

TENTATIVE, SUBJECT TO CHANGE

MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, March 22, 2005
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 March 22, 2005
- IV. MINUTES
Consideration of the Open and Closed Session Minutes of February 22, 2005 Exhibit A
- V. ADVISORY AND STAKEHOLDER GROUPS
- VI. SUPERINTENDENT'S REPORT
- VII. RECOGNITION OF ADMINISTRATIVE APPOINTMENTS FROM March 8, 2005 (Dr. Peccia)
- VIII. REPORTS
 - A. Recognition of March as Professional Social Work Month (Mr. Sasiadek)
 - B. Report on Proposed Board Meeting Schedule, 2005-2006 (Mr. Sasiadek)
Exhibit B
 - C. Report on Proposed Changes to Policy 3125 – School Activity Funds (First Reading) (Ms. Burnopp)
Exhibit C
 - D. Report on Proposed Changes to Policy 4004 – Suspected Child Abuse by an Employee of the Baltimore County Public Schools (First Reading) (Mr. Rauenzahn)
Exhibit D
- IX. NEW BUSINESS
 - A. Consideration of consent to the following personnel matters: (Dr. Peccia)
 - 1. Retirements Exhibit E
 - 2. Resignations Exhibit F
 - 3. Leaves of Absence Exhibit G
 - 4. Deaths Exhibit H
 - 5. Administration Appointments Exhibit I

B. Consideration of consent to the following contract awards: (Mr. Gay/Mr. Sines)
Exhibit J

1. Contract: Benchmark Assessment Program and Related Services
2. Multi-media Web-based Instructional Materials
3. Stage Curtains – Provide, Clean, Repair, and Install Stage Curtains & Systems, Track, Scrim & Parts and Materials-Hardware
4. Title I – Memorandum of Understanding between the Board of School Commissioners of Baltimore City and the Board of Education of Baltimore County
5. Water Treatment for Critical Equipment
6. Window and Blind Replacement at Halstead Academy
7. Interior Lighting Upgrade at Loch Raven Academy
8. Fire Alarm System Upgrade at McCormick Elementary School
9. Window and Blind Replacement at Pot Spring Elementary School
10. Window and Blind Replacement at Powhatan Elementary School
11. Various Construction Packages at Windsor Mill Middle School
12. Contract Modification: Systemic Renovations at Stemmers Run Middle School

C. Legislation Updates (Ms. Calder)
Exhibit K

XI. INFORMATION

- A. Revised Rule 4004 – PERSONNEL: General - Suspected Child Abuse and Neglect of a Student by an Employee of the Baltimore County Public Schools Exhibit L
- B. Revised Rule 5140 – STUDENTS: Enrollment and Attendance Exhibit M
- C. Revised Rule 6114 – INSTRUCTION: Elementary and Secondary – Schedules: Severe Weather Exhibit N
- D. Revised Rule 8132 – INTERNAL BOARD POLICIES: Organization – Control and Communications Exhibit O

- XII. ANNOUNCEMENTS
 - A. Public Comment

Next Board Meeting April 12, 2005
7:30 PM Greenwood

TENTATIVE MINUTES

BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Tuesday, February 22, 2005

The Board of Education of Baltimore County, Maryland, met in open session at 4:52 p.m. at Greenwood. President James R. Sasiadek and the following Board members were present: Mr. Nicholas P. Camp, Mr. Thomas G. Grzymiski, Ms. Frances A.S. Harris, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Mr. Michael P. Kennedy, and Ms. Joy Shillman. In addition, Dr. Christine M. Johns, Deputy Superintendent of Curriculum and Instruction, and staff members were present.

President Sasiadek reminded Board members of upcoming functions for March and April and Board of Education events.

Mr. Borunda entered the room at 4:53 p.m.

Mr. Kennedy moved that the student member be permitted to participate in collective bargain discussions. The motion was seconded by Ms. Shillman and unanimously approved by the Board.

At 5:00 p.m., Mr. Kennedy moved the Board go into closed session to discuss personnel matters, consider matters relating to negotiations, and obtain legal advice pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1), (a)(7), (a)(8), and (a)(9). The motion was seconded by Mr. Grzymiski and unanimously approved by the Board.

CLOSED SESSION MINUTES

Dr. Donald Peccia, Executive Director of Human Resources, reviewed personnel matters to be considered this evening with Board members.

Mr. Dan Capozzi, Manager of Staff Relations-Human Resources, provided the Board with a status report in regards to negotiations with employee groups.

Dr. Joe A. Hairston, Superintendent of Schools, entered the room at 5:09 p.m.

Mr. Steele, Jr. provided legal advice to the Board on a personnel matter.

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

At 6:04 p.m., Mr. Kennedy moved the Board adjourn for a brief dinner recess. The motion was seconded by Mr. Grzymiski and approved by the Board.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 7:35 p.m. at Greenwood. President James R. Sasiadek and the following Board members were present: Mr. Luis E. Borunda, Mr. Nicholas P. Camp, Mr. Thomas G. Grzymiski, Ms. Frances A.S. Harris, 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 Nick Grabner, a student at Pine Grove Middle 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 of Education Open and Closed Minutes of January 25, 2005; and the Proposed Operating Budget Work Session Meeting Minutes of February 1, 2005, 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.

ADVISORY AND STAKEHOLDER COMMENTS

Mr. Mike German, Baltimore County Student Council President, reported that BCSC held its legislation lobbying day this past weekend.

Mr. Walter Hayes, Chair of the Northeast Area Educational Advisory Council, reported that discussions at its council meeting included Senate Bill 195, history text, and the fallen heroes' war exhibit at Parkville Middle School. Mr. Hayes expressed concern that the Board is not accepting any additional advisory council appointments at this time.

Mr. Stephen Crum, a Southeast Area Educational Advisory Council representative, reported on its council meeting discussing the parallel enrollment program. Mr. Crum also noted a severe shortage of parking at Sparrows Point Middle/High School.

Ms. Maggie Kennedy, Chair of the Baltimore County Education Coalition, announced its quarterly meeting on February 28, 2005. She congratulated Dr. Hairston for being named one of the nation's top technologically-savvy school superintendents.

ADVISORY AND STAKEHOLDER COMMENTS (cont)

Dr. Ella White-Campbell, Chair of the Minority Achievement Advisory Group, congratulated Dr. Hairston on his prestigious award. After attending a meeting today, Dr. Campbell noted the advisory group's concerns regarding Policy 5550; in particular, concerning students completing assigned work. She stated MAAG would like the catalyst resource teacher program expanded and considered in next year's budget to attract more gifted and talented students in the schools.

SUPERINTENDENT'S REPORT

Dr. Hairston reported on his visits to Dumbarton Middle and Rodgers Forge Elementary Schools where he interacted with staff and students.

Dr. Hairston also acknowledged Mr. Keith Dorsey, Deputy Director for the Office of Budget and Financing, Baltimore County Government, in attendance this evening.

Mr. Sasiadek announced that Dr. Hairston has been named one of the ten most technologically-savvy school superintendents in America as reported in *eSchool News*.

RECOGNITION OF ADMINISTRATIVE APPOINTMENTS

Dr. Donald Peccia, Executive Director of Human Resources, recognized the administrative appointments approved at the February 8, 2005 Board meeting as follows:

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
Ms. Heidi H. Miller (Effective February 9, 2005)	Facilitator Middlesex Elementary School	Assistant Principal Middlesex Elementary School
Mr. Andrew C. Pruski (Effective February 9, 2005)	Teacher/Social Studies Frederick Douglas High School Prince Georges County Public Schools	Research Specialist Office of Accountability, Research and Testing

OLD BUSINESS

Ms. Barbara Burnopp, Executive Director of Fiscal Services, noted technical and material adjustments made to the budget since the Board work session. She stated material adjustments include negotiations, current computer replacement schedules, increase in federal and state grant funding, and the addition of two internal auditors. The FY2006 total budget is 4.6% over base.

OLD BUSINESS (cont)

Mr. Kennedy stated that while there were some improvements to the budget, he had concerns over the following items:

- Availability of copy machines and paper for teachers
- The need to continue looking at private non-public placement (house students closer)
- Differentiated staffing in schools – adding an extra reading teacher at the middle school level
- Minimal technical support in schools
- Curricula office personnel performing triple duty – need additional resources

Mr. Janssen stated that while this is one of the best budgets in a number of years, he could not support the budget.

Mr. Borunda inquired about changes in instructional cost and salaries. Ms. Burnopp responded the change is for additional computers as noted in the current replacement schedule and technical adjustments to balance the budget. Instructional salaries include adjustments in negotiations, rebalancing, and funding that switches between two MSDE categories.

Mr. Sasiadek was pleased to see an increase for all employees and the extra positions in fiscal services and the internal audit division. Mr. Sasiadek commented he would like to have seen paid parent helpers in the budget and that this item should be reviewed in future budgets.

Mr. Kennedy moved approval of the proposed Operating Budget for Fiscal Year 2006. The motion was seconded by Ms. Harris and approved by the Board as presented in Exhibit B. Mr. Janssen abstained from voting on this item.

REPORTS

The Board received the following reports:

- A. **Report on Minority and Small Business Enterprises** – Through a PowerPoint™ presentation (Exhibit C), Mr. Richard Gay, Purchasing Manager, provided information on the contracting process for minority and small business enterprises (MBE/SBE). Mr. Gay also reviewed:

- ③ MBE/SBE Definitions
- ③ Board Policy and Superintendent's Rule 3200
- ③ State Regulations (14-302)
- ③ Summary of contracting process
- ③ Annual Reporting Results for FY2003 and FY2004
- ③ MBE Outreach Efforts

REPORTS (cont)

Mr. Gay stated that beginning in 2007, all state bids would be required to be advertised on eMaryland Marketplace and on its on-line system. The Maryland Contract Weekly will be eliminated.

In conclusion, Mr. Gay noted current issues under review include implemented changes from Senate Bill 903, updating Procurement Vendor Self-Service (VSS) screens to allow registration to include MBE/SBE designation, and revisions to Board Policy and Superintendent's Rule 3200.

Mr. Janssen inquired about updates to Board Policy 3200 and a statute to be abrogated in July 2000. Mr. Gay responded Senate Bill 903 was passed in 2004. Mr. Janssen asked if BCPS was subject to MDOT laws. Mr. Gay responded affirmatively and noted that for all state funded bids and solicitations, the vendor must submit its utilization documentation at the time the bid is open. Mr. Janssen asked if the utilization documentation addresses a contractor's claim of not being able to get a competitive or compatible price from the MBE/SBE, with Mr. Gay responding affirmatively.

Ms. Shillman asked why state funded contracts have to be certified by MDOT. Mr. Gay responded MDOT is the proponent in State law for handling the minority business enterprise group. Ms. Shillman inquired about disability businesses. Mr. Gay responded disability businesses are tracked under different statutes.

With regards to Mr. Grzynski's question, Mr. Gay responded if it is a State contract, BCPS relies on MDOT certification. Baltimore County Public Schools does not perform certifications.

Mr. Borunda commented that outreach efforts appear on the light side. He asked whether the statement of intent is a binding document. Mr. Gay responded no since vendors could go out of business. Mr. Gay noted there are times when the only vendor available is a non-minority business. Mr. Borunda encouraged the Procurement Office to be proactive in looking to increase minority numbers. Mr. Borunda inquired about granting request for waivers.

Ms. Johnson asked staff to elaborate on additional outreach efforts planned for 2005.

Ms. Shillman asked if quality of work is involved in the criteria, with Mr. Gay responding affirmatively.

PERSONNEL MATTERS

On motion of Mr. Kennedy, seconded by Mr. Janssen, the Board approved the personnel matters as presented on Exhibits D, E, F, and G. The Board also approved the adoption of Hearing Officers Opinion on Case # 04-30. (Copies of the exhibits are attached to the formal minutes.) Mr. Camp abstained from voting on all items.

CONTRACT AWARDS

The Building & Contracts Committee, represented by Mr. Kennedy, recommended approval of items 1, 2, 4, 5, 6, and 7 (Exhibit H). The Board approved these recommendations. Ms. Shillman abstained from voting on item #4. Ms. Johnson separated item #3 for further discussion.

1. Roof Repair Services
2. Social Studies – Maps and Globes
4. Various Trucks
5. ADA Upgrades – Victory Villa Elementary School
6. Contract Modification – Change Order Design and Construction Administration Services at Woodholme Elementary School – Field Borings
7. Contract Modification – Electrical Work (16A Contract) at Woodholme Elementary School

Item #3

Ms. Johnson asked how many elementary school teachers would be able to participate, with Mr. Gay responding 140. Ms. Johnson inquired about the application process. Mr. David Copenhagen, Coordinator for Elementary Science, PreK-12, reviewed the application and selection process for Board members. Ms. Johnson asked whether this option is open for middle and high school teachers. Mr. Copenhagen indicated this option is being pursued.

On motion of Mr. Kennedy, seconded by Mr. Janssen, the Board approved item #3 of Exhibit H.

3. Summer Science Institute for Elementary Teachers

MEMORANDUM OF UNDERSTANDING

Ms. Rita Fromm, Chief of Staff, noted the purpose of this agreement is to administer the student survey on school climate sponsored by the Council of Urban Boards of Education (CUBE) with Dr. Perkins serving as the investigator. Baltimore County Public Schools will be one of twenty-four districts participating in this survey.

Mr. Hayden entered the room at 8:57 p.m.

MEMORANDUM OF UNDERSTANDING (cont)

Ms. Shillman asked how the MOU affects BCPS in cost and instructional time. Ms. Fromm stated this is a small survey taking approximately 15-25 minutes and would be administered in the month of March when the impact is minimal involving up to 3,000 students between grades four and twelve.

Mr. Camp inquired about the selection process. Ms. Fromm responded demographic information would be provided to the research team to pick a representative sample of schools and students.

Mr. Kennedy moved approval of the Memorandum of Understanding between Baltimore County Public Schools and Dr. Brian Perkins for participation in the NSBA/CUBE National Random Study on School Climate. The motion was seconded by Ms. Harris and approved by the Board. Mr. Borunda abstained from voting on this item.

LEGISLATION UPDATE

Ms. Kara Calder, Chief Communications Officer, reviewed key pieces of legislation under consideration by the General Assembly that affect the school system.

On motion of Mr. Hayden, seconded by Mr. Janssen, the Board voted to support HB 143 – Education – Public Schools – Use of Asthma Drugs and Relation Medication.

On motion of Mr. Kennedy, seconded by Mr. Janssen, the Board voted to support HB 227 – Education – Arrest for Reportable Offenses - Notification.

On motion of Mr. Kennedy, seconded by Mr. Hayden, the Board voted to support HB 330 – Education – National Board Certified Teachers – Stipend Eligibility.

On motion of Mr. Hayden, seconded by Mr. Grzymiski, the Board voted to support HB 389 – Teachers – Certification – Fetal Alcohol Spectrum Disorders Course Credit with the amendment to blend the content information into current course offerings rather than a separate, new course. Ms. Harris and Ms. Shillman abstained from voting on this item. Mr. Sasiadek recused himself from voting on this item.

On motion of Mr. Hayden, seconded by Mr. Kennedy, the Board voted to support HB 560 – Education – State Aid for Public Elementary and Secondary Education – Trigger Provision – Repeal. Mr. Janssen abstained from voting on this item.

On motion of Mr. Janssen, seconded by Mr. Kennedy, the Board voted to support HB 579 – Pilot Program to Study and Improve Screening Practices for Autism Spectrum Disorders.

On motion of Mr. Hayden, seconded by Mr. Kennedy, the Board voted to support HB 641 – Education – Comprehensive Master Plan Updates – Due Dates.

LEGISLATION UPDATE (cont)

On motion of Mr. Hayden, seconded by Mr. Kennedy, the Board voted to support SB 266 – Quality Teacher Incentive Act – Increasing Participation.

On motion of Mr. Hayden, seconded by Mr. Kennedy, the Board voted to support SB 268 – Education – School Based Employees - Stipends.

Ms. Shillman inquired about the status of the retire/rehired bill. Ms. Calder responded staff has not reviewed these bills at this time; however, in general the concept is being supported throughout the State.

ANNOUNCEMENTS

Mr. Sasiadek made the following announcements:

- The Northwest Area Educational Advisory Council will meet on Thursday, March 3, 2005 at Cedarmere Elementary School.
- The next regularly scheduled meeting of the Board of Education of Baltimore County will be held on Tuesday, March 8, 2005, at Greenwood. The meeting will begin with an open session at approximately 5:00 p.m. After the Board adjourns to meet in closed session, followed by a brief dinner recess, the open meeting will reconvene at approximately 7:30 p.m. The public is welcome at all open sessions. The Board will host the Citizens Advisory Committee for Gifted and Talented Education for dinner on March 8, 2005 from 6:00 p.m. to 7:30 p.m.
- The Board of Education of Baltimore County will hold a public hearing on the proposed boundaries for Woodholme Elementary School on Wednesday, March 23, 2005 at Pikesville High School beginning at approximately 7:00 p.m. Sign-up for the public to comment begins at 6:00 p.m. Each speaker would be allotted three minutes to present his/her topic to the Board.

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.

PUBLIC COMMENT ON PROPOSED POLICY 7330

No one from the public signed up to speak.

PUBLIC COMMENT ON PROPOSED POLICY 7530

No one from the public signed up to speak.

PUBLIC COMMENT ON PROPOSED POLICY 7520

No one from the public signed up to speak.

GENERAL PUBLIC COMMENT

Mr. Muhammad Jameel asked the Board to add the two Muslim holidays on the school calendar.

Dr. Bash Pharoan asked the Board to grant Muslims equal holidays on the school calendar.

Mr. Nick Aquino expressed concern that questions he asked at the beginning of the school year have not been addressed. He stated that students are what matters. Mr. Aquino asked the newly appointed Board members provide information on them so that everyone can work together.

Ms. Meg O'Hare believes the Board of Education is not united. She stated Board members need to rise above the political process and work together to reach consensus on issues that impact all students in Baltimore County and improve academic achievement. Ms. O'Hare suggested that in the northeast area the process is not working.

Ms. Cheryl Bost, President of the Teachers Association of Baltimore County, commended the Board for putting forth a budget that meets the many needs of the school system. However, it does not meet all the needs of the school system. Ms. Bost also provided an update on legislative house bills HB26, HB460, and HB1238.

ADJOURNMENT

At 9:56 p.m., Mr. Hayden moved to adjourn the open session. The motion was seconded by Ms. Harris and approved by the Board.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: March 22, 2005

TO: **BOARD OF EDUCATION**

FROM: James R. Sasiadek, President
Joe A. Hairston, Secretary-Treasurer

SUBJECT: **PROPOSED SCHEDULE OF BOARD MEETINGS, 2005-2006**

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

**RESOURCE
PERSON(S):** Brenda Stiffler, Administrative Assistant to the Board of Education

RECOMMENDATION

That the Board of Education approves the proposed Schedule of Board Meetings for 2005-2006

* * * * *

The proposed Schedule of Board Meetings is attached for introduction to the Board. Approval of the schedule is planned for the April 12, 2005 Board meeting

Appendix I – Proposed Schedule of Board Meetings

Board of Education of Baltimore County

6901 Charles Street

James R. Sasiadek, President

Towson, MD 21204

March 22, 2005

TO: Members of the Board of Education

FROM: James R. Sasiadek, President
Joe A. Hairston, Secretary-Treasurer

RE: Proposed Schedule of Board Meetings, 2005-2006

We are proposing the following dates for the Board of Education meetings for 2005-2006.

Please note a deviation from the normal scheduling of Board meetings on the 2nd and 4th Tuesdays during the months of September and December. During these two months, meetings have been scheduled on the 1st and 3rd Tuesdays to avoid having only one meeting in December.

Since BCPS will be hosting the NFUSSD Conference October 9-12, 2005, the Board meetings are scheduled for the 1st and 4th Tuesdays for that month only.

This item will be placed on the April 12, 2005 agenda for action.

July 12	Approved April 2004
August 9	Approved April 2004
September 7(W) and 20	September 5 – Labor Day September 29-30 – MABE Conference September 29 – CUBE Conference
October 5(W) and 25	October 1 & 2 – MABE/CUBE Conference October 4 – Schools & Offices Closed October 9-12 – NFUSSD Conference (Baltimore) October 13 – Schools & Offices Closed October 26-28 – T+L ² Conference
November 8 and 22	November 11 – CUBE Retreat November 14 – High School Honors Concert November 24 & 25 – Thanksgiving Holiday

Members of the Board of Education – Page 2

December 6 and 20	December 24-31 – Winter Break
January 10 and 24	January 2 – Schools & Offices Closed January 16 – Martin Luther King, Jr. Birthday Observance
February 14 and 28	February 20 – President’s Day
March 14 and 28	
April 25	April 6-11 – CUBE Conference April 8-11 – NSBA Conference April 10-17 – Spring Break
May 9 and 23	May 2 or 9 – Awards for Excellence Dinner May 2 – TABCO Dinner May 3 – CTE Recognition Dinner May 29 – Schools & Offices closed in observance of Memorial Day
June 13	June 1-6 – Commencement Exercises June 22-25 – CUBE Seminar
July 11	July 4 – Schools & Offices closed in observance of Independence Day
August 22	

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: March 22, 2005

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **Policy 3125 - NON-INSTRUCTIONAL SERVICES: Fiscal Services Accounting and Cash Management: School Activity Funds**

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

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

RECOMMENDATION

Board consideration is requested of proposed changes to Board Policy 3125 – Accounting and Cash Management: School Activity Funds. This policy was updated as part of the initiative of the Division of Business Services to update outdated Board Policies. This policy was adopted in 1968, and revised in 1980 and 2000. Changes were made to outline responsibility for School Activity Funds, and to incorporate Rule 3132.1, which was recommended for deletion. Rule 3125 was created instead. The Board Policy Review Committee reviewed this policy on February 16, 2005. This is the first reading of Policy 3125.

Attachment I - Policy 3125 - NON-INSTRUCTIONAL SERVICES: Fiscal Services Accounting and Cash Management: School Activity Funds

NON-INSTRUCTIONAL SERVICES: Fiscal Services

Accounting and Cash Management: School Activity Funds

[1. Purpose]

THE BOARD OF EDUCATION RECOGNIZES THAT SCHOOLS MAY MAINTAIN [S]school activity funds [should] TO promote the general welfare of all [the] students and facilitate the normal extracurricular activities of the school. Projects [which] THAT produce or disburse funds in support of school activities must contribute directly to the educational experience or morale of the students and may not conflict with nor supplant the instructional program.

[2. Definition]

These funds are generated by activities within a school, such as school stores, publications, social and athletic events, etc.] AS USED IN THIS POLICY, [T]the term “school ACTIVITY funds” means all FUNDS GENERATED BY SCHOOL-SPONSORED ACTIVITIES AND MAINTAINED IN SCHOOL BANK ACCOUNTS. [monies coming into and leaving the school’s possession. Cafeteria funds are excluded from this definition.]

[3. Responsibilities]

SCHOOL ACTIVITY FUNDS SHALL BE MANAGED IN ACCORDANCE WITH SOUND BUSINESS PRACTICES, INCLUDING ADHERENCE TO ACCEPTED ACCOUNTING PRACTICES. The Superintendent [of Schools] is responsible for recommending to the Board of Education all [new] policies [and changes in policies] with regard to the [supervision and administration] FINANCIAL MANAGEMENT of school activity funds.

[4. Management]

All monies collected by school employees and by student treasurers shall be receipted, accounted for, and directed, without delay, to the proper location of deposit. In no case shall monies be left overnight in schools, except in safes provided for safekeeping of valuables, and even then not to exceed more than a few dollars. All schools shall provide for making bank deposits after regular banking hours in order to avoid leaving money in the school overnight.]

POLICY 3125

[5. Procedures

Procedures regarding this fund are outlined in the Manual for Receipts and Disbursements Accounting of School Funds.]

[Also see rule “Auditing: School Activity Funds” in this series]

RELATED POLICIES: POLICY 3132, INTERNAL AUDIT, ALL FUNDS
POLICY 2211, SCHOOL PERSONNEL, PRINCIPAL

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

Policy: Board of Education of Baltimore County
Adopted: 9/18/68
Revised: 6/19/80
Revised: 8/17/00
REVISED: _____

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: March 22, 2005
TO: **BOARD OF EDUCATION**
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: **POLICY AND RULE 4004**
ORIGINATOR: Rita Fromm, Chief of Staff
RESOURCE PERSON(S): Dale Rauenzahn, Executive Director, Student Support Services

RECOMMENDATION

That the Board of Education approves revisions to Policy 4004, Suspected Child Abuse and be aware of revisions to Superintendent's Rule 4004. This is the first reading of Policy 4004.

Background Information:

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

Appendix I – Policy 4004

POLICY 4004

PERSONNEL: General

Suspected Child Abuse, NEGLECT, AND/OR INAPPROPRIATE BEHAVIOR [of] TOWARDS A STUDENT by an Employee of the Baltimore County Public Schools

[Any employee] AN EMPLOYEE, SUBSTITUTE, VOLUNTEER, STUDENT TEACHER, OR STUDENT INTERN suspected of child abuse, NEGLECT, AND/OR INAPPROPRIATE BEHAVIOR TOWARDS A STUDENT will be dealt with in accordance with applicable laws and school system rules. The Superintendent of Schools will establish procedures for reporting such cases to the appropriate authorities and will administer disciplinary action, when necessary.

Legal References: Resetar v. State Board of Education, 284 Md. 537, 299 A.2d 225, *cert. denied*, 444 U.S. 838 (1979)
Annotated Code of Maryland, Family Law Article, §5-701 ET SEQ
Annotated Code of Maryland, Education Article, §6-107, 108, 202
Education COMAR, 13A.12.05.02C(4)
Education COMAR, 13A.08.01.13A, B, D, E

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

Policy
Adopted: 4/16/94
REVISED _____

Board of Education of Baltimore County

**BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204****March 22, 2005****RETIREMENTS**

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/OFFICE</u>	<u>YRS. OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Linda Albright	Speech/Lang. Path.	Franklin Elem.	26.0	7-01-05
Sondra Benney	Teacher	Perry Hall Middle	18.0	7-01-05
Sandra Benson	Lib. Sci. Media	Towson High	37.0	7-01-05
Charlene Berger	Reading Specialist	Warren Elementary	31.0	7-01-05
Rebecca Blackburn	Teacher	Stemmers Run Middle	31.0	7-01-05
Ronald Bungay	Teacher	Maiden Choice School	33.0	7-01-05
Roberta Carlino	Transition Facilitator	Perry Hall High	11.0	7-01-05
Walter Coats	Teacher	Patapsco High	35.0	7-01-05
Linda Day	Teacher	Sparrows Point High	28.0	7-01-05
Milton Dorsch	Teacher	Arbutus Middle	30.0	7-01-05
Rose Ford	Bus Attendant	Transportation	21.0	3-01-05
Janet Gabrielson	Admin. Assist. II	NE Area Exec Dir of Schools	30.0	7-01-05
Thea Golub	Teacher	Arbutus Middle	22.0	7-01-05
Mary Hemler	Resource Teacher	Greenwood/ESS	35.0	7-01-05
Joseph Hoffman	Teacher	Carney Elem.	32.5	7-01-05
Alvera Jones	Teacher	Southwest Academy	32.0	7-01-05
Joann Kent	Teacher	Harford Hills Elem.	34.0	7-01-05
Dennis Kimmel	Teacher	Timonium Elem.	41.0	7-01-05
Nancy King	Teacher	Hereford High	36.0	7-01-05
Nancy Marchant	Bus Attendant	Transportation	20.0	3-01-05
Michael McIntyre	Teacher	Perry Hall High	31.0	7-01-05
Joan McMahan	Mentor	Riverview Elem.	16.0	4-01-05

Glenda Milner	Teacher	Owings Mills High	32.0	7-01-05
M. Janice Mueller	Teacher	Fullerton Elem.	21.5	7-01-05
Stephen Power	Teacher	Hereford High	32.0	7-01-05
Marsha A. Roach	Principal	Stoneleigh Elem.	31.0	7-01-05
Robert Schaefer	Teacher	Owings Mills High	31.7	7-01-05
Mary Schreiber	Teacher	Fifth District Elem.	32.0	7-01-05
Risa S. Schuster	Ombudsperson	Greenwood/Admin. Bldg.	31.6	4-01-05
Sharon Steinwachs	Teacher	Harford Hills Elem.	35.0	7-01-05
Wanda Tracy	Teacher	Timonium Elementary	18.0	7-01-05
Daphne Wiatrowski	Paraeducator	White Oak School	9.6	3-01-05
Kerry Williams	Teacher	Dulaney High	30.0	7-01-05
Sharon Wisniewski	Teacher	Warren Elementary	33.0	7-01-05

As of 3/16/05

**BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204**

March 22, 2005

RESIGNATIONS

ELEMENTARY – 8

Battle Grove Elementary School
Christine M. Fodness, 06/30/05, 1.0 yr.
Technology Integration Teacher

Bedford Elementary School
Joseph W. Burke, 06/30/05, 1.0 yr.
Grade 5

Featherbed Lane Elementary School
Cynthia E. Hardy, 06/30/05, 2.0 yrs.
Music – Vocal

Maricel S. Keeter, 06/30/05, 3.0 yrs.
Grade 2

Franklin Elementary School
Kelly M. Willoughby, 06/30/05, 2.0 yrs.
Grade 1

Hawthorne Elementary School
Kimberly L. Kastina, 06/30/05, 2.5 yrs.
Grade 2

Oliver Beach Elementary School
Katrina D. Cioni, 06/30/05, 2.0 yrs.
Grade 4

Owings Mills Elementary School
Heather M. Cross, 03/11/05, 7.2 yrs.
Grade 3

SECONDARY – 17

Deer Park Middle Magnet School
Jesse K. Johnson, 06/30/05, 1.0 yr.
Science

Linda A. Miller, 03/06/05, 6.0 mos.
Special Education

Franklin High School
Brandi M. Berwager, 06/30/05, 1.5 yrs.
Science

Franklin Middle School
Jeffrey C. Teti, 06/30/05, 1.0 yr.
Science

Kenwood High School
Erik D. Shuey, 02/28/05, 7.0 yrs.
English

Lansdowne High School
Raymond C. Seitz, 06/30/05, 1.0 yr.
Mathematics

Lansdowne Middle School
Ari Schwartz, 06/30/05, 2.0 yrs.
Special Education

Old Court Middle School
Deborah M. Hubbert, 06/30/05, 2.0 yrs.
Science

Patapsco High School
Abe E. Jeffers, 06/30/05, 1.0 yr.
Science

Perry Hall High School
Henry A. Bennett, 04/04/05, 7.0 mos.
Science

Randallstown High School
Twana Adams, 03/04/05, 6.0 mos.
Science

Qiana L. White, 06/30/05, 2.0 yrs.
English

RESIGNATIONS

March 22, 2005

Towson High School

Patricia F. Donlon, 06/30/05, 2.8 yrs.
Social Studies

Craig E. Jones, 06/30/05, 9.0 yrs.
Guidance

Ersula J. Ore, 06/30/05, 2.0 yrs.
English

Sam J. Schmidt, 06/30/05, 1.0 yr.
English

Woodlawn Middle School

Jay Rudegear, 06/30/05, 1.0 yr.
Art

SEPARATIONS FROM LEAVE – 1

Eileen M. Lang, granted Personal Leave, 07/01/04 – 06/30/05, resigning 06/30/05, 15.0 yrs.

**BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204**

March 22, 2005

LEAVES

CHILD REARING LEAVES

STACEY FROSTEAD DAVIES – (Reading Specialist) Edmondson Heights Elementary School
Effective March 1, 2005 through March 1, 2007

ALLISON MORGAN HECHT – (Psychologist) Formerly White Oak School
Effective September 1, 2005 through June 30, 2007

KRISTINA PAUL KIMBREL – (2nd Grade) Cromwell Valley Elementary School
Effective May 11, 2005 through May 11, 2007

PERSONAL LEAVE

LINDA R. KACUR – (Pre-Kindergarten) Riverview Elementary School
Effective July 1, 2005 through June 30, 2006

UNUSUAL OR IMPERATIVE LEAVES

YAN BRENDEL – Red House Run Elementary School (Paraeducator)
Effective January 31, 2005 through June 30, 2005

MARY C. MARTIN – (Technology Integration) - Formerly Featherbed Lane Elementary School
Effective July 1, 2005 through June 30, 2006

*Non-member Maryland State Retirement System & Pension System

**BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204**

March 22, 2005

DECEASED

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

LILLIE M. GADDY

Building Service Worker
Stemmers Run Middle School
February 27, 2005

KATHLEEN M. HALL

Building Service Worker
General John Stricker Middle School
February 19, 2005

RECOMMENDED APPOINTMENTS

March 22, 2005

NAME

FROM

TO

CAROL R. BATOFF
(Effective March 23, 2005)

Residency Liaison
Department of Student Support
Services

Ombudsman
Board of Education

(Replacing Risa Schuster, retired)

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: March 22, 2005

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **RECOMMENDATIONS FOR AWARD OF CONTRACTS**

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

PERSON(S): Rick Gay, Manager, Office of Purchasing
Michael Sines, Executive Director, Department of Physical Facilities

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 – March 22, 2005**

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

- 1. Contract:** Benchmark Assessment Program and Related Services
Contract #: JNI-701-05

Term: 14 months **Extension:** 0 **Contract Ending Date:** 6/30/06 (tentative)
Estimated annual award value: \$300,000
Estimated total award value: \$600,000

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

Description:

The Benchmark Assessment Program and Related Services provided by The Princeton Review, Inc. (TPR) will develop one benchmark assessment iteration in partnership with the MSDE in both Math and English Language Arts for Grades 4, 6, and 7 for a May 2005 pilot program. The benchmark assessments will reflect skills and standards as specified by MSDE. During 2005-2006, the program will develop four benchmark assessment iterations in both Math and English Language Arts for grades 3-8 for a full year program with assessments administered in October, November, January and May.

The Princeton Review, Inc., will deliver the assessment in printed form, will provide scanning and scoring services for all assessments, will provide professional development sessions to train and support the users, and will provide dedicated account support for MSDE and the district for the Full-Year 2005-2006 program. The testing will occur on TPRs online assessment and reporting platform or on a printed format whichever is appropriate at the time of the testing.

Baltimore County Public schools has been notified that the Maryland State Department of Education will be providing a grant in the amount of \$300,000 for a formative assessment in the grades 4, 6, and 7 pilot programs in conjunction with The Princeton Review. Partial financial support of the program for the Full-Year 2005-2006 will be provided by Baltimore County Public Schools.

Recommendation:

Award to The Princeton Review, the assessment program for developing benchmark assessments in Math and English Language Arts.

Responsible school or office: Accountability, Research and Testing

Contact Person: Dr. Beverly Pish

Funding Source: Maryland State Department of Education Grant and General Fund of the Office of Accountability, Research and Testing

2. Contract: Multi-media Web-based Instructional Materials
Bid #: JNI-760-05

Term: 1 year **Extension:** 2 years **Contract Ending Date:** 12/30/07 (tentative)
Estimated annual award value: \$18,000
Estimated total award value: \$54,000

Description:

The Office of Library Information Services is requesting funds to purchase the site license for BrainPOP, a multi-media web-based educational resource for students, teachers, and parents. This series produces multi-media materials for science, English, social studies, math, technology, and health. Teachers and library media specialists have documented the value of these resources for supplementing their instruction, and have been purchasing the services on an individual school basis. By combining the services into one system-wide site license, the cost is greatly reduced, thus making this valuable educational resource equitably accessible. BrainPOP makes learning fun in a safe environment, provides accurate information based on national content standards, and has partnerships with McGraw-Hill, National Geographic, and AOL@School. It is constantly developing new content based on the needs of its users and the National Science Education Standards, the National Council of Teachers of Mathematics, and the National Council of Teachers of English.

Based upon the recommendation of the school and office personnel, the Office of Library Information is requesting the approval to purchase a site license subscription for grades 4 through 8 for 41,267 students. The access would be continued, and possibly expanded, based upon the continued recommendations from the schools and the success of students using the multi-media web-based materials. System-wide access to these services has been available since last fall.

Recommendation:

Award of contract is recommended to:

BrainPOP LLC Mount Kisco, NY

Responsible School or Office: Office of Library Information Services

Contact Person: Art Stritch

Funding Source: Operating Budget

3. Contract: Stage Curtains--Provide, Clean, Repair, and Install Stage Curtains & Systems, Track, Scrim & Parts and Materials-Hardware
Contract #: MBU-525-05

Term: 5 years **Extension:** 0 **Contract Ending Date:** 6/30/10 (tentative)
Estimated annual award value: \$25,000
Estimated total award value: \$125,000

Bid issued: January 6, 2005
Pre-bid: January 20, 2005
Bid due date: February 17, 2005
No. of vendors issued to: 7
No. of bids received: 3
No. of no-bids received: 1
No. of non-responsive: 0

Description:

This is a multi-year contract for repairs, installation of new curtains and/or entire systems, as well as cleaning any existing stage curtains in all BCPS schools. The contract is primarily for new construction and renovations involving auditorium and stage areas. Work will be performed at the direction of the Offices of Maintenance/Construction and Engineering/Construction. The provision of parts and materials will be requested on an as-needed basis.

Bidders were directed to submit cost based on the model presented in the solicitation and unit cost for those items generally requested. The unit costs for various items were averaged to determine the lowest bid.

Recommendation:

Award of the contract is recommended to:

Fisher Theatrical, LLC Catonsville, MD

Responsible school or office: Offices of Engineering/Construction and Maintenance/Construction

Contact person: Larry Goins

Funding source: Operating and Capital Budgets

4. Contract: Title I – Memorandum of Understanding between the Board of Commissioners of Baltimore City and the Board of Education of Baltimore County

Contract #: JN1-797-05

Term: 1 yr. (2004-2005) **Extensions:** Annual Renewal

Expiration Date: 06/30/08 (tentative)

Estimated annual award value: \$37,304

Estimated total award value: \$149,216

Bid/proposal issued: NA

Pre-bid meeting date: NA

No. vendors issued to: NA

No. bids/proposals received: NA

No. of no-bids received: NA

Description:

Title I requires school districts to provide services to eligible students from Title I public school attendance areas who attend nonpublic schools. Title I services must be provided to eligible students from Baltimore City who attend nonpublic schools in Baltimore County and vice versa.

In order to implement the law's requirement, a Memorandum of Understanding has been drafted that provides reciprocal reimbursement of required expenses. Under the conditions of the MOU, Baltimore City Public Schools will reimburse Baltimore County Public Schools for providing required Title I services to the eligible students from Baltimore City who attend non-public schools in Baltimore County; Baltimore County Public Schools will likewise reimburse Baltimore City Public Schools for providing the required Title I services to the eligible students from Baltimore County who attend non-public schools in Baltimore City.

At its February 22nd meeting the Board of School Commissioners of Baltimore City approved the MOU, including payment of \$52,965 to Baltimore County Public Schools for services provided in this fiscal year. As part of this reciprocal agreement, Baltimore County will owe \$37,304 to Baltimore City for providing services to Title I eligible county residents attending nonpublic schools in Baltimore City. FY 2005 Title I grant funds are available for this purpose.

Recommendation:

Award of the contract is recommended to:

Memorandum of Understanding between the Board of School Commissioners of Baltimore City and the Board of Education of Baltimore County

Responsible school or office: Office of Title I and Grant Assistance

Contact person: Linda Cassell

Funding source: Title I Grant

6. Contract: Window and Blind Replacement at Halstead Academy
Bid #: JMI-628-05

Estimated award value: \$672,009

Description:

On March 3, 2005, three (3) bids were received for the Window and Blind Replacement project at Halstead Academy. This project consists of the removal and disposal of existing windows and blinds, and the purchase and installation of new windows and blinds.

At this time, approval of a 10% contract modification allocation in the amount of \$67,201 is requested to cover unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board policy.

Recommendation:

Award of contract is recommended to:

Constantine Commercial Construction, Inc. Timonium, MD

Responsible school or office: Department of Physical Facilities

Contact person: Richard H. Cassell, P.E., Administrator
 Ann M. Kramer, Project Manager
 Office of Engineering and Construction

Funding source: County and State Capital Budget - Project # 665 - Halstead Academy

Baltimore County Public Schools
Window and Blind Replacement at Halstead Academy
Bid No. #JMI-628-05
Bid Due Date: March 3, 2005

	Bidders' Names		
	Constantine Commercial Construction, Inc.	E. Pikounis Construction	RWC Contracting Corporation
Base Bid	\$672,009	\$759,311	\$762,800

7. Contract: Interior Lighting Upgrade at Loch Raven Academy
Bid #: JNI-779-05

Estimated award value: \$61,780

Description:

On March 3, 2005, eight (8) bids were received to provide the Interior Lighting Upgrade at Loch Raven Academy. The project consists of replacing existing incandescent lighting with new energy-efficient fixtures and components.

At this time, approval of a 10% contract modification allocation in the amount of \$6,178 is requested to cover unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Recommendation:

Award of contract is recommended to:

P. D. Valle Electric Co., Inc. Baldwin, MD

Responsible school or office: Department of Physical Facilities

Contact person: Richard H. Cassell, P.E., Administrator
 Vladimir Mukasey, P.E., Project Manager
 Office of Engineering and Construction

Funding source: FY 2005 State Aging School Program

Baltimore County Public Schools
Interior Lighting Upgrade at Loch Raven Technical Academy
Bid No.: JNI-779-05
Bid Due Date: March 3, 2005

Bidders' Names								
	P. D. Valle	Casper Sipple, Inc.	Deerfield Inc.	Denver-Elek, Inc.	Fitzgerald Elec, Inc.	Action Electrical Con.	Urban Francis, LLC	VHT Construction
Base Bid	\$61,780	\$67,944	\$102,100	\$94,800	\$121,600	\$85,700	\$151,000	\$124,690

8. Contract: Fire Alarm System Upgrade at McCormick Elementary School
Bid: JNI-765-05

Estimated award value: \$58,166

Description:

On March 3, 2005, eight (8) bids were received to provide a fire alarm system upgrade at McCormick Elementary School. The project consists of replacing the existing fire alarm system with a new addressable fire alarm system at this school.

At this time, approval of a 10% contract modification allocation in the amount of \$5,817 is requested to cover unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Recommendation:

Award of contract is recommended to:

Casper G. Sippel, Inc. Baltimore, MD

Responsible school or office: Department of Physical Facilities

Contact person: Richard H. Cassell, P.E., Administrator
 Vladimir Mukasey, P.E., Project Manager
 Office of Engineering and Construction

Funding source: FY2004 State QZAB School Program

**Baltimore County Public Schools
 Fire Alarm System Upgrade at McCormick Elementary School
 Bid No.: JNI-765-05
 Bid Due Date: March 3, 2005**

		Bidders' Names						
	Casper Sippel, Inc.	Action Electrical Contractor s, Inc.	Denver-Elek Inc.	Elco Electric, Inc	Fitzgerald Electric Co., Inc	P.D. Valle Electric Co., Inc.	SPC, Inc.	Urban Francis LLC
Base Bid	\$58,166	\$68,500	\$102,700	\$69,800	\$72,810	\$62,740	\$59,722	\$80,900

9. Contract: Window and Blind Replacement at Pot Spring Elementary School
Bid #: JMI-630-05

Estimated award value: \$801,945

Description:

On March 2, 2005, two (2) bids were received for the window replacement at Pot Spring Elementary School. This project consists of the removal and disposal of the existing windows and blinds, and the purchase and installation of new windows and blinds. Based on the bids received, the Department of Physical Facilities recommends an award of contract to the lowest responsive bidder for the Base Bid and Add Alternates #1, #2, #3 and #5. These Alternates include the profile to be sloped away from the glazing to allow for the shedding water on the top surface; replace all exterior doors; re-glazing of all steel frames; and remove and replace the high window operator system.

At this time, approval of a 10% contract modification allocation in the amount of \$80,194 is requested 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.

Recommendation:

Award of contract is recommended to:

RWC Contracting Corporation Baltimore, MD

Responsible school or office: Department of Physical Facilities

Contact person: Richard H. Cassell, P.E., Administrator
Ann M. Kramer, Project Manager
Office of Engineering and Construction

Funding source: County and State Capital Budget Project #665 –
Major Maintenance

**BALTIMORE COUNTY PUBLIC SCHOOLS
 WINDOW AND BLIND REPLACEMENT at POT SPRING ELEMENTARY SCHOOL
 BID NUMBER: JMI-630-05
 BID DUE DATE: FEBRUARY 24, 2005**

	Bidders' Names	
	RWC Contracting Corp.	E. Pikounis Construction Co., Inc.
Base Bid	\$658,000	\$669,311
<i>Alternate #1: The window horizontal mullion profile for the base bid is to be flat. The alternate profile is to be sloped away from the glazing to allow for the shedding water, on the top surface.</i>	\$18,835	\$45,000
<i>Alternate #2: Replace all exterior doors. This work includes the removal and replacement of the existing doors and hardware as scheduled.</i>	\$91,800	\$99,000
<i>Alternate #3: The re-glazing of all steel frames. The alternate includes the stripping of old paint, re-priming and repainting of the steel frames.</i>	\$32,300	\$49,900
<i>Alternate #5: Remove and replace the high window operator system. The new operating system is to surface mount the cable by having it travel through a plastic lined steel conduit, which is to be surface mounted.</i>	\$1,010	\$27,000
Total Base Bid Plus Alternates	\$801,945	\$927,211

10. Contract: Window and Blind Replacement at Powhatan Elementary School
Bid #: JMI-629-05

Estimated award value: \$259,311

Description:

On March 2, 2005, two (2) bids were received for the window replacement at Powhatan Elementary School. This project consists of the removal and disposal of existing windows and blinds, and the purchase and installation of new windows and blinds.

At this time, approval of a 10% contract modification allocation in the amount of \$25,931 is requested 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.

Recommendation:

Award of contract is recommended to:

E. Pikounis Construction Co., Inc. Baltimore, MD

Responsible school or office: Department of Physical Facilities

Contact person: Richard H. Cassell, P.E., Administrator
 Ann M. Kramer, Project Manager
 Office of Engineering and Construction

Funding source: County and State Capital Budget Project #665 – Major Maintenance.

**BALTIMORE COUNTY PUBLIC SCHOOLS
 WINDOW & BLIND REPLACEMENT at POWHATAN ELEMENTARY SCHOOL
 BID NUMBER: JMI-629-05
 BID DUE DATE: FEBRUARY 24, 2005**

	Bidders' Names	
	E. Pikounis Construction	RWC
Base Bid	\$259,311	\$294,300

11. Contract: Various Construction Packages at Windsor Mill Middle School
Bid#: PCR-282-05

Estimated award value: \$1,875,571

Description:

On March 2, 2005, bids were received for the various construction packages associated with the construction of Windsor Mill Middle School. The Department of Physical Facilities recommends approval of contract award to the lowest responsive bidders, for the construction packages listed below.

<u>Package #</u>	<u>Bid Package</u>	<u>Contractor</u>	<u>Amount</u>
9A	Drywall/Metal Studs/ACT	Manganaro Mid-Atlantic LLC	\$569,000
9B	Resilient Flooring	CB Flooring	\$180,888
9C	Tile	Inter-State Tile & Mantel Co.	\$277,800
9D	Painting	R H Fewster Painting Co.	\$240,000
9E	Wood Flooring	Weyers Flooring Service LLC	\$90,837
10A	Toilet Partitions & Accessories	Partition Plus	\$52,725
12A	Laboratory Casework	Steel Products	\$464,321

At this time, approval of a 10% contract modification allocation in the amount of \$187,557 is requested to cover unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Recommendation:

Award of contract is recommended to:

Manganaro Mid-Atlantic LLC	Beltsville, MD
CB Flooring	Columbia, MD
Inter-State Tile & Mantel Co.	Harrisburg, PA
R H Fewster Painting Co.	Towson, MD
Weyers Flooring Service LLC	Odenton, MD
Partition Plus	Fallston, MD
Steel Products	Rockville, MD

Responsible school or office: Department of Physical Facilities

Contact person: Richard H. Cassell, P.E., Administrator
J. Kurt Buckler, P.E., Head of Engineering
Office of Engineering and Construction

Funding source: County Capital Budget – Project #091 - Windsor Mill Middle School

**Baltimore County Public Schools
Windsor Mill Middle School
Package 9A – Drywall / Metal Studs / ACT
Bid No. PCR-282-05
Bid Due Date: March 2, 2005**

	Bidders' Names			
	Manganaro Mid-Atlantic LLC	Centerline Construction Co.	Walls & Ceilings, Inc.	Finishes, Inc.
Base Bid	\$569,000	\$667,400	\$625,500	\$687,800

**Baltimore County Public Schools
Windsor Mill Middle School
Package 9B – Resilient Flooring
Bid No. PCR-282-05
Bid Due Date: March 2, 2005**

	Bidders' Names		
	CB Flooring	Corridor Flooring	Apartment & Business Flooring
Base Bid	\$180,888	\$219,500	\$181,375

**Baltimore County Public Schools
Windsor Mill Middle School
Package 9C – Tile
Bid No. PCR-282-05
Bid Due Date: March 2, 2005**

	Bidders' Names	
	Inter-State Tile & Mantel Co.	Winfield Tile
Base Bid	\$277,800	\$279,533

**Baltimore County Public Schools
Windsor Mill Middle School
Package 9D – Painting
Bid No. PCR-282-05
Bid Due Date: March 2, 2005**

	Bidders' Names
	R H Fewster Painting Co.
Base Bid	\$240,000

**Baltimore County Public Schools
Windsor Mill Middle School
Package 9E – Wood Flooring
Bid No. PCR-282-05
Bid Due Date: March 2, 2005**

	Bidders' Names		
	Weyers Floor Service LLC	Miller Flooring Company	MasterCare Flooring
Base Bid	\$90,837	\$95,650	\$91,500

**Baltimore County Public Schools
Windsor Mill Middle School
Package 10A – Toilet Partitions & Accessories
Bid No. PCR-282-05
Bid Due Date: March 2, 2005**

	Bidders' Names	
	Partition Plus	Steel Products
Base Bid	\$52,725	\$62,345

**Baltimore County Public Schools
Windsor Mill Middle School
Package 12A – Laboratory Casework
Bid No. PCR-282-05
Bid Due Date: March 2, 2005**

	Bidders' Names		
	Steel Products	Southside Manufacturing Corporation	Thoma, Inc.
Base Bid	\$464,321	\$474,008	\$516,592

12. Contract Modification: Systemic Renovations at Stemmers Run Middle School

Estimated award value: \$33,694

Description:

On June 8, 2004, an award of contract was made to E. Pikounis Construction Co., Inc., for the systemic renovation of Stemmers Run Middle School - Bid #MBU-504-04. This project consists of replacing the heating, ventilating, and plumbing systems; ceilings; electrical upgrades; and related work along with the installation of a sprinkler system, new hallway lockers and new auditorium seating. The contract was approved at a value of \$3,060,000, with an additional 10% (\$306,000) for unforeseen conditions. In order to better suit the population of the school, **a change order to upgrade the lockers with recessed hardware and integral combination locks** been requested by the school. The renovation contractor, E. Pikounis Construction Co., Inc., has agreed to provide these locker renovations for the price of \$33,694. This change order cost has been reviewed by both the architect and BCPS Department of Physical Facilities and found to be reasonable.

The funding for this change order will come from the existing contingency amount of \$306,000. With this change order, 8.9% of the contingency amount remains.

Recommendation:

Award of contract modification is recommended to:

E. Pikounis Construction Co., Inc. Baltimore, MD

Responsible school or office: Department of Physical Facilities

Contact person: Richard H. Cassell, P.E., Administrator
Philip Maddox, Project Manager
Office of Engineering and Construction

Funding source: County and State Capital Budget Project #098 –
Stemmers Run Middle School Systemic
Renovations

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: March 22, 2005
TO: **Board of Education**
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: **LEGISLATION UPDATE**
ORIGINATOR: Kara Calder, Chief Communications Officer

RECOMMENDATION

* * * * *

That the Board of Education consider taking positions on Key School Legislation.

Attachment I – Key School Legislation Summary
Attachment II – Senate and House Bills

BALTIMORE COUNTY PUBLIC SCHOOLS
KEY SCHOOL LEGISLATION
March 22, 2005

UPDATES ON LEGISLATION PREVIOUSLY CONSIDERED

(*Status is as of 3/16/2005)

HB 143 - Education - Public Schools - Use of Asthma Drugs and Related Medication

This bill would require public school systems to adopt a policy authorizing a student to possess and self-administer specified medication pertaining to the student's asthma or other airway-constricting disease while in school, at school-sponsored activities, or on school property. It requires prior written approval from a student's health practitioner and parent or legal guardian before a student can self-administer medication and requires that the school nurse conduct a specified review.

Board of Education position: Support

*Status: passed House with amendments

HB 227 – Education - Arrest for Reportable Offenses – Notification

This bill would expand the requirement that law enforcement agencies notify local superintendents of public schools of arrests for reportable offenses to include arrests of all students. It also more clearly defines "student" as an individual enrolled in a public school system in the State who is 5 years old or older and under 21 years of age.

Board of Education position: Support

*Status: passed the House with amendments

HB 330 - Education - National Board Certified Teachers - Stipend Eligibility

This legislation is one of three bills under consideration that would aid in the expansion and promotion of national board certification for teachers in Maryland.

Specifically this bill would expand the stipend eligibility for specified teachers to include an individual who has been assigned or promoted from classroom teacher to an instructional or classroom support position. Currently these teachers are ineligible for the stipend.

Board of Education position: Support

*Status: unchanged

HB 389 - Teachers - Certification - Fetal Alcohol Spectrum Disorders Course Credit

This bill would require that the State Superintendent of Schools and the Professional Standards and Teacher Education Board require applicants for a teacher's certificate to complete a minimum number of semester hours covering Fetal Alcohol Spectrum Disorders and to determine the minimum number of specified semester hours required for a teacher's certificate. This would provide teachers the advantage of the necessary technical training to support teaching and learning with students affected by such disorders.

Board of Education position: Support with amendments

*Status: unchanged

HB 560 - Education - State Aid for Public Elementary and Secondary Education - Trigger Provision – Repeal

This bill would repeal the provision of law that makes annual per pupil foundation aid for education contingent on the adoption of a joint resolution by the General Assembly if State aid for public elementary and secondary education exceeds a specified threshold and repeals the provision that limits the annual per pupil foundation aid to a specified amount if the joint resolution is not adopted.

Board of Education position: Support

*Status: unchanged

HB 579 - Pilot Program to Study and Improve Screening Practices for Autism Spectrum Disorders

This bill would establish a Pilot Program to Study and Improve Screening Practices for Autism Spectrum Disorders in the Department of Education and would require the Department of Education, in collaboration with the Department of Health and Mental Hygiene, to establish relationships with specified providers to participate in the Pilot Program. It also provides that training materials be developed and that written information on early detection of autism spectrum disorders be distributed.

Such a pilot program could serve as a model to schools for the early identification and intervention of students with autism and related disorders.

Board of Education position: Support

*Status: favorable committee report

HB 641 - Education - Comprehensive Master Plan Updates - Due Dates

This bill would alter the date by which county boards of education must submit master plan updates and other information to the State Department of Education and alter the date by which the State Superintendent of Schools must report to the General Assembly.

This change was requested by MSDE at the suggestion of schools to provide more time for schools to assess and adjust plans based on testing data.

Board of Education position: Support

*Status: favorable committee report

HB899 Education - Geographic Cost of Education Index – Funding

This bill would require the State to provide a grant to specified county boards of education to reflect regional differences in the cost of education that are due to factors outside the control of local jurisdictions beginning in fiscal year 2006. While the GCEI was identified in the Thornton legislation, it has not yet been funded.

Recommendation: Support

Status: unchanged

HB1254 Education - Closing the Gap School Recognition Awards

This bill would establish the “Closing the Gap School Recognition Awards” program in order to recognize primary and secondary schools that have made significant efforts in reducing achievement gaps for specified student racial and ethnic groups and subgroups as demonstrated by data reported to the State Department of Education in accordance with the federal No Child Left Behind Act. It would require the Governor to include \$2,750,000, entirely from federal funds, in the annual State budget to fund the awards program.

Recommendation: Support

Status: to be heard 3/22

HB1325 Creation of State Debt - Aging School Program - Qualified Zone Academy Bonds

This bill proposed the creation of a State Debt in the amount of \$9,361,000 to be used as a grant to the Interagency Committee on School Construction for specified development or improvement purposes to be allocated to eligible school systems. It would be subject to a requirement that the grantee document the provision of a required federal matching fund.

Recommendation: Support

Status: to be heard 3/18

SB 266 - Quality Teacher Incentive Act - Increasing Participation

Like HB 330, passage of this bill would help advance and promote the teaching profession by increasing the maximum number of teachers selected each year to participate in the State and Local Aid Program for Certification by the National Board for Professional Teaching Standards from 500 to 750.

Board of Education position: Support

*Status: passed the Senate

SB 268 - Education - School Based Employees – Stipends

This bill provides for a stipend of up to a maximum of \$2,000 for certificated school-based employees who work directly with students or teachers and who hold a certificate issued by the National Board for Professional Teaching Standards. As with HB 330 and SB 266 it would help support the professional career ladder for teachers.

Board of Education position: Support

*Status: passed the Senate

LEGISLATION FOR CONSIDERATION:

SB 834 - Pilot Program to Study and Improve Screening Practices for Autism Spectrum Disorders (Cross file of 579)

This bill would establish a Pilot Program to Study and Improve Screening Practices for Autism Spectrum Disorders in the Department of Education and would require the Department of Education, in collaboration with the Department of Health and Mental Hygiene, to establish relationships with specified providers to participate in the Pilot Program. It also provides that training materials be developed and that written information on early detection of autism spectrum disorders be distributed.

Board of Education position: Support

SB 939 - Education - State Aid for Public Elementary and Secondary Education - Trigger Provision – Repeal (Cross file of 560)

This bill would repeal the provision of law that makes annual per pupil foundation aid for education contingent on the adoption of a joint resolution by the General Assembly if State aid for public elementary and secondary education exceeds a specified threshold

and repeals the provision that limits the annual per pupil foundation aid to a specified amount if the joint resolution is not adopted.

Board of Education position: Support

RULE 4004

PERSONNEL: General

Suspected Child Abuse, [and] NEGLECT, AND/OR INAPPROPRIATE BEHAVIOR [of] TOWARDS a Student by an Employee of the Baltimore County Public Schools

[Any employee] THE CONDUCT OF AN EMPLOYEE, SUBSTITUTE, VOLUNTEER, STUDENT TEACHER, OR STUDENT INTERN suspected of child abuse, [and] neglect, AND/OR INAPPROPRIATE BEHAVIOR [of a student] TOWARDS A STUDENT must be dealt with in accordance with applicable laws AS WELL AS BOARD OF EDUCATION POLICIES, RULES, AND PROCEDURES. The Superintendent of Schools will establish procedures for reporting such cases to the appropriate authorities.

DEFINITIONS: AS USED IN THIS RULE, THE FOLLOWING TERMS HAVE THIS MEANING

1. "CHILD PHYSICAL ABUSE" IS THE PHYSICAL INJURY OF A CHILD (UNDER 18), BY ANY PARENT OR OTHER PERSON WHO HAS PERMANENT OR TEMPORARY CARE OR CUSTODY OR RESPONSIBILITY FOR SUPERVISION OF A CHILD, OR BY A FAMILY MEMBER, UNDER CIRCUMSTANCES THAT INDICATE THAT THE CHILD'S HEALTH OR WELFARE IS HARMED OR AT SUBSTANTIAL RISK OF BEING HARMED.
2. "CHILD SEXUAL ABUSE" OF A CHILD (UNDER 18), WHETHER PHYSICAL INJURIES ARE SUSTAINED OR NOT, MEANS ANY ACT THAT INVOLVES SEXUAL MOLESTATION OR EXPLOITATION OF A CHILD BY A PARENT OR OTHER PERSON WHO HAS PERMANENT OR TEMPORARY CARE OR CUSTODY OR RESPONSIBILITY FOR SUPERVISION OF A CHILD, OR BY ANY HOUSEHOLD OR FAMILY MEMBER. CHILD SEXUAL ABUSE INCLUDES BUT IS NOT LIMITED TO: INCEST, RAPE, OR SEXUAL OFFENSE IN ANY DEGREE; SODOMY; AND UNNATURAL OR PERVERTED SEXUAL PRACTICES.
3. "MENTAL INJURY" INCLUDES THE OBSERVABLE, IDENTIFIABLE, AND SUBSTANTIAL IMPAIRMENT OF A CHILD'S MENTAL OR PSYCHOLOGICAL ABILITY TO FUNCTION CAUSED BY AN ACT OF A PARENT, CARETAKER, HOUSEHOLD OR FAMILY MEMBER.

4. "NEGLECT" INCLUDES THE LEAVING OF A CHILD (UNDER 8) UNATTENDED, OR OTHER FAILURE TO GIVE PROPER CARE AND ATTENTION TO A CHILD BY ANY PARENT OR OTHER PERSON WHO HAS PERMANENT OR TEMPORARY CARE OR CUSTODY OR RESPONSIBILITY FOR SUPERVISION OF THE CHILD UNDER CIRCUMSTANCES THAT INDICATE THE CHILD'S HEALTH OR WELFARE IS HARMED OR PLACED AT SUBSTANTIAL RISK OR THAT MENTAL INJURY TO THE CHILD OR A SUBSTANTIAL RISK OF MENTAL INJURY MAY RESULT.
5. "INAPPROPRIATE BEHAVIOR" IS DEFINED AS UNPROFESSIONAL ACTS COMMITTED BY SCHOOL EMPLOYEES, SUBSTITUTES, VOLUNTEERS, STUDENT TEACHERS, OR STUDENT INTERNS TOWARD STUDENTS. THESE INAPPROPRIATE BEHAVIORS ARE WILLFUL ACTS OF MISCONDUCT, DELIBERATE VIOLATIONS OR DISREGARD OF STANDARDS OF BEHAVIOR THAT THE EMPLOYER HAS THE RIGHT TO EXPECT OF ANY EMPLOYEE.

PROCEDURES IN CASES OF SUSPECTED ABUSE AND/OR NEGLECT:

- I. Cases of suspected abuse AND/OR NEGLECT will be handled in the following manner:
 - A. Cases of suspected CHILD abuse and neglect of a student by [a staff member] AN EMPLOYEE, SUBSTITUTE, VOLUNTEER, STUDENT TEACHER, OR STUDENT INTERN will be reported to the Department of Social Services (DSS), and to the [Area Superintendent] PRINCIPAL OR APPROPRIATE OFFICE HEAD. [and to the Superintendent's Designee (Multi-Disciplinary Team (Multi-D) representative, Office of Pupil Personnel Services, Baltimore County Public Schools).] THE PRINCIPAL OR OFFICE HEAD WILL NOTIFY THE APPROPRIATE EXECUTIVE DIRECTOR.
 - B. THE INITIAL REPORT TO DSS MAY BE VERBAL BUT MUST BE FOLLOWED BY A WRITTEN REPORT WITHIN 48 HOURS USING BEBCO FORM "SCHOOLS REPORT OF SUSPECTED CHILD ABUSE" (FORM #BCDSS92-180A) OR "SCHOOLS REPORT OF SUSPECTED CHILD NEGLECT" (FORM #BCDSS92-180B).
 - C. A BALTIMORE COUNTY PUBLIC SCHOOLS "INTERNAL INCIDENT REPORT FORM FOR AN EMPLOYEE SUSPECTED OF CHILD ABUSE, NEGLECT, OR INAPPROPRITE BEHAVIOR

TOWARD A STUDENT” MUST BE COMPLETED IMMEDIATELY BY THE PRINCIPAL OR OFFICE HEAD IN ALL CASES OF SUSPECTED CHILD ABUSE AND/OR NEGLECT, TOWARD A STUDENT BY AN EMPLOYEE, SUBSTITUTE, VOLUNTEER, STUDENT TEACHER, OR STUDENT INTERN. THE INCIDENT REPORT FORM WILL BE FORWARDED TO THE APPROPRIATE EXECUTIVE DIRECTOR, TO THE EXECUTIVE DIRECTOR OF HUMAN RESOURCES, TO THE SUPERINTENDENT’S DESIGNEE (MULTI-DISCIPLINARY TEAM (MULTI-D) REPRESENTATIVE), AND TO THE OFFICE OF RISK MANAGEMENT.

- D. Department of Social Services worker (DSS) AND/OR THE POLICE DEPARTMENT will investigate reports of abuse [and] OR neglect and share findings with the Coordinator of THE Department of Social Services Multi-Disciplinary (Multi-D) Team. THE PRINCIPAL OR OFFICE HEAD WILL DETERMINE THE FACTS OF ALLEGATIONS OF CHILD ABUSE AND/OR NEGLECT, THROUGH A LIMITED INQUIRY. THE ACCUSED EMPLOYEE MAY NEITHER BE NOTIFIED OF THE ACCUSATION NOR INTERVIEWED BY THE PRINCIPAL OR OFFICE HEAD UNTIL AN INVESTIGATION HAS BEEN CONDUCTED BY THE DEPARTMENT OF SOCIAL SERVICES AND/OR THE POLICE DEPARTMENT. AFTER CONSULTATION WITH THE APPROPRIATE EXECUTIVE DIRECTOR, THE PRINCIPAL OR OFFICE HEAD WILL TAKE ADMINISTRATIVE STEPS TO REMOVE THE ACCUSED PERSON FROM CONTACT WITH STUDENTS WHILE EXTERNAL AND/OR INTERNAL INVESTIGATIONS TAKE PLACE. THE APPROPRIATE EXECUTIVE DIRECTOR WILL NOTIFY THE EMPLOYEE IN WRITING OF THE ADMINISTRATIVE ACTIONS BEING TAKEN AND SEND A COPY OF THE LETTER TO THE EXECUTIVE DIRECTOR OF HUMAN RESOURCES.
- E. Department of Social Services AND/OR THE POLICE DEPARTMENT will be responsible for communicating to the Superintendent’s Designee (MULTI-DISCIPLINARY TEAM (MULTI-D) REPRESENTATIVE) the following:
- Name of employee
 - Location of employee
 - Details of the investigation
 - A COPY OF THE WRITTEN SUMMARY OF THE INVESTIGATION AND FINAL DISPOSITION.

1. FOR CASES SUBJECT TO THE JURISDICTION OF THE Department of Social Services, DSS shall be responsible to do the following:
 - Schedule a Multi-D Team meeting
 - Invite State's Attorney's Office, as appropriate
 - Invite Law Enforcement agency, as appropriate
 - Invite other professionals, as appropriate
 - Invite Department of Social Services worker to Multi-D Team meeting
- a. THE BCPS MULTI-D REPRESENTATIVE [The Superintendent's Designee] shall be responsible for the following:
 - [Invite] INVITING EXECUTIVE DIRECTOR OF HUMAN RESOURCES AND ANY OTHER appropriate [Area Superintendent] EXECUTIVE DIRECTOR OR STAFF MEMBER to the Multi-D Team meeting. TEAM MEMBERS WILL DISCUSS THE NATURE OF THE ALLEGATIONS AND THE FINAL DISPOSITION OF THE INVESTIGATION.
 - MAINTAINING A DATABASE OF ALL SUSPECTED CASES OF CHILD ABUSE, NEGLECT, AND/OR INAPPROPRIATE BEHAVIOR TOWARD A STUDENT BY AN EMPLOYEE OF BALTIMORE COUNTY PUBLIC SCHOOLS.
2. FOR CASES INITIALLY SUBJECT TO THE JURISDICTION OF THE POLICE DEPARTMENT, THE SAFE SCHOOLS LIAISON WILL:
 - SEND THE POLICE REPORT WITH THE INVESTIGATIVE SUPPLEMENT TO BCPS MULTI-D REPRESENTATIVE.

- [B. Team members will discuss the nature of the allegations
- A. Whether the abuse was confirmed
 - B. Whether the abuse was unsubstantiated
 - C. Whether the behaviors of the employee were inappropriate
 - D. Whether the abuse was ruled out]
- F. IN ALL CASES REFERRED TO BCPS BY DSS AND THE POLICE DEPARTMENT, THE SUPERINTENDENT'S DESIGNEE (MULTI-DISCIPLINARY TEAM (MULTI-D) REPRESENTATIVE) WILL FORWARD THE FINDINGS TO THE EXECUTIVE DIRECTOR OF HUMAN RESOURCES WHO WILL INITIATE AND OVERSEE AN INTERNAL INVESTIGATION.

ONCE THE INVESTIGATION BY EXTERNAL AGENCIES IS COMPLETED, THE APPROPRIATE EXECUTIVE DIRECTOR AND THE PRINCIPAL OR OFFICE HEAD MAY ASSIST IN THE INTERNAL INVESTIGATION OF REPORTS OF CHILD ABUSE AND/OR NEGLECT BY AN EMPLOYEE, SUBSTITUTE, VOLUNTEER, STUDENT TEACHER, OR STUDENT INTERN.

- [C. The appropriate Area Superintendent and the Superintendent's Designee will report the findings of the case to the Deputy Superintendent]
- G. EXECUTIVE DIRECTOR OF HUMAN RESOURCES WILL REPORT FINDINGS OF THE DEPARTMENT OF SOCIAL SERVICES' INVESTIGATION AND/OR THE POLICE INVESTIGATION, ALONG WITH THE INTERNAL INVESTIGATION TO THE DEPUTY SUPERINTENDENT, BUSINESS SERVICES.
- [D. The Deputy Superintendent, shall recommend to the Superintendent appropriate disciplinary action which could include one or more of the following:]
- H. THE DEPUTY SUPERINTENDENT, BUSINESS SERVICES, SHALL RECOMMEND TO THE SUPERINTENDENT OR THE SUPERINTENDENT'S DESIGNEE APPROPRIATE DISCIPLINARY ACTION WHICH COULD INCLUDE ONE OR MORE OF THE FOLLOWING:
- REFERRAL TO EMPLOYEE ASSISTANCE OR OTHER APPROPRIATE PROGRAMS

- Verbal reprimand
- Written reprimand
- Suspension with or without pay
- Dismissal.

- I. THE EXECUTIVE DIRECTOR OF HUMAN RESOURCES WILL SEND A COPY OF THE DEPUTY SUPERINTENDENT'S RECOMMENDATIONS AND A COPY OF THE FINAL DISPOSITION FORM TO THE SUPERINTENDENT'S DESIGNEE (MULTI-DISCIPLINARY TEAM (MULTI-D) REPRESENTATIVE).
- II. CASES NOT ACCEPTED BY DSS FOR INVESTIGATION OR NOT MEETING A CRIMINAL STANDARD SHALL BE ASSESSED TO DETERMINE WHETHER INAPPROPRIATE BEHAVIOR BY AN EMPLOYEE HAS OCCURRED:
 - A. CASES OF INAPPROPRIATE BEHAVIOR TOWARD A STUDENT BY AN EMPLOYEE, SUBSTITUTE, VOLUNTEER, STUDENT TEACHER, OR STUDENT INTERN SHALL BE REPORTED TO THE PRINCIPAL OR APPROPRIATE OFFICE HEAD BY THE INDIVIDUAL WHO MADE THE INITIAL REPORT TO DSS. THE PRINCIPAL OR OFFICE HEAD WILL NOTIFY THE APPROPRIATE EXECUTIVE DIRECTOR.
 - B. THE BALTIMORE COUNTY PUBLIC SCHOOLS "INCIDENT REPORT FORM FOR AN EMPLOYEE SUSPECTED OF CHILD ABUSE, NEGLECT, OR INAPPROPRIATE BEHAVIOR TOWARD A STUDENT" THAT HAS BEEN COMPLETED WILL BE FORWARDED TO THE APPROPRIATE EXECUTIVE DIRECTOR, TO THE EXECUTIVE DIRECTOR OF HUMAN RESOURCES, TO THE SUPERINTENDENT'S DESIGNEE (MULTI-DISCIPLINARY TEAM (MULTI-D) REPRESENTATIVE), AND TO THE OFFICE OF RISK MANAGEMENT TO INITIATE THE INTERNAL INVESTIGATION.
 - C. EXECUTIVE DIRECTOR OF HUMAN RESOURCES WILL INITIATE AND OVERSEE AN INTERNAL INVESTIGATION IN ALL CASES REFERRED ON AN "INTERNAL INCIDENT REPORT FORM." THE EXECUTIVE DIRECTOR OF SCHOOLS AND APPROPRIATE ADMINISTRATOR MAY ASSIST IN THE INVESTIGATION AND WILL BE RESPONSIBLE FOR INITIATING DISCIPLINARY ACTION WHEN NECESSARY THAT INCLUDES ONE OR MORE OF THE FOLLOWING:

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- REFERRAL TO EMPLOYEE ASSISTANCE OR OTHER APPROPRIATE PROGRAM
 - VERBAL REPRIMAND
 - WRITTEN REPRIMAND
- D. THE EXECUTIVE DIRECTOR OF HUMAN RESOURCES WILL REPORT FINDINGS OF THE INTERNAL INVESTIGATION TO THE DEPUTY SUPERINTENDENT, BUSINESS SERVICES, WHEN DISCIPLINARY ACTION IS RECOMMENDED THAT INCLUDES SUSPENSION WITH OR WITHOUT PAY, OR TERMINATION.
- E. THE DEPUTY SUPERINTENDENT, BUSINESS SERVICES, SHALL RECOMMEND TO THE SUPERINTENDENT OR THE SUPERINTENDENT'S DESIGNEE APPROPRIATE DISCIPLINARY ACTION.
- F. THE EXECUTIVE DIRECTOR OF HUMAN RESOURCES WILL SEND A COPY OF THE REPORT FINDINGS, A COPY OF THE DEPUTY SUPERINTENDENT'S RECOMMENDATIONS, AND THE FINAL DISPOSITION FORM TO THE MULTI-D REPRESENTATIVE.

Legal References: Resetar v. State Board of Education, 284 Md. 537, 299 A.2d 225, *cert. denied*, 444 U.S. 838 (1979)
Annotated Code of Maryland, Family Law Article, §5-701 ET SEQ
Annotated Code of Maryland, Education Article, §6-107, 108, 202
Education COMAR, 13A.12.05.02C(4)
Education COMAR, 13A.08.01.13 A, B, D, E

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

Rule
Approved: 4/16/94
Revised: 6/27/95
REVISED: _____

Superintendent of Schools

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: March 22, 2005

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **REVISION TO SUPERINTENDENT'S RULE 5140**

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

RESOURCE PERSON(S): Dale Rauenzahn, Executive Director, Student Support Services

INFORMATION

That Superintendent's Rule 5140 has been revised to apply only to students in grades kindergarten through 12. A specific and separate enrollment process under the purview of the Department of Elementary Programs, Office of Early Childhood, exists for pre-kindergarten students seeking to attend a school outside of the attendance area in which they reside. This revision is being offered as an information item to the members of the Board of Education.

STUDENTS: Enrollment and Attendance

I. School Attendance Areas

- A. Records and reports of all changes affecting school attendance areas and boundaries shall be maintained in the respective schools and offices of the Board of Education.
- B. Students will attend their assigned home schools within the Board approved attendance areas in which they reside. Exceptions to attending the home school are set forth below in Section II. C. of this rule.

II. Special Permission Transfers

- A. Special requests to permit a student IN GRADES KINDERGARTEN THROUGH 12 to attend a school outside his/her school attendance area must be initiated by the parent(s) or guardian(s).
- B. Special permission requests related to application and admission to a magnet school/program must be made in accordance with Policy and Rule 6130, *INSTRUCTION: Magnet Schools and Programs*.
- C. Special Circumstances

The staff will evaluate the following special circumstances as justification for assigning a student IN GRADES KINDERGARTEN THROUGH 12 to a school outside the attendance area in which the student currently resides:

- 1. When a student who has completed grades 4, 7, or 11 changes residence to another Baltimore County school attendance area. Said student may continue in the original elementary, middle, or high school until completion of the terminal grade of that school level.
- 2. When a student desires to pursue a curricular/academic course or sequential program of study not offered in the regularly assigned school or the geographically assigned magnet school. Said student may be transferred to the requested school provided the student has met the stated prerequisites.
- 3. When the purpose is for:

- a. Medical reasons. Requests which are based on medical, physical, or mental health reasons must be accompanied by documentation from a physician or mental health provider.
 - b. Student adjustment issues which cannot be resolved at the home school placement as evaluated and determined by appropriate school system officials.
4. When a student changes residence within Baltimore County during a school year. Said student may remain in the original school until the end of the school year. To request consideration for remaining in the original school for a subsequent school year(s), a new *Application for Special Transfer* must be submitted and evaluated in accordance with the provisions of this rule.
 5. When a student's family plans to move from one Baltimore County school attendance area to another during the school year. Said student may enroll in the school in the attendance area in which he/she is planning to live. Principals may approve this enrollment upon the receipt of appropriate documentation from the parent(s)/guardian(s).
 6. When unusual arrangements must be made to provide satisfactory supervision for the elementary and middle school student before- and after-school hours.
 7. When family conditions necessitate that a student must live in another home within Baltimore County.
 8. When a student is the child of a Baltimore County Public Schools' employee who resides in Baltimore County. For the purposes of this rule, "employee" means "public school employee," "confidential employee," "supervisory employee," and "management employee" as defined by Section 6-401 and Section 6-501 of the Education Article of the *Annotated Code of Maryland*. For the purposes of this rule, "child" includes a natural or foster child or one under the legal guardianship of an employee who is domiciled in Baltimore County. Said student may be granted a transfer to a school outside of his/her attendance area regardless of the school's overcrowded conditions as defined in Section II. D. 7. a., b., and c. of this rule and provided the school is within the attendance area of the employee's primary work site or home school (office). A child of an employee whose primary work site or home school (office) is in a magnet

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school may be granted a transfer to that school in accordance with the provisions of this section if said child qualifies for admission in accordance with Policy and Rule 6130, *INSTRUCTION: Magnet Schools and Programs*. Upon qualification, admission is granted for said child without entry into the lottery selection process.

9. When a student has a sibling who is attending the requested school and the sibling would continue to attend that school at the time of the student's initial enrollment. Said student may be granted a transfer to that school. For purposes of this rule, a sibling shall be defined as a brother, sister, half-brother, half-sister, stepbrother, stepsister, or foster child, who resides in the same household as the student applicant.
10. When a student attends a Baltimore County Public School that has been identified as eligible for Title I public school transfer options and said student has been declared an eligible student under applicable Title I federal guidelines. The parent/guardian of said student will submit an application to the Office of Title I and Grant Assistance in accordance with Title I public school transfer option procedures. Schools identified as eligible for receiving students under Title I public school transfer will not approve any special transfer requests until all Title I eligible student transfer requests have been processed.

D. Procedures

1. The parent(s)/guardian(s) must complete and submit as directed the triplicate form, *Application for Special Transfer*, between April 1 and June 1 for the next school year. The parent(s)/guardian(s) must submit the original white copy of the form to the receiving school principal for his/her approval or denial, submit the pink copy of the form to the home school principal for his/her notification, and retain the yellow copy of the form for his/her record.
 - a. Policy and Rule 6130, *INSTRUCTION: Magnet Schools and Programs*, require an earlier deadline for magnet applicants to submit the *Application for Special Transfer*.
 - b. Applicants must submit the *Application for Special Transfer* in its entirety according to the guidelines established by the magnet application process.

2. Relevant written documentation supporting the transfer must be attached to the application.
3. Transfer requests must be submitted between April 1 and June 1 unless:
 - a. The student is a new resident of Baltimore County.
 - b. There is an emergency or event that could not have been foreseen.
 - c. Information relevant to the transfer request was not available between April 1 and June 1.
4. Students must enroll in and attend their home school while a transfer request is being processed.
5. In processing the request, the receiving school principal will:
 - a. Evaluate the request and written documentation to determine compliance with the special circumstances outlined in Section II. C. of this rule and obtain necessary information from school system personnel pertaining to the request which will assist in the formulation of the decision.
 - b. Forward recommendations from medical personnel accordingly:
 - (1) Medical documentation from physicians will be forwarded to the school system's Coordinator in the Office of Health Services for evaluation and consultation with the child's physician. The Coordinator may seek additional consultation with the Director of Child, Adolescent, and Reproductive Health of the Baltimore County Department of Health.
 - (2) Psychological documentation from mental health or medical professionals will be forwarded to the school system's Coordinator in the Office of Psychological Services for evaluation and consultation with the child's mental health or medical provider.

- c. Make every effort to issue a decision to parent(s)/guardian(s) by July 1 except when the request is for admission to kindergarten. Principals will make every effort to issue a decision concerning admission to kindergarten before the beginning of the school year. The principal must indicate his/her approval or denial in the appropriate section of the original application (white copy), which will be sent to the parent(s)/guardian(s). A photocopy of the original application will be forwarded to the principal of the home school and a photocopy of the original application must be retained by the receiving school.
 - d. Verify that the student either is domiciled in Baltimore County with his or her parent(s)/guardian(s) or has been approved for enrollment as a nonresident student in accordance with Policy and Rule 5150, *STUDENTS: Enrollment and Attendance, Residents and Nonresidents*. If the transfer request is approved, the parent(s)/guardian(s) must submit to the receiving school documentation of domicile within Baltimore County or approval for enrollment as a nonresident student.
6. The transfer request may be approved or denied after consideration of the reason(s) for the transfer and review of the total number of requested transfers made to the receiving school as of June 1.
7. Permission to attend a school outside the attendance area in which the student resides can be denied because of overcrowded conditions, which exist when any or all of the following occur at the receiving school:
 - a. Total student enrollment is equivalent to or exceeds state-approved building capacity.
 - b. Average class size is equivalent to or exceeds Board-approved staffing guidelines
 - c. Enrollment is equivalent to or exceeds staffing allocation schoolwide or within specific programs, grade levels, or courses.

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8. If the transfer request is approved, designated staff from the home school will supply the receiving school with available school records and data; and, if necessary, arrange for a conference involving personnel from both schools to assist the student in making a satisfactory adjustment.
9. If the transfer is approved, the athletic eligibility set forth in Policy 6145.2, *INSTRUCTION: Extra Curricular Activities: Intramural, Informal, and Interscholastic Activities*, applies.
10. It is understood by both the receiving school principal and the parent(s)/guardian(s) that the transfer is approved until the student completes the terminal grade of a school level. Exceptions to this provision are as follows:
 - a. A student who voluntarily withdraws from the receiving school. Said student will be subject to reapplication and a new evaluation if (re)enrollment to the receiving school is requested. Parent(s)/guardian(s) must submit a new *Application for Special Transfer*, and the application will be evaluated consistent with the criteria set forth in this rule and in Policy 5140, *STUDENTS: Enrollment and Attendance*.
 - b. A student who is granted a special transfer for the purpose of Section II.C.4. of this rule. [or for the purpose of enrolling in a pre-kindergarten program.] Said student is approved for that school year only. Parent(s)/guardian(s) must reapply for transfer for an additional year(s) or attend the home school for the next school year. The new *Application for Special Transfer* will be evaluated consistent with the criteria set forth in this rule and in Policy 5140, *STUDENTS: Enrollment and Attendance*.
11. When the student completes the terminal grade of a school level, that student shall be required to attend subsequent middle or high schools serving his/her residence.
12. Approved transfers will be subject to reapplication and a new evaluation when a student is ready to move from the elementary school to the middle school or from the middle school to the high school. The reapplication will be evaluated consistent with the

criteria set forth in this rule and in Policy 5140, *STUDENTS: Enrollment and Attendance*.

13. Parent(s)/guardian(s) are responsible for providing transportation to and from the newly assigned school unless the student can be accommodated by the existing bus routes and existing bus stops of that school.
14. If the transfer request is denied by the receiving school principal, the parent(s)/guardian(s) may initiate the appeal process as described in Section II. E. of this rule.

E. Appeals

1. Denials of special permission transfer requests may be appealed by the parent/guardian who initiated the transfer request. The appeal must be made in writing to the Executive Director of Student Support Services within ten (10) calendar days of the date of the principal's denial or the postmarked date, whichever is later. The Executive Director of Student Support Services or designee will research and evaluate the appeal based on the information and documentation provided at the time the initial request was made to the receiving school principal. The Executive Director of Student Support Services or designee will also consider additional evidence provided on appeal. The Executive Director of Student Support Services or designee will make every effort to issue a written decision by August 1.
2. If the appeal is denied by the Executive Director of Student Support Services or designee, the written decision will inform the parent(s)/guardian(s) of his/her right to appeal, in writing, to the Superintendent within fifteen (15) calendar days of the date of the denial letter or the postmarked date, whichever is later.
3. Denials of special permission transfer requests by the Executive Director of Student Support Services or designee must be appealed in writing to the Superintendent within fifteen (15) calendar days of the date of the Executive Director of Student Support Services or designee's denial letter or the postmarked date, whichever is later. The Superintendent or designee will research and evaluate the appeal based on the information and documentation provided at the time the initial request was made to the receiving school principal. The

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Superintendent or designee will also consider additional evidence provided on appeal. The Superintendent or designee will make every effort to issue a written decision before the beginning of the school year.

4. If the appeal is denied by the Superintendent or designee, the written decision will inform the parent(s)/guardian(s) of his/her right to appeal in writing to the Board of Education within (thirty) 30 calendar days of the date of the denial letter in accordance with Section 4-205 of the Education Article of the *Annotated Code of Maryland* and Board of Education Policy 8339, INTERNAL BOARD POLICIES: *Operations*, Appeal Before Hearing Examiner. An appeal will be considered timely filed, if, within the allotted time period, it has been delivered to the Board of Education, postmarked, or deposited in the U. S. Mail as registered or certified mail.

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

Rule

Superintendent of Schools

Approved: 12/13/73

Revised: 3/13/80

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Revised: 8/14/01

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Revised: 3/26/02

Revised: 3/9/04

Revised: 4/20/04

REVISED: 3/22/05

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: March 22, 2005
TO: **BOARD OF EDUCATION**
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: **SUPERINTENDENT'S RULE 6114**
ORIGINATOR: J. Robert Haines, Deputy Superintendent
**RESOURCE
PERSON(S):** Rita Fromm, Chief of Staff

INFORMATION

That the Board of Education is aware of revisions to Superintendent's Rule 6114.

Appendix I – Superintendent's Rule 6114

INSTRUCTION: Elementary and Secondary

Schedules: [Severe Weather] UNPLANNED OR EMERGENCY CLOSURES

NO SCHOOL, OFFICE OR SYSTEM EVENT CANCELLATION OR DELAY WILL BE MADE WITHOUT THE DIRECT AUTHORIZATION OF THE SUPERINTENDENT OF SCHOOLS.

1. Announcements

When the Superintendent decides it is necessary to DELAY OPENING OR close any facility or school OR CANCEL ANY SYSTEM EVENT, [the announcements will be made by local radio and television stations, posted on the BCPS web site, and shown on Cable Channel 73.] THE OFFICE OF TRANSPORTATION WILL INITIATE ALL RELATED COMMUNICATIONS TO THE PUBLIC. THE OFFICE OF TRANSPORTATION WILL CONTACT THE MEDIA, THE BCPS WEB SITE, BCPS CHANNEL 73, AND THE OFFICE OF COMMUNIATIONS FOR ALL EMERGENCY CLOSING ANNOUNCEMENTS. [Students, parents, and employees should be advised to listen for this announcement and not to call the school, the central office, or the radio or television stations.] THE OFFICE OF COMMUNICATIONS WILL POST ALL EMERGENCY [Weather related] closing information [will also be available] on the BCPS automated information line, 410-887-5555. PERIODICALLY THROUGHOUT THE YEAR, THE OFFICE OF COMMUNICATIONS WILL ADVISE STUDENTS, PARENTS, AND EMPLOYEES TO LISTEN FOR EMERGENCY CLOSING ANNOUNCEMENTS ON LOCAL MEDIA, THE BCPS WEB SITE, AND THE BCPS INFORMATION LINE AND NOT TO CALL THE SCHOOL, THE CENTRAL OFFICE, OR THE RADIO OR TELEVISION STATIONS.

2. Absences Due to UNPLANNED OR EMERGENCY CLOSURES [Emergencies – Inclement Weather, etc.]

If [professional] 12-MONTH ADMINSTRATIVE and 12-month clerical personnel who are required to be on duty are absent due to inclement weather, such absence shall result in the loss of a personal business day, salary deduction, or in the case of employees who accrue vacation, the option of charging this absence to accrued vacation days. The procedure for classified personnel is covered in Policy 4270.

3. Delayed Opening of Schools

[When] THE SUPERINTENDENT MAY DELAY THE OPENING OF SCHOOLS UPON DETERMIN[ES]ING that weather conditions are such that it appears extremely hazardous to operate school buses at the regular early morning hours, but that travel conditions will appreciably improve later in the morning. [, the opening of schools may be delayed.] The public announcement will report the delayed opening and bus schedules, INCLUDING THE CANCELLATION OF MORNING KINDERGARTEN AND MORNING PRE-KINDERGARTEN IF THE DELAY IS MORE THAN ONE HOUR. School opening times will be delayed accordingly. THE OFFICE OF TRANSPORTATION IS RESPONSIBLE FOR INITIATING ALL COMMUNICATIONS WITH THE PUBLIC REGARDING THE EMERGENCY CLOSING ANNOUNCEMENT.

[On these occasions, all employees shall be expected to report to work at the regular time, except teachers, instructional assistants, paid helpers, personal assistants, and 10-month clerical employees who may arrive at the delayed time. Schools and offices shall close on the regular schedules.]

IN THIS INSTANCE, PERSONNEL SHALL ACT AS FOLLOWS:

- a. ALL 12-MONTH EMPLOYEES SHALL BE EXPECTED TO REPORT TO WORK AT THE REGULAR TIME.
- b. TEACHERS, INSTRUCTIONAL ASSISTANTS, PAID HELPERS, PERSONAL ASSISTANTS, AND 10-MONTH CLERICAL EMPLOYEES MAY ARRIVE AT THE DELAYED TIME.

SCHOOLS AND OFFICES SHALL CLOSE ON THE REGULAR SCHEDULES. AFTER-SCHOOL ACTIVITIES AND EVENTS WILL NOT BE AFFECTED BY A DELAYED OPENING.

4. Closing of Schools Only for the Entire Day

When the Superintendent determines that WEATHER OR OTHER [traveling] conditions exist or will develop that would make it unwise to open ONE OR MORE schools any time during the day, the ANNOUNCEMENT COMMUNICATED TO radio and television STATIONS [announcement] shall state, "Baltimore County Public Schools are closed." THE OFFICE OF TRANSPORTATION IS RESPONSIBLE FOR INITIATING ALL

COMMUNICATIONS WITH THE PUBLIC REGARDING THE EMERGENCY CLOSING ANNOUNCEMENT.

In this instance, personnel shall act as follows:

- a. Administrative and 12-month clerical personnel shall report to the school on the regular schedule in order to open the school office for its normal function.
- b. All central offices will be open, and employees are expected to report to work on the regular schedule.
- c. For additional information regarding classified employees, see Policy 4270.
- d. ALL AFTER-SCHOOL ACTIVITIES AND EVENTS WILL BE CANCELLED.

5. Early Closings of Schools

- a. All Schools

[Weather] WEATHER OR OTHER CONDITIONS MAY DEVELOP [developments] while schools are in session THAT may require that schools be closed early. WHEN THE SUPERINTENDENT DETERMINES THAT SCHOOLS WILL BE CLOSED EARLY [In such cases,] all schools shall be notified by telephone, EMERGENT SUPERINTENDENT'S BULLETIN, radio and television stations, the web site, and Channel 73. THE OFFICE OF TRANSPORTATION IS RESPONSIBLE FOR INITIATING ALL COMMUNICATIONS WITH THE PUBLIC REGARDING THE EMERGENCY CLOSING ANNOUNCEMENT. The closing time will be SET in relation to the regular closing time of each school, and the announcement will indicate "all Baltimore County Public Schools will close ___ hour(s) earlier than the normal closing time." All schools must close in accordance with this announcement in order to coordinate transportation and so that parents may know when to expect children to arrive at home. Principals shall adjust school schedules, including lunch, in order to dismiss at the announced time.

EXCEPT FOR HEAT RELATED CLOSINGS, ALL AFTER-SCHOOL ACTIVITIES AND EVENTS WILL BE CANCELLED.

In the case of heat-related closings, school, church, community, and Recreation and Parks will determine whether or not to hold afternoon and evening activities based upon the availability of air-conditioned facilities. The local school administration and the Department of Facilities will make this decision for school and community activities; the Department of Recreation and Parks will make this decision for their activities; the Coordinator for Athletics in the Baltimore County Public Schools will be consulted on decisions involving the cancellation of interscholastic events.

THE OFFICE OF TRANSPORTATION IS RESPONSIBLE FOR CONTACTING THE MEDIA FOR THE EMERGENCY CLOSING ANNOUNCEMENT.

b. Selected Schools

Conditions may develop during the school day which make it advisable to close certain schools [in some areas] while the majority of schools remain in session. The decision to close schools on an individual basis shall be made by the Superintendent upon the [recommendation] REQUEST of the DEPUTY SUPERINTENDENT(S). [principal and the Executive Director of Schools for that area.] Any principal who feels that his/her school should be closed during the school day shall [call the Executive Director of Schools,] consult with the DEPARTMENT OF FACILITIES AND THE Office of Transportation [, and the Department of Facilities,] and discuss the matter. THE EXECUTIVE DIRECTOR OF FACILITIES AND THE DIRECTOR OF TRANSPORTATION WILL ADVISE THE DEPUTY SUPERINTENDENT before a final [recommendation] REQUEST is made TO THE SUPERINTENDENT. In these cases, it shall be necessary to coordinate this closing with other schools which use the same buses.

PRINCIPALS OF ELEMENTARY SCHOOLS SHALL IMPLEMENT PROCEDURES TO ENSURE THAT THE PARENTS OR GUARDIANS OF EACH CHILD ARE CONTACTED AND ARE AWARE OF THE IMPENDING CLOSURE. IF A PARENT OR GUARDIAN IS NOT REACHED TO CONFIRM THE DISMISSAL, ELEMENTARY CHILDREN SHALL REMAIN WITH SCHOOL PERSONNEL AT THE SCHOOL. THE PRINCIPAL MUST BE ABLE TO ACCOUNT FOR WHAT DISMISSAL ARRANGEMENTS HAVE BEEN MADE FOR EACH CHILD IN THE AFFECTED SCHOOL.

A public announcement of the closing of the affected schools will be made. THE OFFICE OF TRANSPORTATION IS RESPONSIBLE FOR

INITIATING ALL COMMUNICATIONS WITH THE PUBLIC REGARDING THE EMERGENCY CLOSING ANNOUNCEMENT.

[However, if the school is unable to contact parents individually, young children may be faced with arriving at home when no adult is present.] EACH SCHOOL IS RESPONSIBLE FOR ENSURING THAT Every parent/GUARDIAN [is expected to] completeS the emergency dismissal form and returnS it promptly to the school at the beginning of every school year. EACH SCHOOL SHOULD ENCOURAGE Parents/GUARDIANS [are encouraged] to discuss the emergency plan with their children so that children know what emergency procedures they are to follow in the case of an unexpected school closing. In view of this, the decision to close a few schools shall be weighed carefully and kept to a minimum.

ALL AFTER-SCHOOL ACTIVITIES AND EVENTS IN THE AFFECTED BUILDING(S) WILL BE CANCELLED.

6. [Weekend and] AFTERNOON AND Evening Program Cancellations

WHEN SCHOOLS ARE OPEN TO THE END OF THE SCHOOL DAY, BUT WEATHER [AND] OR OTHER CONDITIONS DETERIORATE IN THE LATE AFTERNOON, THE SUPERINTENDENT MAY DECIDE TO CANCEL AFTERNOON AND EVENING PROGRAMS. SCHOOLS AND OFFICES SHOULD PLAN AND COMMUNICATE ALTERNATE DATES AND TIMES TO HOLD PROGRAMS OR EVENTS. [The announcement of the snow emergency plan in Baltimore County will determine whether or not evening and weekend programs will be held. If the Baltimore County snow emergency plan is in effect or going into effect during the time of an event, the school facility will be closed. If a snow emergency plan is not in effect, the Coordinator of Athletics for the Baltimore County Public Schools shall be consulted regarding the cancellation of interscholastic athletic events.]

a. AFTERNOON AND Evening Closings

When schools are open to the end of the school day, but weather OR OTHER conditions deteriorate in the late afternoon, [the Office of Alternative Programs, in consultation] THE EXECUTIVE DIRECTORS OF DEPARTMENTS AND OFFICES THAT OPERATE EVENING ACTIVITIES WILL CONSULT with the Office of Transportation and the Department of Facilities TO [will] review the weather conditions and make a recommendation to the DEPUTY Superintendent[,] regarding closing facilities

OR CANCELLING EVENTS. THIS RECOMMENDATION WILL TYPICALLY BE BASED ON THE ANNOUNCEMENT THAT THE BALTIMORE COUNTY SNOW EMERGENCY PLAN IS IN EFFECT OR WILL BE GOING INTO EFFECT DURING THE TIME OF AN EVENT. UPON THE REQUEST OF THE DEPUTY SUPERINTENDENT(S), The Superintendent will [usually] make [this] A decision REGARDING CANCELLING AFTERNOON PROGRAMS OR EVENTS BY 1:30 p.m. AND EVENING PROGRAMS OR EVENTS by 4:00 p.m. [The Office of Alternative Programs will inform the media so that the public will know that Evening High Schools are closed.] THE OFFICE OF TRANSPORTATION IS RESPONSIBLE FOR INITIATING ALL COMMUNICATIONS WITH THE PUBLIC REGARDING THE EMERGENCY CLOSING ANNOUNCEMENT AND WILL ANNOUNCE: “BALTIMORE COUNTY PUBLIC SCHOOL AFTERNOON AND EVENING PROGRAMS WILL BE CANCELLED.”

7.[b]. Weekend Closings

WHEN WEATHER OR OTHER CONDITIONS ARE PREDICTED OR DEVELOP THAT WOULD MAKE IT HAZARDOUS TO OPERATE WEEKEND PROGRAMS OR EVENTS, THE EXECUTIVE DIRECTORS OF DEPARTMENTS AND OFFICES THAT OPERATE WEEKEND ACTIVITIES WILL CONSULT WITH THE OFFICE OF TRANSPORTATION AND THE DEPARTMENT OF FACILITIES TO REVIEW THE WEATHER CONDITIONS AND MAKE A RECOMMENDATION TO THE DEPUTY SUPERINTENDENT REGARDING CANCELLATIONS. THIS RECOMMENDATION WILL TYPICALLY BE BASED ON THE ANNOUNCEMENT THAT THE BALTIMORE COUNTY SNOW EMERGENCY PLAN IS IN EFFECT OR WILL BE GOING INTO EFFECT DURING THE TIME OF AN EVENT.[The announcement of the snow emergency plan in Baltimore County will determine whether or not weekend programs will be held. If the Baltimore County snow emergency plan is in effect or going into effect during the time of a program, the school facility will be closed and all school-related activities canceled.] UPON THE REQUEST OF THE DEPUTY SUPERINTENDENT(S), THE SUPERINTENDENT WILL MAKE A DECISION REGARDING CANCELLING WEEKEND PROGRAMS OR EVENTS. THE OFFICE OF TRANSPORTATION IS RESPONSIBLE FOR INITIATING ALL COMMUNICATIONS WITH THE PUBLIC REGARDING THE EMERGENCY CLOSING ANNOUNCEMENT AND WILL ANNOUNCE: “ALL BALTIMORE COUNTY PUBLIC SCHOOL

WEEKEND EVENTS ARE CANCELLED.” THIS NOTIFICATION WILL NORMALLY BE MADE BY 6:30 A.M.

[The Office of Alternative Programs will usually notify the media by 7:00 a.m. on Saturday so that the public will know that Saturday High School is canceled.]

If snow emergency plans are lifted during the weekend, opening of the facility will be contingent on the clearing of parking lots and sidewalks. The local school administrator and the Department of Facilities will MAKE A RECOMMENDATION TO THE DEPUTY SUPERINTENDENT REGARDING [decide] whether or not to open for school activities. UPON THE REQUEST OF THE DEPUTY SUPERINTENDENT(S), THE SUPERINTENDENT WILL MAKE A DECISION REGARDING OPENING OF FACILITIES. The Department of Recreation and Parks, in consultation with the Department of Facilities, will make the decision for recreational programs.

8.[7.] Closing of the School System

WHEN WEATHER CONDITIONS ARE SUCH THAT ALL TRAVEL IS EXTREMELY HAZARDOUS, THE SUPERINTENDENT MAY DECIDE TO CLOSE THE ENTIRE SCHOOL SYSTEM. THE OFFICE OF TRANSPORTATION IS RESPONSIBLE FOR INITIATING ALL COMMUNICATIONS WITH THE PUBLIC REGARDING THE EMERGENCY CLOSING ANNOUNCEMENT AND WILL ANNOUNCE, “ALL BALTIMORE COUNTY PUBLIC SCHOOLS AND OFFICES ARE CLOSED.”

In this case, only specifically designated essential personnel required to maintain the facilities and equipment shall report to work. THE DEPARTMENT OF HUMAN RESOURCES WILL NOTIFY THE APPROPORAIITE EMPLOYEES OF THEIR STATUS AS ESSENTIAL PERSONNEL ON AN ANNUAL BASIS.

9.[8.] Use of School Buildings

On days when SCHOOL/schools are closed for inclement weather OR OTHER UNPLANNED EMERGENCIES, all planned use of the school facilities, including after-school activities, evening classes, professional staff meetings, Board meetings, and other countywide school system events will be canceled.

10.[9.] Snow Removal

The Department of Facilities will coordinate snow removal with the Baltimore County Government.

11.[10.] Emergency Conditions

The Deputy Superintendents are to be advised BY SITE-BASED PERSONNEL OR THE DEPARTMENT OF FACILITIES of any emergency conditions which exist on school grounds.

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

Rule

Approved: 11/21/68
Revised: 2/9/84
Revised: 3/26/02
REVISED 3/22/05

Superintendent of Schools

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: March 22, 2005

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **REVISED SUPERINTENDENT'S RULE 8132**

ORIGINATOR: Margaret-Ann Howie, Legal Counsel to the Superintendent

**RESOURCE
PERSON(S):**

INFORMATION

That the Board of Education is aware of revisions to Superintendent's Rule 8132.

Appendix I – Superintendent's Rule 8132

INTERNAL BOARD POLICIES: Organization

Formulation of Policies

Control and Communications

Copies of the *Manual of Policies and Regulations --- Board of Education of Baltimore County* shall be placed in all central office buildings and in the office of the principal of each school. A COPY OF THE MANUAL SHALL ALSO BE AVAILABLE VIA THE WORLDWIDE WEB. [This manual] THE COPIES shall be available to be examined by any employee or interested citizen.

Rule
Approved: 9/18/68
REVISED: 3/22/05

Superintendent of Schools