

MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, November 9, 2004
6:00 P.M.-Closed Session, 7:30 P.M.-Open Session
Educational Support Services Building

- I. PLEDGE OF ALLEGIANCE
- II. SILENT MEDITATION IN REMEMBRANCE
- III. AGENDA
Consideration of the agenda for November 9, 2004
- IV. MINUTES
Consideration of the and the Report of the Board of Education Retreat of September 12, 2004 and the Report of the Board of Education Work Session of September 14, 2004 Exhibit A
- V. ADVISORY AND STAKEHOLDER GROUPS
- VI. SUPERINTENDENT'S REPORT
— Thornton Update by Barbara Hoffman, former Senator
- VII. RECOGNITION OF ADMINISTRATIVE APPOINTMENTS AND ETHICS REVIEW PANEL, ADVISORY COUNCIL, AND ADMINISTRATIVE APPOINTMENTS FROM OCTOBER 19, 2004 (Dr. Peccia)
- VIII. REPORTS
 - A. Resolution Proclaiming November 17, 2004 as Educational Support Personnel Day (Mr. Sasiadek)
 - B. September 30, 2004 Official Enrollment and Projection Comparison (Mr. Dent)
Exhibit B
- IX. NEW BUSINESS
 - A. Consideration of consent to the following personnel matters: (Dr. Peccia)
 - 1. Resignations Exhibit C
 - 2. Leaves Exhibit D
 - 3. Advisory Council Appointments Exhibit E
 - 4. Administrative Appointments Exhibit F

- B. Consideration of consent to the following contract awards: (Mr. Gay)
Exhibit G
1. Cafeteria Computer Replacement
 2. Consulting Contract for Independent Evaluation of the Judy Center at Campfield Early Learning Center
 3. Disposal of Electronic Goods
 4. General Purpose Commercial Information Technology Equipment
 5. Human Resources/Financial Management System – Enterprise Software Upgrade
 6. Software for Financial Data and Reporting of School Activity Funds
 7. Supplemental Extended Day Programs – Elementary Mathematics
 8. Supplemental Extended Day Programs – Elementary Reading
 9. Trash Can Liners
- C. Consideration of consent to the following Building Committee Recommendations: (Mr. Cassell)
1. Award of Contract – Emergency Well Drilling at Sparks Elementary School Exhibit H
 2. Award of Contract – Construction Pavilion at New Town High School Exhibit I
 3. Award of Contract - Relocation of Overhead Electric Service at Windsor Mill Middle School Exhibit K
- D. Consideration of consent to the FY2005 Operating Budget Supplement (Ms. Burnopp)
Exhibit L
- E. Consideration of consent to the FY2005 Capital Budget Appropriation Transfer (Ms. Burnopp)
Exhibit M
- XI. INFORMATION
- A. Financial Report for Months Ending September 30, 2003 and 2004 Exhibit N
 - B. Rule 5150 “Shared Domicile Disclosure” Form Exhibit O
- XII. ANNOUNCEMENTS

A. General Public Comment

Next Board Meeting
7:30 PM

November 23, 2004
Greenwood

REPORT OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY
RETREAT

Sunday, September 12, 2004

The Board of Education of Baltimore County, Maryland, met in open session for retreat on Sunday, September 12, 2004, at 10:10 a.m. at the Marshy Point Nature Center, Marshy Point Road, Baltimore, MD. President James R. Sasiadek and the following Board members were in attendance: Mr. Donald L. Arnold, Mr. Luis E. Borunda, Mr. Nicholas P. Camp, Ms. Frances A. S. Harris, Mr. John A. Hayden, III, 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; Ms. Kara Calder, Chief Communications Officer; Ms. Brenda Stiffler, Administrative Assistant to the Board, Ms. Cheryl Bost, President of the Teachers Association of Baltimore County, and the media were present.

Mr. Sasiadek distributed the Board of Education Committee Members list from the prior year. Board members were requested to review the committees they were currently on and adjust accordingly. Mr. Sasiadek will make the appropriate changes and disseminate.

Mr. Nevett Steele, Jr., Esq., and Dr. Hayman entered at 10:22 a.m.

Mr. Sasiadek reviewed the student hearing calendar for September through December 2004 including the Board's legislative responsibilities and process. Then, Mr. Sasiadek reviewed constituent group dinners from previous years. Board members commented on possible dinners this year on Board meeting nights and non-Board meeting nights.

Mr. Arnold introduced the morning's presentation on "Effective Governance" to be led by Ms. Kitty Blumsack, Director of Board Development, Maryland Association of Boards of Education.

Through a Power Point™ presentation, Ms. Blumsack reviewed the topics to be covered by the presentation. She started by discussing the Board's self-evaluation results dealing with strengths, gaps, and planning for the upcoming year. She reviewed components of effective teams and roles and responsibilities of Board members.

Board members worked in groups of four to discuss the self-assessment and to create a chart listing:

- Good News – Not surprising
- Good News – surprising
- Growth Area – not surprising
- Growth Area - surprising

Board members came back together and reported on their conclusions. Board members were shown "Three Realities" that every Board member needs to recognize and acknowledge—serving as a member of a team, not having the individual authority to fix problems, and success as a Board member being tied to the success of the Board. An effective team was defined and characteristics were reviewed by Ms. Blumsack.

Ms. Blumsack reviewed the “Stages of Team Development” characteristics, which are:

- Forming
- Storming
- Norming
- Performing
- Mourning

Mr. Sasiadek announced a lunch break at 12:15 p.m.

Mr. Grzynski left the room at 12:43 p.m.

The presentation by Ms. Blumsack resumed at 12:44 p.m. with a discussion of “Governance as a Theory and System.” Governance is defined as the act of transforming the needs, wishes, and desires of the community into policies that direct the community’s schools.

Mr. Borunda left the room at 12:47 p.m.

Ms. Blumsack’s presentation continued with an explanation of “Building Blocks of Effective Board Governance” and Board effectiveness, vision, and goal. She then reviewed “Board Culture” and understanding what it is. Ms. Blumsack referenced documents from other counties with regard to visions and goals. She was pleased to see this Board has established Board “norms” in areas such as like participation, listening, asking questions, time, and decision-making during meetings and work sessions.

Mr. Janssen left the room at 1:15 p.m.

In discussing “Dimensions of Success,” Board members were shown a triangle. Each point of the triangle had an area important to success-process, results, and relationships. Ms. Blumsack noted that most people possess strengths in two of the three areas.

The presentation continued with Board and Superintendent relationships and roles and relationships and potential consequences when Board members operate outside their roles.

Lastly, Ms. Blumsack reviewed communication between the Board and the Superintendent. It becomes necessary that the lines of communication among Board members, and between Board members and the Superintendent, the staff and the community are clearly understood and agreed to by all. She encouraged Board members to communicate to the Superintendent when issues arise. Dr. Hairston re-emphasized the importance that communication is essential. Dr. Hayman noted the importance for Board members to know each other in order to be a cohesive Board. He asked Board members to keep in mind as an individual, we have influence; however, the president is the spokesperson for the Board.

Mr. Sasiadek noted the various ways Board members receive information from the Superintendent and staff. Mr. Arnold stated it would be helpful to know the process of addressing an issue.

Ms. Blumsack reviewed Baltimore County's Board of Education "norms" with Board members.

Mr. Arnold exited the room at 1:45 p.m.

With regards to the president's evaluation, Mr. Sasiadek presented Board members with a brief summary of his evaluation. He noted the need to work on time allotments at Board meetings. Mr. Sasiadek stated constituent group reports would be moved to the beginning of the Board meeting and time reduced to 3 minutes. This change would be for a four-month period through February 2005.

Mr. Hayden commented on the length of the presentations to the Board. Dr. Hairston stated that an executive summary format would be presented during the Board meetings. Mr. Kennedy suggested Board members receive all reports including the executive summary to allow the Board time to digest the information.

Mr. Sasiadek asked Board members to review the suggestions in the self-evaluation and, together as a Board, work on implementing those items during this school year. Mr. Kennedy and Ms. Shillman recommended the Board receive brief reports from the ad hoc committees throughout the year. Mr. Hayden suggested non-committee members receive copies of the ad hoc committee agendas. Mr. Sasiadek asked the Board to consider creating a committee to look at suggested future goals and provide an update every three months as to whether the Board is reaching those goals.

Dr. Hairston reviewed his priorities for the 2004-2005 school year, which were presented at the Principals Academy in June. Those priorities included:

- Performance Goal 1 and 5
 - Student Achievement
 - Data-Driven Decision-Making
 - Achievement Gap
- Performance Goal 1 and 3
 - Middle School Task Force
 - Highly Qualified Teachers
- Performance Goal 4
 - Suspensions and Expulsions
- Performance Goal 6 and 7
 - Communications
- Performance Goal 8
 - Fiscal
 - Technology
 - Leadership and Accountability

With regards to the budget process, Dr. Hairston noted that a big part of the budget is tied to teachers' salaries. Mr. Hayden stated a teacher shortage would be critical in years ahead including funding of highly qualified teachers. Dr. Hairston remarked on the struggle to move highly qualified people into low performing schools. He stated the need to focus on the system level. Dr. Hairston reminded the Board that the school system has no fiscal autonomy. The school system needs to ensure the expectations and goals can be managed and are obtainable.

Mr. Kennedy commented on placement of highly qualified individuals in schools. Mr. Sasiadek stated veterans can be the best recruiters of teachers.

Ms. Shillman left the room at 3:00 p.m.

Ms. Johnson commented on allowing teachers to use non-traditional teaching models. Dr. Hairston stated BCPS has teachers that are traditional in their ways of teaching. He added that principals and teachers should be ambassadors for the school system.

The retreat was concluded at 3:07 p.m.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

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REPORT OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND
WORK SESSION ON ROLES & RESPONSIBILITIES ON THE BOARD
AND BCPS ORGANIZATIONAL STRUCTURE

Tuesday, September 14, 2004
Greenwood

The Board of Education of Baltimore County, Maryland, met in open session at 7:01 p.m. at Greenwood. President James R. Sasiadek and the following Board members were present: Mr. Donald L. Arnold, Mr. Thomas G. Grzymiski, Ms. Frances A.S. Harris, Mr. John A. Hayden, III, Dr. Warren C. 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; staff members; as well as the media.

Mr. Sasiadek introduced Dr. Nancy Grasmick, State Superintendent of Schools, and thanked her for attending this evening's meeting. The presentation this evening will focus on the relationship between the local Board, the State Board, and the State Superintendent.

Dr. Grasmick congratulated all the newly appointed Board members. She began her presentation with discussion on the position of education, which is the second highest priority of the constitution in the State of Maryland. The State constitution provides for having a thorough and efficient system of free public schools.

Dr. Grasmick noted the State Board consists of 12 members, appointed by the Governor, for staggered terms. The State Board's abilities are broad in scope, which include:

- Determining the elementary and secondary education policies of the entire State
- Adopting all by-laws, rules, and regulations for the administration of the school
- Implementing the provisions of the education article
- Correcting any deficiencies found in actions by local Boards
- Determining the budget for the State educational system
- Final approval authority for all Master Plans from local school systems

Dr. Grasmick shared with the Board the visitatorial power of the comprehensive requirements of the State Board of Education. The State Board of Education has the last word on any matter concerning educational policy or the administration of the public education system.

Mr. Borunda and Mr. Camp entered the room at 7:16 p.m.

Next, Dr. Grasmick defined her responsibilities as the State Superintendent, both within the Maryland State Department of Education and as it relates to the local system. She noted the direct relationship between the policies of the State Board and the local superintendents to implement those policies. Dr. Grasmick stated local boards have a set of responsibilities, which emanate from the State Board, and are not independent of the policies of the State Board of Education.

Dr. Grasmick shared assessment data with the Board and noted the three groups of children not meeting standards in terms of total State population: 13% Special Needs, 4% ESOL, and 30% Economically Disadvantaged. She noted there are a small number of duplicative counts in the percentages. Dr. Grasmick stated the purpose of Thornton Funding was to ensure that these groups of children have the opportunity and resources to meet standards. She noted the large contribution of \$390 million additional dollars for this coming year to the State Department of Education.

Finally, Dr. Grasmick commented on school construction stating this is not part of the Maryland State Department of Education. School construction is a separate entity that is housed at the State Department of Education. It is a collaboration of three agencies of state government: the Department of Planning, the Department of General Services, and the State Department of Education. She stated all consideration for construction projects come through this Inter-Agency Committee (IAC) led by Dr. David Lever. Dr. Grasmick noted the demand exceeds the available funding, and that a strict and structured process is in place to achieve approval for school construction or major renovations. Ultimately, the recommendations from the IAC are presented to the Governor and approved by the State Board of Public Works.

Mr. Hayden inquired about opportunities for school construction. Dr. Grasmick responded the State Board has introduced a level of innovation on funding school construction and innovation from public/private partnerships, seeking additional state funding, increasing debt service, and other sources of revenue.

Mr. Janssen asked how much of the percentage of ESOL, Special Needs, and Economically Disadvantaged groups were duplicated. Dr. Grasmick stated she would provide that information to the Board.

Mr. Janssen asked about alternative ways to fund school construction. Dr. Grasmick responded there is a possibility of flexibility in bonding opportunity, which is being looked into and may be available during this legislative session.

Mr. Borunda inquired about major innovations implemented in Baltimore County over the last five years. Dr. Grasmick responded with some examples such as: diversity in population, willingness of Superintendent to implement a formative assessment totally in line with state contents standards, ability to use technology administratively and instructionally, piloted early childhood programs, and school health with wellness centers. She noted that Carroll Manor Elementary School was named a State Blue Ribbon School achieving 100% on MSA.

Mr. Borunda shared his concern with the number of Hispanics entering high schools from feeder schools. Dr. Grasmick responded many school systems in the State of Maryland have identified the elimination of the achievement gap as a top priority. She noted there are State dollars support systems specifically to overcoming Hispanic and other ethnic population achievement gaps.

Mr. Kennedy asked about the implementation of Thornton funding. Dr. Grasmick stated a request would be made from each system regarding local contribution versus the State contribution. State money cannot be accessed until the Maintenance Of Effort requirements have been met. She noted that based upon law, school systems cannot use State money to supplant local money; however, if the school system is meeting Maintenance Of Effort, it is not considered supplanting.

Mr. Grzymiski commented on the duplication of students in the assessment data. He inquired about future teacher shortage in the State. Dr. Grasmick responded many systems are recruiting internationally. She also noted the following initiatives:

- State received a grant entitled “From Troops to Teachers”
- Military personnel changing profession to teaching
- “Teach for America” program
- Maryland is one of the first states to have a non-traditional route for certifying teachers
- “Officer to Principal” program
- Community college recruiting

Mr. Sasiadek asked if there are plans at the State level to take early writing into the testing program. Dr. Grasmick stated there are challenges in meeting *No Child Left Behind*. She stated the emphasis needs to be placed on curricular programs, contents standards, and the Voluntary State Curriculum.

Mr. Sasiadek shared his concern over the increased population of bi-racial children and that the *No Child Left Behind* Act does not have a multi-racial category. Dr. Grasmick stated the State is ready to accommodate the change; however, the State must wait until this is aligned with federal requirements.

Mr. Kennedy inquired about adding speech pathologists as a critical needs area. Dr. Grasmick responded the problem is speech pathologists can go to the private sector.

Mr. Sasiadek thanked Dr. Grasmick for attending tonight’s meeting.

BCPS ORGANIZATIONAL STRUCTURE

Ms. Fran Parker, Chief Auditor, reviewed with the Board the organizational structure and roles and responsibilities of the Office of Internal Audits. The Office of Internal Audit reports functionally to the Board and administratively to the Board President and the Chairperson of the Budget and Audit Committee.

Mr. Hayden inquired whether additional staffing is needed to assist in the extra responsibilities given the Office of Internal Audits. Ms. Parker stated that a request for one additional position would be requested in the FY2006 operating budget. Ms. Parker provided a brief summary of the three-year audit cycle and special projects.

Dr. Hairston provided an overview of the central office organization of BCPS. Baltimore County Public Schools has in place an organizational structure to efficiently implement the Master Plan through the Service Model. The organizational structure is designed to distinguish between those functions in the central office that are line functions and those that are staff and support function. Dr. Hairston noted that BCPS is the 23rd largest school system in the country and third largest in the State of Maryland with approximately 109,000 students and 162 schools.

Dr. Christine M. Johns, Deputy Superintendent, Division of Curriculum and Instruction introduced the Curriculum and Instruction team for newly appointed Board members. Ms. Rita Fromm, Chief of Staff, introduced the five Executive Directors of Schools, Chief Communications Officer, Assistant to the Superintendent for Equity Assurance, Assistant to the Superintendent for Governmental Relations, Legal Counsel to the Superintendent, and Ombudsman. J. Robert Haines, Esq., Deputy Superintendent, Division of Business Services, introduced the Business Services team to the Board.

Dr. Johns stated the purpose of this work session is for the Board to become more acquainted with executive staff, develop an understanding of the organizational structure and service model, and clarify how information flows and how work is accomplished.

Dr. Johns began with the Executive Directors of Schools' organization chart and reviewed their roles and responsibilities within the school system.

Mr. Haines provided an overview of the organization for the Division of Business Services and roles and responsibilities, which include:

- Fiscal Services
- Planning and Support Operations
- Human Resources
- Physical Facilities
- Information Technology

Mr. Haines introduced each Executive Director and recognized those staff members in attendance at tonight's meeting.

Next, Dr. Johns provided an overview of the organizational structure for the Division of Curriculum and Instruction and its roles and responsibilities, which include:

- Elementary Programs
- Secondary Programs
- Special Programs, PreK-12
- Student Support Services
- Federal and State Programs
- Science PreK-12
- Mathematics PreK-12
- Professional Development

- Accountability, Research, and Testing

Mr. Haines reviewed the Service Model and the philosophy behind the Model. The Service Model is an open line of communication available to everyone.

Mr. Arnold asked if this information would be available electronically. Dr. Johns responded this information would be made available on CD for the Board and on the website.

Mr. Janssen asked whether middle and high schools have Service Resource Officers (SRO). Mr. Dale Rauenzahn, Executive Director of Student Support Services, responded all high schools have an SRO except one. He stated six middle schools have an SRO and funding has been granted for six additional SRO's. Mr. Janssen asked how many middle schools have crossing guards. Mr. Rauenzahn stated he would get the information and provide it to the Board.

Mr. Kennedy inquired about two-way communication going down and up the chain of command. Dr. Johns responded while communication is an area that has improved, it continues to be revisited to ensure that the school system is working with everyone involved. She noted that communication expectations are defined in *No Child Left Behind*.

ADJOURNMENT

At 9:04 p.m., Mr. Camp 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

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BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: November 9, 2004
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **SEPTEMBER 30 ENROLLMENT**
ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services
RESOURCE
PERSON(S): Don Dent, Executive Director, Planning and Support Operations

RECOMMENDATION

That the Board of Education accepts the September 30, 2004 enrollment count prepared by the Office of Strategic Planning.

Background Information: Each year, the official September 30 enrollment numbers are reported to MSDE and a report on the accuracy of enrollment projections is presented to the Board of Education. Annual enrollment data is analyzed each year and 10 year enrollment projections are developed.

Estimated Operating Funds Fiscal Impact: \$N/A for FY _____
Possible Funding Source: _____



BALTIMORE COUNTY PUBLIC SCHOOLS

OFFICIAL ENROLLMENT AND PROJECTION ACCURACY

SEPTEMBER 30, 2004 ANNUAL REPORT



Prepared by the Baltimore County Public Schools
Office of Strategic Planning, October 2004





PROJECTION TIMELINE

- **Projections are based on official September 30 enrollment data**
- **Timeline**
 - July through September – Monitor enrollments weekly
 - October – Obtain September 30 enrollments, map students in GIS, reconcile enrollments to prior year projection, form countywide projection for next year
 - November – Develop preliminary 1 year projections by school, input from Area Executive Directors, finalize



PROJECTION TIMELINE

(continued)

- **Timeline**

- December – Develop 10 year projections by school
- January – Staffing discussions
- March – Justify projections against Maryland Office of Planning Projections
- April – Adjustments for Woodholme ES and affected schools



ENROLLMENT PROJECTION METHODOLOGY

- Projections are in total headcount, not Full Time Equivalency (FTE)
- Cohort survival model is the foundation for student enrollment projections
 - Accurate history greater than 10 years by school
 - Birth data by elementary school boundary
 - Analysis of trends to project student movement through grades
 - Accurate moving grade data (5-6 and 8-9) for accurate feeder school information



ENROLLMENT PROJECTION METHODOLOGY (continued)

- Linear regression is used as a 2nd methodology to proof projections
- Input solicited from Area Executive Directors and Principals to fine-tune projections
- Yield factors and development are used to assist selection of long-range projections
- Program movement and other factors are considered that impact enrollments
- Reconciled with State projections each spring to assure capital agenda alignment

IMPROVEMENTS IN METHODOLOGY

- Process has been successfully used since 1998
- Continued updating and implementing of resources and data
- Continued and expanding communications with:
 - Maryland State Department of Education
 - Baltimore County Planning Office
 - Baltimore County Budget Office
 - Baltimore County Parks and Recreation
 - Baltimore Metropolitan Council



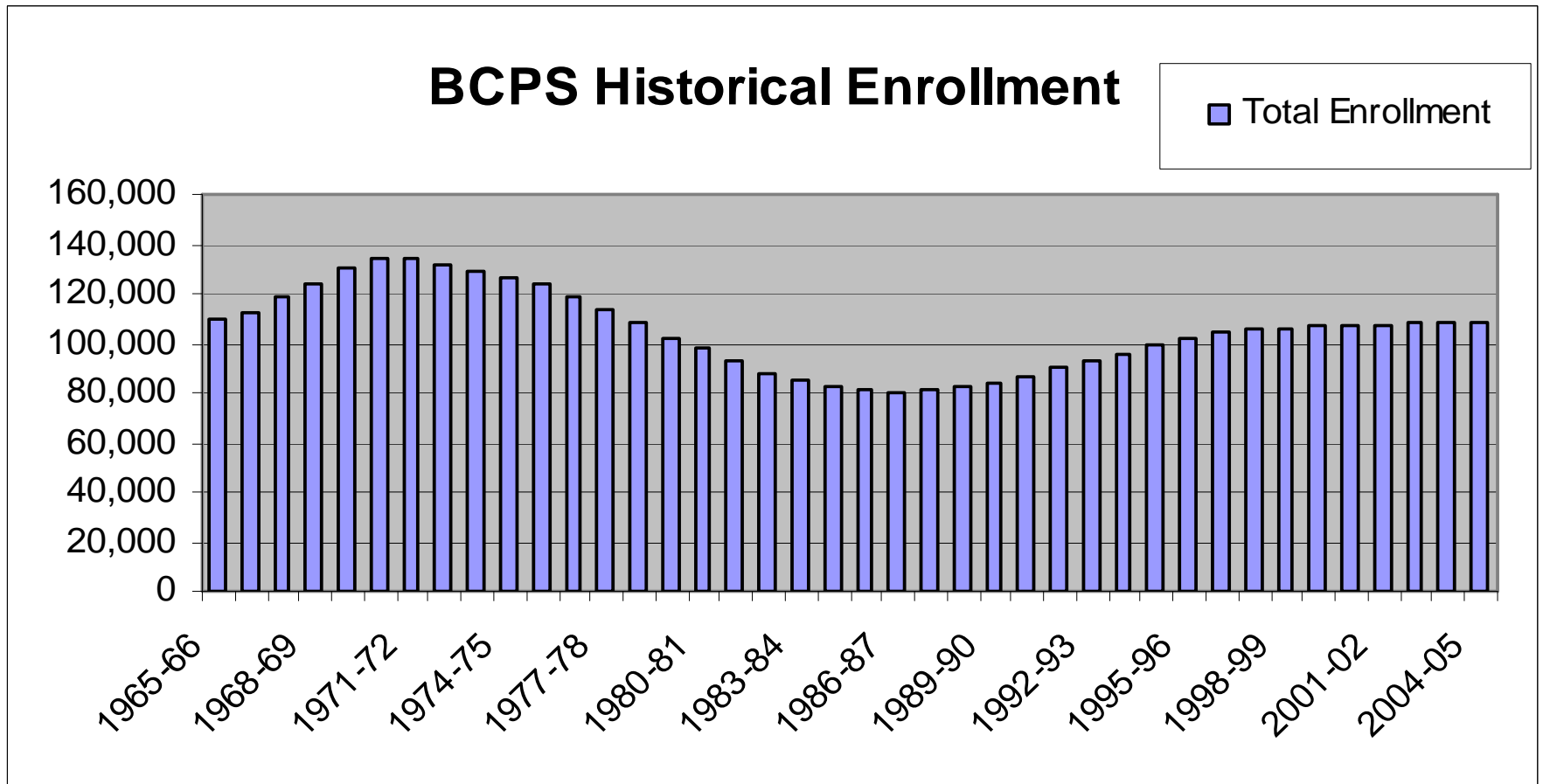


IMPROVEMENTS IN METHODOLOGY (continued)

- Progressive sharing of data and methodology with BCPS leadership, community groups, committees, PTA's, and BCPS leadership
- Progressive integration and accessibility of Geographic Information System
- Participation in Baltimore County Master Plan Process (e.g., Middle River Community Plan)



HISTORICAL ENROLLMENT DATA





COUNTYWIDE ENROLLMENT AND PROJECTION HISTORY

Year	Projection	Official Enrollment	+/- Projection	Accuracy
1999	106550	106723	173	99.84%
2000	107300	107133	-167	99.84%
2001	107360	107322	-38	99.96%
2002	107440	108604	1164	98.93%
2003	108850	108792	-58	99.95%
2004	109230	108015	-1215	98.89%

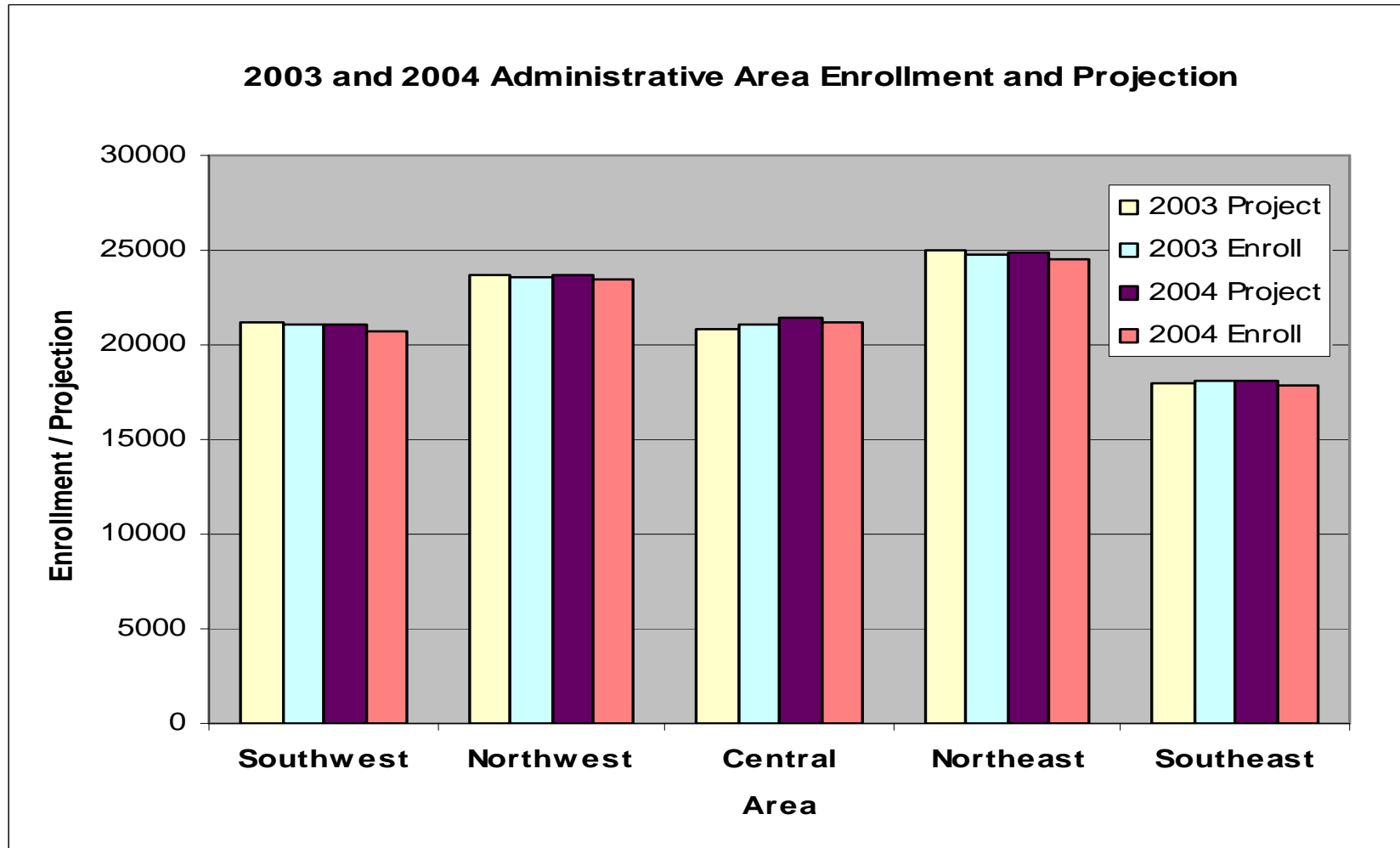
ADMINISTRATIVE AREA ENROLLMENTS AND PROJECTIONS

	2003 Projection	2003 Enrollment	+/- Projection	2003 Accuracy	2004 Projection	2004 Enrollment	+/- Projection	2004 Accuracy
Southwest	21167	21013	-154	99.27%	21027	20769	-258	98.77%
Northwest	23654	23603	-51	99.78%	23703	23413	-290	98.78%
Central	20878	21124	246	98.84%	21386	21185	-201	99.06%
Northeast	24982	24748	-234	99.05%	24839	24577	-262	98.95%
Southeast	17959	18142	183	98.99%	18113	17861	-252	98.61%
Miscellaneous	210	162	-48	70.37%	162	210	48	77.14%
Total	108850	108792	-58		109230	108015	-1215	

Miscellaneous students include home assignment (due to illness or discipline) and evening high school students. In projections, this number is assumed constant from the prior year.



ADMINISTRATIVE AREA ENROLLMENTS AND PROJECTIONS

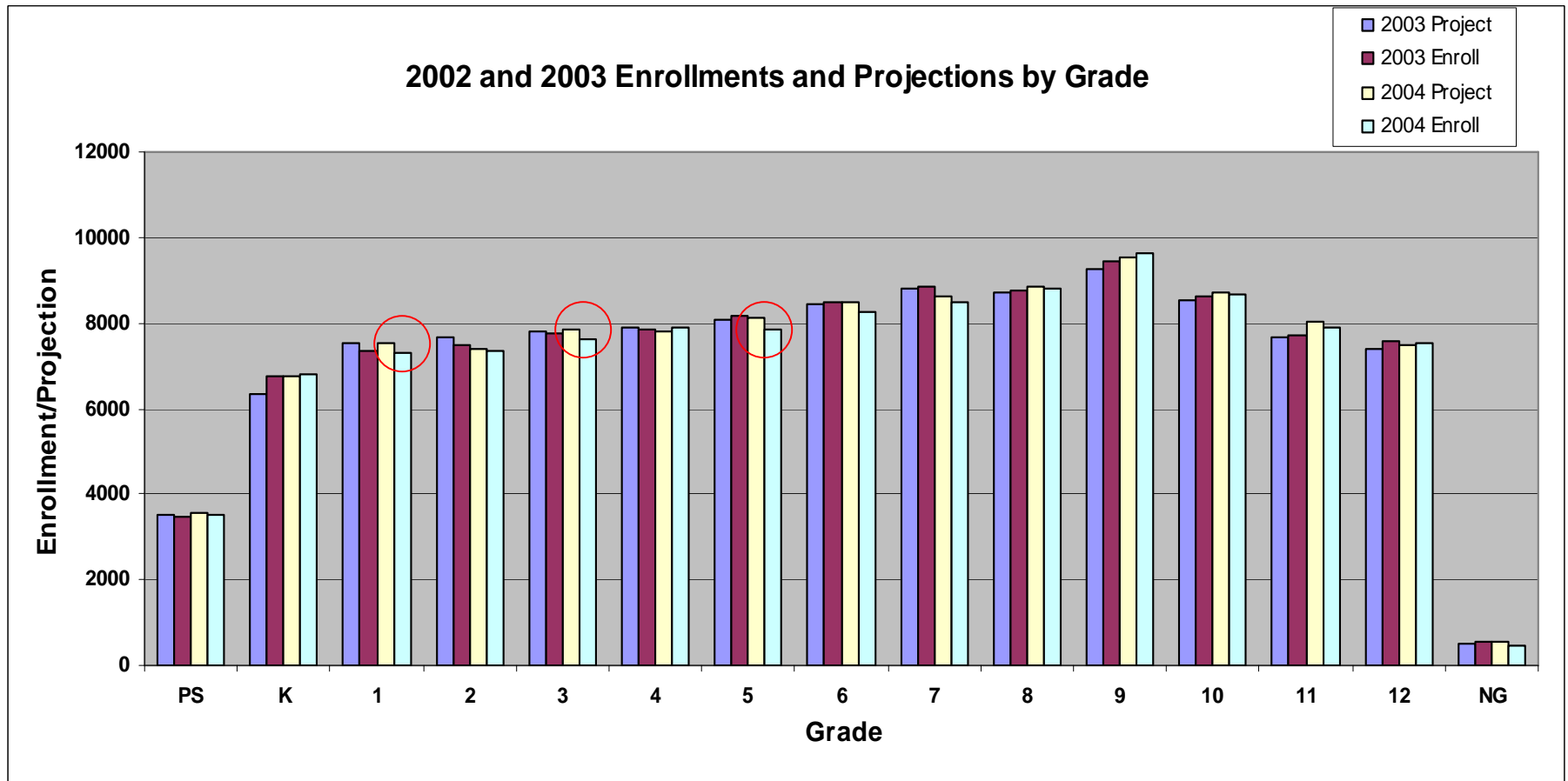




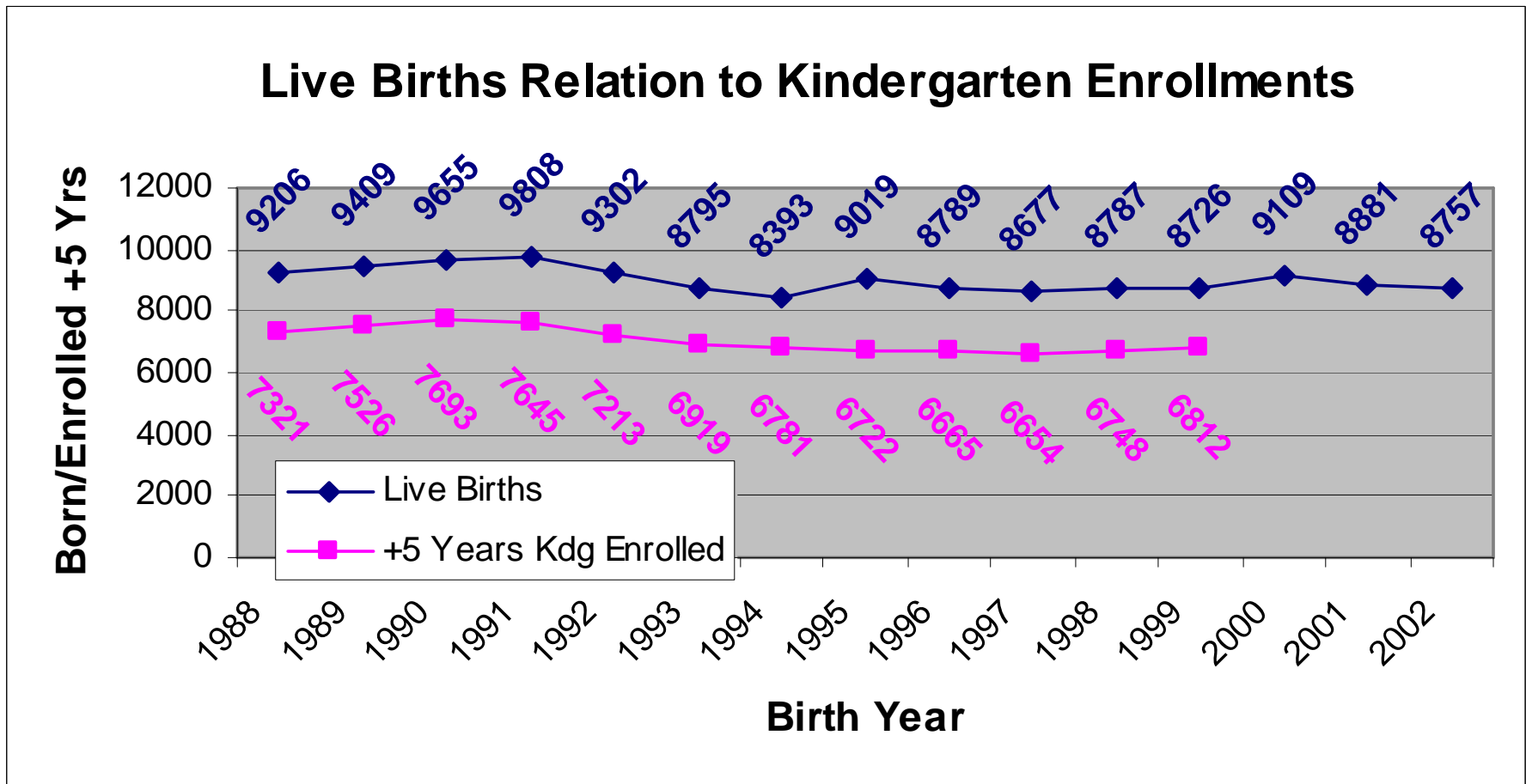
GRADE LEVEL ENROLLMENTS AND PROJECTIONS

	2003 Projection	2003 Enrollment	+/-	2003 Accuracy	2004 Projection	2004 Enrollment	+/-	2003 Accuracy
PS	3504	3469	-35	98.99%	3547	3512	-35	99.01%
K	6349	6748	399	94.09%	6737	6812	75	98.90%
1	7531	7325	-206	97.19%	7533	7289	-244	96.76%
2	7661	7484	-177	97.63%	7391	7363	-28	99.62%
3	7818	7753	-65	99.16%	7830	7597	-233	97.02%
4	7915	7841	-74	99.06%	7820	7911	91	98.85%
5	8098	8160	62	99.24%	8104	7842	-262	96.77%
6	8453	8483	30	99.65%	8506	8248	-258	96.97%
7	8819	8847	28	99.68%	8635	8477	-158	98.17%
8	8724	8777	53	99.40%	8864	8819	-45	99.49%
9	9273	9453	180	98.10%	9519	9637	118	98.78%
10	8545	8625	80	99.07%	8703	8663	-40	99.54%
11	7665	7710	45	99.42%	8014	7876	-138	98.28%
12	7385	7581	196	97.41%	7491	7520	29	99.61%
NG	503	536	33	93.84%	536	479	-57	89.37%

GRADE LEVEL ENROLLMENTS AND PROJECTIONS



BALTIMORE COUNTY BIRTHS AND KINDERGARTEN ENROLLMENT





FACTORS THAT INFLUENCE ENROLLMENT

- Residential development, housing market, housing trends
- Law and policy (e.g., House Bill 1230, Informal Kinship Bill, Title I Transfers, *Bridge to Excellence*, *No Child Left Behind*)
- Parent and student decision (e.g., magnet programs, special permission transfers, home schooling, private/parochial schools)
- Transition to Full-Day Kindergarten
- Program Changes - Special Education delivery models, Magnets, ESOL
- Demographic trends: immigration, outmigration, and mobility
- Labor changes and economy



SUMMARY

- The stabilizing of BCPS Elementary enrollments is countywide, and not attributable to a single factor
- This stabilization is extremely fortunate for BCPS this year, 3,500 elementary capacity seats were lost as a result of Grade 1-5 class size reductions
- This leveling of enrollments was an anticipated trend
- The enrollment results support the recently-approved Capital Budget recommendations and their appropriate priorities
- Projections are within 0.11% of the accuracy goal



NEXT STEPS

- Office of Strategic Planning meetings with each Area Executive Director to discuss enrollments, projection, capacity, and proposed overcrowding solutions
- GIS analyses after student address file is coded, updating thematic maps included in the *Geography of Education*
- Develop 1 year and 10 year projections
- Woodholme ES boundary process, adjust projections after Woodholme ES boundary is finalized

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: November 9, 2004
TO: **BOARD OF EDUCATION**
FROM: Joe A. Hairston, Superintendent
SUBJECT: **RECOMMENDATIONS FOR AWARD OF CONTRACTS**
ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services
PERSON(S): Patrick Fannon, Controller; Rick Gay, Purchasing Manager

RECOMMENDATION

That the Board of Education approves the following contract recommendations.

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

RLG/caj

Appendix I – Recommendations for Award of Contracts – Board Exhibit

**Recommendations for Award of Contracts
Board Exhibit – November 9, 2004**

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

1. Contract: Academic Intervention Programs and Extended Day/Extended Year Programs – Elementary Reading

Contract #: RGA-146-05

Term: 1 year **Extension:** None **Contract Ending Date:** 11/30/05 (tentative)
Estimated annual award value: \$66,500

Bid issued: NA
Pre-bid meeting date: NA
Due date: NA
No. of vendors issued to: NA
No. of bids received: NA
No. of no-bids received: NA

Description:

Some principals have entered into contracts with vendors using individual school Title I and/or operating budget funding for extended day, extended year, or regular instructional day intervention programs. Presently, schools provide such services to students in the following manner:

1. Supplemental Educational Services (SES) are mandated by No Child Left Behind (NCLB) for schools identified for school improvement, with the cost of programs covered through a required central Title I funding reservation. BCPS has two schools in this status.
2. Title I schools not identified for school improvement may offer intervention programs using their individual Title I allocation. The use of funds is reviewed by the Title I Office for compliance and approved by the appropriate Executive Director of Schools.
3. Non-Title I schools can contract to provide these programs using their operating budget funds. The use of funds is approved by the appropriate Executive Director of Schools.

Under the first circumstance, vendors must be selected from the Maryland State Department of Education (MSDE) approved vendor list for SES. School principals may enter into individual contracts with vendors. However, because the school system

aggregate may exceed the statutory limit of \$15,000, BCPS has created a list of approved vendors.

Failure Free Reading is an intervention program for struggling readers that focuses on vocabulary, comprehension, fluency, and sight words. The intervention's primary goal is to give struggling readers the opportunity to experience what it feels like to read fluently with full comprehension from age appropriate text. Failure Free is a research-based, scientifically-valid comprehension/vocabulary intervention program.

Plato is a reading software program that supports the five essential elements of reading instruction: phonemic awareness; decoding of unfamiliar words; fluency; sufficient background information and vocabulary to foster reading comprehension; active strategies to construct meaning from print; and motivation to read. Plato delivers tutorial services in small groups of one tutor to three to four students, with a single tutor having responsibility for no more than ten students per setting. Students also receive one to one instruction through individualized software. Plato develops, implements, and continuously updates a student tutorial plan for each student.

The Princeton Review program is built upon its web-based assessment and instructional tool, Homeroom.com. Homeroom is built on a database of more than 130,000 multiple-choice questions and ten thousand skill-specific instructional resources including lesson plans, activities, and exercises. Using Homeroom enables Princeton Review teachers to monitor each student's progress in key course areas for the purpose of providing students with targeted assistance. The Princeton Review is a diagnostic and prescriptive approach with includes progress monitoring.

Recommendation:

Award of contract is recommended to:

Failure Free Reading	Concord, NC
Plato Learning, Inc.	San Diego, CA
The Princeton Review	Washington, DC

Responsible school or office: Office of Elementary Programs

Contact Person: Ron Boone, Scott Gehring, William Lawrence, Kathy McMahon, Richard Milbourne, Jean Satterfield, and Kim Whitehead

Funding Source: School budgets

2. Contract: Academic Intervention Programs and Extended Day/Extended Year Programs – Mathematics
Bid #: RGA-145-05

Term: 1 year **Extension:** Open **Contract Ending Date:** 11/30/05 (tentative)
Estimated total award value: \$66,500

Bid issued: NA
Pre-bid meeting date: NA
Due date: NA
No. of vendors issued to: NA
No. of bids received: NA
No. of no-bids received: NA

Description:

Some principals have entered into contracts with vendors using individual school Title I and/or operating budget funding for extended day, extended year, or regular instructional day intervention programs. Presently, schools provide such services to students in the following manner:

4. Supplemental Educational Services (SES) are mandated by No Child Left Behind (NCLB) for schools identified for school improvement, with the cost of programs covered through a required central Title I funding reservation. BCPS has two schools in this status.
5. Title I schools not identified for school improvement may offer intervention programs using their individual Title I allocation. The use of funds is reviewed by the Title I Office for compliance and approved by the appropriate Executive Director of Schools.
6. Non-Title I schools can contract to provide these programs using their operating budget funds. The use of funds is approved by the appropriate Executive Director of Schools.

Under the first circumstance, vendors must be selected from the Maryland State Department of Education (MSDE) approved vendor list for SES. School principals may enter into individual contracts with vendors. However, because the school system aggregate may exceed the statutory limit of \$15,000, BCPS has created a list of approved vendors.

Camelot Learning Mathematics Program provides lessons to supplement the daily mathematics program for students in grades 4, 5, and 6. The lessons and all supporting materials are delivered to schools in boxed sets containing all lessons, print materials, calculators, markers, manipulatives, and prize bags for student incentives. Lessons begin with a review of prior knowledge, introduction of the objective, direct instruction, guided

practice, independent practice, and formative assessment. The program addresses the curricular themes of computation, fractions and decimals, geometry, and measurement.

Plato Learning provides K-8 tutorial services to students in a small group setting, augmented with standards-based mathematics PLATO Achieve Now CD-Rom curriculum. Plato Learning provides all software, hardware, and other program materials. Students receive individual tutoring during two-to-four hours of direct services for two days per week in an extended day/extended year program. The mathematics curriculum includes: measurement and geometry, number sense and numeration, computation and operations, data, statistics and probability, patterns, functions, and relations and problem solving.

The Princeton Review program is built upon their web-based assessment and instructional tool, Homeroom.com. Homeroom is built on a database of more than 130,000 multiple-choice questions and ten thousand skill-specific instructional resources including lesson plans, activities, and exercises. Using Homeroom enables Princeton Review teachers to monitor each student's progress in key course areas for the purpose of providing students with targeted intervention.

Recommendation:

Award of contract is recommended to:

Camelot Learning	Towson, MD
Plato Learning, Inc.	San Diego, CA
The Princeton Review	Washington, DC

Responsible school or office: Office of Mathematics PreK-12

Contact Person: Ron Boone, Scott Gehring, William Lawrence, Richard Milbourne, Jean Satterfield, Kim Whitehead, and Patricia Baltzley

Funding Source: School budgets

3. Contract: Cafeteria Computer Replacement
Bid #: PCR-278-05 (State Contract DBM-2020 Desktop Microcomputer)

Term: One-time purchase **Extension:** N/A **Contract Ending Date:** N/A
Estimated total award value: \$314,500

Description:

The computer systems used in our cafeteria operations are scheduled for replacement during this fiscal year. The Office of Food and Nutrition Services is currently testing a new point-of-sale system. If the test is acceptable, the Office of Food and Nutrition intends to purchase 185 Dell computer systems from Data Networks, Inc., under the current state contract from which BCPS purchases all its Dell computers.

The Office of Food and Nutrition Services desires to make the purchase no later than January, 2005.

Recommendation:

Award of contract is recommended to:

Data Networks, Inc.

Hunt Valley, MD

Responsible school or office: Office of Food and Nutrition Services

Contact Person: Terry Zoller

Funding Source: Enterprise Fund

4. Contract: Consulting Contract for Independent Evaluation of the Judy Center at Campfield Early Learning Center
Contract #: RGA-144-05

Term: 20 month **Extension:** 0 **Contract Ending Date:** 6/30/06 (tentative)
Estimated annual award Value: \$14,880
Estimated total award value: \$29,760

Bid issued: NA
Pre-bid meeting date: NA
Due date: NA
No. of vendors issued to: NA
No. of bids received: NA
No. of no-bids received: NA

Description:

The Maryland State Department of Education requires an independent evaluation of the Judith P. Hoyer Early Care and Education Enhancement Program in Baltimore County Public Schools. The purpose of this independent program evaluation is to determine whether the Judy Center at Campfield Early Learning Center is providing services that promote school readiness as indicated on the Work Sampling System.

BCPS is recommending that Partners in Evaluation and Planning, LLC, a consulting company founded in 1995 that provides high quality program planning and evaluation services to non-profit, government, and private social service and health organizations, continue as the outside evaluator for the Judy Center. Partners in Evaluation and Planning, LLC, has evaluated the Judy Center's previous two years, and data integrity in these evaluations is an important factor in this recommendation.

Partners in Evaluation and Planning, LLC's services include, but are not limited to:

- program evaluation design and implementation
- needs' assessments
- data collection tool development
- data analysis and reporting
- strategic planning
- grant writing

Partners in Evaluation and Planning, LLC, also provides training and technical assistance to programs and organizations that desire assistance in carrying out program evaluation and strategic planning activities. Staff of Partners in Evaluation and Planning, LLC, has extensive experience and proven capabilities in evaluation design, research methods, data collection, data analysis, report preparation, and dissemination of evaluation results.

The evaluation study completed by Partners in Evaluation and Planning, LLC, will:

- Facilitate process and outcome evaluation strategies with the Judy Center Program staff and steering committee
- Work closely with the evaluation subcommittee of the Judy Center to identify data collection strategies and use data for program improvement
- Continue to provide BCPS and the Maryland State Department of Education with required evaluation results

Recommendation:

Award of contract is recommended to:

Partners in Evaluation and Planning, LLC Sykesville MD

Responsible school or office: BCPS Early Childhood Office

Contact Person: Jane Lichter

Funding Source: The Judith P. Hoyer Early Care and Education Enhancement Grant

5. Contract: Disposal of Electronic Goods
Bid #: PCR-269-05

Term: 3 years **Extensions:** 2 years **Contract Ending Date:** 10/20/09 (tentative)
Estimated annual award value: \$25,000
Estimated total award value: \$125,000

Bid issued: September 2, 2004
Pre-bid meeting date: September 9, 2004
Due Date: September 23, 2004
No. of vendors issued to: 5
No. of bids received: 3
No. of no-bids received: 0

Description:

The following bidders will dispose of a variety of electronic goods, consisting primarily of computers, monitors, keyboards, and, to a lesser degree, audio-visual equipment. Award bidders may either repair and refurbish the equipment in whole or part for re-sale, or shred the equipment and sell the resulting scrap to recyclers. If any hazardous material is produced, it is sent to appropriate facilities. No material is disposed of in a landfill.

Computers that are resold by the award bidders are without hard drives. All hard drives, tape drives, and any media containing data, are removed and shredded at the award bidders' facilities.

BCPS records the serial numbers of all equipment sold to the award bidders. Upon receipt, award bidders sign a bill of sale that transfers ownership of the equipment to them. The award bidders maintain a history file, by serial number, recording how and when each piece of equipment is disposed.

Recommendation:

Award of contract is recommended to:

Environmental Preservation Association, Inc. Hyattsville, MD
E-Structors, Inc. Elkridge, MD

Responsible school or office: Office of Distribution Services

Contact Person: Chuck Raulie

Funding Source: Operating budget

6. Contract: General Purpose Commercial Information Technology Equipment
Bid #: JMI-615-05
(U.S. General Services Administration—GS-35F-0195J)

Term: 5 years **Extension:** N/A **Contract Ending Date:** 7/20/09 (tentative)
Estimated annual award value: \$75,000
Estimated total award value: \$375,000

Description:

Baltimore County Public Schools would like to *piggyback* the U.S. General Services Administration's (GSA) contract #GS-35F-0195J, for the purchase of various information technology equipment and supplies. GSA awarded a contract to CDW Government, Inc., on January 21, 1999. The contract is valid through July 20, 2009, and provides for three additional five-year options after July, 2009.

Recommendation:

Award of contract is recommended to:

CDW Government, Inc. Vernon Hills, IL

Responsible school or office: Office of Technology

Contact Person: Gary Schlimme

Funding Source: Capital and Operating budget

7. Contract: Human Resources/Financial Management System - Enterprise Software Upgrade
Contract #: RGA-142-05 (Baltimore County Government Contract # 424-05)
Term: 5 years **Extensions:** 10 one-year **Contract Ending Date:** 6/30/21 (tentative)

Maximum Estimated award value:
Additional Module Licenses **\$ 1,141,628**
 (One-time cost plus a 40% share of a 20% joint contingency)

Annual Accumulated Maintenance Range
 (Fixed for 5 years, increases based on corresponding CPI for years 6-15. **\$11,702,493**
 For example, FY 2005 the Maintenance at current rates is \$291,753 per year, rates will increase based on implementation dates and costs up to \$1,095,512 at FY 2021, plus a 55% share of a 20% joint contingency.)

Implementation Consulting Range **\$ 6,019,200**
 (Estimate based on 15,000 [\$2,475,000] to 30,400 hours plus a 40% share of 20% joint contingency fee.)

\$18,863,321

Bid issued: NA
Pre-bid meeting date: NA
Due date: NA
No. of vendors issued to: NA
No. of bids received: NA
No. of no-bids received: NA

Description:

BCPS has been using many of the American Management Systems' (AMS) *Advantage Financial* and *Advantage HR* human resources software applications since 1998. Baltimore County Government (BCG) has used the *Advantage Financial* system since the late 1980's. The current version (2.3) of the financial system is hosted on the BCG mainframe computer under a shared-license agreement with the county (paid by the county). The *Advantage HR* human resources/payroll system is hosted on a BCPS server.

AMS was recently acquired by CGI and now operates as CGI/AMS. A new version of the *Advantage* product lines was recently introduced. This new version is a significant change in technology and includes new/replaced software modules, a new web-based platform, and new third party software and toolsets.

Both BCG and BCPS have determined that it is in our best interest to pursue upgrading to the new versions of our existing applications, as well as adding additional modules not previously licensed. The agreement includes access to all modules of the *Advantage* product line for both BCPS and BCG. Accordingly, BCPS and BCG have negotiated

jointly with CGI/AMS. As a result of the negotiations we recommend the following for BCPS.

A. License the following additional modules:

- 1) *Advantage Financial* (a new license is required to install on the BCPS server – this module was formerly installed on the BCG mainframe under a shared license)
- 2) *Fixed Assets Management*
- 3) *Treasury Management*
- 4) *Performance Budgeting*
- 5) *Info Advantage*
- 6) Various required third party toolsets.

B. Agree to 15-year annual support agreement. Currently, our maintenance costs are \$291,753 annually; this figure will gradually increase over the next five years to \$510,804 annually, as we implement various pieces of the software. After year five (2009), the maintenance fee will then be subject to increase based on the corresponding Consumer Price Index plus 2 percent with a negotiated cap of 6 percent, with an estimated cost, after 15 years, of \$1,095,512. The total estimated amount plus a 55 percent share of a 20 percent joint contingency fee is \$11,702,493.

C. A negotiated cost for the initial implementation consulting using CGI/AMS consultants is established at \$165 per hour. The number of consulting hours necessary is difficult to estimate at this point, but the commitment will be significant. Total consultant hours will likely be several thousand hours to complete implementation of each of the financial and human resources/payroll systems. The implementation project will likely span two to four years or more. The range of the consultant's hours is estimated at 15,000 to 30,400 hours plus a 40 percent share of a 20 percent joint contingency fee with a maximum cost of \$6,019, 200.

The total software licenses, maintenance, and consulting cost to implement these systems will cost a maximum of approximately \$18.8 million spread over 15 fiscal years. BCPS and BCG are coordinating their implementations to ensure that appropriate CGI/AMS consultants are available for both implementations.

Superintendent's Rule 3215 creates guidelines and procedures for sole-source procurement only under specific guidelines. The rule permits a sole-source contract when the Office of Purchasing determines "that it would be advantageous or [that it would be] impractical to seek or utilize another source when the requirement is only available from a single source, and when the compatibility of equipment, accessories, or replacement parts is the paramount consideration." Similarly, Office of Purchasing procedure OP4002.4 states that a sole-source purchase may arise from the following conditions: Copyrighted products, such as software, publications, textbooks, media, or products (specialized and/or advanced technology), which ensure a compatible learning environment for students/faculty at various school sites. Because this is an upgrade of an

existing system within both BCG and BCPS, and it would be cost effective to upgrade, no solicitation was issued.

Recommendation:

Award of contract is recommended to:

CGI/AMS

Fairfax, VA

Responsible school or office:

Office of Technology

Contact Person:

Greg Barlow

Funding Source:

Operating and capital budgets and future requests

8. Contract: Software for Financial Data and Reporting of School Activity Funds
Contract #: JMI-604-04

Term: Perpetual, beginning November, 2004
Estimated total award value: \$220,000 (initial implementation)
Renewed annually for: \$22,200 (annual software maintenance)

Contract Ending Date: N/A

Bid issued: March 25, 2004
Pre-bid meeting date: April 13, 2004
Due date: June 30, 2004
No. of vendors issued to: 22
No. of final proposals received: 2

Description:

This software replaces the outdated and unsupported DOS-based software currently used by all schools to account for student activity funds. The new software includes the *Traverse*® accounting system and a custom developed web-based application designed specifically for the needs of the Baltimore County Public Schools' bookkeepers. Additionally, it provides access to all school accounts from the central accounting office, which will significantly improve the ability to support the school bookkeepers. The new system includes many enhancements requested by the school bookkeepers as well as the ability to easily consolidate data system-wide for year-end financial reporting.

Recommendation:

Award of contract is recommended to:

Applied Business Services, Inc. Gaithersburg, MD

Responsible school or office: Office of Accounting

Contact Person: Patrick Fannon

Funding Source: School activity discretionary funds and Office of Accounting operating budget

9. Contract: Trash Can Liners
Bid #: JMI-614-05
(State of Maryland Contract for Trash Can Liners, #001B5900033)

Term: 8 months **Extension:** 1 year **Contract Ending Date:** 6/30/06 (tentative)
Estimated annual award value: \$210,000
Estimated total award value: \$350,000

Description:

Baltimore County Public Schools would like to *piggyback* the state of Maryland's contract for the purchase of 14 various-sized, plastic, trashcan liners. The state of Maryland's contract was approved on August 16, 2004, and expires on June 30, 2005, with a one-year option to extend. This state of Maryland contract allows for participation by all local jurisdictions.

Recommendation:

Award of contract is recommended to:

Calico Industries, Inc.

Annapolis Junction, MD

Responsible school or office: Office of Operations and Distribution Services

Contact Person: John Damron, Don Dent

Funding Source: Operating budget

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: November 9, 2004
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **AWARD OF CONTRACT – EMERGENCY WELL DRILLING AT SPARKS ELEMENTARY SCHOOL**

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

RESOURCE

PERSON(S): Richard H. Cassell, P.E., Administrator
Office of Engineering and Construction
Ronald Kehne, Environmental Technician
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an Emergency Award of Contract.

* * * * *

Award of Contract – Emergency Well Drilling at Sparks Elementary School

Appendix I – Recommendation for Approval of an Emergency Award of Contract

Appendix I

Recommendation for Approval of Award of Contract Emergency Well Drilling at Sparks Elementary School November 9, 2004

On October 18, 2004, the Department of Physical Facilities determined that the existing wells at Sparks Elementary needed to be replaced. One well has already been abandoned and the water testing on others indicates an immediate future need for replacement. In order to continuously provide water to the school, the Department of Physical Facilities requests approval for an emergency purchase order to Caswell Drilling, Inc., in the not-to-exceed amount of \$50,000. This allows for the drilling of two wells with associated piping and electrical work to connect the new drills with the school.

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

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: November 9, 2004

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **AWARD OF CONTRACT –CONSTRUCTION PAVILION AT NEW TOWN HIGH SCHOOL**

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

RESOURCE PERSON(S): Richard H. Cassell, P.E., Administrator
Office of Engineering and Construction
J. Kurt Buckler, P.E., Head of Engineering
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an Award of Contract.

* * * * *

Award of Contract - New Town High School Construction Pavilion

Appendix I – Recommendation for Approval of Award of Contract

**Recommendation for Approval of Award of Contract
New Town High School Construction Pavilion
November 9, 2004**

On October 27, 2004, bids were received for the construction of the New Town High School Construction Pavilion – Bid # MBU-519-05. Attached is a summary of the bids received. The Department of Physical Facilities recommends approval of an Award of Contract to the lowest responsive bidder, Jerry DeBar Construction Company, Inc., for the Construction Pavilion in the amount of \$110,800.00.

At this time, we also request approval of a 10% Change Order Allocation in the amount of \$11,080.00, to cover unforeseen conditions and minor changes to the Contract which will be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for this project is identified in the County Capital Budget as Project #625 – New Town High School.

Baltimore County Public Schools

New Town High School – Construction Pavilion

Bid Number: # MBU-519-05

Bid Due Date: October 27, 2004

Bidders' Names					
	Constantine Commercial Construction, Inc.	Jerry DeBar Construction Company, Inc.	Mirabile Construction Co.	Most, Inc.	Orfanos Construction, Inc.
Base Bid Price:	N/B	\$110,800.00	\$165,608.00	\$98,782.00	\$165,000.00

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: November 9, 2004
TO: **BOARD OF EDUCATION**
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: **AWARD OF CONTRACT – RELOCATION OF OVERHEAD
ELECTRIC AT WINDSOR MILL MIDDLE SCHOOL**

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

RESOURCE

PERSON(S): Richard H. Cassell, P.E., Administrator
Office of Engineering and Construction
J. Kurt Buckler, P.E., Head of Engineering
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an Award of Contract.

Award of Contract – Windsor Mill Middle School Relocation of Overhead Electric Service

Appendix I – Recommendation of Award of Contracts

Appendix I

Recommendation of Award of Contract Windsor Mill Middle School Relocation of Overhead Electric Service November 9, 2004

Currently, there is overhead electric service as well as support poles on the north side of Windsor Mill Road in the vicinity of the Windsor Mill Middle School site. In order to develop the site for a school, the roadway will need to be widened which requires the removal of electric support poles. Baltimore Gas and Electric (BGE) have investigated our request to move this utility and are requesting \$50,574.00 to design and perform the relocation.

At this time, the Department of Physical Facilities recommends an Award of Contract with BGE in the amount of \$50,574.00 to perform the utility relocation.

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

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: November 9, 2004
TO: **BOARD OF EDUCATION**
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: **FY2005 OPERATING BUDGET SUPPLEMENT**
ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services
RESOURCE PERSON(S): Barbara Burnopp, Executive Director of Fiscal Services
Mike Goodhues, Director, Budget & Reporting

RECOMMENDATION

That the Board of Education members approve a \$1,508,794 supplement of County revenue for FY2005.

These funds are available from Baltimore County Public School's prior year fund balance and will be used for start-up costs for Woodholme Elementary and to accelerate computer replacement in the schools.

BALTIMORE COUNTY PUBLIC SCHOOLS

Budget Supplement

Summary of Increases by Category

0004 Instructional Supplies

A supplement of \$758,794 will provide funding for the purchase of supplies and materials for the opening of Woodholme Elementary school in August 2005.

0005 - Other Instructional Costs

A supplement of \$750,000 will provide funding for the purchase of additional computers for schools.

Summary of Revenue Sources

Local Sources – County Appropriation

This is a request to re-appropriate \$1,508,794 of the County revenue for FY2005.

BALTIMORE COUNTY PUBLIC SCHOOLS BUDGET SUPPLEMENT

Number: 01-05
Date: 10/1/04

Fund: General Fund

INCREASE				SOURCES OF REVENUE			
Category	Present	Supplement	New	Category	Present	Supplement	New
	Appropriation		Appropriation		Appropriation		Appropriation
04-Instr. Text & Supplies	17,526,680	758,794	18,285,474	County Revenue	570,385,533	1,508,794	571,894,327
05-Other Instr. Costs	13,700,759	750,000	14,450,759				
Total Supplement		<u>1,508,794</u>		Total Supplement		<u>1,508,794</u>	
Explanation:				Signatures Required:			
<p>This is a request for a supplemental appropriation of \$1,508,794 from Baltimore County. These funds are available as part of the BCPS fund balance as of June 30, 2004. The funds will be used for supplies and materials needed for the opening of the new Woodholme Elementary School and to purchase additional computers for schools.</p>				<div style="display: flex; justify-content: space-between; width: 100%;"> Budget and Reporting Date </div>			
				<div style="display: flex; justify-content: space-between; width: 100%;"> Fiscal Services Date </div>			
				<div style="display: flex; justify-content: space-between; width: 100%;"> Superintendent Date </div>			
				<div style="display: flex; justify-content: space-between; width: 100%;"> Board of Education Date </div>			

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: November 9, 2004
TO: **BOARD OF EDUCATION**
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: **FY2005 CAPITAL BUDGET APPROPRIATION TRANSFER**
ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services
RESOURCE PERSON(S): Barbara Burnopp, Executive Director of Fiscal Services
Mike Goodhues, Director, Budget & Reporting

RECOMMENDATION

That the Board of Education members approve a \$2,840,000 budget appropriation transfer for the Capital Projects Fund.

This budget appropriation transfer will redirect funds from completed projects to high priority projects. Funds are available through savings in roof replacements and fuel tank replacement projects and will be used for field repairs at New Town High School, environmental remediation projects, and design work for the Kenwood High School renovation/addition.

Budget Appropriation Transfer

Summary of Increases

- 13.672 Site Improvements**
 A transfer of \$1,500,000 will provide funds necessary to complete the repair and upgrade of the playing fields at New Town Elementary.
- 13.665 Major Maintenance**
 An increase of \$1,000,000 will provide funding for various environmental remediation projects.
- 13.084 Kenwood Technical High School**
 A transfer of \$340,000 will provide funding necessary to complete the design of the Kenwood Technical High School renovation/addition project.

Summary of Decreases

- 13.671 Roof Rehabilitation**
 \$1,840,000 is available due to savings in roof rehabilitation projects.

**BALTIMORE COUNTY PUBLIC SCHOOLS
BUDGET APPROPRIATION TRANSFER**

Number: 02-05
Date: 10/27/2004

Fund: Capital Projects Fund

INCREASE				DECREASE			
Project	Present Appropriation	Transfer	New Appropriation	Project	Present Appropriation	Transfer	New Appropriation
13.672 Site Improvements	13,784,285	1,500,000	15,284,285	13.671 Roof Rehabilitation	71,965,794	1,840,000	70,125,794
13.665 Major Maintenance	239,984,569	1,000,000	240,984,569	13.004 Fuel Tank Replacements	6,955,078	1,000,000	5,955,078
13.084 Kenwood Technical H. S.	350,204	340,000	690,204				
Total Increase		<u>2,840,000</u>		Total Decrease		<u>2,840,000</u>	
Explanation:	This budget appropriation transfer will redirect funds from completed projects to high priority projects. Funds are available through savings in roof rehabilitation and fuel tank replacement projects and will be used for field repairs at New Town Elementary School, environmental remediation projects, and design work for the Kenwood Technical High School renovation/addition.			Signatures Required:			
				Budget and Reporting		Date	
				Fiscal Services		Date	
				Superintendent		Date	
				Board of Education		Date	

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: November 9, 2004

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **FINANCIAL REPORT – FOR THE MONTHS ENDING
SEPTEMBER 30, 2003 AND 2004**

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

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

INFORMATION

Attached is the General Fund *Comparison of FY2004 and FY2005 Revenues, Expenditures, and Encumbrances – Budget to Actual* for the periods ended September 30, 2003 and 2004.

**General Fund Comparison of FY2004 and FY2005 Revenues, Expenditures, and Encumbrances –
Budget to Actual
for the periods ended September 30, 2003 and 2004.**

These data are presented using State Department of Education categories. Amounts included reflect actual expenditures to date as well as encumbrances and do not reflect forecasts of revenues and expenditures. Figure 1 presents a high level overview of the FY2004 and FY2005 General Fund Revenue Budget. Figure 2 provides an overview of the original FY2005 General Fund Expenditure Budget. Figure 3 compares the percent of the budget obligated (expended and encumbered) in September 2003 and 2004. Figure 4 is a comparative statement of budget to obligated (expenditures and encumbrances.)

General Fund Revenue

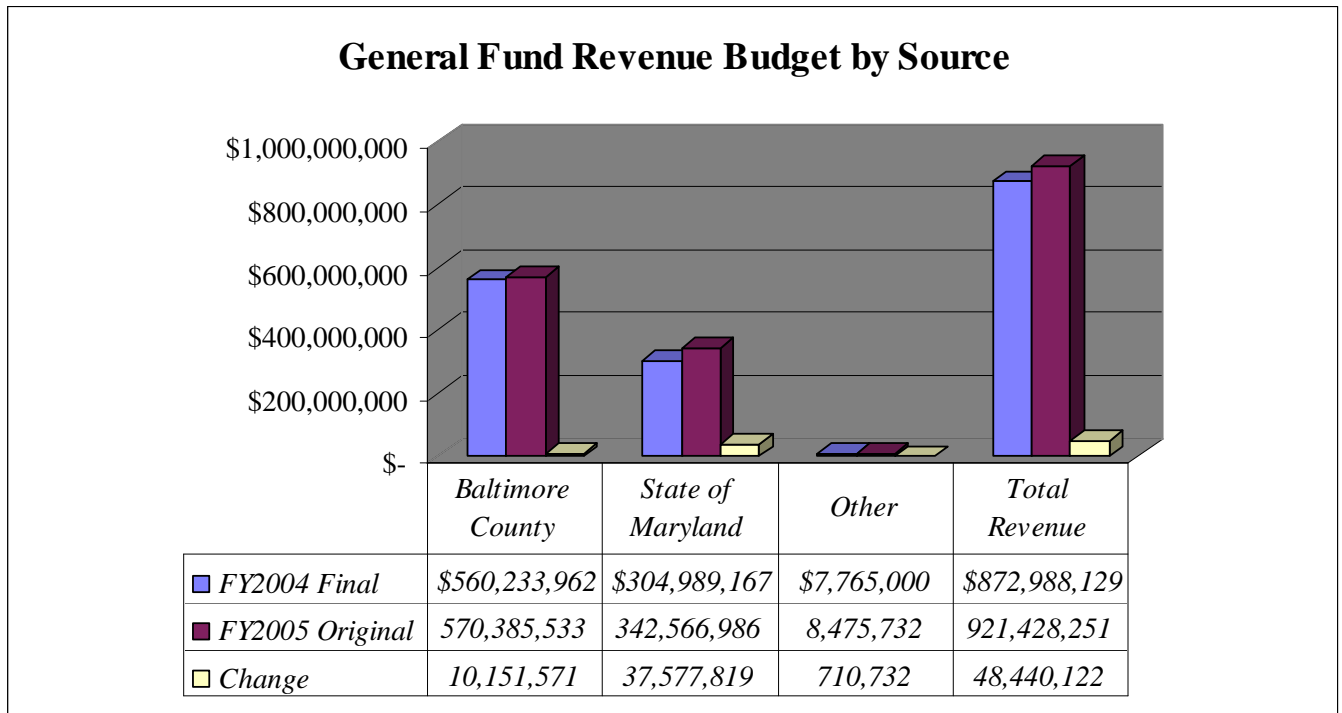


Figure 1

Year-to-Date Comparison

- Baltimore County** – The FY2005 County appropriation increased \$10,151,571, 1.8%, over the FY2004 budget. County funds are drawn, as needed, based on cash flow requirements. Year-to-date County revenue recognized is \$63 million, 11% of the budget, as compared to \$93 million, 17% of the budget, for FY2004.
- State of Maryland** – The FY2005 State appropriation increased \$37,577,819, 12.3%, when compared to the FY2004 budget. The increase is the result of the second year of the Maryland *Bridge to Excellence in Public Schools Act*. The majority of State funds are received bi-monthly in equal installments. Two of the bi-monthly payments have been received, and actual revenues to date are in line with the budget.
- Other Revenue** – Out-of-County tuition payments from other Local Education Agencies (LEAs) are generally recognized at the end of the fiscal year and represent 47% of the total Other Revenue budget. The re-appropriation of prior fiscal year’s fund balance represents an additional 20% of the FY2005 Other Revenue budget. Year-to-date actual revenue includes summer school tuition, tuition from out-of-state agencies, refunds of prior year’s expenditures, and the re-appropriation of prior year’s unspent fund balance.

General Fund Expenditures and Encumbrances

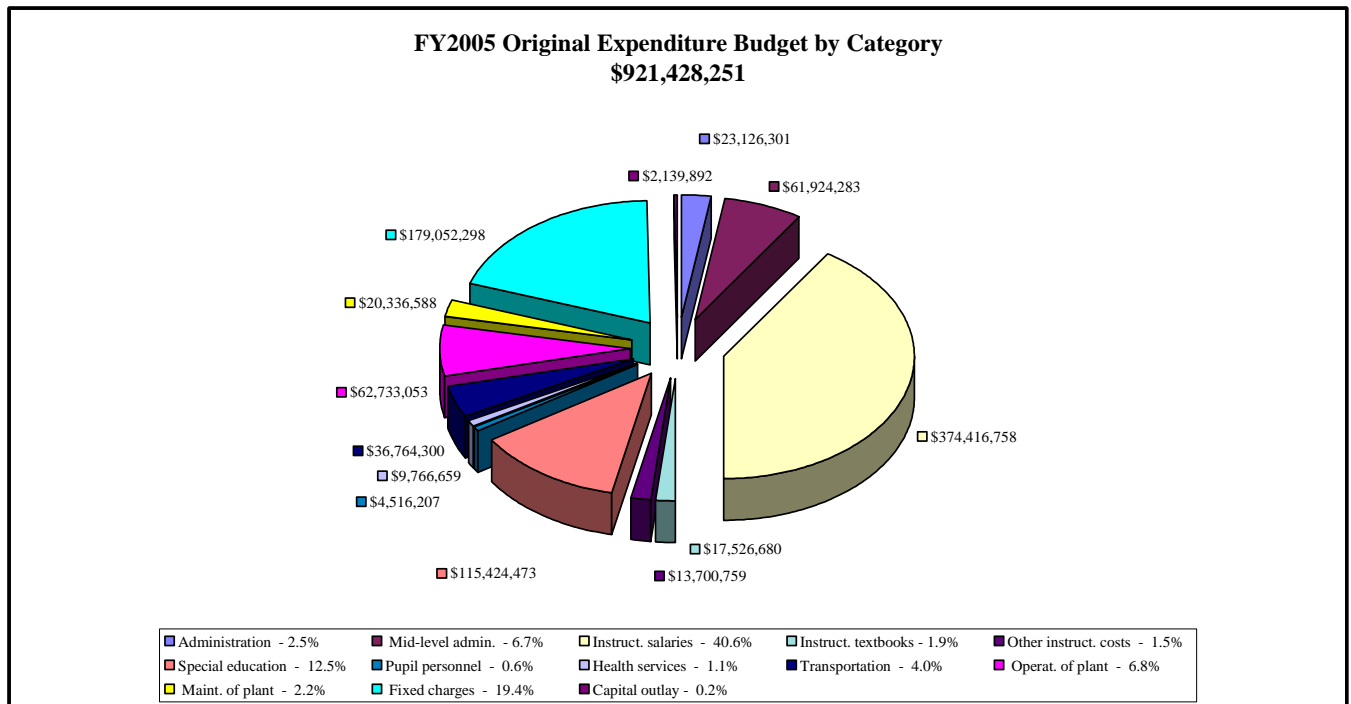


Figure 2 (Detail included in Figure 4)

Year-to-Date Comparison

Total expenditures and encumbrances – Year-to-date expenditures and encumbrances through September 30, 2004, are \$180 million, 20% obligated, compared to \$196 million, 22% obligated, for the same period in FY2004. Salary expenditures within categories that are primarily comprised of 12-month positions (e.g., Administration, Mid-Level Administration, Operation of Plant, Maintenance of Plant, and Capital Outlay) are 19-25% of the budget. This is consistent with the fact that one quarter of the fiscal year has elapsed. Salary expenditures in categories with large concentrations of 10-month, school-based personnel (e.g., Instructional Salaries, Special Education, Health Services, and Transportation) range from 9-13% of budget. This is because most 10-month employees were not required to report for duty until late August. FY2005 year-to-date salary expenditures are less than last year because they include payment for five fewer duty days for teachers. The first duty day for the 2004-2005 school year was August 23, 2004. The first teacher duty day for the 2003-2004 school year was August 16, 2003. The decrease in year-to-date FY2005 total non-salary expenditures and encumbrances is primarily a result of a timing difference in the commitment of funds for the private placement of students in non-public schools that is discussed below.

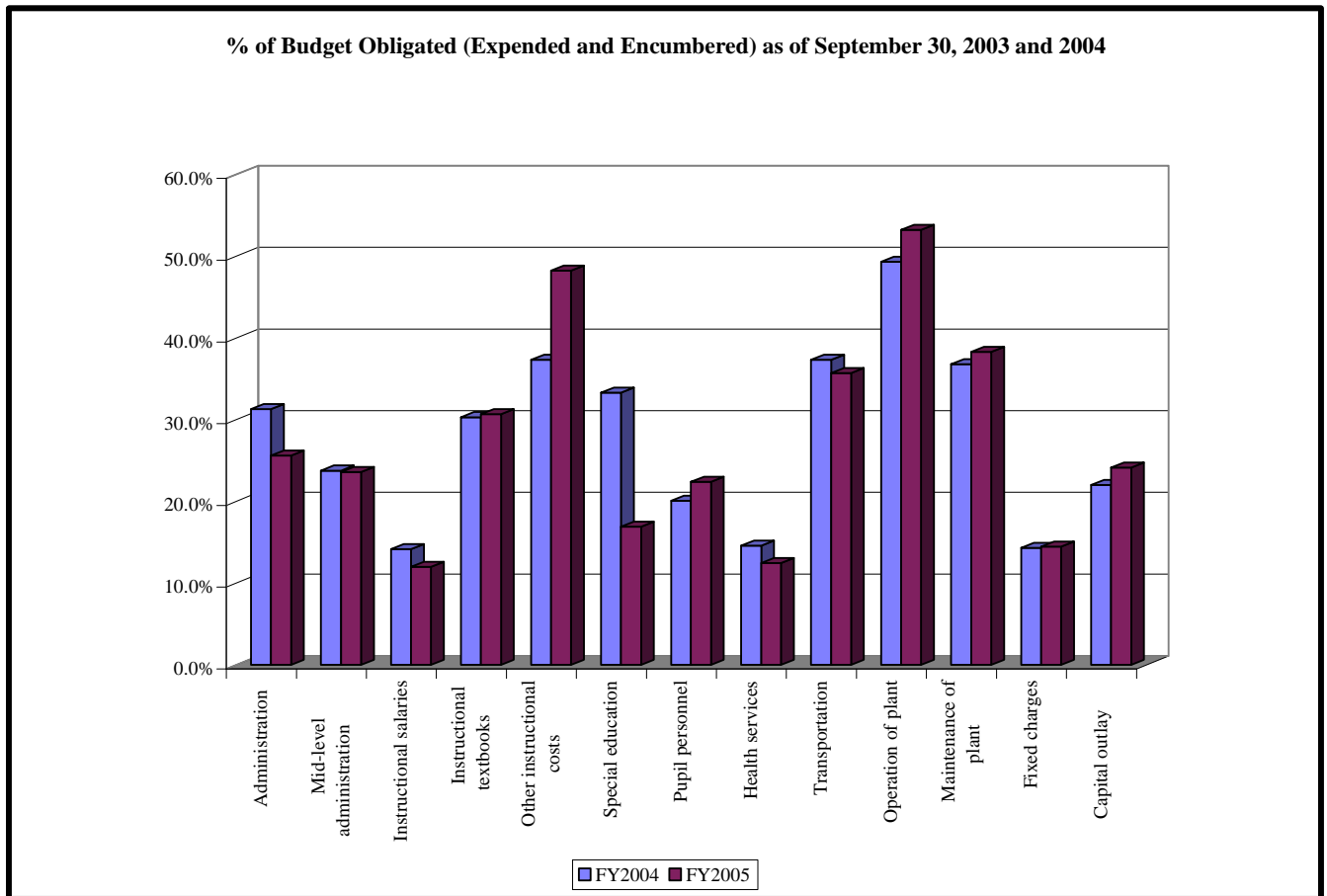


Figure 3

- ***Administration and Mid-level administration*** – Year-to-date FY2005 expenditures and encumbrances are currently in line with the budget.
- ***Instructional salaries*** – Year-to-date Instructional Salaries are \$5.6 million less than FY2004. This is because schools opened one week later in FY2005 than in FY2004. The decrease in year-to-date expenditures is temporary as the FY2005 budget includes increased funding for salary restructuring and step increases. Other factors contributing to the increase in the instructional salary budget include the addition of 20.4 full time equivalents (FTEs) to support enrollment growth, 12.5 FTEs to expand full-day kindergarten at 10 additional schools, 12.0 instructional FTEs for the new Secondary Transition Center, 4.5 instructional FTEs for career and technology and other programs at New Town High School, 3.5 teacher FTEs to add highly qualified teachers to English Language Learners classrooms, and 1.5 FTEs to implement a new 5th grade science program.
- ***Instructional textbooks and supplies*** – A significant portion of the Instructional Textbooks and Supplies category is spent early in the fiscal year as orders are placed with vendors for textbooks classroom supplies needed for the opening of school. To date, \$5.4 million, 31% of the FY2005 budgeted funds have been committed.
- ***Other instructional costs*** – This category is comprised of commitments for contracted services, staff development, and equipment used to support the instructional program. The FY2005 budget includes \$3.0 million for the computer replacement program for schools and as of September 30, 2004, all of these funds had been committed.
- ***Special education*** – The Special Education category includes costs associated with the educational needs of students receiving special education services. The FY2005 salary budget includes increased funding for salary restructuring, step increases, the addition of 37.8 FTEs to support enrollment increases and 19.5 FTEs to expand kindergarten special education inclusion programs at 16 elementary schools. Ninety-two percent of the FY2005 Special Education non-salary budget is for private placement of children in non-public schools. To date, 25% of the original budgeted funds for private placement, \$8.2 million, have been committed. In September 2003, \$23.7 million had been committed for these costs.
- ***Pupil personnel and health services*** – Year-to-date FY2005 expenditures and encumbrances are currently in line with the budget.
- ***Transportation*** – This category includes all costs associated with the conveyance of students between home, school, and school activities. Much of the Transportation non-salary budget is committed early in the fiscal year to reflect the anticipated annual expenditures for contracts with private bus operators, \$4.3 million, gasoline and diesel fuel for vehicles, \$1.6 million, and parts for bus maintenance, \$1.2 million. Other year-to-date non-salary expenditures include lease payments for buses, \$2.9 million, and insurance on buses, \$708,000
- ***Operation of plant*** – This category contains costs for custodial salaries and utilities including telephone, gas and electric, fuel oil, sewer, and water. Encumbrances for utilities have been established for the full amount of the anticipated annual costs, \$22.2 million. Other expenditures in

this category include the cost of building rent, \$1.8 million, property insurance, \$1.1 million, trash removal, \$800,000, duplicator machine maintenance, \$627,000, and custodial supplies, \$376,000.

- ***Maintenance of plant and capital outlay*** – Year-to-date FY2005 expenditures and encumbrances are currently in line with the budget.
- ***Fixed charges*** – This category includes the cost of employee benefits and other fixed costs. Health insurance and employer FICA consume 65% and 26% of the Fixed Charges budget, respectively. The FY2005 budget includes an increase of \$14.9 million as a result of a 13.9% increase in premium rates for health insurance.

Baltimore County Public Schools
Comparison of FY 2004 and FY 2005 Revenues, Expenditures, and Encumbrances
Budget and Actual
For the Periods Ended September, 2003 and 2004
General Fund

		FY 2004				FY 2005				
		Final	Total	Remaining	Percentage	Original	Total	Remaining	Percentage	
		Budget	Rev/Exp/Enc. as of 09/30/03	Budget as of 09/30/03	Earned or Obligated	Budget	Rev/Exp/Enc. as of 09/30/04	Budget as of 09/30/04	Earned or Obligated	
Revenues										
Baltimore County		\$ 560,233,962	\$ 93,470,668	\$ 466,763,294	16.7%	\$ 570,385,533	\$ 63,410,755	\$ 506,974,778	11.1%	
State of Maryland		304,989,167	97,637,814	207,351,353	32.0%	342,566,986	110,925,737	231,641,249	32.4%	
Other		7,765,000	2,232,742	5,532,258	28.8%	8,475,732	3,272,141	5,203,591	38.6%	
Total revenues		\$ 872,988,129	\$ 193,341,224	\$ 679,646,905	22.1%	\$ 921,428,251	\$ 177,608,633	\$ 743,819,618	19.3%	
Expenditures and encumbrances										
Administration	salary	\$ 14,616,977	\$ 3,578,347	\$ 11,038,630	24.5%	\$ 15,181,770	\$ 3,654,558	\$ 11,527,212	24.1%	
	non-salary	8,105,132	3,536,081	4,569,051	43.6%	7,944,531	2,268,987	5,675,544	28.6%	
	subtotal	22,722,109	7,114,428	15,607,681	31.3%	23,126,301	5,923,545	17,202,756	25.6%	
Mid-level administration	salary	53,603,618	12,459,901	41,143,717	23.2%	56,683,247	13,027,125	43,656,122	23.0%	
	non-salary	6,068,437	1,729,093	4,339,344	28.5%	5,241,036	1,581,565	3,659,471	30.2%	
	subtotal	59,672,055	14,188,994	45,483,061	23.8%	61,924,283	14,608,690	47,315,593	23.6%	
Instruction:										
Instructional salaries	salary	357,062,236	50,557,027	306,505,209	14.2%	374,416,758	44,941,266	329,475,492	12.0%	
Instructional textbooks	non-salary	19,129,870	5,798,415	13,331,455	30.3%	17,526,680	5,377,815	12,148,865	30.7%	
Other instructional costs	non-salary	15,234,574	5,686,835	9,547,739	37.3%	13,700,759	6,606,421	7,094,338	48.2%	
Special education	salary	73,701,998	11,778,287	61,923,711	16.0%	79,191,225	10,647,059	68,544,166	13.4%	
	non-salary	34,328,171	24,211,698	10,116,473	70.5%	36,233,248	8,903,307	27,329,941	24.6%	
	subtotal	108,030,169	35,989,985	72,040,184	33.3%	115,424,473	19,550,366	95,874,107	16.9%	
Pupil personnel	salary	4,160,769	836,165	3,324,604	20.1%	4,361,971	994,078	3,367,893	22.8%	
	non-salary	154,236	30,487	123,749	19.8%	154,236	17,617	136,619	11.4%	
	subtotal	4,315,005	866,652	3,448,353	20.1%	4,516,207	1,011,695	3,504,512	22.4%	
Health services	salary	9,354,587	1,318,983	8,035,604	14.1%	9,608,799	1,195,147	8,413,652	12.4%	
	non-salary	179,048	71,318	107,730	39.8%	157,860	21,087	136,773	13.4%	
	subtotal	9,533,635	1,390,301	8,143,334	14.6%	9,766,659	1,216,234	8,550,425	12.5%	
Transportation	salary	22,432,793	2,602,973	19,829,820	11.6%	24,125,796	2,180,607	21,945,189	9.0%	
	non-salary	12,823,219	10,561,512	2,261,707	82.4%	12,638,504	10,940,545	1,697,959	86.6%	
	subtotal	35,256,012	13,164,485	22,091,527	37.3%	36,764,300	13,121,152	23,643,148	35.7%	
Operation of plant	salary	31,558,383	6,380,561	25,177,822	20.2%	32,016,991	6,252,521	25,764,470	19.5%	
	non-salary	29,463,858	23,709,581	5,754,277	80.5%	30,716,062	27,151,824	3,564,238	88.4%	
	subtotal	61,022,241	30,090,142	30,932,099	49.3%	62,733,053	33,404,345	29,328,708	53.2%	
Maintenance of plant	salary	9,354,007	1,823,182	7,530,825	19.5%	9,823,730	1,872,724	7,951,006	19.1%	
	non-salary	10,569,165	5,510,961	5,058,204	52.1%	10,512,858	5,912,743	4,600,115	56.2%	
	subtotal	19,923,172	7,334,143	12,589,029	36.8%	20,336,588	7,785,467	12,551,121	38.3%	
Fixed charges	non-salary	158,765,061	22,703,948	136,061,113	14.3%	179,052,298	25,937,406	153,114,892	14.5%	
Capital outlay	salary	2,103,840	473,614	1,630,226	22.5%	1,931,742	490,617	1,441,125	25.4%	
	non-salary	218,150	37,656	180,494	17.3%	208,150	25,698	182,452	12.3%	
	subtotal	2,321,990	511,270	1,810,720	22.0%	2,139,892	516,315	1,623,577	24.1%	
Total Salary		577,949,208	91,809,040	486,140,168	15.9%	607,342,029	85,255,702	522,086,327	14.0%	
Total Non-Salary		295,038,921	103,587,585	191,451,336	35.1%	314,086,222	94,745,015	219,341,207	30.2%	
Total expenditures and encumbrances		\$ 872,988,129	\$ 195,396,625	\$ 677,591,504	22.4%	\$ 921,428,251	\$ 180,000,717	\$ 741,427,534	19.5%	

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: November 9, 2004

TO: **BOARD OF EDUCATION**

FROM: Dr. J. Hairston, Superintendent

SUBJECT: **RULE 5150 SHARED DOMICILE DISCLOSURE FORM**

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

RESOURCE PERSON(S): Dale Rauenzahn, Executive Director, Student Support Services
Vivian Ferguson, Coordinator, Pupil Personnel Services

INFORMATION

That the Baltimore County Public Schools, Office of Pupil Personnel Services, Shared Domicile Disclosure Form is presented to the Board as an information item. This form is cited in Rule 5150.

**BALTIMORE COUNTY PUBLIC SCHOOLS
OFFICE OF PUPIL PERSONNEL SERVICES
SHARED DOMICILE DISCLOSURE FORM**

The undersigned do hereby attest that the parent(s)/guardian(s) of the children listed below are residing at the following address:

Street Address

City, State, Zip Code

Home Phone Number

and request that the following school-aged children who are residing at the same address be permitted to enroll in the Baltimore County Public Schools (Do not list children of homeowner/leaseholder):

<u>Name of Student</u>	<u>Date of Birth</u>	<u>Receiving School</u>	<u>Grade in 04-05</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

It is understood that the information provided by the undersigned is accurate. Any attempt to falsify the above information shall result in withdrawal of the student(s), and the appropriate tuition charge shall be assessed for each student falsely enrolled in the Baltimore County Public Schools. The tuition for the 2003-04 school year for a half-day kindergarten student is \$2,727.00, a full-day kindergarten student or an elementary school student is \$5,454.00, and a secondary school student is \$5,057.00. Tuition fees are subject to revision by the Baltimore County Board of Education.

The above-named student(s) will be permitted to enroll in the Baltimore County Public Schools as long as the student(s) and parent(s)/guardian(s) are domiciled at the above-stated address. If a change in domicile occurs, the resident (homeowner/leaseholder) and parent(s)/guardian(s) MUST notify the school(s) immediately. If it is determined that false information has been provided or a change in domicile occurs and the school(s) is/are not notified, both the resident (homeowner/leaseholder) and parent(s)/guardian(s) whose signatures appear below shall be liable for the assessed tuition, in accordance with Board of Education Policy and Superintendent's Rule 5150, *STUDENTS: Enrollment and Attendance*.

It is further understood that in accordance with Superintendent's Rule 5150, the resident (homeowner/leaseholder) will provide proof of property ownership or current lease, and the parent(s)/guardian(s) will provide a photo identification and three (3) current documents proving domicile at the above-stated address. Residency verification must be renewed each year that the student(s) and parent(s)/guardian(s) live in a shared domicile living arrangement.

I solemnly affirm under the penalties of perjury that the contents of the foregoing are true to the best of my knowledge, information, and belief. Furthermore, I have received and read copies of Policy and Rule 5150.

Signature of Resident (Owner/Leaseholder)

Signature of Parent(s)/Guardian(s) of Student(s)

Print Name

Print Name

I HEREBY CERTIFY that on this _____ day of _____, _____ (year), the above-named subscribers, _____ and _____, personally appeared before me and made oath in due form of the law that the foregoing facts are true and correct to the best of their knowledge, information, and belief, under penalty of perjury.

Notary Public _____ Print Name _____ My Commission Expires _____

DECISION: _____ Approved _____ Denied _____ Date _____
Signature of Residency Officer/Pupil Personnel Worker

If approved, enrollment is for the 2004-2005 school year only, and only if the parent(s)/guardian(s) and child(ren) named herein reside at the address provided on this *Disclosure Form*. A new *Disclosure Form* must be filed each school year.

APPEALS: Must be made in writing, including a copy of this *Disclosure Form* signed by the Residency Officer/Pupil Personnel Worker, to the Coordinator of Student Support Services, Baltimore County Public Schools, 9610 Pulaski Park Drive, Suite 219, Baltimore, Maryland 21220, within 10 calendar days of the date of decision.