education Steering Committee. This committee would involve Baltimore County, BCPS, and Northwest Hospital. Dr. Campbell announced the next meeting of MAAG on May 27<sup>th</sup> with the topic of discussion being agency-placed students. Dr. Campbell introduced Mr. Nick Aquino, member of the Minority Achievement Advisory Group, who thanked the Board for working with all communities. Mr. Aquino is working with children all over the United States through JOBCORP.

STAKEHOLDER GROUPS (cont)

Mr. Michael Franklin, President of the PTA Council of Baltimore County, recognized various schools and staff members who received awards at the PTA Council's Annual Awards Ceremony. On behalf of the PTA Council, Mr. Franklin thanked these schools for their participation and hard work.

Ms. Cheryl Bost, President of the Teachers Association of Baltimore County, noted the special education report was very informative. She was pleased to hear that Dr. Barber spoke to teachers and brought to light some of the areas of concern teachers have placed continually. In regards to new appointments and transfers, Mr. Bost noted teachers set high expectations for leaders. A leader engages teachers and parents and shares decision making; works with teachers and parents to maintain consistent behavior expectations; provides teachers with adequate resources to perform their jobs; seeks input to design appropriate professional development; treats all staff members with compassion, respect and a sense of professionalism; utilizes the talents of the professionals and staff in their community, and seeks parent involvement. Teachers are eager to work with their new leaders. She also congratulated Francesca Cirincione for an excellent job this past year.

PUBLIC COMMENT

Mr. Gordon Watkins, a Baltimore County resident and a Baltimore County Community College teacher in the continuing education department, stated racist attitudes with BCPS staff have occurred five times in a three-year period. He noted these attitudes handicap his ability to complete his task of educating the students. Mr. Watkins stated no action has taken place to correct this issue. He stated that unless action is taken, a lawsuit would be filed.

Ms. Cheryl Vourvoulas, a teacher at Norwood Elementary School, addressed the Board about schools not having air conditioning. She noted students have valiantly endured the heat by working in the dark with shades pulled shut and completing work by sitting on the cool floors. Ms. Vourvoulas stated her classroom registered 89° before noon with the heat index being 95°. For security reasons, the new school's windows can be opened only four inches and ground level doors must stay closed. Ms. Vourvoulas requested the Board formulate a reasonable heat index policy that is healthy for teachers and students.

Ms. Jan Thomas, a representative of the Citizens Advisory Committee on Special Education, noted the Special Education Staffing Plan references the *Blue Print for Progress* and Master Plan. It assumes knowledge by the reader that may or may not be there. She requested a synopsis be placed in the appendix of the staffing plan to help guide individuals to the specific pages within the Master Plan. She voiced her concern that the special education staffing plan does not reflect occupational therapists, physical therapists, speech language, hearing impaired, cluster leaders, and central office. Ms. Thomas noted there are 1800 employees in the operating budget for special education; however, only 1600 are reflected in the plan. She is dismayed this plan does not reflect as much data as in past plans. Ms. Thomas also stated the plan is missing a year-to-year analysis of the success of previous plans.

PUBLIC COMMENT ON THE PROPOSED SCHOOL CALENDAR 2005-2006  
(Second Reading)

Ms. Mary Pat Kahle, a member of the calendar committee, stated she was not in favor of the proposed school calendar. She voiced her opinion that BCPS should not continue its practice of countywide days off in honor of the Jewish holidays. These days are not state holidays or state school holidays. Ms. Kahle noted it was reported to the calendar committee these two holidays are not in Baltimore County policy. As the diverse immigrant population increases in Baltimore County, Ms. Kahle stated it behooves BCPS to remain faithful only to those holidays designated by the State of Maryland. She noted there should be great tolerance and a liberal attendance policy for any student who feels compelled to be absent in order to celebrate their religious holidays. Ms. Kahle also expressed her concern over the number of half days for elementary and middle school students and the interruption of instruction time. In her opinion, these half days exist only because they can. She stated continuing this practice is foolish and that parents are tired of it. In closing, Ms. Kahle suggested that the calendar committee be ongoing throughout the year.

Ms. Rushdam explained the two Muslim holidays to Board members. These days would help children in their spiritual and moral development. She requested the Board recognize these holidays so students would not miss tests or be marked absent.

Ms. Nagat reiterated what the previous speaker had stated. She stated if other religious holidays are identified on the calendar then Muslim holidays should also be recognized.

Mr. Nael Al-Abdulla believes strongly in the importance education. He requests on behalf of his children that the Board consider placing the two Muslim holidays on the school calendar as official holidays. As individuals the community needs to work together to build a peaceful and wonderful society. Recognizing Muslim holidays is how we start.

Mr. Mustafa Shabazz stated a benefit for moving from Howard County to Baltimore County is the diversity of people in the community and within the school system. Ms. Shabazz stated that adding the Muslim holidays could help teach children about diversity. In regards to calendar scheduling, Mr. Shabazz referenced an article that appeared on the Anti-Defamation League website. He noted there are miscellaneous days on the calendar and suggested scheduling and coinciding these miscellaneous days with the Muslim holiday.

Ms. Nabiea Rahamar, a student at Johns Hopkins University, questioned why the Muslim holidays cannot be considered an official holiday on the school calendar while other religious groups are recognized. She is asking the Board to consider placing the two Muslim holidays on the calendar.

Dr. Bash Pharoan stated the issue is of fairness and equity. Dr. Pharoan voiced his opinion that the decision made under a previous administration was wrong and needs to be corrected. He requests the Board to treat both communities fairly and equally. Dr. Pharoan asked the Board to vote "yes" to return the calendar back to the calendar committee and add the Muslim holidays.

PUBLIC COMMENT ON THE PROPOSED SCHOOL CALENDAR 2005-2006 (cont)

Ms. Zainab Makhzoumi, a former BCPS student, stated the decision would impact every student in the school system. She stated the recognition of religious holidays is two-fold. First you give children the day off to respect their spirituality and religion. Second, it allows other students to realize that Muslims are part of the community and society.

ADJOURNMENT

At 10:20 p.m., Mr. Arnold moved to adjourn the open session. The motion was seconded by Dr. Hayman and approved by the Board.

Respectfully submitted,

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Joe A. Hairston  
Secretary-Treasurer

bls

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004

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

**FROM:** Dr. Joe A. Hairston

**SUBJECT:** **PARENT/GUARDIAN AND FAMILY INVOLVEMENT POLICY 1270  
AND RULE 1270**

**ORIGINATOR:** Arlene K. Fleischmann, Director of the Department of Professional Development

**RESOURCE  
PERSON:** Linda Cassell, Coordinator, Title I and Grant Assistance Office

**RECOMMENDATION**

That the Board of Education approve the revised Parent/Guardian and Family Involvement Policy 1270 and review the revised Rule 1270.

\* \* \* \* \*

**Provide a brief description if applicable**

The Maryland State Department of Education requires all county school systems to have a Parent/Guardian and Family Involvement Policy. Federal regulations through the *No Child Left Behind Act 2001* require a Parent/Guardian and Family Involvement Policy for Title I funding. In 1991, the Board of Education approved Policy 1270, Family/Community Involvement, which has been revised as the Parent/Guardian and Family Involvement Policy, aligned with Goals 6 and 7 of the *Blueprint for Progress* and the Master Plan. The revisions to Policy 1270 reflect federal requirements, the guidelines for the framework of Maryland's statewide policy, and the National PTA standards. The accompanying Rule 1270 has also been revised.

**COMMUNITY RELATIONS: [Family/Community] PARENT/GUARDIAN AND FAMILY Involvement**

[Family and community involvement is a critical dimension of effective schooling. Research shows that students of all ability levels are more successful when they receive the continuing support of parents and other adults. Research has also indicated that schools in every community they serve can develop effective programs to involve families in their students' education. The major goal is to promote greater success in all curricular areas for students by making schools, families, and communities more productive partners.] **THE BOARD OF EDUCATION OF BALTIMORE COUNTY BELIEVES THAT SCHOOLS, PARENTS/GUARDIANS, AND FAMILIES HAVE A MUTUAL RESPONSIBILITY TO WORK TOGETHER IN ORDER TO INCREASE STUDENT ACHIEVEMENT. THE BOARD OF EDUCATION OF BALTIMORE COUNTY PARENT/GUARDIAN AND FAMILY INVOLVEMENT IS INTEGRAL TO THE ACADEMIC SUCCESS OF ALL STUDENTS.**

[The foundation for effective school, family, and community partnerships is communication. The schools have the major responsibility to keep families and the community informed about school programs, students' progress, and practical ways that parents and the community can promote success. Schools must use strategies that foster two-way communication with all families, respecting the diversity and differing needs of families and the communities that they serve.] **THE BOARD OF EDUCATION OF BALTIMORE COUNTY IS COMMITTED TO ENSURING THAT SCHOOLS INVOLVE PARENTS/GUARDIANS AND FAMILY MEMBERS OF CHILDREN OF ALL AGES AND GRADE LEVELS REGARDLESS OF THE PARENTS/GUARDIANS AND FAMILY'S EDUCATIONAL ATTAINMENT, RACE/ETHNICITY, GENDER, SOCIO-ECONOMIC STATUS, GEOGRAPHICAL LOCATION, PRIMARY LANGUAGE, OR DISABILITY. THE BOARD OF EDUCATION OF BALTIMORE COUNTY RECOGNIZES THAT THE TYPE AND THE DEGREE OF PARENT/GUARDIAN AND FAMILY INVOLVEMENT VARIES AMONG HOUSEHOLDS.**

[Strategies and systematic planning must be used to promote varied opportunities for families to be effective in the schooling process. These include opportunities for home learning activities, volunteering, attendance at school events, participation in parent education workshops, participation in school governance organizations, involvement in school site councils, and serving as advocates for children. Appropriate programs should be available at every grade level to sustain family involvement from pre-kindergarten through grade 12.] **THE BOARD OF EDUCATION OF BALTIMORE COUNTY ENDORSES COOPERATION AMONG SCHOOLS, PARENTS/GUARDIANS, FAMILIES, AND COMMUNITY MEMBERS IN ORDER TO INCREASE**

INVOLVEMENT AND PARTICIPATION IN PROMOTING THE SOCIAL, EMOTIONAL, AND ACADEMIC GROWTH OF STUDENTS BY UTILIZING THE FOLLOWING GUIDELINES:

1. COMMUNICATING – OPEN AND ONGOING COMMUNICATION IS PROMOTED AMONG HOME, SCHOOL, AND THE COMMUNITY.
2. PARENTING – PARENTING SKILLS ARE FOSTERED AND SUPPORTED.
3. STUDENT LEARNING – PARENTS/GUARDIANS, FAMILIES, AND COMMUNITY MEMBERS PLAY AN INTEGRAL ROLE IN ASSISTING STUDENT LEARNING.
4. VOLUNTEERING – PARENTS/GUARDIANS, FAMILIES AND COMMUNITY MEMBERS ARE WELCOME AS VOLUNTEERS IN THE SCHOOL. THEIR SUPPORT AND ASSISTANCE ARE SOUGHT, ENCOURAGED AND RECOGNIZED.
5. SCHOOL DECISION-MAKING AND ADVOCACY –PARENTS/ GUARDIANS, FAMILIES, AND COMMUNITY MEMBERS ARE INCLUDED AND SUPPORTED IN THE DECISION MAKING PROCESS. THEIR LEADERSHIP IN ADVISORY AND ADVOCACY ROLES IS ENCOURAGED.
6. COLLABORATING WITH THE COMMUNITY – COMMUNITY RESOURCES ARE USED TO STRENGTHEN SCHOOLS, FAMILIES, AND STUDENT LEARNING.

[The Board of Education recognizes that students are members of a larger community and that schools are part of a larger network of learning environments. Schools can serve as focal points in collaborative efforts to connect students and families with community organizations, businesses, social services, and government agencies. These groups can provide enrichment and support to families and schools in the important job of educating students and can increase the likelihood that students will remain in school and will increase the potential for their school success.] THE BOARD OF EDUCATION OF BALTIMORE COUNTY WELCOMES THE INVOLVEMENT AND INPUT OF PARENTS/GUARDIANS, FAMILIES, AND COMMUNITY MEMBERS IN THE EDUCATIONAL PROCESS. BALTIMORE COUNTY PUBLIC SCHOOLS SHALL COMPLY WITH THE REQUIREMENTS OF THE *NO CHILD LEFT BEHIND ACT 2001* RELATING TO PARENT/GUARDIAN AND FAMILY INVOLVEMENT, INCLUDING AN ANNUAL REVIEW OF THIS POLICY.



Legal References:            Strengthening and Improving of Elementary and Secondary Schools, 20 United States Code (USC), Section 6318 (No Child Left Behind Act 2001)

Policy  
Adopted:        5/23/91  
REVISED:

Board of Education of Baltimore County

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004

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

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **BOARD POLICY REVISIONS – POLICY 4144 (NEW 3143)  
PERSONNEL: PROFESSIONAL - COMPENSATION AND  
RELATED EMPLOYEE BENEFITS NORMAL BIWEEKLY PAY**

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

**RESOURCE  
PERSON(S):** Barbara Burnopp, Executive Director, Fiscal Services  
Edward Dieffenbach, Payroll Administrator

**RECOMMENDATION**

The Department of Fiscal Services is seeking approval of changes to Board Policy 4144 (New 3143) Personnel: Professional - Compensation and Related Employee Benefits Normal Biweekly Pay. This policy was updated as part of the initiative of the Division of Business Services to update outdated Board Policies. The policy was adopted in 1975 and was revised in 1977. Changes were reviewed by the Board Policy Review Committee on April 29, 2004, and have been made to reflect current language and practices. It is also recommended that this policy be moved from Personnel (Series 4000) to Non-Instructional Services: Fiscal Services (Series 3000).

This is the third reading of this policy

Attachment I: Policy 4144 (New 3143) Personnel: Professional - Compensation and Related Employee Benefits Normal Biweekly Pay.

[PERSONNEL] NON-INSTRUCTIONAL SERVICES: FISCAL SERVICES  
[Professional]

[Compensation and Related Employee Benefits] PAYROLL MANAGEMENT:  
[Normal] REGULAR Biweekly Pay

The [normal] REGULAR biweekly pay is determined [each year] in the following manner:

1. The annual salary is divided by 217 for ten-month employees, or by the number of week days (Monday through Friday) from July 1 through June 30 for twelve-month employees, to obtain the daily rate of pay.
2. The daily rate of pay is multiplied by 10 to obtain the normal biweekly pay.

Policy  
Adopted: 6/12/75  
Revised: 10/27/77  
REVISED:

Board of Education of Baltimore County

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

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**Date:** July 13, 2004

**To:** **BOARD OF EDUCATION**

**From:** Dr. Joe A. Hairston, Superintendent

**Subject:** **AMENDMENTS TO BOARD OF EDUCATION POLICY 5550,  
STUDENTS: CONDUCT**

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

**Resource** Jean Satterfield, Executive Director, Student Support Services

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

**RECOMMENDATION**

That the two changes proposed for Policy 5550, STUDENTS: Conduct, be approved by the Board of Education. This is the third reading of Policy 5550.

\*\*\*\*\*

Policy 5550 is used to amend the Student Handbook, which must be ready for staff and students on August 18, 2004. The Student Handbook has just been bid and must be sent to the vendor by July 1 for printing. The Student Handbook Revision Committee is composed of school administrators, students, parents, stakeholder representatives, Superintendent's Designees, and pupil personnel workers. This committee makes the recommendations to help clarify the rules for student behavior on a yearly basis.

The changes are listed below:

- Move bomb threat to category III from II to make the charge more serious in the eyes of students. Under the recommended change, a bomb threat would result in expulsion
- Add offense to category II i.e., exchange of money for illegal purposes to cover counterfeiting

Both offenses can be covered by our current policy and rule and allow for suspension, long-term suspension, or expulsion

JS/ds

Appendix I - Policy 5550

STUDENTS: Conduct

### **Disruptive Behavior**

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

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

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

#### **ARSON/FIRE/EXPLOSIVES**

- a. Possession and/or Igniting of matches or lighters (when not a part of the instructional program).

#### **ATTACKS/THREATS/FIGHTING**

- b. Fighting

#### **ATTENDANCE**

- c. Leaving school grounds without permission
- d. Unexcused lateness (class/classes)
- e. Unexcused lateness (school day)
- f. Unexcused absence or truancy (class/classes)
- g. Unexcused absence or truancy (school day)

#### **DANGEROUS SUBSTANCES**

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

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

DISRESPECT/INSUBORDINATION

- j. Failure to follow a direction such as, but not limited to, failure to report to office when directed by school staff to do so
- k. Harassment (nuisance phone calls to students or staff members; continued comments or passing of unofficial notes to another individual that he/she does not wish to hear or receive)
- l. Refusing to cooperate with school rules and regulations
- m. Refusing to cooperate with school transportation regulations
- n. Refusing to do assigned work
- o. Refusing to serve detention
- p. Using obscene or abusive language

PERSONAL HEALTH

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

OTHER

- r. Academic dishonesty (cheating on tests, copying term papers, forging signature of teacher and/or parent)
- s. Gambling
- t. Unauthorized sale or distribution in school of items, goods, or services not related in any way to the school operation (e.g., sale of football pools).
- u. Use of electronic communication devices, such as a pager (beeper), portable telephone, or any wireless communication device (which are not part of the educational program) during regular instructional school hours. Regular instructional hours are defined as beginning at the opening bell for the school day and concluding at the dismissal bell for the school day. Students involved in before-school, after-school, and weekend instructional activities shall not use electronic communication devices within the

assigned area of the activity from the beginning of the scheduled activity until its conclusion. The device must be turned off and stored in the locker, book bag, automobile, or purse during school hours and while being transported on the bus. The ban on the use of electronic devices applies to buses used for all school-related activities.

Category II – Examples of offenses for which the student may be suspended and which may result in expulsion:

**ARSON/FIRE EXPLOSIVES**

- a. Fire alarm/false fire report[/bomb threat]
- b. Possession and/or detonation of an incendiary or explosive material or device, including live ammunition (firecracker or greater)

**ATTACKS/ THREATS/FIGHTING**

- c. Extortion or taking money or possessions from another student(s) by threat or causing fear and intimidation
- d. Physical attack(s) on a student
- e. Threat(s) on individual(s)

**DANGEROUS SUBSTANCES**

- f. Distribution, attempt to distribute, or possession with the intent to distribute a non-controlled substance that is represented as a controlled dangerous substance
- g. Non-prescription violation (misuse of non-prescription medications) including failure to have medications administered by school nurse or delegated personnel
- h. Possession, use, or distribution of controlled and/or drug paraphernalia
- i. Prescription violation (possession of prescribed medication)
- j. Purchase of a non-controlled substance that has been represented to be a controlled dangerous substance

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

**DISRESPECT/INSUBORDINATION**

- l. Conspiracy or planning between two or more persons to commit a Category III offense
- m. Disruptive behavior that results in the interference with the normal school program, including repeated Category I or II offenses.
- n. Harassment for any reason
- o. Interfering with another student's right to attend school or classes
- p. Participating in and/or inciting a school disruption

**SEX OFFENSES**

- q. Inappropriate behavior of a sexual nature
- r. Indecent exposure

**WEAPONS**

- s. Possession of a look-alike weapon of any kinds
- t. Possession of a pocket knife

**OTHER**

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

**V. EXCHANGE OF MONEY FOR AN ILLEGAL PURPOSE**

- [v] W. Reckless endangerment resulting in injury to a person
- [w] X. Theft and/or knowingly possessing stolen property
- [x] Y. Trespassing



[y] Z. Violation of the Telecommunications Acceptable Use Policy

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

ARSON/FIRE/EXPLOSIVES

a. Arson

B. BOMB THREAT

ATTACKS/THREATS/FIGHTING

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

[c] D. Physical attack(s) on a staff member

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

DANGEROUS SUBSTANCES

[e] F. Distribution and/or sale of alcohol

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

[g] H. Possession of alcohol

[h] I. Possession of controlled dangerous substances (illegal drugs)

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

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

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

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

SEX OFFENSES

[m] N. Sexual assault

WEAPONS

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

[o] P. Possession or use of any other gun or rifle (loaded or unloaded, operable or inoperable) which shall include, but not be limited to, pellet gun, paintball gun, stun gun, BB gun, flare gun, nail gun<sup>1</sup>

[p] Q. Possession or use of a real weapon of any kind which shall include, but not limited to, switchblade knife, hunting knife, star knife, razors (including straight or retractable razor), nunchaku, spiked glove, spiked wristband, any mace derivative, tear gas device, or pepper spray product

[q] R. Use of a look-alike gun or rifle (loaded or unloaded, operable or inoperable)<sup>2</sup>

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

[s] T. Use of a pocketknife or any object as a weapon

OTHER

[t] U. Robbery

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

Legal References: Gun Free Schools Act of 1994, 20 U.S.C. §3351  
*Annotated Code of Maryland*, Education Article,  
§7-305, Suspension and Expulsion

Code of Maryland Regulations (“COMAR”)

13A.08.01.11 Disciplinary Action

13A.08.01.17 School Use of Reportable Offenses

13A.08.01.04(B) Unlawful Absence

13A.02.04.01.-07. Tobacco-Free School Environment

Policy

Board of Education of Baltimore County

Adopted: 7/13/78

Revised: 6/24/82

Revised: 6/14/84

Revised: 6/19/86

Revised: 5/28/87

Revised: 6/16/88

Revised: 5/10/90

Revised: 5/23/91

Revised: 7/1/92

Revised: 9/12/95

Revised: 7/2/96

Revised: 8/6/96

Revised: 6/9/97

Revised: 6/12/01

Revised: 7/9/02

Revised: 6/10/03

Revised: 9/4/03

REVISED:

ALL CAPS indicate new material.

Brackets [ ] indicate deleted material.

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<sup>1</sup> The use of permanently inoperable rifles by JROTC students shall not be a violation of this policy during instructional time and at any other times when under the direct supervision of JROTC instructors.

<sup>2</sup> See Note 1 above.

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004

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

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **FY06 OPERATING AND CAPITAL BUDGET SCHEDULES**

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

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

**INFORMATION**

In the past, Board Members and the public have requested advance notice of important dates connected to the capital and operating budgets. The attached initial schedules outline those important dates and the process to be followed.

The processes are similar to those followed in previous years, and, again this year, the capital request process has been streamlined to consolidate the state and county processes into one process at the Board level.

Attachment I – FY2006 Operating Budget Schedule  
Attachment II – FY2006 Capital Budget Schedule– State/County Request

**FY2006 CAPITAL BUDGET SCHEDULE**  
**STATE/COUNTY REQUEST**

<b>June 10, 2004</b>	Public Hearing
<b>July 13, 2004</b>	Present proposed capital schedule to the Board
<b>July/August, 2004</b>	<b>Office of Budget &amp; Reporting to meet with offices and schools to finalize project requests</b>
<b>August 2, 2004</b>	<b>All capital project requests are due to the Office of Budget and Reporting</b>
<b>August 17, 2004</b>	<b>Meet with Deputy Superintendents, Executive Director of Fiscal Services, Executive Director of Facilities, and the Office of Strategic Planning to discuss FY06 state and county capital request.</b>
<b>August 19, 2004</b>	<b>Capital budget review with the Superintendent</b>
<b>August, 2004</b>	<b>Meet with County officials (if needed)</b>
<b>September 3, 2004</b>	<b>State/County capital request to the Superintendent</b>
<b>September 21, 2004</b>	<b>Present Superintendent's proposed State/County capital request to the Board</b>
<b>September 22, 2004</b>	Board work session
<b>October 5, 2004</b>	<i>Board votes on Superintendent's proposed State/County capital request</i>
<b>October, 2004</b>	<b>Area pre-budget meetings – see “FY06 Operating Budget Schedule”</b>
<b>October 15, 2004</b>	<b>State request due to the State Interagency Committee for Public Construction (IAC)</b>
<b>October, 2004</b>	<b>Public School Construction Program review meeting (MSDE)</b>
<b>November 16, 2004</b>	<b>Budget &amp; Audit Committee – Capital budget update</b>

**Board of Education Meeting or Work Session**

*Requires action by the Board of Education*

**FY2006 CAPITAL BUDGET SCHEDULE**  
**STATE/COUNTY REQUEST**

November, 2004	IAC issues recommendations for state request
December, 2004	Appeal hearing to IAC for state request
December 21, 2004	<b>Present Superintendent's revised County capital request to the Board based on IAC recommendations.</b>
January 11, 2005	<i>Board votes on Superintendent's proposed County capital request</i>
January 14, 2005	The County capital request is submitted to the County Office of Budget and Finance and forwarded to the Office of Planning and Zoning. The County Executive conducts an overview meeting with the Planning Board in January.
January, 2005	Appeal hearing to the Board of Public Works (BPW) for state request
January/February, 2005	Presentation to the County Planning Board for County request
January – March, 2005	County capital budget is reviewed by county agencies
April, 2005	State legislature approves State capital budget
April, 2005	The County Executive submits the proposed county capital budget to the County Council by April 15.
May, 2005	BPW approves IAC recommendations of the state request
May, 2005	The County Council adopts the FY06 County capital budget
June 9, 2005	<b>Public Hearing on FY07 capital requests</b>
July 1, 2005	<b>FY06 funds available</b>
July 12, 2005	<i>Distribution of the FY06 budget book</i>

<b>Board of Education Meeting or Work Session</b>
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<i>Requires action by the Board of Education</i>
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**FY 2006 OPERATING BUDGET SCHEDULE**

July 13, 2004	<b>Present proposed operating schedule to the Board</b>
August 18, 2004	<b>Pre-budget meeting with the Superintendent</b>
September, 2004	<b>Pre-budget meetings with the Executive Directors</b>
September, 2004	<b>Grants and general fund instructions to offices</b>
September 27 - October 8, 2004	<b>BRASS training and FY06 budget assistance sessions for office budgets</b>
October, 2004	<b>Area Pre-Budget Meetings</b>
October 11, 2004	<b>Office budget requests are due to the Office of Budget and Reporting (OBR)</b>
November, 2004	<b>Review by the Deputy Superintendents</b>
November, 2004	<b>Review by the Superintendent</b>
Early December, 2004	<b>Meet with County officials (if needed)</b>
January 4, 2005	<b>Superintendent's proposed FY06 budget book to the print shop</b>
January 11, 2005	<b>Superintendent presents proposed FY06 budget to the Board – Distribution of the budget book</b>
January 26, 2005	<b>Board public hearing – Ridge Ruxton School (snow date: January 27, 2005) - Tentative</b>
February 1, 2005	<b>Board work session (snow date: February 2, 2005) - Tentative</b>
February 18, 2005	Board's adopted FY06 budget book to the print shop
February 22, 2005	<i>Board adopts FY06 budget – distribution of budget book</i>

<b>Specific to the Board of Education</b>
<i>Requires action by the Board of Education</i>

## FY 2006 OPERATING BUDGET SCHEDULE

March 1, 2005	<b>FY06 proposed budget due to the County Executive</b>
March 21, 2005	<b>General fund budget instructions to schools</b>
March 8, 2005	<b>FY05 special revenue supplement (if necessary)</b>
March, 2005	<b>County Executive staff reviews BCPS budget proposal</b>
February 28 – April 18, 2005	<b>Schools allocate budget allotments</b>
April 15, 2005	<b>County Executive present FY06 budget recommendations to the County Council</b>
April 18 – 25, 2005	<b>BRASS training and assistance for schools</b>
April 25, 2005	<b>School budget requests are due to OBR</b>
April – May, 2005	<b>County Council reviews budget request and holds public hearing on all county budgets</b>
May 24, 2005	<b>FY05 general fund supplement (if needed)</b>
May, 2005	<b>County Council Work Session on BCPS budget</b>
May, 2005	<b>County Council adopts FY06 budget</b>
July 1, 2005	<b>FY06 funds available</b>
July 7, 2005	<b>FY06 approved budget book to the print shop</b>
July 12, 2005	<b>Distribution of the FY06 adopted budget book</b>

<b>Specific to the Board of Education</b>
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<i>Requires action by the Board of Education</i>
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**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004  
**TO:** **BOARD OF EDUCATION**  
**FROM:** Joe A. Hairston, Superintendent  
**SUBJECT:** **RECOMMENDATIONS FOR AWARD OF CONTRACTS**  
**ORIGINATOR:** J. Robert Haines, Deputy Superintendent, Business Services  
**PERSON(S):** Patrick Fannon, Controller; Rick Gay, Purchasing Manager

**RECOMMENDATION**

That the Board of Education approves the following contract recommendations.

\*\*\*\*\*

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

RLG/caj

Appendix I – Recommendations for Award of Contracts – Board Exhibit



**Responsible school or office:** Office of Risk Management

**Contact Person:** Frances Allen

**Funding Source:** Office of Risk Management and Office of Transportation operating budgets

**2. Contract:** Contracted Services for Special Education, Psychological Assessments  
**Bid #:** PCR-255-04

**Term:** 2 years    **Extensions:** 1/1-year    **Contract Ending Date:** 6/30/07 (tentative)  
**Estimated annual award Value:** \$250,000  
**Estimated total award value:** \$750,000

**Bid issued:** May 13, 2004  
**Pre-bid meeting date:** May 27, 2004  
**Due Date:** June 10, 2004  
**No. of vendors issued to:** 10  
**No. of bids received:** 8  
**No. of no-bids received:** 0

**Description:**

This contract provides for psychological assessments of special education students. Services are provided in a variety of locations within Baltimore County, including elementary, middle, high and special schools. Specific job assignments are made on an as-need basis throughout the school year and are assigned to an award bidder based on price, lowest priced first, and availability. Psychologists are licensed by the Board of Examiners of Psychology or are certified by the Maryland State Department of Education.

**Recommendation:**

Contract awards are recommended to:

Associated Mental Health Specialists, Towson, MD  
Calverton Psychological Services, Catonsville, MD  
P. J. Coyne, Ed. D., Bel Air, MD  
William Faunce, Ph.D., Bel Air, MD  
Michael Oidick, Ph.D., Baltimore, MD  
Psychology Consultants, Lutherville, MD  
Melinda Stein, Ph.D., Towson, MD  
Carol Sutton, Ph. D., Baltimore, MD

**Responsible school or office:** Office of Special Education

**Contact Person:** Margaret Kidder

**Funding Source:** Office of Special Education operating budget

**3. Contract:** Contracted Services for Special Education Related Services, Extension  
**Contract #:** 2-295-02

**Term:** 2 years    **Extensions:** 1/1-year    **Contract Ending Date:** 6/30/05 (tentative)

**Estimated annual award value:** \$1,500,000

**Estimated total award value:** \$4,500,000

**Bid issued:** June 27, 2002

**Pre-bid meeting date:** July 11, 2002

**Due Date:** July 25, 2002

**No. of vendors issued to:** 23

**No. of bids received:** 6

**No. of no-bids received:** 2

**Description:**

A one-year extension of contract with the award bidders listed below to provide Speech, Occupational and Physical Therapies, Audiology, and Education of the Deaf/Hard-of-Hearing Using Sign Language to students ranging in age from birth to 21.

Services are provided in a variety of locations, including elementary, middle and high schools, special schools, infants and toddlers' centers and limited home visits.

Speech therapists provide screening, assessment, and treatment for direct and collaborative programming to move toward an inclusive classroom model. Therapists also develop Individual Education Plans (IEP) and, for infants and toddlers, an Individual Family Service Plan (IFSP), and participate in Admission, Review & Dismissal (ARD) teams.

Physical and occupational therapists provide treatment and annual skill updating evaluation, assist in developing IEPs and IFSPs and participate in ARD teams when appropriate.

**Recommendation:**

Extensions of contract are recommended to:

Care Resources, Baltimore, MD  
Hearing & Speech Agency, Baltimore, MD  
Henning & Cole, Cockeysville, MD  
EBS, Concordville, PA

**Responsible school or office:** Office of Special Education  
**Contact Person:** Elizabeth Neville  
**Funding Source:** Office of Special Education operating budget

**4. Contract:** Global Positioning System Real-Time Bus Tracking System  
**Bid #:** JMI-602-05  
(Howard County Public School System, RFP# 33-01-02/03)

**Term:** Annual beginning August 1, 2004   **Extension:** N/A  
**Contract Ending Date:** N/A  
**Estimated total award value:** \$360,000 (estimated)  
**Renewed annually for:** \$8,100 (plus up to 5% after year 2)

**Description:**

Global positioning system (GPS) for special education school bus operations. BCPS requests approval to procure such system utilizing the Howard County Public School System, RFP# 33-01-02/03. The system, which is comprised of both hardware and software components, will track daily rider-ship for students. The tracking and storing of rider-ship data will provide an audit trail for reimbursement of Medicaid funds for transportation services to the Office of Third Party Billing.

**Recommendation:**

Award of contract is recommended to:

Everyday Wireless, LLC, West Lawn, PA

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

**Contact Person:** Linda Fitchett

**Funding Source:** Office of Third Party Billing and operating budget of the Office of Transportation

**5. Contract:** LAN Shared Storage Equipment  
**Contract#:** PCR-261-04

**Term:** 1-time purchase      **Extension:** N/A      **Contract Ending Date:** N/A  
**Estimated total award value:**      \$45,372

**Bid issued:**      N/A  
**Pre-bid meeting date:**      N/A  
**Due Date:**      N/A  
**No. of vendors issued to:**      N/A  
**No. of bids received:**      N/A  
**No. of no-bids received:**      N/A

**Description:**

An AVID Local Area Network shared-storage system. The *AVID Unity LANshare* system is specifically selected because all TEC existing editing systems are AVID based and this is the only completely compatible server available that seamlessly integrates with current equipment and software.

The system will provide:

- The ability to work on any editing project at any editing system within the facility. Since many student interns working at TEC have a variety of schedules, the system would resolve conflicts with equipment scheduling.
- A cost effective solution of increasing the number of editing stations that are available for intern and staff use.
- A networked storage device that would house a keyword-searchable, digitized stock footage library that is accessible from any editing system. This would enable an editor to quickly search and view video clips instead of locating videotapes, searching through the tape, and then having to digitize the footage into a compatible computer file format.
- The ability for TEC' graphic artist to develop graphics for any project within the facility from his workstation without interrupting the editing process.

AVID has a program that provides qualified educational institutions pricing significantly below what is available to the general market. Purchasing this item through the educational pricing program includes ten editing software licenses valued at \$7,000 that would not be included in the non-educational pricing. TEC has purchased other AVID products through this program providing TEC the opportunity to use the same technology that film, video, and broadcast professionals use. Washington Professional Systems(WPS) is the only AVID authorized reseller of this product in Maryland, Washington, DC, and Virginia. WPS is a qualified integrator of AVID systems and has



installed two of our current systems. TEC requires a highly qualified local source of dependable support that is responsive to resolving problems that may arise. Additionally, in order to produce programming without interruption during the school year, major installations of new systems must be scheduled during the summer months.

It has been determined that in accordance with Board of Education Policy and Superintendent's Rule 3215 and 3250, 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 Washington Professional Systems is the only *AVID Unity LANshare* system reseller in Maryland, Washington, D.C., and Virginia.

**Recommendation:**

Award of contract is recommended to:

Washington Professional Systems, Wheaton, MD

**Responsible school or office:** Education Channel

**Contact Person:** Jeff Lifton

**Funding Source:** Operating budget of The Education Channel

**6. Contract:** Lease for Facility Space on Whitehead Road  
**Bid #:** RGA-130-05

**Term:** 3 years, 2 mos. **Extension:** 0 **Contract Ending Date:** 10/1/2007 (tentative)  
**FY 04 Beginning annual award value:** \$135,000  
**FY 07 Ending annual award value:** 143,222  
**Estimated total award value:** \$441,142

**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:**

A lease for educational facility space at 1705 Whitehead Road, Baltimore, MD 21207, known as Evens Building, beginning August 1, 2004. This space will house the Transition Center, a new program to provide interim services to agency-placed students new to the Baltimore County Public Schools' system. This lease covers approximately 12,000 square feet at the rear of the building. The lease contract term is for three years, two months, beginning at \$11.25 per square foot for the first year, with a 3 percent increase per year thereafter.

**Recommendation:**

The lease contract for educational facility space is recommended to:

Emmes Realty Services, LLC, Baltimore, MD

**Responsible school or office:** Office of Support Services and Strategic Planning

**Contact Person:** Rita Fromm

**Funding Source:** Operating budget of the Department of Fiscal Services

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004  
**TO:** **BOARD OF EDUCATION**  
**FROM:** Dr. J. Hairston, Superintendent  
**SUBJECT:** **AWARD OF CONTRACT – VARIOUS CONSTRUCTION PACKAGES  
AT WOODHOLME ELEMENTARY SCHOOL**

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

**RESOURCE**

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

**RECOMMENDATION**

That the Board of Education approves various contract awards.

\*\*\*\*\*

Award of Contract – Various Construction Packages at Woodholme Elementary School.

Appendix I – Recommendation of Award of Contract

**Recommendation of Award of Contract  
Various Construction Packages at Woodholme Elementary School  
July 13, 2004**

On June 22, 2004, bids were received for the various construction packages associated with the construction of Woodholme Elementary School - Bid #JMI-651-04. Attached is a summary of the bids received. The Department of Physical Facilities recommends approval of contract awards to the lowest responsive bidders, for the construction packages listed below, in the amount of \$1,192,922.00.

<u>Package #</u>	<u>Bid Package</u>	<u>Contractor</u>	<u>Amount</u>
7A	Roofing	Cole Roofing Company, Inc.	\$ 646,317.00
8A	Windows and Store Fronts	Debra's Glass, Inc.	\$ 430,664.00
11A	Kitchen Equipment	Ashland Equipment	\$ 115,941.00

At this time, we also request approval of a 10% Change Order Allocation in the amount of \$119,292.20 to cover unforeseen conditions and minor changes to the contract which will be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for this project is identified in the County and State Capital Budgets as Project #111 – Woodholme Elementary School.

APPROVED:



Donald F. Krempe, Ph.D.  
Executive Director

WOODHOLME ELEMENTARY SCHOOL  
 PACKAGE 7A - ROOFING

Bidder's Name	BASE BID
<b>Cole Roofing Company, Inc.</b>	<b>\$646,317.00</b>
CitiRoof Corporation	\$843,999.00

BALTIMORE COUNTY PUBLIC SCHOOLS  
 WOODHOLME ELEMENTARY SCHOOL  
 PACKAGE 8A – WINOWS AND STORE FRONTS

Bidder's Name	BASE BID
<b>Debra's Glass, Inc.</b>	<b>\$430,664.00</b>
Engineered Construction Products	\$495,360.00
Zephyr Aluminum, Inc.	\$687,150.00
Spear Window and Glass, Inc.	\$681,390.00

BALTIMORE COUNTY PUBLIC SCHOOLS  
 WOODHOLME ELEMENTARY SCHOOL  
 PACKAGE 11A – KITCHEN EQUIPMENT

Bidder's Name	BASE BID
<b>Ashland Equipment</b>	<b>\$115,941.00</b>
Restaurant Equipment Sales	\$127,738.00

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004  
**TO:** **BOARD OF EDUCATION**  
**FROM:** Dr. J. Hairston, Superintendent  
**SUBJECT:** **AWARD OF CONTRACT – VARIOUS CONSTRUCTION PACKAGES  
AT WINDSOR MILL 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 Cassell, P.E., Administrator  
Office of Engineering and Construction  
J. Kurt Buckler, P.E., Head of Engineering  
Office of Engineering and Construction

**RECOMMENDATION**

That the Board of Education approves various contract awards.

\*\*\*\*\*

Award of Contract – Various Construction Packages at Windsor Mill Middle School.

Appendix I – Recommendation of Award of Contracts

**Recommendation of Award of Contract  
Various Construction Packages at Windsor Mill Middle School  
July 13, 2004**

On July 8, 2004, bids were received for the various construction packages associated with the construction of Windsor Mill Middle School - Bid #PCR-263-05. Attached is a summary of the bids received. The Department of Physical Facilities recommends approval of contract awards to the lowest responsive bidders, for the construction packages listed below, in the amount of \$\_\_\_\_\_00.

<u>Package #</u>	<u>Bid Package</u>	<u>Contractor</u>	<u>Amount</u>
1A	Soils Testing	_____	\$_____00
2A	Mass Grading	_____	\$_____00

At this time, we also request approval of a 10% Change Order Allocation in the amount of \$\_\_\_\_\_00 to cover unforeseen conditions and minor changes to the contract which will be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for this project is identified in the County and State Capital Budgets as Project #091 – Windsor Mill Middle School.

APPROVED:



Donald F. Krempe, Ph.D.  
Executive Director

BALTIMORE COUNTY PUBLIC SCHOOLS  
WINDSOR MILL MIDDLE SCHOOL  
PACKAGE 1A – SOILS TESTING

<b>Bidder's Name</b>	<b>BASE BID</b>

BALTIMORE COUNTY PUBLIC SCHOOLS  
WINDSOR MILL MIDDLE SCHOOL  
PACKAGE 2A – MASS GRADING

<b>Bidder's Name</b>	<b>BASE BID</b>	<b>Add Alternate #1</b>	<b>Base Bid Plus Add Alternate #1</b>

Add Alternate #1: Grading for six (6) additional classrooms.



**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004  
**TO:** **BOARD OF EDUCATION**  
**FROM:** Dr. J. Hairston, Superintendent  
**SUBJECT:** **AWARD OF CONTRACT – WINDOW REPLACEMENT AT CARNEY  
ELEMENTARY AND HARFORD HILLS ELEMENTARY SCHOOLS**

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

**RESOURCE**

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

**RECOMMENDATION**

That the Board of Education approves an award of contract.

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Award of Contract – Window Replacement at Carney Elementary and Harford Hills Elementary Schools.

Appendix I – Recommendation of Award of Contract

## Appendix I

### **Recommendation for Award of Contract Window Replacement at Carney Elementary and Harford Hills Elementary Schools July 13, 2004**

On June 24, 2004, three (3) bids were received for the window replacement projects at Carney Elementary School and Harford Hills Elementary School. These projects consist of the removal and disposal of existing windows and the purchase and installation of new windows and blinds. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to RWC Contracting Corporation, the lowest responsive bidder, in the amount of \$685,134.00 for the Base Bid plus Add Alternate #1 for Carney Elementary School and an award of contract to Chilmar Corporation, the lowest responsive bidder, in the amount of \$857,948.00 for the Base Bid plus Add Alternates #3 and #5 for Harford Hills Elementary School.

At this time, we also request approval of a 10% Change Order Allocations in the amounts of \$68,513.40 with RWC Contracting Corporation for Carney Elementary School and \$85,794.80 with Chilmar Corporation for Harford Hills Elementary School, to cover any unforeseen conditions and minor changes to the contracts, to be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for these projects is identified in the County and State Capital Budget under Project #665 – Major Maintenance.

APPROVED:



Donald F. Kremel, Ph.D.  
Executive Director

**Baltimore County Public Schools**  
**Carney Elementary School – Window Replacement**  
**Bid Number: JMI-641-04**  
**Bid Due Date: June 24, 2004**

	<b>Bidders' Names</b>	
	<b>RWC Contracting Corporation</b>	<b>E. Pikounis Construction Company</b>
<b>Base Bid:</b>	<b>\$653,134</b>	<b>\$723,853</b>
<b>Add Alternate 1:</b> <i>Provide new storefront doors and windows at main entrance</i>	<b>\$32,000</b>	<b>\$33,920</b>
<b>Add Alternate 2:</b> <i>Replace exterior doors and reuse existing metal doorframes</i>	<b>\$80,767</b>	<b>\$82,000</b>
<b>Add Alternate 3:</b> <i>Upgrade window systems with beveled exterior sash profile for all windows</i>	<b>\$125,321</b>	<b>\$135,000</b>
<b>Add Alternate 4:</b> <i>Replace windows and doors within interior courtyard</i>	<b>\$148,723</b>	<b>\$146,300</b>
<b>Add Alternate 5:</b> <i>Replace exterior doors and install new doorframes</i>	<b>\$146,300</b>	<b>\$80,000</b>
<b>Base Bid Plus Add Alternate #1:</b>	<b>\$685,134</b>	<b>\$757,773</b>

**Baltimore County Public Schools  
Harford Hills Elementary School – Window Replacement  
Bid Number: JMI-639-04  
Bid Due Date: June 24, 2004**

	<b>Bidders' Names</b>	
	<b>Chilmar Corporation</b>	<b>E. Pikounis Construction Company</b>
<b>Base Bid:</b>	<b>\$795,531</b>	\$816,640
<b>Add Alternate 1:</b> <i>Upgrade window systems with beveled exterior sash profile for all windows</i>	\$118,322	\$122,680
<b>Add Alternate 2:</b> <i>Replace non-classroom exterior doors (replacing classroom exterior doors is part of Base Bid)</i>	\$71,000	\$73,330
<b>Add Alternate 3:</b> <i>Replace glazing at exterior hallway exit doors along with painting of metal door frames and canopies at these locations</i>	<b>\$57,617</b>	\$58,000
<b>Add Alternate 4:</b> <i>Replace classroom casework along the window wall</i>	\$53,830	\$52,800
<b>Add Alternate 5:</b> <i>Reuse existing high window operator system</i>	<b>\$4,800</b>	\$10,200
<b>Add Alternate 6:</b> <i>Replace high window operator system</i>	\$8,210	\$28,600
<b>Add Alternate 7:</b> <i>Replace unit ventilator louvers in lieu of reusing existing louvers</i>	\$15,150	\$14,950
<b>Base Bid Plus Add Alternate #3 and #5:</b>	<b>\$857,948</b>	\$884,840

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004  
**TO:** **BOARD OF EDUCATION**  
**FROM:** Dr. J. Hairston, Superintendent  
**SUBJECT:** **AWARD OF CONTRACT – SCIENCE ROOM RENOVATIONS AT RANDALLSTOWN HIGH SCHOOL**

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

**RESOURCE**

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

**RECOMMENDATION**

That the Board of Education approves an award of contract.

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Award of Contract – Science Room Renovations at Randallstown High School.

Appendix I – Recommendation of Award of Contract

## Appendix I

### **Recommendation for Award of Contract Science Room Renovations at Randallstown High School July 13, 2004**

On Tuesday, June 15, 2004, seven (7) bids were received for the renovation of science rooms at Randallstown High School - Bid #PCR-256-04. This project consists of the renovation of two Physics Labs, three Biology Labs, along with the associated Preparation Rooms and Storage Rooms. 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 \$1,160,700 for the Base Bid plus Add Alternate #2. This Add Alternate consists of the renovation of one Chemistry Lab with associated Preparation Room and Storage Room.

At this time, we also request approval of a 10% Change Order Allocation in the amount of \$116,070 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 #666 – Alterations/Code Updates/Restorations.

APPROVED:



Donald F. Kremmel, Ph.D.  
Executive Director

**Baltimore County Public Schools  
Randallstown High School – Science Room Renovations  
Bid Number: #PCR-256-04  
Bid Due Date: June 15, 2004**

<b>BIDDERS' NAMES</b>	<b>Base Bid</b>	<b>Add Alternate #1</b>	<b>Add Alternate #2</b>	<b>Add Alternate #3</b>	<b>Add Alternate #4</b>	<b>Base Bid plus Alternates #2</b>
Chilmar Corporation	<b>\$929,800</b>	\$174,800	<b>\$230,900</b>	\$195,000	\$182,000	<b>\$1,160,700</b>
Ruskey & Company	\$983,000	\$174,000	\$232,000	\$203,000	\$182,000	\$1,215,000
North Point Builders	\$1,018,000	\$197,000	\$248,000	\$214,000	\$194,000	\$1,266,000
E. Pikounis Construction	\$1,098,000	\$207,000	\$263,000	\$239,000	\$210,000	\$1,361,000
Orfanos Contractors	\$1,190,000	\$195,000	\$264,000	\$224,000	\$205,000	\$1,454,000
Century Construction	\$1,350,000	\$185,000	\$220,000	\$225,000	\$190,000	\$1,570,000
JAK Construction	\$1,559,373	\$243,900	\$291,127	\$265,500	\$234,700	\$1,850,500

Add Alternate #1: Renovation of Chemistry lab #208

Add Alternate #2: Renovation of Chemistry lab #207, Preparation Room and Storage Room

Add Alternate #3: Renovation of Chemistry lab #205

Add Alternate #4: Renovation of Chemistry lab #204

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004  
**TO:** **BOARD OF EDUCATION**  
**FROM:** Dr. J. Hairston, Superintendent  
**SUBJECT:** **AWARD OF CONTRACT – CONCRETE STEP REPLACEMENT AT PRETTYBOY 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  
Mark Camponeschi, Supervisor, Civil Engineering  
Office of Engineering and Construction

**RECOMMENDATION**

That the Board of Education approves an award of contract.

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Award of Contract – Concrete Step Replacement at Prettyboy Elementary School.

Appendix I – Recommendation of Award of Contract



## Appendix I

### **Recommendation for Award of Contract Concrete Step Replacement at Prettyboy Elementary School July 13, 2004**

On July 1, 2004, two (2) bids were received for replacing the concrete steps at Prettyboy Elementary School – Bid# MBU-507-04. This project consists of replacing two sets of exterior concrete steps at the side and rear of the school. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to Orfanos Contractors, Inc., the lowest responsive bidder, in the amount of \$147,025.00 for the Base Bid plus Add Alternate #1. This Add Alternate consists of repairing and resurfacing the existing concrete steps at the main entrance of the school.

At this time, we also request approval of a 10% Change Order Allocation in the amount of \$14,702.50 to cover any unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for this project is identified in the County Capital Budget under Project #672 – Site Improvements.

APPROVED:



Donald F. Kremmel, Ph.D.  
Executive Director

**Baltimore County Public Schools**  
**Prettyboy Elementary School – Concrete Step Replacement**  
**Bid Number: #MBU-507-04**  
**Bid Due Date: July 1, 2004**

<b>BIDDERS' NAMES</b>	<b>Base Bid</b>	<b>Add Alternate #1</b>	<b>Base Bid plus Add Alternate #1</b>
Orfanos Contractors, Inc.	<b>\$132,900</b>	<b>\$14,125</b>	<b>\$147,025</b>
Murphy, Bird, and Phillips, Inc.	\$145,348	\$13,137	\$158,485

Add Alternate #1: Repair and resurface existing concrete steps at main entrance to school.

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004

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

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

**SUBJECT:** **REQUEST TO NEGOTIATE – DESIGN AND CONSTRUCTION  
ADMINISTRATION SERVICES AT KENWOOD HIGH SCHOOL**

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

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

**RECOMMENDATION**

That the Board of Education grants approval to Negotiate.

\*\*\*\*\*

Request to Negotiate – Design and Construction Administration Services at Kenwood High School.

Appendix I – Request to Negotiate

## Appendix I

### **Request Approval to Negotiate Design and Construction Administration Services at Kenwood High School July 13, 2004**

The Department of Physical Facilities advertised for professional services required to provide design and construction administration services associated with the construction of an addition and the modernization of the Technical Education wing at Kenwood High School. These services will include, but are not limited to, the preparing schematic design documents, design development documents, and construction documents; assisting in the bidding phase, and performing construction administrative during the construction phase. All procedures in the Board of Education's Policy and Rule, Section 3250 were followed to advertise, qualify, interview, and select the consultant.

On June 16, 2004, the Qualification Committee met to review the "expressions of interest" submitted by twenty-three (23) consultants. The Qualification Committee reviewed and graded this information and forwarded the names of five (5) qualified firms for consideration by the Selection Committee.

On June 24, 2004, the Selection Committee met to discuss the Qualification Committee's report and interviewed each of the five (5) qualified firms. Based on their evaluations and interviews, the Selection Committee recommends that approval be granted to begin contract negotiations with Grieves, Worrall, Wright & O'Hatnick, Inc. to provide design and construction administration services associated with the construction of an addition and the modernization of the Technical Education wing at Kenwood High School.

APPROVED:



Donald F. Krempe, Ph.D.  
Executive Director

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004  
**TO:** **BOARD OF EDUCATION**  
**FROM:** Dr. J. Hairston, Superintendent  
**SUBJECT:** **REQUEST TO NEGOTIATE – ON-CALL CONSTRUCTION  
MONITORING SERVICES AT VARIOUS SCHOOLS**

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

**RESOURCE**

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

**RECOMMENDATION**

That the Board of Education approves a request to negotiate.

\*\*\*\*\*

Request to Negotiate – On-Call Construction Monitoring Services at Various Schools.

Appendix I – Request to Negotiate

**Request to Negotiate  
On-Call Construction Monitoring Services at Various Schools  
July 13, 2004**

To address numerous needs for on-site construction monitoring, the Department of Physical Facilities requires the use of engineering consultants on an “on-call” basis. In order to obtain these services, the Office of Purchasing advertised a Request for Proposals for On-Call Construction Monitoring Services. The scope of the advertised services included, but is not limited to, the following construction and renovation related tasks: on-site monitoring of construction activities for various construction and renovation projects; assuring proper staging and material placement to allow for uninterrupted on-site educational activities; preparation of daily reports indicating extent of work completed and contractors involved; review of completed construction with respect to project requirements; reporting on compliance/failure with respect to contract documents. All procedures in the Board of Education’s Policy and Rule, Section 3250 were followed to advertise, qualify, and select consultants.

On June 21, 2004, the Qualification Committee met and reviewed the “expressions of interest” submitted by nine (9) consultants. This information was reviewed and graded with the Qualification Committee stating that the Selection Committee should consider seven qualified firms.

The Selection Committee met on June 23, 2004 to discuss the Qualification Committee’s report and ranked the consulting firms according to the highest score and evaluation. The Selection Committee recommends that approval be given to begin contract negotiations with the following four firms:

Development Facilitators, Inc.  
KCI Technologies  
Johnson, Mirmiran, Thompson Engineering  
Sidhu Associates

APPROVED:



Donald F. Kremmel, Ph.D.  
Executive Director

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004  
**TO:** **BOARD OF EDUCATION**  
**FROM:** Dr. J. Hairston, Superintendent  
**SUBJECT:** **CONTRACT AWARD – ON-CALL CONSTRUCTION MONITORING SERVICES AT VARIOUS SCHOOLS**

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

**RESOURCE**

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

**RECOMMENDATION**

That the Board of Education approves Contract Awards.

\*\*\*\*\*

Contract Award – On-Call Construction Monitoring Services at Various Schools

Appendix I – Recommendation of Contract Awards

**Recommendation of Contract Awards  
On-Call Construction Monitoring Services at Various Schools  
July 13, 2004**

The Department of Physical Facilities requests approval to enter into a contract with Development Facilitators, Inc.; KCI Technologies, Inc.; Johson, Mirmiran, and Thompson Engineering; and Sidhu Associates for On-Call Construction Monitoring Services at various schools contingent upon the approval by the Board of Education of the Request to Negotiate these On-call Construction Monitoring Services. These initial services will include, but not be limited to, on site monitoring of construction activities; assuring proper staging and material placement to allow for uninterrupted educational activities; preparation of daily reports; review of completed construction with respect to approved contract documents; and reporting on compliance with respect to contract documents.

In order to proceed with planned summer renovations projects, the Department of Physical Facilities requests approval to enter into separate contracts with each of the above-named firms in the amounts of \$300,000.00 respectively. The actual Construction Monitoring Services contracts with each consultant will be negotiated for a fixed dollar amount. The Department of Physical Facilities will report to the Board of Education on the actual dollar amounts for these contracts at a future meeting of the Board of Education.

Funding for these services is available within each of the various projects to which the consultants will be assigned.

APPROVED:



Donald F. Kremmel, Ph.D.  
Executive Director



**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004  
**TO:** **BOARD OF EDUCATION**  
**FROM:** Dr. J. Hairston, Superintendent  
**SUBJECT:** **FEE ACCEPTANCE - CONSTRUCTION ADMINISTRATION SERVICES 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  
E. Phillip Schied, P.E., Program Manager  
Office of Engineering and Construction

**RECOMMENDATION**

That the Board of Education approves a contract award.

\*\*\*\*\*

Fee Acceptance - Construction Administration Services at Stemmers Run Middle School.

## Appendix I

### **Recommendation of Fee Acceptance Construction Administration Services at Stemmers Run Middle School July 13, 2004**

On February 12, 2002, the Board of Education recommended the acceptance of the negotiated fee with SRBR, Inc. to provide the design services associated with the systemic renovation at Stemmers Run Middle School. Subsequently, the project at Stemmers Run Middle School has been designed, bid, and awarded. The Department of Physical Facilities has negotiated a fee with SRBR, Inc. to provide Construction Administration Services for the construction phase of this project. These services will include, but are not limited to, reviewing contractor submitted schedules, contractor submitted shop drawing reviews, progress meeting attendance, field review of construction, preparation of final construction punch-out lists, project closeout submissions to the State, preparation and submission of as-built drawings, and documents for the files.

At this time, the Department of Physical Facilities requests approval of the entire negotiated fee for Construction Administration Services, with SRBR, Inc., in the amount of \$42,212.00.

Funding for these services is identified in the County Capital Budget under Project #098—Stemmers Run Middle School Systemic Renovation.

APPROVED:



Donald F. Kremmel, Ph.D.  
Executive Director

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004

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

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

**SUBJECT:** **FEE ACCEPTANCE – DESIGN AND CONSTRUCTION  
ADMINISTRATION SERVICES FOR REROOFING OF THE  
EXECUTIVE DIRECTORS OF SCHOOLS’ BUILDING AND HUMAN  
RESOURCE BUILDING AT GREENWOOD**

**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, Jr., Administrator  
Office of Comprehensive Maintenance and Construction  
MacArthur Chavis, Projects Administrator  
Office of Comprehensive Maintenance

**RECOMMENDATION**

That the Board of Education approves a negotiated fee.

\*\*\*\*\*

Fee Acceptance – Design and Construction Administration Services for Reroofing of the Executive Directors of Schools’ Building and Human Resource Building at Greenwood.

Appendix I – Recommendation of Fee Acceptance

## Appendix I

### **Recommendation of Fee Acceptance Design and Construction Administration Services for Reroofing of the Executive Directors of Schools' Building and Human Resource Building at Greenwood**

In order to replace the roof of the Executive Directors of Schools' Building and replace the roof, windows, and siding of the Human Resource Building, the Department of Physical Facilities will require the services of a design consultant. On February 11, 2003, the Board of Education approved the selection of A.S. Architects, Inc. to provide on-call roofing consultant services. The Department of Physical Facilities has negotiated a fee of \$78,388.00 for this consultant to perform the designs, prepare the construction documents, assist in the bidding phase, and provide construction administration services during construction on these projects.

At this time, the Department of Physical Facilities recommends acceptance of the negotiated fee with A.S. Architects, Inc. in the amount of \$78,388.00 for design services associated with the reroofing projects at the Executive Directors of Schools' Building and the Human Resource Building at Greenwood.

Funding for these services is identified in the County Capital Budget under Project #671 - Roof Replacement.

APPROVED:



Donald F. Krempe, Ph.D.  
Executive Director

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004

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

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

**SUBJECT:** **FEE ACCEPTANCE – DESIGN SERVICES FOR SYSTEMIC RENOVATIONS AT ARBUTUS 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 Foard, P.E., Mechanical Engineer

**RECOMMENDATION**

That the Board of Education approves a negotiated fee.

\*\*\*\*\*

Recommendation of Fee Acceptance - Design Services for Systemic Renovations at Arbutus Middle School.

Appendix I – Recommendation of Fee Acceptance

## Appendix I

### **Recommendation of Fee Acceptance Design Services for Systemic Renovations at Arbutus Middle School**

On March 23, 2004, the Board of Education granted approval for the Department of Physical Facilities to enter into negotiations with the firm of Burdette, Koehler, Murphy and Associates to provide consultant services for the systemic renovations planned for Arbutus Middle School. These services include the preparation of the schematic design documents, design development documents, and construction documents; assistance in the bidding phase; and construction administrative services. The Department of Physical Facilities has negotiated a lump sum fee of \$678,911.32 with the consultant to provide these services.

At this time, the Department of Physical Facilities recommends acceptance of the negotiated fee with Burdette, Koehler, Murphy and Associates to provide the design services associated with the systemic renovations at Arbutus Middle School.

Funding for these design services is identified in the County Capital Budget under Project #106 – Arbutus Middle School Systemic Renovations.

APPROVED:



Donald F. Kremmel, Ph.D.  
Executive Director

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004  
**TO:** **BOARD OF EDUCATION**  
**FROM:** Dr. J. Hairston, Superintendent  
**SUBJECT:** **REQUEST FOR CONTRACT MODIFICATION – CONSTRUCTION  
INSPECTION SERVICES FOR MECHANICAL / ELECTRICAL  
RENOVATIONS AT VARIOUS ELEMENTARY SCHOOLS**

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

**RESOURCE**

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

**RECOMMENDATION**

That the Board of Education approves a contract modification.

\*\*\*\*\*

Request for Contract Modification – Construction Inspection Services for Mechanical / Electrical  
Renovations at Various Elementary Schools

Appendix I – Request for Contract Modification

**Request for Contract Modification  
Construction Inspection Services for Mechanical / Electrical Renovations  
at Various Elementary Schools  
July 13, 2004**

On June 10, 2003, the Board of Education approved a fee with Development Facilitators, Inc. (DFI) in the not-to-exceed amount of \$35,000.00 for inspection services associated with the mechanical/electrical renovations at Cedarmere Elementary, Chadwick Elementary, Lansdowne Elementary, and Winand Elementary Schools. Unfortunately, the existing piping at Winand Elementary School required extensive replacement as noted in the October 21, 2003 Board Exhibit and the DFI inspector was required to be on site considerably longer than originally anticipated. A not-to-exceed increase to this contract in the amount of \$6,255 is requested in order to pay for these unanticipated additional inspection hours.

On March 29, 2001, the Board approved award of a negotiated fee with DFI to provide construction inspection services for various elementary schools under Phase 1 of the Major Maintenance Renovation Program. The Department of Physical Facilities utilized these remaining funds in this existing inspection contract to provide for construction inspection services associated with the mechanical/electrical renovations at Timber Grove Elementary, Seneca Elementary, Pinewood Elementary, Red House Run Elementary, Deer Park Elementary, and Winfield Elementary Schools. A not-to-exceed increase to this contract in the amount of \$11,084 is requested to pay for unanticipated additional inspection hours associated with these projects.

At this time, the Department of Physical Facilities requests approval of two contract modifications with DFI, in the combined not-to-exceed amount of \$17,339.00, for inspection services associated with the mechanical/electrical renovation projects at the ten elementary sites listed.

Funding for these contract modifications are identified in the County Capital Budget under Project #665 – Major Maintenance.

APPROVED:

  
\_\_\_\_\_  
Donald F. Kremmel, Ph.D.  
Executive Director



**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004

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

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

**SUBJECT:** **CONTRACT MODIFICATION – CLEANING SERVICES AT  
PARKVILLE 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 Cassell, P.E., Administrator  
Office of Engineering and Construction  
E. Phillip Schied, P.E., Program Manager  
Office of Engineering and Construction

**RECOMMENDATION**

That the Board of Education approves a contract modification.

\*\*\*\*\*

Recommendation of Contract Modification – Cleaning Services at Parkville Middle School

**Request for Contract Modification  
Cleaning Services at Parkville Middle School  
July 13, 2004**

On May 13, 2003, the Board of Education approved an award of contract with Phillips Way, Inc. for the systemic renovation project at Parkville Middle School. This contract includes provisions for a comprehensive summer cleaning of the entire school. The specified scope of cleaning omitted the cleaning of school furniture. In order to include furniture cleaning within the scope of work, the contractor has requested an increase to their contract in the amount of \$35,000.00.

At this time, the Department of Physical Facilities requests approval of an increase to the contract with Phillips Way, Inc. in the not-to-exceed amount of \$35,000.00 for the cleaning of all furniture in Parkville Middle School.

Funding for this contract modification is identified in the State and County Capital Budgets under Project # 099 –Parkville Middle School Systemic Renovation.

APPROVED:

A handwritten signature in blue ink, appearing to read "Donald F. Kremmel", is written over a horizontal line.

Donald F. Kremmel, Ph.D.  
Executive Director

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004

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

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

**SUBJECT:** **CONTRACT MODIFICATION – CLEANING SERVICES AT  
DUNDALK 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 Cassell, P.E., Administrator  
Office of Engineering and Construction  
E. Phillip Schied, P.E., Program Manager  
Office of Engineering and Construction

**RECOMMENDATION**

That the Board of Education approves a contract modification.

\*\*\*\*\*

Recommendation of Contract Modification – Cleaning Services at Dundalk Middle School

## Appendix I

### **Request for Contract Modification Cleaning Services at Dundalk Middle School July 13, 2004**

On May 27, 2003, the Board of Education approved an award of contract with E. Pikounis Construction Company, Inc. for the systemic renovation project at Dundalk Middle School. This contract includes provisions for a comprehensive summer cleaning of the entire school. The specified scope of cleaning omitted the cleaning of school furniture. In order to include furniture cleaning within the scope of work, the contractor has requested an increase to their contract in the amount of \$30,000.00.

At this time, the Department of Physical Facilities requests approval of an increase to the contract with E. Pikounis Construction Company, Inc. in the not-to-exceed amount of \$30,000.00 for the cleaning of all furniture in Dundalk Middle School.

Funding for this contract modification is identified in the State and County Capital Budgets under Project #097 –Dundalk Middle School Systemic Renovation.

APPROVED:



Donald F. Kremmel, Ph.D.  
Executive Director

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004

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

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

**SUBJECT:** **CONTRACT MODIFICATION – CLEANING SERVICES AT  
FRANKLIN MIDDLE SCHOOL**

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

**RESOURCE**

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

**RECOMMENDATION**

That the Board of Education approves a contract modification.

\*\*\*\*\*

Recommendation of Contract Modification – Cleaning Services at Franklin Middle School

Appendix I – Recommendation of Contract Modification

## Appendix I

### **Request for Contract Modification Cleaning Services at Franklin Middle School July 13, 2004**

On June 10, 2003, the Board of Education approved an award of contract with Phillips Way, Inc. for the systemic renovation project at Franklin Middle School. This contract includes provisions for a comprehensive summer cleaning of the entire school. The specified scope of cleaning omitted the cleaning of school furniture. In order to include furniture cleaning within the scope of work, the contractor has requested an increase to their contract in the amount of \$35,000.00.

At this time, the Department of Physical Facilities requests approval of an increase to the contract with Phillips Way, Inc. in the not-to-exceed amount of \$35,000.00 for the cleaning of all furniture in Franklin Middle School.

Funding for this contract modification is identified in the State and County Capital Budgets under Project #095 –Franklin Middle School Systemic Renovation.

APPROVED:



Donald F. Kremmel, Ph.D.  
Executive Director

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004

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

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

**SUBJECT:** **CONTRACT MODIFICATION – CLEANING SERVICES AT SPARROWS POINT MIDDLE/HIGH SCHOOLS**

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

**RESOURCE**

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

**RECOMMENDATION**

That the Board of Education approves a contract modification.

\*\*\*\*\*

Recommendation of Contract Modification – Cleaning Services at Sparrows Point Middle/High Schools

## Appendix I

### **Request for Contract Modification Cleaning Services at Sparrows Point Middle/High Schools July 13, 2004**

On May 25, 2004, the Board of Education approved an award of contract with A-L Abatement, Inc. for the removal of hazardous materials at Sparrows Point Middle/High in conjunction with the systemic renovation project at this school. This contract includes provisions for a comprehensive summer cleaning of the entire school. The specified scope of cleaning omitted the cleaning of school furniture. In order to include furniture cleaning within the scope of work, the contractor has requested an increase to their contract in the amount of \$24,200.00.

At this time, the Department of Physical Facilities requests approval of an increase to the contract with A-L Abatement, Inc. in the not-to-exceed amount of \$24,200.00 for the cleaning of all furniture in Sparrows Point Middle/High School.

Funding for this contract modification is identified in the State and County Capital Budgets under Project #104 – Sparrows Point Middle School Systemic Renovation.

APPROVED:



Donald F. Kremmel, Ph.D.  
Executive Director



**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004

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

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

**SUBJECT:** **CONTRACT MODIFICATION – CLEANING SERVICES AT  
GOLDEN RING MIDDLE SCHOOL**

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

**RESOURCE**

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

**RECOMMENDATION**

That the Board of Education approves a contract modification.

\*\*\*\*\*

Recommendation of Contract Modification – Cleaning Services at Golden Ring Middle School

Appendix I – Recommendation of Contract Modification

**Request for Contract Modification  
Cleaning Services at Golden Ring Middle School  
July 13, 2004**

On March 23, 2004, the Board of Education approved an award of contract with North Point Builders, Inc. for the surety secured re-let contractor for the systemic renovation project at Golden Ring Middle School. This contract includes provisions for a comprehensive summer cleaning of the entire school. The specified scope of cleaning omitted the cleaning of school furniture. In order to include furniture cleaning within the scope of work, the contractor has requested an increase to their contract in the amount of \$25,000.00.

At this time, the Department of Physical Facilities requests approval of an increase to the contract with North Point Builders, Inc. in the not-to-exceed amount of \$25,000.00 for the cleaning of all furniture in Golden Ring Middle School.

Funding for this contract modification is identified in the State and County Capital Budgets under Project # 096 –Golden Ring Middle School Systemic Renovation.

APPROVED:

  
\_\_\_\_\_  
Donald F. Kremmel, Ph.D.  
Executive Director

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004  
**TO:** **BOARD OF EDUCATION**  
**FROM:** Dr. J. Hairston, Superintendent  
**SUBJECT:** **REQUEST FOR CONTRACT MODIFICATION – CLEANING SERVICES 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 Cassell, P.E., Administrator  
Office of Engineering and Construction  
E. Phillip Schied, P.E., Program Manager  
Office of Engineering and Construction

**RECOMMENDATION**

That the Board of Education approves a contract modification.

\*\*\*\*\*

Recommendation of Contract Modification – Cleaning Services at Dumbarton Middle School

Appendix I – Recommendation of Contract Modification

**Recommendation of Contract Modification  
Cleaning Services at Dumbarton Middle School  
July 13, 2004**

On June 8, 2004, the Board of Education approved an award of contract with Phillips Way, Inc. for the systemic renovations at Dumbarton Middle School. The original scope of work under this contract did not provide for detailed cleaning above the industry standard for construction contractors. In order to obtain a more comprehensive summer cleaning equivalent to the standards established by the Department of Physical Facilities, the contractor has requested an increase to their contract in the amount of \$41,310.00.

At this time, the Department of Physical Facilities requests approval of an increase to the contract with Phillips Way, Inc. in the not-to-exceed amount of \$41,310.00 for a comprehensive summer cleaning at Dumbarton Middle School.

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

APPROVED:

A handwritten signature in blue ink, appearing to read "Donald F. Kremmel", is written over a horizontal line.

Donald F. Kremmel, Ph.D.  
Executive Director

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004

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

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

**SUBJECT:** **STUDENT MEAL PRICE**

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

**RESOURCE**

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

**RECOMMENDATION**

That the Board of Education approve a student meal price increase for school year 2004-05.

**Background Information:** Student meal prices have not changed since 1992.

Estimated Operating Funds Fiscal Impact: \$ None for FY \_\_\_\_\_

Possible Funding Source: N/A

JRH/dd

**STUDENT MEAL PRICE RECOMMENDATIONS**  
**Budget And Audit Committee**  
**June 15, 2004**

**Issue**

The Office of Food and Nutrition Services is recommending an increase in student meal prices for school year 2004-05. Presentation of a formal recommendation to the Board of Education is planned for July 2004.

**Background**

The Office of Food and Nutrition Services student meal prices have remained unchanged since 1992. Among Maryland LEAs, BCPS currently maintains the fourth lowest elementary and secondary lunch price at \$1.50 and \$1.60 respectively. Elementary prices throughout Maryland range from \$1.25 to \$1.75. Secondary prices range from \$1.50 to \$2.00.

**Recommendations**

- 1) The Office of Food and Nutrition Services recommends establishing a meal price policy that aligns student meal prices with net program costs. The student meal price would be calculated in accordance with the following:

*Total program expenses for the prior fiscal year will be reduced by the total of all miscellaneous sales subsidies, increased by the projected salary and food price increase, divided by the projected or prior year meal participation, and reduced by federal, state program reimbursements. The remaining cost will be the unit meal cost.*

*The student meal cost will be the unit meal cost rounded up to the nearest nickel.*

- 2) The Office of Food and Nutrition Services recommends phasing in a student meal price increase to keep pace with rising food and labor expenses.

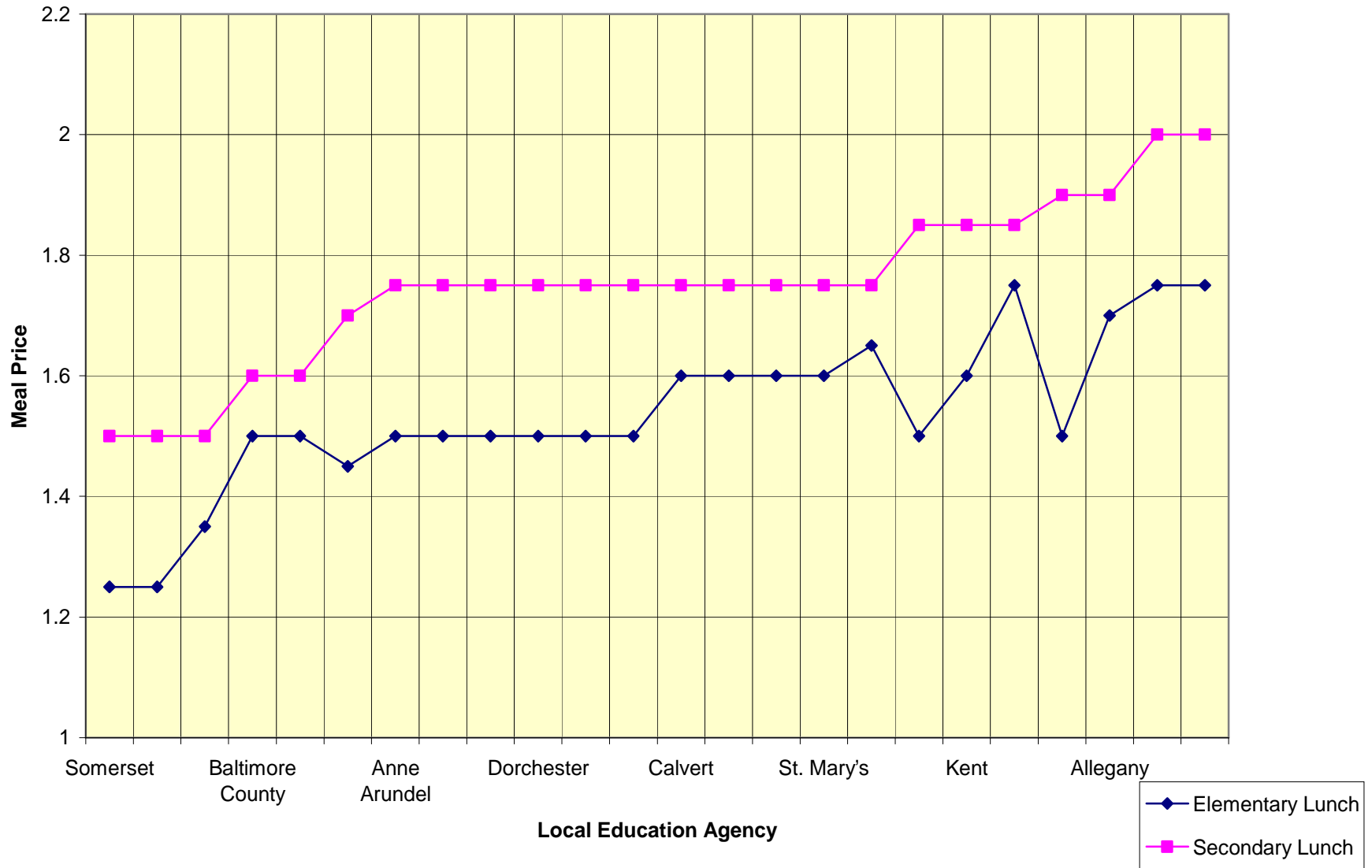
**Phase-in Options**

OFFICE OF FOOD AND NUTRITION SERVICES

Meal Cost Recommendation As Of June 30, 2004

	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
<b>Meal Cost Recommendation - Lunch</b>							
Lunch Cost per meal after Reimb. & Subsidy	\$ 1.86	\$ 2.43	\$ 2.50	\$ 2.57	\$ 2.71	\$ 2.86	\$ 3.01
Option A - .20 per year	\$ 1.60	\$ 1.80	\$ 2.00	\$ 2.20	\$ 2.40	\$ 2.60	\$ 2.80
Option B - .20 first year, then .40 to full cost	\$ 1.60	\$ 1.80	\$ 2.20	\$ 2.60			
Option C - .40 first year, then to full cost	\$ 1.60	\$ 2.00	\$ 2.50				
<b>Meal Cost Recommendation - Breakfast</b>							
Breakfast Cost per meal after Reimb. & Subsidy	\$ 1.41	\$ 1.69	\$ 1.75	\$ 1.83	\$ 1.91	\$ 2.00	\$ 2.09
Option A - .10 per year	\$ 1.15	\$ 1.25	\$ 1.35	\$ 1.45	\$ 1.55	\$ 1.65	\$ 1.75
Option B - .15 per year to full cost	\$ 1.15	\$ 1.30	\$ 1.45	\$ 1.60	\$ 1.75	\$ 1.90	\$ 1.75

### Student Lunch Prices Lunch Prices Low to High



**Minutes**  
**SW Education Advisory Meeting**  
**April 21, 2004**

Council Attendees: Jane Davis, Sharon Loving, Dr. Richard Milbourne, Sam Macer, Anita Newkirk, Joseph Pallozzi, Deb Phelps

Others in attendance: Don Weglein (Western Principal), Deb Bittner (Catonsville MS Principal)

Tour begun approximately 7:10 pm.

Meeting called to order at 7:50 pm by Joe Pallozzi.

Dr. Milbourne introduced Don, Principal of Western School of Technology, and thanked him for hosting, which included a sampling from the Culinary Arts program.

Financial Aid Presentation begun approximately 8:05 pm

Kristina Boxley, Guidance Department Chairperson at Catonsville HS presented on financial aid. She hoped to stress two (2) points: it is a parental/family responsibility to pay for college as scholarships are not an entitlement, and all financial possibilities must be exhausted.

Financial Aid consists of scholarships, grants, loans, and employment opportunities. Types of Need-Based Aid include (1) Gift Aid – Grants (Pell, State, Institutional) and Scholarships (State, Institutional, Private) and (2) Self-help Aid – Loans [Stafford (formerly Guaranteed Student Loan), Parent Loan for Undergraduate Students (PLUS), Private] and Employment (work-study).

Definition of “Need” is: **\*\*Cost of Attendance – Expected Family Contribution = Financial Need\*\***  
Cost of attendance is not just tuition, room and board but also includes transportation, books, supplies, equipment, personal expenses and any additional fees. Therefore, need varies based on the cost of attendance – the more expensive the school, the larger the financial need. When inquiring about financial aid at a particular school, most people ask, “What scholarships are available?” Kristina recommends that parents ask, “What is the percentage of financial need that is being met for students?”

Parents have the primary responsibility to pay for their child’s education. Students also have a responsibility to contribute to their educational costs. Families should be evaluated in their present financial condition as adjustment can be made. A family’s ability to pay for educational costs must be evaluated in an equitable and consistent manner, recognizing that special circumstances can and do affect ability to pay education costs. To achieve this, the Federal Methodology created by Congress is the formula used to determine Expected Family Contribution (EFC) via the *Free Application for Federal Student Aid* (FAFSA). The FAFSA should be completed after January 1 of each year and can be completed by paper application or on-line (on-line is now the preferred method). According to Kristina, the biggest mistake families make is to delay in filing the FAFSA. She recommends using the previous years’ tax return information (e.g., in January 2004, used year end 2002 tax information) and indicate “based on last year’s information” on the form. Kristina recommends that a child’s name be removed from any assets (e.g., savings accounts) about one year before completing the FAFSA; a larger percentage is expected for family contribution from students’ own assets than from those of the parents.

In addition to the FAFSA, some private institutions may require the CSS Profile (a College Board form). The fee for this form will change in accordance with the number of schools to which a student has applied. Some institutions may require additional forms.



All scholarship sources should be exhausted including HS guidance counselor, College/University Financial Aid Office, athletic/talent scholarships, private source scholarships, senators/government officials, parents' or students' employer, ROTC scholarships, state scholarship sources, [www.fastweb.com](http://www.fastweb.com).

Speaker portion adjourned at approximately 8:40 pm.

Business meeting called to order at 9:10 pm by Joe Pallozzi.

Attendees: Deb Bittner , Jane Davis, Sharon Loving, Dr. Richard Milbourne, Sam Macer, Anita Newkirk, Joseph Pallozzi, Deb Phelps, Don Weglein

1. Old business:

- ⌚ Advisory Council website is up and running. [www.bcps.org/community/educational/edu\\_advisory\\_council/default.asp](http://www.bcps.org/community/educational/edu_advisory_council/default.asp)
- ⌚ Reminder from Joe Pallozzi that the budget is still in process.
- ⌚ Request from Lisa that all members continue thinking about officer elections for next year.
  - ③ Reminder from Joe that several members are leaving after this year (Jane is moving out of district, Joe's last term expires this year end, Nick Camp is seeking appointment to serve as student representative on BOE). Joe recommends that Lisa continue as chair with Sam as Vice Chair and Sharon continuing as Secretary.
  - ③ Recommendation from Jane that email continue to be used to disseminate information and that PTA presidents be contacted to request a commitment to send a PTA rep to each SWEAC meeting.
- ⌚ Notified by Dr. Milbourne that there is a student from Woodlawn who will begin serving next year. Joe requested assistance from Don in recruiting student rep from Western.

2. New Business:

- ⌚ New Teacher induction program scheduled for August 17-19 at Perry Hall HS.
- ⌚ Topic suggestions made for next years' meetings included:
  - ③ Dr. Hairston as guest speaker (by Joe)
  - ③ Overpopulation of schools vs. districting and how full day kindergarten has an impact (by Jane)
  - ③ Jane further recommends that meetings be advertised in the *Catonsville Times*
- ⌚ Suggestion made that consideration be given to Sam's idea that each member of the SWEAC plan/arrange a meeting next year.
- ⌚ Future meetings:
  - ③ May 2004 all council meeting to be held at Patapsco HS so SWEAC members may want to consider carpooling. Sharon will get directions.
  - ③ June 9, 2004 meeting at SW office sunroom for planning and elections.
- ⌚ Anita questioned where the new MS will be districted as she has heard it will be neither NW nor SW. Dr. Milbourne indicated information was distributed to SW Academy parents regarding the site found on Windsor Mill Rd where soil testing is now occurring. An update session with Planning has been arranged by the SW Academy PTA to be held May 13 at 3:30 pm in the library.

Business meeting adjourned approximately 9:00 pm.

Respectfully submitted,  
Sharon Loving  
Secretary, SW Education Advisory Council

**Minutes**  
**SW Education Advisory Meeting**  
**June 9, 2004**

Council Attendees: Nick Camp, Jane Davis, Sharon Loving, Sam Macer, Anita Newkirk, Lisa Orens, Joseph Pallozzi, Vicki Schultz-Unger

Meeting called to order at 5:38 pm by Lisa Orens.

**I. Schedule**

Dates offered on agenda included third Wednesday of each month September 2004 through June 2005. The following dates and topics were discussed:

August 18	<u>Planning session</u>
	<ul style="list-style-type: none"> <li>• informal setting to occur at Lisa's house</li> <li>• each member will designate schools and select a meeting to schedule</li> <li>• location of meetings will be discussed</li> <li>• introductions will be provided for any new members</li> </ul>
September	<u>Joint Council Meeting</u>
October 20	<u>Pre-budget Hearing</u>
November 17	<u>Magnet School Presentation</u> (possibly with NW)
December 8	<u>Elected Officials</u>
January	<u>Joint Council Meeting</u> (possibly on overcrowding at HS level)
February 16	<u>Overcrowding: Impact from Full-day Kindergarten</u>
March 16	<u>Update from Dr. Hairston</u>
April 20	<u>Open</u>
May	<u>Joint Council Meeting</u>
June 8	<u>Planning meeting for 2005-06</u>

Vicki offered to bring the message to the Northwest council of the interest in possibly holding a joint meeting on Magnet Schools in either early November or late September/early October.

Other possible topics suggested included:

- ⌚ Budget: Operating vs. Capital
- ⌚ School Violence/Safety
- ⌚ Resource Officers or School Councilors (substance abuse, conflict resolution)

**II. Elections**

Nominations from Joe included Lisa as Chair, Sam as Vice Chair, and Sharon as Secretary. Lisa and Sharon accepted; Sam declined due to other PTA related commitments but questioned Publicity Officer position that he accepted. Vice-chair would remain open to await new members. There were no objections; 2004-05 officers currently stand as follows:

Chair	Lisa Orens
Vice-chair	OPEN
Secretary	Sharon Loving
Publicity	Sam Macer

III. New Members

- A. Student members needed:
  - 1. Junior from Woodlawn
  - 2. Senior from Lansdowne
  - 3. Junior from Western Tech
  - 4. Possibly a senior from Catonsville (Nick of one of two finalists for the BOE student rep)
- B. Other members needed from community to include teachers/staff, businessmen (possible Chamber of Commerce representative).

IV. Volunteer Opportunities

- A. Report Card Committee – Anita has been seeking information; Vicki provided some as well as a contact name.
- B. New Teacher Induction Aug 17-19; Contact Oat Grampp at 410-887-6400.

V. Accomplishments

- A. Representation on committees
  - 1. Calendar Committee – Anita and Joe served; Joe hopes to stay on as community member
  - 2. Smaller Learning Communities Committee
  - 3. Master Plan Oversight Committee and workgroups
  - 4. Participation in Thorton Presentation
  - 5. Baltimore County Education Coalition – Joe served
  - 6. High School Boundries Task Force
  - 7. Lurmann Aboretum Planning Initiative (Vicki recommended contact with NeighborSpace)
- B. Met with County Councilmen Moxley and Oliver

Advisory Council website is up and running.

[www.bcps.org/community/educational/edu\\_advisory\\_council/default.asp](http://www.bcps.org/community/educational/edu_advisory_council/default.asp)

Meeting adjourned approximately 6:35 pm.

Respectfully submitted,  
Sharon Loving  
Secretary, SW Education Advisory Council