TENTATIVE, SUBJECT TO CHANGE

MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

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

I. PLEDGE OF ALLEGIANCE

II. SILENT MEDITATION IN REMEMBRANCE

III. AGENDA
Consideration of the agenda for September 8, 2004

IV. MINUTES
Consideration of the Open Minutes of August 9, 2004; and the Open and Closed Minutes of August 10, 2004 Exhibit A

V. SUPERINTENDENT’S REPORT

VI. SPECIAL ORDER OF BUSINESS – Recognition of Janese Murray and Jean M. H. Jung (Mr. Sasiadek)

VII. SPECIAL ORDER OF BUSINESS – Recognition of James Sasiadek, Oxford Round Table Member (Mr. Arnold)

VIII. RECOGNITION OF ADMINISTRATIVE APPOINTMENTS FROM AUGUST 10, 2004 (Dr. Arrington)

IX. REPORTS
A. Financial Reporting (Ms. Burnopp) Exhibit B

B. Report on Opening of Schools (Executive Directors of Schools) Exhibit C

C. Master Plan Goal 8.11 (Dr. Hairston) Exhibit D
X. NEW BUSINESS

A. Consideration of consent to the following personnel matters: (Dr. Arrington)
   1. Retirements
   2. Resignations
   3. Leaves
   4. Advisory Council Appointments
   5. Administrative Appointments

B. Consideration of consent to the following contract awards: (Mr. Gay)
   1. Data Cable Installation Services
   2. Grass Seed and Fertilizer
   3. Lamps and Bulbs
   4. Tank, Underground, Water – Rural
   5. Vehicle towing

C. Consideration of consent to the following Building Committee Recommendations: (Building Committee)
   1. Award of Contract – Corridor Addition at Perry Hall High School
   2. Contract Modification – Design and Construction Administration Services at Woodholme Elementary School
   3. Contract Modification – Systemic Renovations at Dumbarton Middle School
   4. Request for Modification of AE Contract – Design and Construction at Windsor Mill Middle School

D. Consideration of the Area Educational Advisory Council Operating Procedures (Mr. Sasiadek)

XI. INFORMATION

Naming of the Transition Center

XII. ANNOUNCEMENTS

A. Constituent Groups

B. General Public Comment

Next Board Meeting  September 21, 2004
    7:30 PM   Greenwood
The Board of Education of Baltimore County, Maryland, met in open session at 11:43 a.m. at Greenwood. President James R. Sasiadek and the following newly appointed Board members were present: Mr. Nicholas P. Camp, Ms. Frances A. S. Harris, Mr. Rodger C. Janssen, and Ms. Ramona N. Johnson. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

Mr. Sasiadek thanked the newly appointed Board members for attending today’s meeting. He reviewed the purpose of the meeting, which was to bring the newly appointed Board members up to speed before the regularly scheduled Board meeting on Tuesday, August 10th.

Board members and staff went around the table and introduced themselves. Mr. Charles Herndon, Director of Communications, introduced Ms. Jennifer McMenamin of the Baltimore Sun.

Mr. Luis E. Borunda, newly appointed Board member, entered the room at 11:45 a.m.

Mr. Sasiadek reviewed the Board norms that were approved last year. He noted the Board’s focus is to meet the needs of all of our children in all of our schools. The Board norms are reflective of the Board’s existing practices and values in which the Board believes. Mr. Sasiadek read the Board norms and emphasized these norms are a point of reference for newly appointed Board members.

Dr. Hairston provided an overview of his background and quality as a leader and vision for the school system. He stated that schools are reflective of the community with no fiscal autonomy.

Mr. Grzymski entered the room at 11:54 a.m.

Next, the Blueprint for Progress, which will be reviewed at the Board meeting on August 10th, was distributed to newly appointed Board members. Dr. Hairston provided the history, concept, and background of the Blueprint for Progress. He stated that this document has driven BCPS performance, and the school system has not deviated from that foundation of thinking. Dr. Hairston noted the Blueprint for Progress revisions focus on alignment with the No Child Left Behind Act 2001 and the National Education Bills. Dr. Hairston also noted that the foundation for the Blueprint for Progress is the Master Plan. Revisions to the Master Plan would be reviewed at the August 10th Board meeting.

Ms. Harris exited the room at 12:20 p.m.

Mr. Sasiadek provided an overview of the student member’s voting rights. A copy of Policy 8110 was supplied to Mr. Camp.
Mr. Daniel Scroggs, Information Technology Coordinator, reviewed Baltimore County Public School’s website describing how Board members can obtain information such as Board agendas, exhibits, policies, and rules. Mr. Scroggs will contact all newly appointed Board members individually to ensure they have access to all pertinent information. Mr. Sasiadek stated that a session would be scheduled on equipment usage and accessibility to the Board of Education website.

Ms. Brenda Stiffler, Administrative Assistant to the Board, provided the agenda and exhibits for the August 10th Board meeting to newly appointed members. Mr. Sasiadek reviewed the times of each session including the Building Committee process.

Next, Ms. Stiffler reviewed the 2004-05 calendar of events. She noted that events are subject to change. Mr. Sasiadek asked each Board member to leave Tuesdays open for Board meetings and work sessions during the school year.

Mr. Grzymski greeted newly appointed Board members. Mr. Grzymski and Ms. Johnson left the room at 12:53 p.m.

Mr. Nevett Steele, Jr. Assistant County Attorney, reviewed the appeal process before the Board of Education. Mr. Steele also reviewed the State Board process and distributed a summary of COMAR 13A.01.01.03 to each newly appointed Board member.

Finally, Mr. Sasiadek introduced Ms. Cheryl Bost, President of the Teachers Association of Baltimore County. Ms. Bost provided an overview of TABCO and noted the excellent relationship TABCO has with the Board of Education. She also stated that TABCO would be working with this Board and coalition members during the upcoming budget process.

**ADJOURNMENT**

At 1:25 p.m., Mr. Janssen moved to adjourn the open session. The motion was seconded by Mr. Camp and approved by the Board.

Respectfully submitted,

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Joe A. Hairston
Secretary-Treasurer

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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: Mr. Donald L. Arnold, Mr. Luis E. Borunda, Mr. Thomas G. Grzymski, Ms. Frances A.S. Harris, Mr. John Hayden, III, Dr. Warren Hayman, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Mr. Michael P. Kennedy, and Ms. Joy Shillman. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

In addition to the above listed Board members, Dr. Christine M. Johns, Deputy Superintendent of Curriculum and Instruction; Margaret-Ann F. Howie, Esq., Legal Counsel to the Superintendent; Nevett Steele, Jr., Esq., Assistant County Attorney; and Ms. Brenda Stiffler, Administrative Assistant to the Board of Education were present.

The record was opened in Hearing Examiner’s Case #04-15. The Appellant did not appear, and the Board voted to dismiss the case. The record was closed at 4:36 p.m.

At 4:37 p.m., the Board of Education of Baltimore County, Maryland, met in open session at Greenwood. President James R. Sasiadek and the following Board members were present: Mr. Donald L. Arnold, Mr. Luis E. Borunda, Mr. Thomas G. Grzymski, Ms. Frances A.S. Harris, Mr. John Hayden, III, Dr. Warren Hayman, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Mr. Michael P. Kennedy, and Ms. Joy Shillman. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

President Sasiadek reminded Board member of upcoming functions for August and September and school board events.

Dr. Hairston provided a synopsis of the transition center for the newly appointed Board members. He noted that Baltimore County has the highest concentration of students placed in agencies in the state of Maryland. He stated the intent is to be responsive to the public and provide a climate that is conducive to learning.

At 5:03 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 Mr. Arnold and unanimously approved by the Board.

Mr. Steele, Jr. offered legal advice on a matter dealing with potential litigation.

Mr. Camp entered the room at 5:09 p.m.
CLOSED SESSION MINUTES (cont)

Ms. Howie entered the room at 5:43 p.m.

Dr. Alpheus Arrington, Director of Human Resources, reviewed with Board members personnel matters to be considered this evening.

At 6:33 p.m., Mr. Arnold moved the Board adjourn for a brief dinner recess. The motion was second by Mr. Kennedy and approved by the Board.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 7:37 p.m. at Greenwood. President James R. Sasiadek and the following Board members were present: Mr. Donald L. Arnold, Mr. Luis E. Borunda, Mr. Nicholas P. Camp, Mr. Thomas G. Grzymski, Ms. Frances A.S. Harris, Mr. John Hayden, III, Dr. Warren Hayman, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Mr. Michael P. Kennedy, 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 Joseph Blair from Franklin High School, followed by a period of silent meditation for those who have served education in the Baltimore County Public Schools.

MINUTES

Hearing no additions or corrections to the Board Open and Closed Minutes of June 8, 2004; the Public Hearing Minutes on Proposed FY06 Capital State/County Budget of June 10, 2004; and the Open and Closed Minutes of July 13, 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.

Mr. Sasiadek recognized Ms. Janese Murray and Ms. Jean Jung for their contributions as Board members over the past five years. Mr. Sasiadek read a quote from Nelson Mandela’s inaugural address in 1994.
SUPERINTENDENT’S REPORT

Dr. Hairston announced that Ms. Patsy Holmes, Director of Student Support Services, was recognized as Administrator of the Year by the National Association of School Resource Officers at their 20th Annual Conference in Phoenix, Arizona. In addition to Ms. Holmes’ award, the Baltimore County Public Schools’ SRO Program was one of the three national programs to be recognized as a model program.

Dr. Hairston invited Executive Directors of Schools and principals to update the Board on summer reading initiatives and activities within Baltimore County Public Schools. Mr. William Lawrence, Executive Director of Schools for the Northeast area, and Ms. Jean Satterfield, Executive Director of Schools for the Southeast area, introduced three principals who reviewed their school’s summer reading initiative.

Mr. Patrick McCusker, Eastern Technical High School Principal, introduced the Independent Reading Program. The expectation for students is to read at least one selection from the fiction or nonfiction book list provided and be prepared to discuss the book(s). He noted that during the second week of school in the fall, students know they will write an essay in English class pertaining to one of the books. Mr. McCusker stated the advantage of summer reading is that students will not have to cram the first couple of weeks of school to read a book.

Mr. Lyle Patzkowsky, Dulaney High School Principal, stated students are invited to participate in the summer reading program entitled “One Book…One Dulaney.” This year, the book selected was “A Lesson Before Dying” by Ernest Gaines. Students, parents, and teachers read five or more titles before selecting the novel for the summer. All grades will read the same novel over the summer. In the fall, students will discuss different aspects of the novel in their classes. Mr. Patzkowsky noted the process would continue again next year.

Mr. Rob Santa Croce, Sparrows Point High School Principal, noted the importance of reading at all school levels. He reviewed with the Board the number of choices of books for the different levels of English. The selections were made in consultation with English teachers, English Chairperson, and central office. The types of books range from mystery and adventure to historical to science fiction and fantasy.

Dr. Hairston noted the summer reading practice was not discontinued and firmly stands behind the concept of reading. He stated that summer reading initiatives are generated on a school-by-school basis.

Mr. Hayden wondered if principals were encouraging summer reading initiatives in each school at all levels. Dr. Hairston responded he expressed his position and support of summer reading initiatives to all principals at the Principal’s Academy held in June 2004.

RECOGNITION OF ADMINISTRATIVE APPOINTMENTS FROM JULY 13, 2004

Dr. Arrington recognized the administrative appointments approved at the July 13th meeting.
OLD BUSINESS

On motion of Dr. Hayman, seconded by Mr. Kennedy, the Board approved the proposed changes to Policy 1280 – Boundary Changes.

REPORTS

The Board received the following reports:

A. **Revisions to the Blueprint for Progress** – Dr. Hairston provided the history, concept, and background of the *Blueprint for Progress*. He stated that this document has driven BCPS performance and the school system has not deviated from that foundation of thinking. Dr. Hairston noted the *Blueprint for Progress* revisions focus on alignment with the *No Child Left Behind Act 2001* and the National Education Bills. He identified the changes and adjustments as follows:

- Performance Goal 1 now states, “By 2014, all students will reach high standards, as established by the Baltimore County Public Schools and State performance level standards, in reading/language arts, mathematics, science, and social studies.
- Delete IMAP, which is no longer in existence.
- Remove Performance Indicator 1.9 regarding the Maryland Functional Math, Reading, and Writing Tests.
- Performance Goal 2 now states, “By 2014, all English Language Learners will become proficient in English and reach high academic standards in reading/language arts, mathematics, science, and social studies.
- Remove Performance Indicator 8.1 relating to alignment of benchmarks and indicators for Business Services.
- Performance Indicators for Goal 8 – Items 8.3 thru 8.19 were updated as outlined in Exhibit C

Mr. Kennedy inquired about copy and print services added to Performance Goal 8. Dr. Hairston responded now that we have the resources, the goal is to maximize the capacity of our copy and print services. Mr. Kennedy was pleased stating this would be a time and money saver.

With regards to Performance Indicator 8.12, Mr. Kennedy asked for clarification of the term “equitable staff.” Dr. Hairston responded some students in parts of the county are not getting the quality instruction as other students. He noted central office needs to address the hiring and staffing practice, intensify recruitment, and provide greater academic support for schools and students. Mr. Kennedy commented the system needs to be willing to get the resources to meet the needs of every student.
Mr. Hayden echoed Mr. Kennedy’s comments regarding resources. He expressed the need to allocate resources based on the needs of each individual school. Regarding performance indicator 8.2, Mr. Hayden asked if the school system was on target for one computer per five students by 2005 with Dr. Hairston responding affirmatively. Mr. Hayden also inquired about performance indicator 8.7 and students to have total riding times of less than 3 hours per day. Mr. Rita Fromm, Executive Director of Planning and Operations, responded there are currently 209 students that have riding times of more than 3 hours per day; 144 of those students were in special education programs in non-public schools.

Mr. Hayden expressed concern with changing Performance Goal 1 from 2007 to 2014 that all students will reach high standards. He noted this appears to be a seven year drop-off in the school system’s ability to address the needs of our students. Mr. Hayden suggested taking a look at the performance goal, address each goal individually, and set reasonable and realistic dates. Dr. Hairston responded that BCPS is performing at the highest level in history in Baltimore County. He stated the revisions in this document are not intended for radical adjustments in the system, but to align with federal government and State department education requirements.

In regards to performance indicator 8.18 Mr. Arnold stated this goal is challenging since Baltimore County has limited land available to build additional schools. He stated that BCPS will work with Baltimore County to look at the issues and provide solutions to address the concern. Mr. Arnold noted that the Blueprint for Progress is a book with a focus on addressing education for students in Baltimore County. Dr. Hairston commented that the key to the Blueprint for Progress is not the language, but what BCPS has to do to achieve these goals.

Mr. Grzymski suggested adding a performance indicator that aligns the audit requirements associated to state requirements to maintain a high level of accountability. Ms. Barbara Burnopp, Executive Director of Fiscal Services, responded that Performance Indicator 8.3 in the Master Plan has an audit activity tied to the Blueprint for Progress goal. Mr. Grzymski also suggested providing an elementary school level Blueprint for Progress to help students understand the goals for the school system.

Mr. Hayden commented that BCPS should work closely with the legislative delegation to address the need of a new high school in the Northeast area. He noted the issue also needs to be addressed with the State department since BCPS cannot address the need for a new school until it is already overcrowded.
B. **Update on Master Plan** – Dr. Christine Johns, Deputy Superintendent of Curriculum and Instruction, and Dr. Jerry Dalton, Director of Accountability, Research, and Testing provided background information and history on the Master Plan. Dr. Johns noted the first Master Plan was approved by the Board of Education in July 2003 and the original *Blueprint for Progress* was introduced in 2000. She stated the Master Plan unpacks the *Blueprint for Progress* in greater detail and depth by clarifying specific activities, aligning the fiscal year ’05 budget, and revising performance measures. Dr. Johns reviewed the significant revisions in Performance Goal 1 and Performance Goal 8.

With regards to Mr. Janssen’s question, Dr. Johns responded in sixth grade all students will be able to participate in the reading assessment, then in seventh and eighth the diagnostic assessment would take place. Dr. Johns stated youngsters would have reading instruction in the sixth grade.

Regarding Performance Indicator 1.1, Ms. Shillman asked for clarification regarding the aligning of grades preK-5 curriculum with VSC that are problem centered. Dr. Johns responded problem centered science allows students to have hands-on science in a lab situation.

Ms. Shillman asked about the pilot whiteboard/tablet technology in six high schools. Dr. Hairston responded this is an electronic tool that teachers can use in a classroom. A teacher can write on the tablet, store the data, and transfer the data to a computer.

Mr. Hayden pointed out that all through the Master Plan the references were changed from 2007 to 2014. He recommends looking at each objective and possibly assigning a realistic and reasonable date. Dr. Dalton responded there are specific performance targets at given times for each grade level where BCPS needs to be to reach the 100% proficiency level required for math, reading, and science. Dr. Dalton noted that BCPS is at a proficiency level of 72.36% in reading, which exceeds the annual measurable objective in 2004 by 22% and exceeds 2008 standards. He stated that math proficiency level is 60%, which exceeds 2007 standards.

Dr. Hayman noted caution when bragging about the data before it has been disaggregated. He noted that the special education report advised BCPS there is an over representation of males, which should be addressed in the Master Plan. Dr. Hayman commented that schools selected for the Black Saga Program have predominately African-American population. He suggested placing the program in schools that are not heavily populated with African-American students. Dr. Hayman commended the Superintendent and staff on the Master Plan and *Blueprint for Progress*. He also recommended making reference of the relationship of the Master Plan in the *Blueprint for Progress* document.
PERSONNEL MATTERS

On motion of Mr. Kennedy, seconded by Dr. Hayman, the Board approved the personnel matters as presented on Exhibits E, F, F-1, G, G-1, and H. (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 2, 5, 6, 8, 9, 10, 12, 14, 15 (Exhibit I). Ms. Shillman separated items 1, 4, and 16. Mr. Kennedy separated items 7, 11, and 13. Mr. Hayden separated item 3.

2. Food Service-Food Products: Frozen Waffles, Amendment
5. Library Supplies
6. Low Volume Digital Photocopiers
8. Nextel Cellular Phones
9. *On-Call* Emergency and Non-Emergency HAZMAT Clean-up/Disposal Service
10. *On-Call* Science Chemicals and Waste Disposal Services
12. Physical Examinations, Extension
14. Timonium Lease, Amendment
15. US Bank Purchasing Card Program Contract Extension

Item 1

Ms. Shillman expressed concern over the monitoring and accountability of the program. Mr. Thomas Small, Principal at Riverview Elementary School, responded there are three sources for assessing and monitor the program: 1) Catapult assessment, 2) Riverview Elementary School assessment, and 3) CTPS independent testing assessment. Dr. Gary Brager, Supervisor of Accountability, Research, and Testing, stated test results in the past have been excellent.

Mr. Janssen inquired about data to verify the program is effective. Dr. Brager responded the vendor produces a report and the data is presented to the Board each year.

Mr. Kennedy stated he has seen the data and is satisfied that the program is performing as required.

On motion of Mr. Kennedy, seconded by Dr. Hayman, the Board approved item 1. Mr. Arnold abstained from voting on item 1.

1. Catapult Learning, Extension
Item 3

Mr. Hayden commented on a correction in numbers. Mr. Gay responded that the BCPS purchases on average each year of file should be 1.252 million gallons instead of 1.352 as indicated in the exhibit.

On motion of Mr. Kennedy, seconded by Dr. Hayman, the Board approved item 3.

3. Fuel Oil-Number 2

Item 4

Ms. Shillman expressed concern over the contract ending date of March 2005 and the original award value. Mr. Gay responded the contract is being extended to March 2005 and will be re-bid in the spring.

On motion of Mr. Grzymski, seconded by Mr. Kennedy, the Board approved item 4. Ms. Shillman and Mr. Hayden abstained from voting on item 4.

4. HVAC Repair Services Extension, Revision

Item 7

Mr. Kennedy questioned the savings through the efforts of the co-op. Ms. Marsye Kaplan, Facilitator, Assistive Technology, responded that by going directly to a vendor, BCPS would be spending $6,000 more than using Assistive Technology. Mr. Gay stated the purpose of a co-op is to spend only what is available. This particular co-op brings all of the counties within Maryland to buy the same equipment in large numbers. Mr. Kaplan noted there is no fee to belong to the co-op.

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


Item 11

Mr. Kennedy expressed concern over a cell tower on school property. Mr. Kennedy asked when the feasibility test would come back before the Board. Mr. Gay responded within 90 to 180 days.

Ms. Shillman asked whether the community has had input on the cell tower. Mr. Krempel responded since the cell tower would be on school property, the community would not have input.

Mr. Borunda inquired whether BCPS would receive any compensation during the testing. Mr. Gay responded BCPS will not receive compensation during testing; however, if testing results are favorable, then there would be a negotiated contract.
Item 11 (cont)

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


Item 13

On motion of Mr. Kennedy, seconded by Dr. Hayman, the Board approved item 13.

13. Stanford Diagnostic Reading Test

Item 16

Ms. Shillman was concerned that more employees have not taken advantage of the online courses. Ms. Shillman asked whether the cost is applicable for only 700 people and if more teachers and administrators will use the program. Mr. Gay responded the Office of Professional Development and the Office of Equity & Assurance are looking at creating a catalogue of courses that would provide a wide interest to a larger group of people. Mr. Gay stated the program would be expanded to 30 courses. Dr. Barbara Dezmon, Assistant to the Superintendent, Equity and Assurance, stated courses are available to over 8,000 teachers and offered five times a year.

On motion of Mr. Kennedy, seconded by Ms. Harris, the Board approved item 16.

16. Web-Based Courses (Amended)

BUILDING COMMITTEE

The Building Committee, represented by Mr. Kennedy, recommended approval of items 1-8 (Exhibits J through Q). The Board approved these recommendations. Mr. Arnold abstained from voting on item 7 (Exhibit P) and Mr. Hayden abstained from voting on item 6 (Exhibit O).

1. Award of Contract- Boiler Replacement at McCormick Elementary School
2. Award of Contract- Exterior Door Replacements at Chesapeake High, Loch Raven Technical Academy and Halstead Academy
3. Award of Contract- Site Improvements at New Town Elementary School
4. Fee Acceptance- Design Services for Kenwood High School
5. Fee Acceptance- Design Services for Systemic Renovations at Sudbrook Magnet Middle School
6. Fee Acceptance- Design Services for Systemic Renovations at Southwest Academy
7. Fee Acceptance- Design Services for Systemic Renovations at Ridgely Middle School
8. Contract Modification- Systemic Renovations at Franklin Middle School
BUILDING COMMITTEE (cont)

Regarding design services for systemic renovations, Dr. Hayman inquired about the length of time between the three systemic renovation schools and Kenwood High School. Dr. Krempel responded that Kenwood High School is not a systemic renovation. He stated that the systemic renovation designs are for the Perks-Ruter systemic work.

ADJUSTMENT TO CALENDAR FOR SCHOOL YEAR 2004-2005

On motion of Mr. Kennedy, seconded by Dr. Hayman, the Board approved the proposed changes to the calendar for school year 2004-2005.

Mr. Janssen requested to make a motion at this time. Mr. Sasiadek explained the agenda process to Mr. Janssen and newly appointed Board members.

INFORMATION

The Board received the following as information:

A. Revised Rule 6103 – INSTRUCTION: Magnet Schools and Programs

ANNOUNCEMENTS

Mr. Sasiadek made the following announcements:

③ The next regularly scheduled meeting of the Board of Education of Baltimore County will be held on Wednesday, September 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.

③ On Sunday, September 12, 2004, the Baltimore County Board of Education will hold a retreat at the Marshy Point Nature Center in Chase, Maryland, at 10:00 a.m. The meeting is open to the public.

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. Jasmine Shriver, Chair of the Citizens Advisory Committee for Special Education, thanked Kelli Nelson for her outstanding leadership over the past two years. She stated the Advisory Committee for Special Education requested the Board adopt a special education policy similar to the Gifted and Talented policy approved last year. Ms. Shriver noted that last fall and winter each Board member received from the advisory committee suggested revisions to the school improvement team process to include special education non-compliance findings. To date, the Advisory Committee has not received a response to this request. Ms. Shriver commented that MSDE is currently conducting public hearings regarding amendments to COMAR requiring every school system establish a special education citizens advisory committee. She stated that once these regulations are implemented, the advisory committee would submit a request to change their name to Baltimore County Special Education Citizens Advisory Committee. Ms. Shriver is asking the Board to submit testimony during the public comment, which ends on August 24th. Ms. Kelli Nelson thanked Dr. Hairston and staff for the revisions to the Master Plan. She recommended that a page be place in front of the Master Plan that explains the changes from a performance level standard.

Mr. Stephen Crum, Southeast Area Educational Advisory Council representative, stated the Blueprint for Progress provides a guideline or standard that BCPS would like to meet. He commented that a high standard exists when students meet or exceed the requirement for success. Mr. Crum noted the real test is when students go into the real world, working, and are successful in what they do. He believes that is where the measurement should be taken.

Mr. Walter Hayes, Chair of the Northeast Area Educational Advisory Council, welcomed the newly appointed Board members. He stated the Northeast Area Educational Advisory Council voted unanimously to make the implementation of the DeJong report as their primary goal for this upcoming school year. Mr. Hayes asked the Board to start on sight selection for the new high school in the northeast area. He thanked Mr. William Lawrence to ensure reading is the focus in the classroom. Mr. Hayes stated that the DeJong report was the Board of Education report, and that Perry Hall and Towson High Schools are already overcrowded. He noted there are three enrollment caps with the State cap being the more stringent. Mr. Hayes stated that Perry Hall High School has over 2,000 students.

Dr. Ella White-Campbell, Chair of the Minority Achievement Advisory Group, welcome the newly appointed Board members. She thanked Dr. Hairston and his staff for their dedication to the system. Dr. White-Campbell stated Board members need to visit schools and see first hand what is going on. She noted one concern is getting a medical school magnet in the northwest area. She was disgusted that the school system pays significant amounts of money for consultants when citizens have already told the Board what is needed. Then once the report is issued, nothing is done. Dr. White-Campbell commented on the need to restructure the school improvement teams. With regards to overcrowded schools, she believes the push needs to come from the Board. She stated the system cannot change because of politics but the system can change because of action.
Mr. Michael Franklin, President of the PTA Council of Baltimore County, also welcomed new Board members. He stated that the PTA Council last year voted on a resolution to be in support of the creation of land acquisition for a high school in the northeast area. Mr. Franklin introduced Ms. Roxanne Lucas, Legislative Chairperson for the PTA Council of Baltimore County. Ms. Lucas reviewed some of the state and national priorities for this upcoming school year. One national initiative is that PTA supports construction. She also reviewed the Member-to-Member network, which is a global organization where each PTA members’ voice counts. Ms. Lucas invited Board members to join the Member-to-Member network.

Ms. Cheryl Bost, President of the Teachers Association of Baltimore County, welcomed the new Board members. She stated goals need to be set to thrive as an individual, as a community, and as a nation. New teachers set goals to get classrooms ready to successfully instruct students. All teachers set goals to better instruct students and develop a creative learning environment. As BCPS counts down to the 2004-05 school year, Ms. Bost stated TABCO is here to assist teachers, students, and the entire school system to reach their goals. In closing, Ms. Bost thanked Ms. Janese Murray and Ms. Jean Jung for their service to the Baltimore County Public School system. She also thanked Dr. Donald Krempel for his understanding and quick response to teachers and students.

Ms. Janese Murray, former Board member, expressed her appreciation to the Board and her family for their support during her tenure on the Board. She thanked the Board for taking her in, mentoring her, and making her a part of the team. Ms. Murray gave a special thanks to Mr. Sasiadek for his patience, kindness, humor, and friendship. She thanked Dr. Hairston and staff for answering questions and extending themselves to the Board and to the school system. Ms. Murray stated her appreciation to Dr. Hairston for what he does for the children of this school system every day. She thanked stakeholders of the community for their countless hours of time and effort to make things better. Ms. Murray addressed new Board members stating service is not only about bringing talents and ability to table to help others, but to listen and learn. There are over 108,000 children depending on the Board and they are the reason everyone is here. In closing, Ms. Murray thanked the students of Baltimore County for teaching her the importance of laughter and continuing to learn.

Ms. Jodi Schaeffer was excited to hear Mr. Hayden talk about State legislative issues and the need to change how the State funds schools. She stated the community cannot advocate unless the Board acknowledges the need for a new high school and facilities issues. Her concern is that all facility issues, not just new construction, be placed in the budget and schools be repaired. She noted two studies that were conducted showing what land is available. Ms. Schaeffer again re-emphasized that the community cannot advocate unless the Board recognized the need.
Mr. David Marks congratulated the newly appointed Board members. He noted the sign “first things first.” For the northeast area that means a new high school. Mr. Marks requested the Board endorse a new high school for the northeast area.

Mr. Muhammad Jameel, member of the Islamic Society of Baltimore, expressed the need for the Board to consider two holidays for Muslims as they have for the Jewish and Christian population. The goal is to create a nurturing environment, which needs to start in the home. Mr. Jameel stated these two holidays specifically do that; they are not vacations. He believes there are 75 other days in the calendar year that could be used to meet the 180 day requirements. Mr. Jameel requests the Board to consider adjusting the calendar using those 75 days. He expressed concern of no representation on the Board for Muslims and requests a fair solution for the next calendar.

Dr. Bash Pharoan, President of the Baltimore County Muslim Council, referred to “we the people.” He noted the Board vote of 11 to 0 on not granting the Muslim holidays. This vote shows that Muslims are not important and do not count. Dr. Pharoan stated that zero send a strong message to children that Muslim-Americans do not count. He believes the Board could have done better than 11 to 0. Dr. Pharoan requested the Board to reconsider and grant at least one Muslim holiday as a matter of equity and diversity.

Ms. Jean Jung, former Board member, recalled meetings, budgets, work sessions, hearings, recognition programs with students, shared ideas with PTA, TABCO, and special education. She hopes that new Board members are aware of the amount of work ahead and that expectations from the community are high. Ms. Jung spoke of the many accomplishments during her tenure on the Board. She noted her appreciation to teachers and would like to see them compensated in a manner befitting their critical role. Most importantly, Ms. Jung noted the common goal is to provide the children of this county every educational opportunity to reach towards their potential. She hopes this new Board will continue to remain a team, working together, and learning from each other, deliberating and collaborating as the school system moves forward. She offered her sincere thanks to staff for their work and commitment to the system. Ms. Jung spoke about giving teachers adequate working conditions that allow them to do their job including a workload that will allow time for each student and life outside their job. Ms. Jung believes education is the great equalizer that allows us to reach towards our potential. As a citizen of Baltimore County, Ms. Jung stated her expectations of Board members and is looking forward to their future progress.

Ms. Patty Miller invited Board members to walk through Perry Hall High School when classes let out and experience the difficulty that students have in walking the halls. She voiced her concerns over the inadequate size of the cafeteria and students standing during lunch. She implored the Board to address the overcrowding issue. Ms. Miller also voiced outrage that it took a year and a half for the school to test her son for dyslexia. She feels her son would be lost and left behind at Perry Hall High School. Ms. Miller believes two high schools in 12 years is not enough and that projections reported are incorrect.
ADJOURNMENT

At 10:27 p.m., Mr. Grzymski moved to adjourn the open session. The motion was seconded by Mr. Arnold and approved by the Board.

Respectfully submitted,

___________________
Joe A. Hairston
Secretary-Treasurer

bls
Financial Reporting

Fiscal Accountability and Control

September 8, 2004
Legal Environment

- Federal Regulations
- Code of Maryland
  - Education
  - Procurement
  - Construction
- MSDE Regulations
- Baltimore County Charter
Essential Elements of Effective Internal Control

- Control Environment
- Financial Accounting Systems
- Control Policies and Procedures
Control Environment

- Management Awareness
  - Open communication
  - Fiscal Services weekly meetings with the Superintendent
  - Budget adoption and publication
  - Budget manager control
  - Educate employees on controls
  - Management support of control environment
Control Environment (Cont.)

Organizational Structure

- Clearly defined lines of authority
- Roles and responsibilities
  - Clearly defined job duties
  - Clearly required budget control
  - Segregation of duties
Personnel Policies
- Position control
- Hire and retain qualified employees
- Ongoing professional development
- Appropriate hiring processes
Control Environment (Cont.)

6 Monitoring

- Reconciliations
- Annual letters from the Superintendent on overspent budgets
- Monthly letters on spending levels to Executive Directors of Schools
- Short-term and long-term enrollment projections
- Strategic Planning
- Procurement cards monitoring and training
- Grants management
Control Environment (Cont.)

Monitoring (cont.)

- Reports
  - Financial Statement Monthly to the Board - Friday Letter
  - Publication of Comprehensive Annual Financial Report – Receive GFOA and ASBO Awards
  - Electronic and Hard Copy Management Reports:
    - Position (FTE) Inventory Report
    - Summary and Transaction Reports
    - Payroll Distribution Report (Weekly)
Control Environment (Cont.)

6 Oversight
- Budget & Audit Committee
- Office of Internal Audit
- Operating Budget Reviews - County
- Internal and External Audits by:
  - KMPG, LLP (CAFR and Single Audit – A133)
  - Office of the Inspector General
  - MSDE
  - County
  - Other Agencies
Financial Accounting Systems

- Automation of controls and generation of data
- Assemble, analyze, classify, record, report, and maintain accountability
- Controlled access to various systems
- Include automated editing
- Require encumbrances

- HR and payroll modules
- Purchasing module
- Financial management module
- Budget and forecasting modules
- Position allocation system
- Procurement card systems
Control Policies and Procedures

- Board Policies – website
- Superintendent’s Rules
- Roles and Responsibilities
  - Segregation of duties
- Superintendent’s Bulletin
- Office Procedures
  - Expenditure rules and authorizations (travel)
  - Authorized signatures
  - Independent reviews
  - Pre-authorizations
SCHOOL OPENING HIGHLIGHTS

SYSTEM INFORMATION

2004 – 2005
SYSTEM ENROLLMENT AS OF SEPTEMBER 7, 2004

<table>
<thead>
<tr>
<th>Description</th>
<th>Projected</th>
<th>Actual</th>
<th>Difference</th>
<th>Percent</th>
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<td>47,663</td>
<td>-1296</td>
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<tr>
<td>Middle</td>
<td>25,836</td>
<td>25,313</td>
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<tr>
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<td>33,348</td>
<td>33,076</td>
<td>-272</td>
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<tr>
<td>Special</td>
<td>536</td>
<td>408</td>
<td>-128</td>
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</tr>
<tr>
<td>Alt</td>
<td>389</td>
<td>417</td>
<td>-27</td>
<td>107.2%</td>
</tr>
<tr>
<td>Other</td>
<td>162</td>
<td>62</td>
<td>-100</td>
<td>38.3%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>109,230</strong></td>
<td><strong>106,939</strong></td>
<td><strong>-2291</strong></td>
<td><strong>97.9%</strong></td>
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</tbody>
</table>
PERSONNEL

Hired as of September 7, 2004:

• 974 teachers to fill 890.5 FTE teaching positions

• 210 support services positions that include Supervisory and Technical positions, Instructional Assistants, Clerical, Bus Drivers, Food and Nutrition, Physical Facilities, and Trade positions.
PERSONNEL VACANCIES

As of September 7, 2004:

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

• 153 Vacant support personnel such as: Instructional Assistants, Clerical, Bus Drivers, Food and Nutrition, Physical Facilities, and Trade positions.
48 schools are receiving Title I services
- 37 elementary, 8 middle, and 3 special schools
(4 additional middle schools and 1 elementary school were added this year)
87 eligible students applied for and accepted transfers for the 2004–2005 school year.
82 of 177 students whose transfer options were approved in 2003–2004 school year are expected to attend their same schools in 2004–2005.
TITLE I

- 170 teachers have been hired conditionally; 23 are assigned to Title I schools. In 2003-04, we employed 284 teachers with conditional certificates of which 24 were assigned to Title I schools.
  - In 2004-05, four middle schools and one elementary school were added to the list of Title I schools.
  - In many of the above positions the teachers will achieve the required certification status retroactive to July 1 once tests are completed or scores received.
Of the 43 Paraeducators newly hired for Title I schools in the 2004-2005 school year, 100% are “highly qualified” as defined by NCLB. Existing Paraeducators who have been working in Title I schools will attain their “highly qualified” status by January, 2006.

We maintain 23.5 FTE resource teachers to support enhanced implementation of the Catalyst Gifted and Talented Programs in all Title I elementary schools.
RESIDENCY REPORT
as of September 7, 2004

<table>
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<tr>
<th></th>
<th>APPLICATIONS</th>
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<th>DENIED</th>
<th>PENDING</th>
<th>OTHER</th>
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<td>127</td>
<td>92</td>
<td>17</td>
<td>18</td>
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<tr>
<td>Kinship</td>
<td>170</td>
<td>147</td>
<td>4</td>
<td>19</td>
<td></td>
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<tr>
<td>Foster Care</td>
<td>768</td>
<td>740</td>
<td>-</td>
<td>28</td>
<td></td>
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<tr>
<td>Other</td>
<td>127</td>
<td>108</td>
<td>3</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,192</strong></td>
<td><strong>1,087</strong></td>
<td><strong>24</strong></td>
<td><strong>81</strong></td>
<td></td>
</tr>
</tbody>
</table>

|                        |              |          |        |         |       |
| New Shared Domicile Applications |              |          |        |         |       |
| Total                  | 1,749        | 1,009    | 16     | 103     | 621   |

|                        |              |          |        |         |       |
| Special Transfers      |              |          |        |         |       |
| Total                  | 330          | 67       | 197    | 49      | 17    |

|                        |              |          |        |         |       |
| Grand Total            | **3,271**    | **2,163**| **237**| **233** | **638**|

BCPS SYSTEM
INSTRUCTIONAL READINESS

• A three-day New Teacher Induction Program was held for approximately 884 teachers new to the system.

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

• All teachers have access to technology in their schools.
• 3400 new computers have been delivered to schools.
• Installation of these computers began August 23.
Smaller Learning Communities (SLC)

3.4 million dollars was awarded to 10 high schools to promote academic achievement. The SLC high schools are: Dundalk, Kenwood, Lansdowne, Milford Mill, Overlea, Owings Mills, Parkville, Pikesville, Randallstown, and Woodlawn.
INSTRUCTIONAL READINESS

Materials

• Textbooks and curriculum materials are in place.
• New grade 6 Scott Foresman reading series; FAST TRACK, a middle school reading intervention program; and ACCESS, a high school strategic reading support program will be implemented this year.

School Visits

• Curriculum and Instruction personnel visited schools the first week of school and reported that teachers were ready for their students.
Full-day Kindergarten

- Full-day kindergarten sessions were added to:
  - Catonsville
  - Fullerton
  - Glyndon
  - Middleborough
  - Oliver Beach
  - Orems
  - Reisterstown
  - Relay
  - Villa Cresta
  - Westowne

- Full-day kindergarten programs with inclusion support to 16 additional schools
Science

• Fifth Grade Outdoor Science Program is now available countywide.
• Science-Math resource teachers were placed in 41 elementary schools.
• Middle school Science teachers were trained to use Whiteboard Technology.
BACK-TO-SCHOOL NIGHTS

• Back-To-School Nights have been scheduled so that conflicting dates between elementary, middle, and high schools do not occur. The dates for these events are posted on the system’s website.

• Student expectations for learning have been provided to the schools for distribution to parents/guardians.
TRANSPORTATION AND FOOD AND NUTRITION SERVICES

• There are 798 bus routes with a projected ridership of 81,108 students.

• On opening day there were 673 bus drivers with only 10 vacancies, however, all routes operated as planned.

• 2 schools were dismissed early because of power outages on the first day.

• Meals were prepared and served at all schools as planned.
PHYSICAL FACILITIES

• 162 schools were clean, ready to receive teachers and students, and opened on time.
• 541 work orders were completed.
• 143 maintenance upgrade items were addressed.
PHYSICAL FACILITIES

- 454 school-based projects were completed including turf repairs, concrete walk repairs, blacktop paving repairs, ball diamond repairs, signage upgrades, fence repairs, graffiti removal, safety related tree work, playground upgrades to safety surfacing, and exterior line marking.
PHYSICAL FACILITIES

- 68 Capital Construction Projects are in progress.
- 15 relocatable classrooms were moved.
- 8 new boilers were installed.
PHYSICAL FACILITIES

• 7 high schools are receiving science room renovations.
• 5 schools received major lighting upgrades.
• 15 additional security alarm panel system upgrades have been installed (9 elementary schools, 1 middle school, 3 high schools, and 2 offices).
PHYSICAL FACILITIES

- 29 elementary schools were equipped with door buzzer monitoring systems.
- 13 high schools had CCTV systems installed.
- 34 elementary schools, 7 middle schools, and 5 high schools had card access systems installed.
SOUTHEAST AREA

Ms. Jean Satterfield
ENROLLMENT – SE

As of September 7, 2004

- The current enrollment of 17,571 is at 97.01% of the projected enrollment of 18,113.
PERSONNEL - SE

• There are 177 newly hired teachers in the Southeast Area.
• All positions in the area are filled.
• In the 17 Title 1 schools, there are 8 FTE conditionally hired teachers
  – 3.0 FTE are waiting on Praxis results
  – 3.0 FTE are in need of credits and Praxis scores
  – 2.0 FTE are being evaluated
PHYSICAL FACILITIES – SE

• Dundalk Middle School is undergoing major renovations with completion scheduled for November 2004.
• Major renovation work began at Sparrows Point Middle/High School.
• Chesapeake High School is receiving major science room renovations.
A new state-of-the-art metric running track was completed at Sparrows Point Middle/High School.

A new chiller, air handling unit and associated HVAC components were installed at Dundalk High School.
NEW LEADERSHIP – SE

• Colgate Elementary, Eastwood Elementary Magnet, Grange Elementary, Norwood Elementary, Sandy Plains Elementary, Sussex Elementary, Sparrows Point Middle, Patapsco High, and Battle Monument have new leadership for the 2004-2005 school year.

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

• As of September 7, 2004:
  – The current enrollment of 20,476 is at 97.38% of the projected enrollment of 21,027.
PERSONNEL – SW

• There are 249 newly hired teachers in the Southwest Area.

• All positions in the Southwest are filled except:
  – 1.0 Physical Education position Woodlawn MS
  – 1.0 Special Education position Catonsville Alternative
  – 1.0 ROTC position Woodlawn HS
  – In the fifteen Title I schools, there are 4 conditionally hired teachers:
    • 2.0 FTE are waiting for Praxis scores
    • 1.0 FTE needs education credits
    • 1.0 FTE is under evaluation
PHYSICAL FACILITIES – SW

• A new student drop-off loop and canopy were constructed at Featherbed Lane Elementary School.

• Excess space was converted into new classrooms at Western School of Technology.

• New kitchen exhaust systems were constructed at Catonsville High, Lansdowne High, and Woodlawn Middle Schools.
PHYSICAL FACILITIES – SW

• Woodlawn High School is receiving major Science Room renovations.
• Westowne Elementary School and Southwest Academy are receiving ADA (restroom) upgrades.
• Windsor Mill Middle School is just starting construction and will be open for students for the 2006 school year.
NEW LEADERSHIP – SW

• Relay Elementary School, Westchester Elementary School, Woodlawn Middle School, and Woodlawn High School have new leadership for the 2004/2005 school year.

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

Dr. H. Scott Gehring
ENROLLMENT – NW

As of September 7, 2004:

• The current enrollment of 23,211 is at 97.92% of the projected enrollment of 23,703
• New Town Elementary: Reached their cap of 900 in late August. New entrants are being enrolled at Reisterstown Elementary
• New Town High School: 735 students (37 students over projection)
• Randallstown High School: 1,288 (85 students under projection) – 156 students under capacity
• Owings Mills High School: 1,165 students (131 under projection due to movement of ESOL classes and opening of New Town High School) 18 students over capacity
PERSONNEL – NW

• There are 227 newly hired teachers in the northwest area.

• All positions in the northwest are filled except:
  – 1.0 Special Education position at Milford Mill Academy
  – In the four Title I schools, there are 4 conditionally hired teachers:
    • 3.0 teachers need education courses
    • 1.0 teacher needs education courses and Praxis scores
Woodholme Elementary School will be ready for students for the 2005-06 school year.

Franklin Middle School is undergoing major renovations with completion scheduled for November 2004.

Pikesville High and Randallstown High Schools are receiving major science room renovations.

Numerous renovation upgrades, including new boilers, chillers, exhaust systems, and systemic upgrades have been completed at various schools.
NEW LEADERSHIP – NW

• Hernwood Elementary, Scotts Branch Elementary, Wellwood Elementary, Winand Elementary, Woodholme Elementary, and Sudbrook Magnet Middle Schools all have new leadership for the 2004-05 school year.

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

Dr. Kim Whitehead
ENROLLMENT – CN

As of September 7, 2004:

• The current enrollment of 21,125 is at 98.78% of the projected enrollment of 21,386.
PERSONNEL – CN

• There are 152 newly hired teachers in the Central Area.
• All instructional positions in the area are filled.
• There are 3 conditionally hired teachers in the area’s two Title I schools.
  – 2 teachers need education courses
  – 1 teacher needs Praxis scores
Dumbarton Middle School is undergoing major renovations with completion scheduled for November 2004.

Carroll Manor, Cromwell Valley, Fifth District, and Prettyboy Elementary Schools are receiving ADA related upgrades.

Science lab renovations began at Loch Raven High.

Numerous systemic upgrades and improvements were completed at various sites.
NEW LEADERSHIP – CN

• Pleasant Plains Elementary, Pot Spring Elementary, Sparks Elementary, Villa Cresta Elementary Schools, Loch Raven Academy, and Loch Raven High School have new leadership for the 2004-05 school year.

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

Mr. William Lawrence
As of September 7, 2004

• The current enrollment of 24,494 is at 98.61% of the projected enrollment of 24,839.
PERSONNEL - NE

- There are 169 newly hired teachers in the Northeast Area.
- All other positions in the area are filled except:
  - 1.0 Special Education at Golden Ring MS
  - 1.0 Mathematics position at Stemmers Run MS
  - 0.7 Mathematics position at Kenwood
- In the nine Title I schools there are 4 conditionally hired teachers.
  - 2 are awaiting Praxis scores
  - 1 needs coursework and Praxis
  - 1 is being evaluated for needs
PHYSICAL FACILITIES – NE

• Parkville Middle School is undergoing major renovations with completion scheduled for November 2004.
• Construction began on a new corridor at Perry Hall High School to improve student traffic flow between classes.
• Renovation work began at Golden Ring Middle School.
PHYSICAL FACILITIES – NE

• Science lab renovations began at Eastern Technical and Perry Hall High Schools.
• Emergency removal and repairs were made to the façade of Stemmers Run Middle School and completed prior to the return of teachers.
• Major renovation work is in progress at Stemmers Run.
NEW LEADERSHIP – NE

• Gunpowder, Joppa View, Martin Boulevard, and Perry Hall Elementary Schools as well as Golden Ring Middle and Kenwood High have new leadership for the 2004-05 school year.

• The principals in these schools are focused on continued improvement of student achievement and increased community involvement.
THANK YOU

- To all employees in the schools and central offices,
- To all the parents and students, and
- To everyone involved in providing the best opportunity for our students to receive a quality education.
Baltimore County Public Schools
Planning Initiatives for 2004/2005

Woodholme ES Groundbreaking, May 2004

Prepared by the Baltimore County Public Schools
Office of Strategic Planning, September 2004
Origins of Planning Recommendations

- Annual review and analysis of September 30 data with Executive Directors of Schools
- Annual update of enrollment projections
- Ongoing cooperation and communication with Baltimore County Planning Office, consideration of development
- Formal Studies (e.g. BCPS High School Facility Utilization Study)
- Discussions with Department of Physical Facilities
- Input from PTA’s, community stakeholders, school administrators
- Consideration of impact on school enrollment, projections, capacity, facility, boundaries, demographics
- Alignment with *Blueprint for Progress, BCPS Facilities Master Plan*
- Budget priorities
DeJong & Associates New Town Elementary School
Overcrowding Study, November 2002

**Recommendations:**
- Boundary change alone would not solve overcrowding
- Construction of 1-2 Elementary Schools in NW Area
- Add space to existing facilities where conditions permit

**BCPS Actions:**
- Enrollment Cap established for New Town ES
- Relocated instructional programs
- Annexed neighborhoods to schools with spare capacity
- Began construction of Woodholme ES
DeJong & Associates High School Facility Utilization Study, November 2003

**Recommendations:**

- Districtwide boundary change would not be effective
- Construction of a new high school to relieve Central and Northeast Areas
- Relocatable classrooms, alternative space and programmatic solutions, creative scheduling options

**BCPS Actions:**

- Realigned magnet registration procedures at Milford Mill Academy to decrease overcrowding
- Relocated Office of World Languages from Milford Mill Academy to provide for more instructional space
- Began construction began on additional hallway for Perry Hall HS
- Budgeted for 404-seat technology addition at Kenwood HS
- Budgeted for 75-seat (additional) renovation at Eastern Tech HS
- Realigned space at Sparrows Point High and Middle Schools
Elementary School Issues

BCPS Elementary Projections and Capacity

- HB 1230 legislation reduced State Rated Capacity in elementary schools by 3,382 seats
- Addition of 676 seats in 2005 to reflect the opening of Woodholme ES
• Addition of 858 seats in 2006 reflected for the opening of Windsor Mill MS
High School Issues

BCPS High School Projections and Capacity

- Addition of 404 seats in 2007 reflected for technology addition at Kenwood HS
- Addition of 75 seats in 2007 reflected for renovation at Eastern Tech HS
## All BCPS Schools Most Over Capacity
(by number of students over/under capacity)

### September 30, 2002

1. Milford Mill Academy HS (+270)
2. New Town ES (+264)
3. Kenwood HS (+248)
4. Owings Mill HS (+229)
5. Southwest Academy MS (+226)
6. Randallstown HS (+220)
7. Perry Hall HS (+171)
8. Sparrows Point HS (+137)
9. Patapsco HS (+135)
10. Towson HS (+127)

### September 30, 2003

1. Kenwood HS (+319)
2. Patapsco HS (+274)
3. Southwest Academy MS (+222)
4. Owings Mills HS (+196)
5. Towson HS (+190)
6. Perry Hall HS (+173)
7. Sparrows Point HS (+170)
8. Milford Mill HS (+158)
9. Edmondson Heights ES (+124)
10. New Town ES (+112)

Number in () indicates amount over State Rated Capacity
BCPS Elementary Schools Most Over Capacity
by number of students over/under capacity

<table>
<thead>
<tr>
<th>September 30, 2002</th>
<th>September 30, 2003</th>
</tr>
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<tbody>
<tr>
<td>1. New Town ES (+264)</td>
<td>1. Edmondson Heights ES (+191)</td>
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<tr>
<td>2. Dogwood ES (+100)</td>
<td>2. New Town ES (+112)</td>
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<tr>
<td>3. Deep Creek ES (+80)</td>
<td>3. Lansdowne ES (+93)</td>
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<tr>
<td>4. Norwood ES (+51)</td>
<td>4. Deep Creek ES (+91)</td>
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<td>5. Dundalk ES (+51)</td>
<td>5. Dogwood ES (+61)</td>
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<td>6. Lansdowne ES (+50)</td>
<td>6. Cedarmere ES (+54)</td>
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<td>7. Cedarmere ES (+46)</td>
<td>7. Scotts Branch ES (+54)</td>
</tr>
<tr>
<td>8. Edmondson Heights ES (+43)</td>
<td>8. Wellwood ES (+43)</td>
</tr>
</tbody>
</table>

Number in () indicates amount over State Rated Capacity
<table>
<thead>
<tr>
<th>School</th>
<th>September 30, 2002</th>
<th>September 30, 2003</th>
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<tbody>
<tr>
<td>Southwest Academy MS</td>
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<td>(+222)</td>
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<td>(-44)</td>
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<tr>
<td>Sudbrook Magnet MS</td>
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<td>(-49)</td>
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Number in () indicates amount over State Rated Capacity.
## BCPS High Schools Most Over Capacity
by number of students over/under capacity

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<thead>
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<th>September 30, 2002</th>
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<tbody>
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<td>1. Milford Mill Academy (+270)</td>
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<td>3. Owings Mills HS (+228)</td>
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<tr>
<td>4. Randallstown HS (+220)</td>
<td>4. Towson HS (+190)</td>
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<tr>
<td>5. Perry Hall HS (+171)</td>
<td>5. Perry Hall HS (+173)</td>
</tr>
<tr>
<td>6. Towson HS (+150)</td>
<td>6. Sparrows Point HS (+170)</td>
</tr>
<tr>
<td>7. Sparrows Point HS (+137)</td>
<td>7. Milford Mill Academy (+158)</td>
</tr>
<tr>
<td>8. Patapsco HS (+135)</td>
<td>8. Pikesville HS (+81)</td>
</tr>
<tr>
<td>9. Pikesville HS (+103)</td>
<td>9. Hereford HS (+68)</td>
</tr>
</tbody>
</table>

Number in () indicates amount over State Rated Capacity
BCPS Current Planning Priorities

• In accordance with Baltimore County Master Plan Indicator 8.11
• Documentation for these projects may be found in 2004 Educational Facilities Master Plan

1. Land Acquisition – Northwest Area Park
2. Land Acquisition – Expansion/Exchange of Northeast Area Sites
3. Construction of Northwest Area Elementary School
4. Construction of Northeast Area Elementary School
5. Addition to Reisterstown Elementary School
6. Land Acquisition – Hereford Area
7. Addition to Sparks Elementary School
8. School Construction on Rosewood Site
1. Land Acquisition – Northwest Area Park
2. Land Acquisition – Expansion/Exchange of Northeast Area Sites
3. Construction of Northwest Area Elementary School
4. Construction of Northeast Area Elementary School
5. Addition to Reisterstown Elementary School
6. Land Acquisition – Hereford Area
7. Addition to Sparks Elementary School
8. School Construction on Rosewood Site
<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>SCHOOL/OFFICE</th>
<th>YRS. OF SERVICE</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol W. Adams</td>
<td>Teacher</td>
<td>Ridgely Middle</td>
<td>31.0</td>
<td>7-01-04</td>
</tr>
<tr>
<td>Cheryl Flater</td>
<td>Guidance</td>
<td>Rosedale Center</td>
<td>32.6</td>
<td>7-01-04</td>
</tr>
<tr>
<td>Eva E. Gross</td>
<td>Instructional Asst.</td>
<td>Edmondson Heights Elem.</td>
<td>11.0</td>
<td>9-01-04</td>
</tr>
<tr>
<td>Linda Lee Harp</td>
<td>Admin. Secretary III</td>
<td>Lansdowne Middle</td>
<td>37.0</td>
<td>9-01-04</td>
</tr>
<tr>
<td>Melinda Hope</td>
<td>Guidance</td>
<td>Oakleigh Elementary</td>
<td>12.0</td>
<td>7-01-04</td>
</tr>
<tr>
<td>Selma Kennedy</td>
<td>Bus Attendant</td>
<td>Transportation</td>
<td>6.0</td>
<td>7-01-04</td>
</tr>
<tr>
<td>Elizabeth Ann Lloyd</td>
<td>Admin. Secretary II</td>
<td>ESS/Fed. &amp; State Program</td>
<td>23.0</td>
<td>9-01-04</td>
</tr>
<tr>
<td>Donna F. Moran-Darcey</td>
<td>Teacher</td>
<td>Lansdowne High</td>
<td>28.0</td>
<td>7-01-04</td>
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<tr>
<td>Earlyn E. Stanco</td>
<td>Instructional Asst.</td>
<td>Woodbridge Elementary</td>
<td>46.0</td>
<td>7-01-04</td>
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<tr>
<td>Linda Rae Whalen</td>
<td>Assistant Principal</td>
<td>Sandy Plains Elementary</td>
<td>31.0</td>
<td>10-01-04</td>
</tr>
</tbody>
</table>

As of 08/26/04
## RESIGNATIONS

### ELEMENTARY – 17

- **Deer Park Elementary School**  
  Kimberly A. Renfro, 06/30/04, 12.0 yrs.

- **Edmondson Heights Elementary School**  
  Allyson L. Smith, 06/30/04, 2.0 yrs.

- **Featherbed Lane Elementary School**  
  Mary E. Mays, 06/30/04, 4.0 yrs.

- **Glenmar Elementary School**  
  Katherine M. Flester, 06/30/04, 5.0 mos.

- **Grange Elementary School**  
  Bette C. Cole, 06/30/04, 13.0 yrs.

- **Hampton Elementary School**  
  Mark L. Gruber, 06/30/04, 18.0 yrs.

- **Logan Elementary School**  
  Diana S. Cassilly, 06/30/04, 9.0 yrs. (Social Worker)

- **Lutherville Laboratory School**  
  Sheldon M. Lebowitz, 06/30/04, 16.4 yrs.

- **Pot Spring Elementary School**  
  Megan N. Gross, 06/30/04, 1.0 yr.  
  Elizabeth P. Witman, 06/30/04, 2.0 yrs.

- **Scotts Branch Elementary School**  
  Meaghan M. Kearney, 06/30/04, 5.0 yrs.

- **Seneca Elementary School**  
  Krissy D. Mach, 06/30/04, 2.0 yrs.

- **Westowne Elementary School**  
  Scarlet L. Dawson, 06/30/04, 1.0 yr.

- **Winand Elementary School**  
  Kelly E. DeVinney, 06/30/04, 4.0 yrs.

### SECONDARY – 39

- **Carver Center for Arts and Technology**  
  John V. Johnson, 06/30/04, 8.0 yrs.

- **Cockeysville Middle School**  
  Vanessa L. Weinlein, 06/30/04, 5.0 yrs.

- **Dundalk High School**  
  Tami H. Wunder, 06/30/04, 6.0 yrs. (Guidance)

- **Eastern Technical High School**  
  James J. Matalavage, 06/30/04, 3.0 yrs.

- **Franklin High School**  
  Natalie M. Schreier, 06/30/04, 2.0 yrs.

- **Franklin Middle School**  
  Marissa L. Griffin, 06/30/04, 4.0 yrs.  
  Michael J. Kresko, 06/30/04, 3.0 yrs.

- **General John Stricker Middle School**  
  Christopher Buckley, 06/30/04, 4.4 yrs.

- **Golden Ring Middle School**  
  David M. Armstead, 08/25/04, 2 days

- **Holahbird Middle School**  
  Sonya R. Phelps, 06/30/04, 4.0 yrs.

- **Kenwood High School**  
  Mitchell B. Davis, 06/30/04, 5.0 mos.  
  Amanda J. Smith-Barry, 06/30/04, 7.0 mos.

- **Lansdowne High School**  
  Sharleen M. Argamaso-Hernan, 06/30/04, 6.0 yrs.
RESIGNATIONS

Loch Raven High School
John P. Cranston, 06/30/04, 7.0 yrs.

Loch Raven Technical Academy
David S. Martin, 06/30/04, 1.8 yrs.
Janice Nelson, 06/30/04, 1.0 yr.
Kelly M. Nunn, 06/30/04, 1.0 yr.

Middle River Middle School
Lonnie D. Myers, 06/30/04, 10.0 yrs.

Milford Mill Academy
Maria E. Uribe, 06/30/04, 3.0 yrs.

New Town High School
Nichole M. Barton, 06/30/04, 1.0 yr.

Old Court Middle School
Hugh D. Mellerson, 06/30/04, 8.0 mos.

Overlea High School
Lindsay A. Balladarsch, 06/30/04, 5.0 mos.

Parkville High School
Thomas E. Bell, 06/30/04, 6.0 yrs.

Patapsco High School
Okowa Apamo, 06/30/04, 7.0 mos.

Perry Hall High School
Scott G. Munro, 06/30/04, 3.0 yrs.

Perry Hall Middle School
William S. Houck, 06/30/04, 2.0 yrs.

SEPARATIONS FROM LEAVE – 1

Bette C. Cole, granted Personal Leave, 07/01/03 – 06/30/04, resigning 06/30/04, 13.0 yrs.

Ridgely Middle School
Jeffrey D. Ohl, 06/30/04, 4.0 yrs.

Rosedale Center
Megan E. Edwards, 06/30/04, 2.0 yrs.

Sollers Point Technical High School
John E. Baker, 06/30/04, 1.0 yr.

Southwest Academy
Amy J. Torres, 06/30/04 1.0 yr.

Stemmers Run Middle School
Sharon L. Hesse, 06/30/04, 1.7 yrs.

Sudbrook Magnet Middle School
Nicole M. Lenihan, 06/30/04, 1.0 yr.
Thomas J. Miley, 06/30/04, 6.0 yrs.

Towson High School
Brian P. Davison, 06/30/04, 6.0 yrs.

Western School of Technology
Laura R. Stumpfoll, 06/30/04, 5.0 yrs.

Woodlawn Middle School
Kenneth E. Bostic, 06/30/04, 2.0 yrs.
Baltimore County Public Schools
Towson, Maryland 21204

September 8, 2004

Resignations

Addendum

Secondary – 6

Catonsville Middle School
Julie Ciccarelli, 06/30/04, 2.0 yrs.

Old Court Middle School
Keri A. Hough, 08/24/04, 1 day

Patapsco High School
Scott H. Haga, 09/09/04, 1.1 yrs.

Pikesville High School
Christine E. McVearry, 06/30/04, 4.0 yrs.

Southwest Academy
Valerie R. Hicks, 06/30/04, 1.0 yr.

Sudbrook Magnet Middle School
Kotoe Ito, 06/30/04, 1.0 yr.
BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204

September 8, 2004

LEAVES

CHILD REARING LEAVE

JENNIFER ANDERCYK GUANTI – Glenmar Elementary School
Effective September 18, 2004 through June 30, 2006

CHRISTINE O. SHEPPARD – Campfield Early Learning Center
Effective August 23, 2004 through June 30, 2006

VICTORIA ROBINS SHIELDS – Scotts Branch Elementary School
Effective September 15, 2004 through June 30, 2006

PERSONAL LEAVE

JANET CASHOUR SENTZ – Baltimore Highlands Elementary School
Effective August 24, 2004 through June 30, 2005

UNUSUAL OR IMPERATIVE LEAVES

LUCINDA SHUE – Winfield Elementary School
Effective July 1, 2004 through June 30, 2005
Date: September 8, 2004
TO: BOARD OF EDUCATION
FROM: Dr. J. Hairston, Superintendent
SUBJECT: REAPPOINTMENT OF ADVISORY COUNCIL MEMBER – SOUTHEAST ADVISORY COUNCIL
ORIGINATOR: Jean Satterfield, Executive Director of Schools, Southeast Area

RECOMMENDATION

That Bonnie Saul be re-appointed as a member to the Southeast Advisory Council.

*****

Bonnie Saul has been recommended by the Southeast Advisory Council to continue to serve as a member on the Council.
# BALTIMORE COUNTY PUBLIC SCHOOLS

## RECOMMENDED APPOINTMENTS

<table>
<thead>
<tr>
<th>NAME</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DON J. DENT</strong></td>
<td>Manager</td>
<td>Executive Director</td>
</tr>
<tr>
<td></td>
<td>Office of Distribution and</td>
<td>Planning and Support Services</td>
</tr>
<tr>
<td></td>
<td>Print Services</td>
<td></td>
</tr>
<tr>
<td>(Effective September 9, 2004)</td>
<td></td>
<td>(Replacing Rita Fromm, promoted to Chief of Staff)</td>
</tr>
<tr>
<td><strong>JASON FEILER</strong></td>
<td>Teacher/Special Education</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td></td>
<td>Johnnycake Elementary School</td>
<td>Sandy Plains Elementary School</td>
</tr>
<tr>
<td>(Effective September 9, 2004)</td>
<td></td>
<td>(Replacing Linda Whalen, retiring)</td>
</tr>
<tr>
<td><strong>RITA FROMM</strong></td>
<td>Executive Director</td>
<td>Chief of Staff</td>
</tr>
<tr>
<td></td>
<td>Planning and Support Operations</td>
<td>Office of the Superintendent</td>
</tr>
<tr>
<td>(Effective September 9, 2004)</td>
<td></td>
<td>(Replacing Merle Audette, retired)</td>
</tr>
<tr>
<td><strong>DONALD A. PECCIA</strong></td>
<td>Chief Operations Officer for</td>
<td>Executive Director of Human</td>
</tr>
<tr>
<td></td>
<td>Business Operations</td>
<td>Resources</td>
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<tr>
<td></td>
<td>Moore County Schools</td>
<td>Department of Human Resources</td>
</tr>
<tr>
<td>(Effective September 9, 2004)</td>
<td></td>
<td>(Replacing Randall Grimsley, retired)</td>
</tr>
</tbody>
</table>
BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 8, 2004

TO: BOARD OF EDUCATION

FROM: Joe A. Hairston, Superintendent

SUBJECT: RECOMMENDATIONS FOR AWARD OF CONTRACTS

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

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

RECOMMENDATION

That the Board of Education approves the following contract recommendations.

*****

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

RLG/caj

Appendix I – Recommendations for Award of Contracts – Board Exhibit
Background

The Annotated Code of Maryland, Education Article §5-112 Bids, provides that a county Board of Education may participate in contracts that are awarded by other public agencies or by intergovernmental purchasing organizations if the lead agency for the contract follows public bidding procedures.

Several of the following contract recommendations are utilizing contracts bid by other Maryland school systems or local governments, all of which followed public bidding procedures. Similarly, BCPS awarded contracts are utilized by other public agencies. The Office of Purchasing also participates in the Baltimore Regional Cooperative Purchasing Committee (BRCPC) and other consortiums, where participating agencies share taking the load on issuing bids for large dollar commodities such as fuel, paper, and even electricity.
The following contract recommendations are presented for consideration by the Board of Education of Baltimore County.

1. Contract: Data Cable Installation Services
   Bid #: JMI-609-05
   (Baltimore City Solicitation Number BP04144)

   Term: 3 year  Extensions: 1 year  Contract Ending Date: 9/25/08 (tentative)
   Estimated annual award value: $500,000
   Estimated total award value: $2,000,000

   Description:

   On July 21, 2004, the Baltimore City Board of Estimates awarded a contract for data cable installation services based on the most favorable hourly rates and percent markup on materials. This contract will be utilized to purchase standardized data equipment for upgrades to the electronic closets at various schools.

   Recommendation:

   Contract award to:

   Plexus Installation, Inc., Baltimore, MD

   Responsible school or office: Office of Technology
   Contact Person: Gary Schlimme
   Funding Source: Capital Budget and Operating Budget of the Office of Technology
2. **Contract:** Grass Seed and Fertilizer  
   **Bid #:** JMI-610-05  
   (Anne Arundel County Public Schools Multiple Award Contract for Grass Seed and Fertilizer--Bid Number 03CM-118)  

   **Term:** 1 year  
   **Extensions:** 0  
   **Contract Ending Date:** June 30, 2005 (tentative)  
   **Estimated annual award value:** $30,000  
   **Estimated total award value:** $30,000  

   **Description:**  
   On July 1, 2003, Anne Arundel County Public Schools (AACPS) awarded a contract for grass seed and fertilizer based on the most favorable unit price received per item.  

   **Recommendation:**  
   Contract awards to the following vendors:  
   - Meyer Seed International, Baltimore, MD  
   - Newsom Seed Inc., Rockville, MD  
   - Bowen’s Farm Supply, Annapolis, MD  

   **Responsible school or office:** Office of Grounds Services  
   **Contact Person:** Dennis Elkins or Roland Nickoles  
   **Funding Source:** Operating Budget of the Office of Grounds Services
3. **Contract:** Lamps and Bulbs  
   **Bid #:** JMI-605-05  
   (Montgomery County Public Schools Multiple Award Contract for Lamps--Bid Number 4095.2)

   **Term:** 2 years  
   **Extension:** 0  
   **Contract Ending Date:** 8/23/06 (tentative)

   **Estimated annual award value:** $100,000  
   **Estimated total award value:** $200,000

**Description:**

On August 23, 2004, Montgomery County Public Schools (MCPS) awarded a contract for lamps based on the most favorable unit price received per item or the most favorable percent discount off the manufacturer’s list price.

**Recommendation:**

Contract awards to the following vendors:

- Allegheny Electronics, Hagerstown, MD
- B&B Lighting Supply, Inc., Baltimore, MD
- C.N. Robinson Lighting Supply Co., Baltimore, MD
- Scott Electric, Greensburg, PA
- Shepherd Electric Co., Inc., Baltimore, MD
- United Electric Supply, Rockville, MD
- Vantage Lighting, Inc., San Rafael, CA
- Vista, Inc., Overland Park, KS

**Responsible school or office:** Office of Operations  
**Contact Person:** John Damron  
**Funding Source:** Operating Budget for Operations
4. **Contract:** Tank, Underground, Water - Rural  
   **Bid #:** JMI-608-05  
   (Baltimore County Government Solicitation Number 205066)

**Term:** 1 year  
**Extensions:** 4 years  
**Contract Ending Date:** 8/23/09 (tentative)  
**Estimated annual award value:** $500,000  
**Estimated total award value:** $2,500,000

**Description:**

On August 23, 2004, Baltimore County Government awarded a contract for rural underground water tanks based on the most favorable cumulative bid. The eight-line item components of the contract are: 1) Underground Rural Water Tank, 30,000 gallons; 2) Site work; 3) Class 1 excavation services; 4) Aggregate stone sub-base; 5) Asphalt paving; 6) Asphalt tack coat; 7) Class 2 excavation services; and 8) Concrete paving.

**Recommendation:**

Award of contract to:

Maryland Pump Tank & Electric Company, Baltimore, MD

**Responsible school or office:** Office of Environmental Services  
**Contact Person:** Ronald G. Kehne  
**Funding Source:** Capital Budget—Office of Operations
5. **Contract:** Vehicle Towing, Extension  
   **Bid #:** 2-297-03  

   **Term:** 2 years  
   **Contract Ending Date:** 09/30/06 (tentative)  
   **Estimated annual award value:** $20,000  
   **Estimated total award value:** $40,000  

   **Bid issued:** July 3, 2002  
   **Pre-bid meeting date:** July 8, 2002  
   **Due Date:** July 31, 2002  
   **No. of vendors issued to:** 22  
   **No. of bids received:** 2  
   **No. of no-bids received:** 0  

---

**Description:**

The award bidder provides five services for a fixed price. They are:

1. Tow  
2. Remove drive axle  
3. Place upright  
4. Winch vehicles from mud, snow, or ice  
5. Transport via lowboy trailer or rollback truck

The award bidder must have in its possession equipment as specified by BCPS to service all fleet vehicles, including school buses, trucks, grounds’ equipment, and automobiles, and is required to arrive at any requested site in both Baltimore City and Baltimore County jurisdictions within 30 minutes of notification, 24 hours per day, seven days per week, including all holidays. The initial contract was approved by the Board of Education September 9, 2002.

---

**Recommendation:**

Contract awarded to:

Ted’s Towing, Baltimore, MD

**Responsible school or office:** Office of Transportation  
**Contact Person:** Wayne Hopkins  
**Funding Source:** Operating Budget of the Office of Transportation
DATE: September 8, 2004

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: REQUEST FOR CONTRACT MODIFICATION – DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES AT WOODHOLME ELEMENTARY

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

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

RECOMMENDATION

That the Board of Education approves a contract modification.

*****


Appendix I – Recommendation of approval of a Contract Modification
Recommendation of Approval of a Contract Modification
Design and Construction Administration Services at Woodholme Elementary School
September 8, 2004

On June 10, 2003, the Board of Education approved a fee acceptance with Grimm & Parker Architects, Inc. for design services associated with the construction of Woodholme Elementary School. In order to reduce construction costs, minor design changes to several construction packages will be performed resulting in an estimated savings of $45,000 in construction costs. The design consultant has requested a fee of $2,619.00 for additional design services.

This fee has been reviewed by our in-house engineering staff and found reasonable. At this time, the Department of Physical Facilities requests approval of a contract modification in the amount of $2,619.00 with Grimm & Parker Architects, Inc. for the re-design of several details for Woodholme Elementary School.

Funding for these additional services is available through the County Capital Budget under Project #111 – Woodholme Elementary School.

APPROVED:

Donald F. Krenzel, Ph.D.
Executive Director
DATE: September 8, 2004

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: AWARD OF CONTRACT – CORRIDOR ADDITION AT PERRY HALL 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
Randolph C. Smith, Supervisor, Architect
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

*****

Award of Contract – Corridor Addition at Perry Hall High School.

Appendix I – Recommendation of Award of Contract
Appendix I

Recommendation of Award of Contract
Corridor Addition at Perry Hall High School
September 8, 2004

On September 2, 2004, two (2) bids were received for construction of a corridor additional at Perry Hall High School - Bid #JMI-604-04. This project consists of construction of a bypass corridor to upgrade interior student circulation. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends the award of contract to North Point Builders, Inc. the lowest responsive bidder, in the amount of $576,200.00 for the Base Bid plus add alternates No. 1 and No. 2.

At this time, we are also requesting an 8% Contract Modification Allocation in the amount of $46,096.00 to cover any unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for this project is available through the County Capital Budget under Project #112 – Perry Hall High School Corridor.

APPROVED:

[Signature]
Donald F. Krempel, Ph.D.
Executive Director
Baltimore County Public Schools  
Perry Hall High School – Corridor Addition  
Bid #JMI-604-04  
Bid Due Date: September 2, 2004

<table>
<thead>
<tr>
<th>Bidders’ Names</th>
<th>North Point Builders, Inc.</th>
<th>Jerry DeBar Construction</th>
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<tbody>
<tr>
<td>Base Bid:</td>
<td>$543,000</td>
<td>$599,600</td>
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<tr>
<td>Alternate No. 1 – Air Condition Corridor</td>
<td>$19,800</td>
<td>$14,300</td>
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<tr>
<td>Alternate No. 2 – Terrazzo Tile in Corridor</td>
<td>$13,400</td>
<td>$12,600</td>
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<tr>
<td>Alternate Totals</td>
<td>$33,200</td>
<td>$26,900</td>
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<tr>
<td>Base Bid plus Alternates</td>
<td>$576,200</td>
<td>$626,500</td>
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</tbody>
</table>
DATE: September 8, 2004

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: REQUEST FOR CONTRACT MODIFICATION – SYSTEMIC RENOVATIONS AT DUMBARTON MIDDLE SCHOOL

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

RESOURCE PERSON(S): Donald F. Krempel, Ph.D., Executive Director
Department of Physical Facilities
Richard 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 – Systemic Renovations at Dumbarton Middle School.

Appendix I – Recommendation of Contract Modification
Appendix I

Recommendation of Contract Modification
Systemic Renovations at Dumbarton Middle School
September 8, 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 scope of work under this contract includes abatement activities that require monitoring by an industrial hygiene firm. An allowance was provided in the contract for these services in the amount of $15,000.00. Due to the amount of unforeseen materials requiring abatement, it has become necessary to increase the allowance required for these services from $15,000.00 to $40,000.00 ($15,000.00 plus an additional $25,000.00).

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 $25,000.00 for additional industrial hygiene services associated with hazardous material removal at Dumbarton Middle School.

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

APPROVED:

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

Date: September 8, 2004

To: Board of Education

From: Dr. J. Hairston, Superintendent

Subject: Request for Modification of A/E Contract – Design and Construction 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 a change order.

*****

Request for Modification of A/E Contract at Windsor Mill Middle School.

Appendix I – Recommendation of approval of a Change Order
Recommendation of Approval of a Change Order  
Design and Construction Administration Services at Windsor Mill Middle School  
September 8, 2004  

On January 14, 2002, the Board of Education granted approval for the Department of Physical Facilities to enter into negotiations with Grimm & Parker Architects, Inc. for the design and construction administration services associated with the construction of Windsor Mill Middle School. Following this approval, a fee of $1,481,993.00 was negotiated for all design phase services including bidding and construction administration services. On December 3, 2002, the Board approved an award of the initial phase of the design services for the preparation of schematic designs and on March 9, 2004 approval was granted for the remaining design, bidding and construction administration services.

During the preliminary design phase Baltimore County’s Developer’s Review Section advised the Consultant that Windsor Mill Road should be design as a 40’ wide roadway in a 60’ wide right-of-way and it was to be widened with curb and gutter along the entire School property. Currently all site design has been completed and is being advertised for bids. Recently County DPW has revised the width of Windsor Mill Road to a 44’ wide roadway in a 70’ right-of-way. The revision requires the site design of grades, roadway, curb/gutter, sidewalks and utilities to be revised.

A fee of $10,570.00, has been negotiated with the Consultant to redesign the Windsor Mill Road Widening.

At this time, the Department of Physical Facilities requests approval of additional design fees with Grimm & Parker Architects, Inc. in the amount of $10,570.00 for these design changes.

Funding for the services is currently available in the Capital Budget Project #091 – Windsor Mill Middle School.

APPROVED:

Donald F. Ktempel, Ph.D.  
Executive Director
Baltimore County Area Educational Advisory Councils
Operating Procedures

Introduction

The Educational Advisory Councils of Baltimore County function as community liaisons and informed
advisors to the Board of Education. The Councils exist to strengthen the relationship between the school
system and the community by:

- educating citizens on public school issues;
- promoting interest and involvement in public school affairs
- and advising the Board of Education

Educational Advisory Council Mission

With careful attention to input from the community, area educational advisory councils are charged with
advising the Board of Education on matters related to public education. The Board of Education neither
delegates its authority or responsibility for decision and policy making nor obligates itself to adopt the
recommendations for suggestions of the educational advisory councils. The Board seeks input to facilitate
the crafting of policy that is sensitive to the needs of children in the context of their communities.

Educational Advisory Council Overview

- The Council is comprised of five area councils that correlate with the five administrative areas of
  the Baltimore County Public School (BCPS) system. The areas are: Southeast, Northeast,
  Central, Northwest and Southwest.
- The Board of Education will appoint a Coordinator who may not serve as a member of any of the
  area educational advisory councils, but will serve as a member ex officio on each area
  educational advisory councils
- Each area council will have no more that 17 members appointed by and responsible to the Board
  of Education. It is the goal of the area councils that the membership shall reflect the geographic,
  racial and ethnic diversity of the schools in each area.
- The Executive Director of Schools for each area will serve as the BCPS staff liaison to the area
  educational advisory council.
- The area advisory councils will elect their own officers and each will be responsible for developing
  and carrying out a local program in coordination with the Educational Advisory Council as a
  whole.
- The Board of Education will maintain close communications with the area educational advisory
  councils by providing opportunities for the area educational advisory councils to present
  comments at regularly scheduled Board of Education meetings and by hosting joint meetings with
  Council members and officers.

Area Educational Advisory Council Coordinator

1. Role. The Coordinator for the Area Educational Advisory Council works with the Board of Education,
   the Superintendent and the BCPS Educational Advisory Council Liaison to set a coordinated agenda
   for the year, facilitate communications among the 5 area educational advisory councils and preside
   over the joint meetings of the area educational advisory councils.

2. Term. The term of office for the area educational advisory council coordinator shall be two (2) years.
   The coordinator shall be eligible for one (1) reappointment.
3. Application Process. Nominations for coordinator may be made by the area educational advisory councils. A person shall have served at least three (3) years on an area educational advisory council to be eligible for appointment as coordinator.

4. Duties.
   a. The Coordinator shall maintain communication with the area councils and solicit input from the 5 area educational advisory councils and their communities when the need arises.
   b. The Coordinator coordinates an agenda for the year to address system-wide concerns while leaving room for the areas to set up local programs to address local issues and concerns.
   c. The Coordinator represents the Educational Advisory Council at meetings and events in which stakeholder participation is sought and will report in person at regularly scheduled Board of Education meetings at least once per month. The coordinator may ask any area educational advisory council chairperson to give the report for any meeting that he/she cannot attend.
   d. The Coordinator will collaborate with the BCPS Education Coalition on important advocacy issues such as the state and local budgets and other legislative matters.

Area Educational Advisory Council

1. Composition. Each area educational advisory council shall contain no more than 17 members. Membership should reflect the geographic, ethnic and racial diversity of the area. Not more than 3 members can be employees of BCPS. Each council will have a Chairperson, Vice-Chairperson and Recording Secretary.

2. Membership. Parents, community members, teachers, representatives of community organizations, businesses and service organizations and students may apply for membership on any of the area advisory councils.

3. Term. An advisory council member is appointed for a 3-year term and may serve no more than three (3) consecutive terms for a total of no more than nine years service.

4. Duties.
   a. Attendance. A member is expected to attend both area educational advisory council meetings and joint meetings of the advisory councils and at least one board of education meeting per year. If a member cannot attend a scheduled meeting, he/she should inform the area chair. If a member is absent for three (3) or more meetings during a one-year period without sufficient reason, the area educational advisory council may recommend termination of the individual's membership. The Board may terminate the individual's membership at its discretion.
   b. A member is expected to serve as a liaison to a designated number of schools in his/her area to be determined annually at the end of year planning meeting. As a liaison, the member identifies him/herself to the school community, communicates with the school and informs the school community about the advisory council and its events.
   c. A member is expected to keep apprised of educational issues and maintain his/her community ties.
   d. A member is expected to participate in the planning and execution of meetings and hearings and serve, as needed, on ad hoc or standing committees to carry out the work of the council.
5. Meetings. The area councils shall set their meeting dates at the planning meeting at the end of the year. The Coordinator shall forward the dates for the joint meetings prior to that time. A pre-budget hearing shall be set in October in each area. Once the dates are set the Chairs shall send the schedule to the Coordinator for distribution. Area Executive Directors shall assist in securing facilities for area meetings.

Area Educational Advisory Council Officers

1. Election and term. Each Area Council will elect a Chairperson, Vice-Chairperson and Secretary at its end of year planning meeting. Each officer's term is one-year, but an officer may serve up to 3 consecutive one-year terms. Special elections may be held to fill any office vacated for any reason.

2. Duties--Chairperson. The Chair shall run the meetings, prepare an agenda and, with the members and Area Director, set the meeting topics and locations. The Chair will send out meeting reminders and shall make reports periodically to the Board of Education regarding the Area Council's activities. The Chair will work with the Coordinator to plan and schedule the joint educational advisory council meetings. The chair will establish ad hoc and standing committees when needed to carry out the work of the council.

3. Duties--Vice-Chairperson. The assistant chairperson will assume the duties of the chairperson if the chairperson cannot be present.

4. Duties--Secretary. The area secretary will take the meeting minutes and send them out to the members with a copy to the Board Secretary, the Area Director and the Coordinator.
ADDENDUM I

Application Process

a. Anyone interested in serving may contact a Board of Education member, an Area Executive Director, the Educational Advisory Council Coordinator or his/her Area Advisory Council Chairperson to indicate his/her interest.

b. The person shall submit a resume and/or application to the area chair and the chair shall acknowledge its receipt and forward a copy to the area Director and Coordinator within a week of its receipt.

c. The Coordinator will forward the application/resume to the board of education secretary and to the BCPS Educational Advisory Council Liaison for documentation and tracking.

d. The Board of Education secretary will acknowledge receipt of the application for appointment by return email to the coordinator, the appropriate area educational advisory council chairperson, and the applicant.

e. The Board of Education will make all efforts to make a determination regarding the applicant’s appointment within one month of receiving the resume/application.

f. The Board of Education shall notify the Coordinator of the appointment and inform him/her when the appointment will be announced. If the Board declines to appoint the applicant, the Board will contact the Coordinator. In either case, the Coordinator shall inform the Chair and the applicant of the Board’s decision.
DATE: September 8, 2004

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: TRANSITION CENTER NAME

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

RESOURCE: Dale Rauenzahn, Executive Director of Student Support Services

PERSON(S): Barbara Cheswick, Principal, Transition Center

INFORMATION

That the Transition Center be named Bridge Center

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Nature of the Issue:
The mission of the Transition Center is to provide focused support for identified at-risk secondary students. The Center will provide short-term, temporary intervention whereby students can receive appropriate academic, behavioral, and therapeutic supports. A Transition Support Plan will be developed and utilized to launch a successful foundation for learning in home schools for these students. Itinerant staff will bridge the connection between the Center and the home school. The leadership team at the Center is suggesting that the Bridge Center be an appropriate name since the purpose of the Center is to bridge connections for the students.

DR/ds