I. PLEDGE OF ALLEGIANCE

II. SILENT MEDITATION IN REMEMBRANCE

III. AGENDA

Consideration of the agenda for June 14, 2005

IV. MINUTES

Consideration of the Open and Closed Session Minutes of May 10, 2005; and the Public Hearing Minutes on the FY07 Capital State/County Budget of May 25, 2005 Exhibit A

V. ADVISORY AND STAKEHOLDER GROUPS

VI. SUPERINTENDENT’S REPORT

VII. SPECIAL ORDER OF BUSINESS – Recognition of Michael Shen, Junior at Pikesville High School (Dr. Hairston)

VIII. SPECIAL ORDER OF BUSINESS – Recognition of the Office of Budget and Reporting, ASBO International’s Meritorious Budget Award (Mr. Sasiadek)

IX. SPECIAL ORDER OF BUSINESS – Recognition of Nicholas P. Camp and Michael P. Kennedy (Mr. Sasiadek)

X. RECOGNITION OF ADMINISTRATIVE APPOINTMENTS FROM MAY 24, 2005 (Dr. Peccia)

XI. OLD BUSINESS

Consideration of the Proposed 2006-2007 School Calendar (Third Reading) (Ms. Calder) Exhibit B

XII. REPORTS

A. Report on Proposed Changes to Policy 3200 – NON-INSTRUCTIONAL SERVICES: Purchases from Minority and Small Business Enterprises (First Reading) (Ms. Burnopp) Exhibit C
XII. REPORTS (cont)

B. Report on Proposed Renaming of Library at Relay Elementary School (First Reading) (Dr. Milbourne)
   Exhibit D

C. Report on Summary of Audit Findings from Fiscal Year 2004 (Mr. Grzymski)
   Exhibit E

D. Report on Physical Facilities (Mr. Sines)
   Exhibit F

XIII. NEW BUSINESS

A. Consideration of consent to the following personnel matters: (Dr. Peccia)
   1. Transfers Exhibit G
   2. Retirements Exhibit H
   3. Resignations Exhibit I
   4. Non-Renewal of Contracts Exhibit J
   5. Leaves of Absence Exhibit K
   6. Deaths Exhibit L
   7. Administrative Appointments Exhibit M
   8. Advisory Council Coordinator Appointment

B. Consideration of Addendum to Superintendent’s Contract (Mr. Sasiadek)

C. Consideration of consent to the following contract awards: (Mr. Gay/Mr. Sines)
   Exhibit N
   1. Books: Wholesale/Recycle
   2. CISCO Products
   3. Communications Laboratories
   4. Curriculum Materials – Algebra I
   5. Curriculum Materials – The Mathematical Palette
   6. Flexible Benefits Administrator
   7. Information Technology Systems Support
   8. Microsoft License Agreement
   9. Nursing Services
   10. Rebinding of Books
   11. School Musical Instrument Rental and Repair Program
   12. Social Worker/Personal Assistant Services
   13. Contract Modification: Additional Design Services-Middle River Middle School
XIII. NEW BUSINESS (cont)

14. Contract Modification: Construction Administration Services-Middle River Middle School

15. Contract Modification: Construction Management Services-Woodholme Elementary School

16. Exterior Door Replacement – Chesapeake High School

17. Field Lighting – Woodholme Elementary School

18. Heating Modifications – Overlea High School

19. Razing of the Chatsworth School Annex

20. Sidewalk Replacement and Installation of Canopy Drainage System – New Town High School

21. Site Improvement Adjacent to the Food Service Ramp – Woodmoor Elementary School

XIV. INFORMATION

A. Revised Rule 3611 – TUITION FEES: Non-Residents

B. Annual Revision of Shared Domicile Disclosure Form


XV. ANNOUNCEMENTS

A. Public Comment

Next Board Meeting July 12, 2005
7:30 PM Greenwood
TENTATIVE MINUTES
BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Tuesday, May 10, 2005

The Board of Education of Baltimore County, Maryland, met in open session at 4:31 p.m. at Greenwood. President James R. Sasiadek and the following Board members were present: Mr. Donald L. Arnold, Mr. Luis E. Borunda, Mr. Thomas G. Grzymski, Ms. Frances A.S. Harris, Dr. Warren Hayman, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Mr. Michael P. Kennedy, and Ms. Joy Shillman. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

President Sasiadek reminded Board members of community functions and Board of Education events for May and June.

At 4:36 p.m., Dr. Hayman moved the Board go into closed session to discuss personnel matters, consider matters relating to negotiations, consider acquisition of real property, and discuss litigation pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1), (a)(3), (a)(8), and (a)(9). The motion was seconded by Mr. Kennedy 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. Hayden and Mr. Camp entered the room at 4:45 p.m.

At 5:10 p.m., Mr. Sasiadek moved the Board go into executive session. The motion was seconded by Mr. Hayden and unanimously approved by the Board.

At 5:40 p.m., the Board moved to come out of executive session and into closed session.

Upon advice of Board’s counsel, Mr. Kennedy moved that the student member be permitted to participate in closed session collective bargaining discussions. The motion was seconded by Dr. Hayman and unanimously approved by the Board.

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

Mr. Hayden exited the room at 5:52 p.m.

Nevett Steele, Jr., Esquire, provided information to the Board regarding acquisition of real property.

Mr. Hayden re-entered the room at 6:22 p.m.
CLOSED SESSION MINUTES (cont)

Nevett Steele, Jr., Esquire, provided legal advice to the Board on a litigation settlement.

At 6:29 p.m., Mr. Kennedy moved the Board adjourn for a brief dinner recess. The motion was seconded by Mr. Hayden 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. Donald L. Arnold, Mr. Luis E. Borunda, Mr. Nicholas P. Camp, Mr. Thomas G. Grzymski, Ms. Frances A.S. Harris, Mr. John Hayden, III, Dr. Warren Hayman, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Mr. Michael P. Kennedy, and Ms. Joy Shillman. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

PLEDGE OF ALLEGIANCE

The open session commenced with the Pledge of Allegiance to the Flag, which was led by Nicholas Camp, student Board member, 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 April 12, 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, provided to the Board the name of student council officers for 2005-2006 school year. The BCSC president will be Ms. Jennifer Oswald from Carver Center for Arts and Technology.

Ms. Nancy Tobias, a representative of the Advisory Committee for Alternative Programs, reported on the HIPPY program and the collaboration with the Even Start program. Ms. Tobias distributed a program brochure to Board members.
ADVISORY AND STAKEHOLDER COMMENTS (cont)

Ms. Vicki Schultz-Unger, Coordinator of the Area Educational Advisory Councils, reported on the All-Council meeting of May 4, 2005. Ms. Schultz-Unger stated that the Council will review Board Policy 1230 over the summer, and make recommendations to the Board regarding its revision in September 2005.

Mr. Walter Hayes, Chairman of the Northeast Area Educational Advisory Council, reported on the Essex-Middle River-White Marsh public education forum on April 28th. Mr. Hayes also referenced an article in *The Jeffersonian* regarding acreage at CCBC for the building of a high school.

Mr. Stephen Crum, a Southeast Area Educational Advisory Council representative, announced the Southeast Area Council meeting on May 17 with discussion on council restructuring.

Ms. Maggie Kennedy, Chairperson of the Baltimore County Education Coalition, reported on various activities of the coalition. She stated the BCEC will be making a request for *The Sunpaper* to consider a daily education page/section in its paper.

Dr. Ella White-Campbell, Chairperson of the Minority Achievement Advisory Group, commented on the staffing plan presented by Dr. Peccia at the group’s last meeting.

Mr. Michael Franklin, President of the PTA Council of Baltimore County, introduced Ms. Teresa Streb and Ms. Jan Thomas. Ms. Streb reported on the American Lung Association pilot program to train individuals in 40 schools on air quality. Ms. Thomas expressed some concerns over the proposed special education staffing plan.

Mr. Carl Bailey, Vice-Chairman of the Special Education Citizens Advisory Committee, stated SECAC supports the staffing plan scheduled for approval by the Board tonight. Mr. Bailey reported on its May meeting during which parents expressed concern over transitioning of students into high school.

Ms. Cheryl Bost, President of the Teachers Association of Baltimore County, announced that Ms. Jodi Grosser-Gonzalez, a Spanish teacher at New Town High School, was Baltimore County’s 2005-2006 Teacher of the Year. Ms. Bost noted TABCO’s support of the proposed special education staffing plan.

SUPERINTENDENT’S REPORT

Dr. Hairston reported on the High School Summit, where more than 550 public education, higher education, business, and community stakeholders gathered to learn about the challenges ahead. Dr. Hairston thanked all of those involved in the conference planning and implementation.
SUPERINTENDENT’S REPORT (cont)

As evidenced by the MICCA Conference, BCPS is a leading force in using technology for teaching and learning. Baltimore County received a number of awards and grants at the conference. Staff members from Kingsville, Sandy Plains, Riderwood, and Norwood Elementary Schools received grants, while staff at Riderwood and Rodgers Forge Elementary Schools and Pikesville High School won a computer contest.

Dr. Hairston announced that *Newsweek* magazine has released its list of the nation’s top high schools. Baltimore County has seven schools on the list of the nation’s top 1,036 high schools. Congratulations were offered to Pikesville High School for ranking in the top 100, and to Dulaney, Carver Center for Arts and Technology, and Towson for placing in the top 500. Other Baltimore County schools on the list include Hereford High, Catonsville High, and Loch Raven High Schools.

Dr. Hairston announced that of the 20 national Presidential Scholars in the Arts, two are from Baltimore County Public Schools: Abdullah M. Farah of the Carver Center for Arts and Technology and Emily Clare Ames-Ledbetter of Towson High School.

The Superintendent also attended the following events: the TABCO Recognition and Retirement Dinner, Career and Technology Student Award Dinner, Baltimore County Chamber of Commerce Awards for Excellence in Education, and the BCPS Writing Contest Awards Ceremony.

RECOGNITION OF ADMINISTRATIVE APPOINTMENTS

Dr. Donald Peccia, Executive Director of Human Resources, recognized the administrative appointments approved at the March 22, 2005 Board meeting as follows:

<table>
<thead>
<tr>
<th>NAME</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANDI L. KIRSH</td>
<td>Coordinator</td>
<td>Coordinator</td>
</tr>
<tr>
<td></td>
<td>Department of Professional</td>
<td>Office of the Deputy</td>
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<td></td>
<td>Development</td>
<td>Superintendents</td>
</tr>
<tr>
<td>JOHN H. MERRILL</td>
<td>Assessment Project Manager</td>
<td>Supervisor of Testing</td>
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<td></td>
<td>Maryland State Department</td>
<td>Office of Accountability,</td>
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<td></td>
<td>of Education</td>
<td>Research and Testing</td>
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<tr>
<td>CHARLES A. RAULIE, JR.</td>
<td>Operations Supervisor</td>
<td>Manager</td>
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<td></td>
<td>Office of Distribution and</td>
<td>Office of Distribution &amp; Print</td>
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<td></td>
<td>Print Services</td>
<td>Services</td>
</tr>
<tr>
<td>CHERYL L. SCOTT</td>
<td>Assistant Principal</td>
<td>Specialist, Office of Safe</td>
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<td></td>
<td>Stemmers Run Middle School</td>
<td>and Drug-Free Schools</td>
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<td>Department of Student</td>
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<td>Support Services</td>
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</tbody>
</table>
RECOGNITION OF ADMINISTRATIVE APPOINTMENTS (cont)

<table>
<thead>
<tr>
<th>NAME</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>LISA N. WILLIAMS</td>
<td>Mentor/Instructor Johns Hopkins University Middle School Reading Assistance Project (MSRAP)</td>
<td>Supervisor, Title I and Grant Assistance Department of Federal &amp; State Programs</td>
</tr>
</tbody>
</table>

OLD BUSINESS

Ms. Judy Glass, Director of Special Education, noted minor revisions to the Plan since the first reading on April 12, 2005.

On motion of Mr. Kennedy, seconded by Dr. Hayman, the Board approved the Special Education Plan for 2005-2006 (Exhibit B).

REPORTS

The Board received the following reports:

Report on Proposed 2006-2007 School Calendar (First Reading) – Ms. Kara Calder, Chief Communications Officer, stated the school calendar objective is to maximize time as a critical resource for advancing student achievement and aligning activities to support teaching and learning. In terms of requirements, she noted the State of Maryland mandates a minimum of 180 student days, with a minimum of 1,080 hours for elementary and middle school students and 1,170 for high school students. COMAR also mandates the recognition of State public school holidays. Regarding BCPS policies, rules and agreements, Ms. Calder stated that the calendar should conclude with no more than 191 teacher duty days and that seven emergency closing days are built in above the State requirements. Ms. Calder also reviewed guidelines regarding marking periods, distribution of report cards, alignment with testing and the assessment calendar, and providing staff with professional development, as appropriate.

Mr. Sasiadek inquired about the number of professional staff development days. Ms. Calder responded the total days included in calendar, which impact students, amount to 1 full day for elementary and middle school teachers and 1-1/2 days for high school teachers.

Mr. Kennedy inquired about the calendar task force. Mr. Calder responded the Superintendent has authorized a task force to look at issues that fall outside of the year-to-year development of a school calendar. The task force will look at how to maximize teaching and learning for the advancement of student achievement and how the calendar has been developed in the system.

Mr. Kennedy inquired about lawful absences.
REPORTS (cont)

Dr. Hayman expressed concern that professional development days are Mondays and Fridays. Ms. Calder explained that the scheduling does not interrupt the flow of the school week.

PERSONNEL MATTERS

On motion of Mr. Kennedy, seconded by Mr. Hayden, the Board approved the personnel matters as presented on Exhibits D, E, F, G, and H. (Copies of the exhibits are attached to the formal minutes.)

CONTRACT AWARDS

The Building and Contracts Committee, represented by Mr. Kennedy, recommended approval of items 1-15 (Exhibit I).

Mr. Janssen requested a status report on repair and maintenance items within the school system (outstanding work orders, repair backlog, and status of automated work order system).

The Board approved these recommendations. Mr. Arnold abstained from voting on item 2 and Mr. Janssen abstained from voting on item 13.

1. Closed Circuit Television Equipment and Associated Cable at Overlea and Catonsville High Schools
2. Financing – School Buses and Trucks
3. Parental Outreach, Attendance Notification, and Emergency Communication System
4. Removal, Disposal, and Replacement of the Walk-In Refrigerator and the Walk-In Freezer at the Carver Center
5. Boiler Replacement at Perry Hall Middle School
6. Bus Loop Improvements at Lansdowne High School
7. Exterior Lighting Upgrade at Powhatan Elementary School
8. Parking Lot Improvements at Colgate Elementary School
9. Parking Lot Improvements at General John Stricker Middle School
10. Water Heater Replacement at Hereford High School
11. Window and Blind Replacement at Church Lane Elementary School
CONTRACT AWARDS (cont)

12. Contract Modification: Construction Administration Services at Randallstown Elementary School
13. Contract Modification: Design Services at Kenwood High School
14. Settlement: Maintenance Service Contract
15. Settlement: Construction Contract

BUDGET APPROPRIATION TRANSFER

On motion of Mr. Grzymski, seconded by Mr. Hayden, the Board approved a Budget Appropriate Transfer in the amount of $3,138,561 (Exhibit J).

SITE ACQUISITION PROPOSAL

On motion of Mr. Kennedy, seconded by Mr. Janssen, the Board approved a Site Acquisition Proposal for Vincent Farm (Exhibit K). Mr. Hayden and Ms. Shillman abstained from voting on this item.

INFORMATION

The Board received the following as information:

B. Maryland State Department of Education (MSDE) Bi-Annual Financial Status Report for Period Ending March 31, 2005

ANNOUNCEMENTS

Mr. Sasiadek made the following announcements:

- On Monday, May 16, 2005, the Board will hold its annual recognition program for National Merit and Ethics Award winners at Cockeysville Middle School at 7:00 p.m.
- The Southeast Area Educational Advisory Council will meet on Tuesday, May 17, 2005 at Holabird Middle School beginning at 7:30 p.m.
ANNOUNCEMENTS (cont)

- The next regularly scheduled meeting of the Board of Education of Baltimore County will be held on Tuesday, May 24, 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 Baltimore County Board of Education will meet for a hearing to seek the public’s input on FY2007 Capital Budget needs in Baltimore County Public Schools on Wednesday, May 25, 2005 at 7:00 p.m. on the Greenwood campus in the ESS Building. Sign-up for the public to comment will begin at 6:00 p.m.

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

PUBLIC COMMENT

Ms. Beth Allen expressed concern about staff reductions at Powhatan Elementary School for the 2005-2006 school year.

Ms. Denise Catara, teacher at Powhatan Elementary School, asked the Board to consider replacing two teacher positions.

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

Ms. Jan Thomas was inquisitive about the public comment process on the special education staffing plan.

Ms. Mary Pat Kahle asked the Board to adhere to COMAR concerning holidays and the school calendar. She stated that the PTA Council Executive Board had voted to support this view.

Dr. Bash Pharoan expressed regret that the 2006-2007 proposed school calendar does not include Muslim holidays. He asked the Board to accept the COMAR holidays only as school closing days.
ADJOURNMENT

At 9:23 p.m., Dr. Hayman moved to adjourn the open session. The motion was seconded by Mr. Kennedy and approved by the Board.

Respectfully submitted,

___________________
Joe A. Hairston
Secretary-Treasurer

bls
Board President, Mr. James R. Sasiadek called the hearing to order at 7:02 p.m. In addition to Mr. Sasiadek, the following Board members were present: Mr. Donald L. Arnold, Mr. Thomas G. Grzymski, Ms. Frances A.S. Harris, Mr. John Hayden, III, Dr. Warren Hayman, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Mr. Michael P. Kennedy, and Ms. Joy Shillman. In addition, Dr. Joe A. Hairston, Superintendent of Schools, staff members, as well as media were present.

The following speakers addressed the Board:

1. Mr. Cubby F. Brown, Community College of Baltimore County Academic Adviser – Address testing levels. He stated that more students from the west side of the county are testing at remedial levels. Students need higher skills to move into college level science and math courses. He is asking BCPS align curriculum better to close gaps.

   Dr. Hayman suggested that Mr. Brown forward his concerns in writing to the Office of Curriculum and Instruction.

2. Ms. Suzanne DeMallie – Requests the Board include in the budget allocation the purchase of classroom sound enhancement systems. She stated that BCPS needs to improve acoustics through the use of improved sound systems. Ms. DeMallie provided to the Board a copy of a letter from MSDE, which states MSDE believes good acoustics is critical for the success of a diverse student body. She noted the most reasonable way to address the acoustics issue is to purchase sound systems at $1,000 per classroom plus $200 installation.

3. Ms. Amanda Toombs – Requests the Board consider purchasing classroom sound enhancement systems. She stated her daughter was not doing well in school until she received preferential seating in second grade. Now her daughter is in third grade and preferential seating is not in place because her daughter does not have a diagnosed disability.

4. Mr. Kenn Macintosh, Special Education Liaison – Requests that the Board budget include classroom sound enhancement systems. Mr. Macintosh stated that studies have shown that background noises affect students with disabilities. He believes this is a simple cost affective way to reduce spending for special education.

5. Mr. Derek Maki, Athletic Director at Kenwood High School – Requests funding to renovate Kenwood High School’s team rooms. Mr. Maki noted that other issues with the team rooms are: poor air quality, lockers are broken and too small, rooms need to be painted, rooms flood, and electrical systems are in bad condition.
6. Dominic Goodwyn, a student at Milford Mill Academy – Requests funding to increase the band room at Milford Mill Academy. He stated the band room is too small.

7. Candice Smith, a student at Milford Mill Academy – Requests additional space for the school’s band room. She stated there is limited space for students and instruments.

8. Kiara Carter, a student at Milford Mill Academy – Requests additional space for school’s band room. She stated that students are accomplishing a lot but need a bigger room. A larger space in need to practice, and instruments are at risk for damage.

9. Kori Bennett, a student at Milford Mill Academy – Requests a bigger band room for Milford Mill Academy. She believes if students work hard academically then they should receive a bigger band room. Instruments are being placed in areas where they could be damaged.

10. Robert Royster, a student at Milford Mill Academy – Requests the Board fund a new band storage area. He stated instruments are stored on the floor and can be easily damaged. Some instruments sitting in the band room on racks are getting knocked over or broken. Mr. Royster also stated there are not enough chairs for students to sit on.

11. Stephen Browne, a student at Milford Mill Academy – Asks for additional lockers in the band room for access to personal belongings and instruments for when the band practices. The band is growing and there are not enough lockers. They would like to have approximately 125 lockers in the new band room so they can have ongoing access to their instruments without finding a janitor.

12. Brittany Rose – a student at Milford Mill Academy – Requests a new band room for the school. Current band room is too small. The new room should be bigger and more able to accommodate the students, instruments, and practices.

13. Mr. Gough, Milford Mill Academy Band Instructor – Asks for a larger band room. If Milford Mill Academy could have a larger space, it would increase the quality and participation in the band.

14. Mr. Michael Franklin, President of the PTA Council of Baltimore County – PTA is in support of a new high school in the central and/or northeast area and the ongoing maintenance program. Mr. Franklin encouraged the Board to continue consistent application of the maintenance program fairly among schools by following the Perks-Reuter program. He believes the quality work of some contractors needs to be closely monitored.

15. Mr. Kent Smith, Legislative Chairman of the Chapel Hill Elementary School PTA – Thanked the Board for its initial support for a new northeast elementary school. He stated Chapel Hill Elementary School is headed to be the number one most overcrowded school. Assemblies are split between classes and there are not enough resources for all the classes. Mr. Smith stated the PTA has not taken a formal position in regard to a new northeast high school, but suggests that the overcrowding at the
elementary schools is an indication of future overcrowding at the high schools. He asked the Board to move forward with the Vincent Farms land purchase and construction of a school.

16. Ms. Anita Bass, a member of the Northeast Area Educational Advisory Council – Supported Mr. Maki’s request for Kenwood High School locker needs. She stated the Booster Club has provided other support to the athletic program; however, lockers are needed to meet current standards. Ms. Bass noted the issue has been previously raised but nothing has come of it.

The hearing was concluded at 7:40 p.m.

Respectfully submitted,

___________________
Joe A. Hairston
Secretary-Treasurer

bls
DATE:       June 14, 2005

TO:        BOARD OF EDUCATION

FROM:      Dr. Joe A. Hairston, Superintendent

SUBJECT:   PROPOSED CALENDAR, SCHOOL YEAR 2006-2007

ORIGINATOR: Kara Calder, Chief Communications Officer

RECOMMENDATION

That the Board of Education approve the Proposed Calendar for School Year 2006-2007. This is the third reading of the proposed calendar.

Attachment I – Proposed Calendar 2006-2007
<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event Description</th>
<th>Cumulative Pupil Days</th>
<th>Teacher Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>18(F)</td>
<td>Administrative &amp; Supervisory Personnel Meeting</td>
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<td></td>
<td>21(M)</td>
<td>Teachers on Duty</td>
<td>4</td>
<td>9</td>
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<td></td>
<td>28(M)</td>
<td>Opening Day for Students</td>
<td></td>
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<tr>
<td>September</td>
<td>4(M)</td>
<td>Labor Day—Schools and Offices Closed</td>
<td>23</td>
<td>28</td>
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<td></td>
<td>12(T)</td>
<td>Primary Election Day – Schools and Offices Closed</td>
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<tr>
<td>October</td>
<td>2(M)</td>
<td>Yom Kippur—Schools and Offices Closed</td>
<td>43</td>
<td>49</td>
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<tr>
<td></td>
<td>9(M)</td>
<td>Columbus Day*</td>
<td></td>
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<tr>
<td></td>
<td>20(F)</td>
<td>Professional Development—MSTA Convention—Schools Closed for Students</td>
<td></td>
<td></td>
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<tr>
<td>November</td>
<td>3(F)</td>
<td>First Marking Period Ends</td>
<td>61</td>
<td>68</td>
</tr>
<tr>
<td></td>
<td>6(M)</td>
<td>Assessment Day for Elementary and Middle Schools** and/or Site Based Professional Development for all schools: Schools Closed for all Students</td>
<td></td>
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<td></td>
<td>7(T)</td>
<td>Election Day – Schools and Offices Closed</td>
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<td></td>
<td>11(S)</td>
<td>Veterans Day*</td>
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<td></td>
<td>13-17(M-F)</td>
<td>American Education Week</td>
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<td></td>
<td>20 (M)</td>
<td>Distribution of Report Cards</td>
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<td></td>
<td>22(W)</td>
<td>Elementary Conference Day—Schools Closed for Elementary Students</td>
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<td></td>
<td>23-24(Th-F)</td>
<td>Thanksgiving Holiday—Schools and Offices Closed</td>
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<tr>
<td>December</td>
<td>15(Th)</td>
<td>Bill of Rights Day*</td>
<td>77</td>
<td>84</td>
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<td></td>
<td>22(F)</td>
<td>Winter Break Begins at End of School Day</td>
<td></td>
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<tr>
<td>January</td>
<td>3(W)</td>
<td>Schools Reopen</td>
<td></td>
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<tr>
<td></td>
<td>15(M)</td>
<td>Dr. Martin Luther King, Jr.’s Birthday -- Schools and Offices Closed</td>
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<tr>
<td></td>
<td>26(F)</td>
<td>Second Marking Period Ends—Assessment Day for All Schools*** and/or Professional Development Day for All Schools —Schools Closed for all Students</td>
<td>96</td>
<td>104</td>
</tr>
<tr>
<td>February</td>
<td>8(Th)</td>
<td>Distribution of Report Cards</td>
<td>115</td>
<td>123</td>
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<td></td>
<td>12(M)</td>
<td>Lincoln’s Birthday*</td>
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<td></td>
<td>19(M)</td>
<td>Presidents’ Day—Schools and Offices Closed</td>
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<td></td>
<td>22(T)</td>
<td>Washington’s Birthday*</td>
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<tr>
<td>March</td>
<td>25(Su)</td>
<td>Maryland Day*</td>
<td>137</td>
<td>145</td>
</tr>
<tr>
<td>Month</td>
<td>Date</td>
<td>Event</td>
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</tbody>
</table>
| April | 5(Th) | Third Marking Period Ends—Assessment Day for Elementary and Middle Schools**—Schools Close 3 Hours Early for Elementary and Middle School Students  
**Spring Break Begins at the End of the School Day |
|       | 16(M) | Schools Reopen                                                        |
|       | 26(Th)| Distribution of Report Cards                                         |
| May   | 14(M) | PreK/K Conference Day—no preK, half-day, or full-day Kindergarten sessions |
|       | 25(F) | Last Day for Seniors                                                  |
|       | 28(M) | Memorial Day Observed—Schools and Offices Closed                      |
|       | 30, 31(W,T)| Commencement Exercises                                                |
| June  | 1-6 (Th-T)| Commencement Exercises                                                |
|       | 14(Th)| Flag Day*                                                            |
|       | 15, 18(F,M)| Assessment Day****: Schools close 3 Hours Early for High School Students; Teachers on Duty |
|       | 18(M) | Assessment Day**: Schools Close 3 Hours Early for Elementary and Middle School Students; Teachers on Duty |
|       | 19(T) | Last Day of Classes for Students; Schools Close 3 Hours Early for Students; Teachers on Duty |
|       | 29(F) | Summer School Teachers on Duty for All Centers                        |
| July  | 3(M)  | Summer School Begins for All Centers                                  |
|       | 4(T)  | Independence Day—Schools and Offices Closed                           |
| August| 4(F)  | Last Day Summer School for All Centers                                |

**TOTAL 187 195**

*Schools open with appropriate exercises OR appropriate exercises to be scheduled on the Friday before

**ASSESSMENT DAYS/SITE BASED PROFESSIONAL DEVELOPMENT - Elementary and middle schools will be given time for parents, teachers, and students to meet and/or assess progress and/or participate in development activities.

***ASSESSMENT DAY/SITE BASED PROFESSIONAL DEVELOPMENT - Elementary and middle schools will be given time for parents, teachers, and students to meet and/or assess progress and/or participate in development activities; High Schools will be given time to assess progress and plan for upcoming semester and/or participate in development activities.

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

If schools are closed more than seven days due to emergency conditions, it will be necessary to alter the school calendar. Additional days may be scheduled as required at the end of the school year. Depending on the use of emergency closing time, the calendar may be reduced up to five days if the time is not needed to meet the minimum required days/hours. One-half days may be modified. Teacher duty days will not exceed 191.
DATE: June 14, 2005
TO: BOARD OF EDUCATION
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: POLICY 3200 – NON-INSTRUCTIONAL SERVICES: PURCHASING – PURCHASES FROM MINORITY AND SMALL BUSINESS ENTERPRISES
ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services
RESOURCE PERSON(S): Barbara Burnopp, Executive Director for Fiscal Services
Rick Gay, Purchasing Manager
Melanie Webster, MBE Officer

RECOMMENDATION

Policy 3200 has been updated to reflect current requirements, and the changes tie to the state legislation most recently updated in May, 2004 (HB903), and adopted into the State Procurement Regulations in March, 2005. The State Interagency Committee on School Construction has recommended that local boards of education appropriately align their policies and procedures by June 30, 2005.

** * ** *

- Appendix I – Policy 3200
NON-Instructional SERVICES: Purchasing

Purchases from Minority and Small Business Enterprises

The Board of Education of Baltimore County believes that the economic development of the county is vital to ensuring the stability and growth of this region. Additionally, the Board believes that diversity in economic development supports the county’s tax base while contributing to the overall strength of our community.

Therefore, the Board directs the Superintendent to implement procedures to facilitate the increase of minority and small business ENTERPRISE (as defined in THE STATE FINANCE AND PROCUREMENT ARTICLE §14-201 AND 14-301 [this policy]) participation in all Board of Education contracts [administered through designated staff, i.e., the Office of Purchasing and the Division of Physical Facilities,] with an attempt to achieve a goal of fourteen percent (14%) of the total value of these contracts. [The award of these contracts shall be in accordance with the law's competitive bidding procedures.]

Accordingly, these procedures shall facilitate the increase of minority business participation in all Board of Education state-funded CONSTRUCTION projects and shall attempt to achieve [a] THE goalS IN ACCORDANCE WITH THE STATE FINANCE AND PROCUREMENT ARTICLE §14-302 [of fourteen percent (14%) minority business participation of the total dollar value of these contracts.] All action shall be in compliance with the state's Interagency on School Construction guidelines adopted by the Board of Education [in May 1997].

These procedures shall also facilitate the increase of minority and small business ENTERPRISE participation in all Board of Education County and Special Revenue funded contracts and shall attempt to achieve a goal of fourteen percent (14%) minority and small business participation of the total dollar value of these contracts.

The Board further directs the Superintendent to report on the participation of minority and small business enterprises annually.

[As employed in this policy, the terms "minority business enterprise," "minority groups," and "small business enterprise" have the following meanings:

**Minority Business Enterprise**

Any legal entity, other than a joint venture-organized to engage in commercial transactions, and which is (1) at least 51% owned and controlled by one or more minority persons, or (2) a non-profit entity organized to promote interests of the physically or mentally disabled.
For state-funded contracts, a minority business enterprise must be certified by the Maryland Department of Transportation (MDOT). For county-funded contracts, a minority business enterprise may be certified by MDOT or other recognized municipalities or minority associations.

**Minority Groups**

Minority groups are identified as: African Americans, Asian Americans, Hispanic Americans, Native Americans, women, and persons with disabilities.

**Small Business Enterprise**

A business with fewer than 50 employees which generates an annual revenue less than $10 million dollars. The Board of Education reserves the right to certify small business enterprise status through the completion of an affidavit as well as examination of financial records.

All procedures shall be implemented in accordance with state law and current Board of Education policy and rule, in particular: §14-302(a) of the State Finance and Procurement Article of the Annotated Code of Maryland; §5-112 of the Education Article of the Annotated Code of Maryland, and Board of Education Policy 3210.

**Legal References**: Annotated Code of Maryland

- Education Article, §5-11[0]2
- State Finance and Procurement Article, §14-302*

* Statute will be abrogated on July 1, 2006.

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Policy

Board of Education of Baltimore County

Adopted: 9/10/96
Revised: 7/13/99
Revised: ______
Baltimore County Public Schools

Date: June 14, 2005

To: Board of Education

From: Dr. Joe A. Hairston, Superintendent

Subject: Proposed Renaming of Library at Relay Elementary School

Originator: Dr. Richard Milbourne, Executive Director of Schools, Southwest Area

Resource Person(s): Paula Rees, Principal, Relay Elementary School

Recommendation

That the Board of Education review and approve renaming the school library to Dr. James F. Skarbek Memorial Library in memory of Dr. Skarbek. This is the first reading.

*****

Nature of the Issue: The principal is requesting that the school library be renamed in memory of Dr. James Skarbek – principal of Relay Elementary from 1991-2004.

History of the Issue: Dr. Skarbek was Principal of Relay Elementary School for thirteen years. His role went far beyond being the Principal. He became an educational icon for the entire school community.

Dr. Skarbek devoted forty five years to the students of Baltimore County Public Schools. He will always be remembered for his love of children and his dedication to education. He was recognized for his outstanding accomplishments and contributions to the students of the Baltimore County Public School System by Governor Robert Ehrlich in December, 2003.

Dr. Skarbek always emphasized the importance of teaching children to read. He knew that reading was an essential key to academic success. As a teacher, he loved teaching students to read, as an administrator he made reading his number one priority. He never tired of going into classrooms and having students read to him. He stood at the entrance of Relay School each morning and greeted students as they arrived. He greeted them by name.

Dr. Skarbek believed that the school library was the heart of the school. His friendliness, compassion, warm and friendly manner coupled with his devotion to education and strong leadership skills, endeared him to the entire Relay School Community. Ms. Rees and the school community feel that they could pay tribute to Dr. Skarbek with the renaming of the library. They wish to honor his memory by having the Relay Elementary School Library renamed as The Dr. James F. Skarbek Memorial Library.
DATE:       June 14, 2005

TO:         BOARD OF EDUCATION

FROM:       Dr. Joe A. Hairston, Superintendent

SUBJECT:    EXECUTIVE SUMMARY OF AUDIT FINDINGS FROM FY04 – STATUS AS OF 3/31/05

ORIGINATOR: Mr. Thomas Grzymski, Vice President
RESOURCE PERSON(S): Fran Parker, Chief Internal Auditor
                   Barbara Burnopp, Executive Director for Fiscal Services

INFORMATION

In December, 2004, the Board received a report from our external auditors, KPMG, LLP, on the comprehensive annual financial report and related findings. The attached report is provided as an update from the Budget and Audit Committee.

* * * * *

Attachment: Baltimore County Public Schools - Executive Summary of Audit Findings from FY04 – Status as of 3/31/05 - Background, Action, and Responsible Party
Finding 04-01 Lack of Journal Entry Approval – Financial Statement Finding

**Background:** The audit finding from FY03 states that additional controls were needed on the processing of journal entries. The new procedure was developed and implemented in November 2003. However, findings from before the implementation date were noted in the FY04 audit due to the mid-year implementation of the new procedure.

**Action Plan:** Complete. BCPS implemented new controls in November 2003 to assure that all journal entries have proper review and approval.

**Action Plan as of 3/31/2005:** No change. Controls are still in place.

**Responsible Party:** Pat Fannon

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Finding 04-02 Incorrect Reporting of Encumbrances– Financial Statement Finding

**Background:** The audit finding states that controls be put in place to assure that encumbrances are not made after June 30th for that fiscal year. Despite this being a long-standing practice of the school system, BCPS reversed the encumbrances noted by the audit.

**Action Plan:** Complete. BCPS has implemented controls to monitor encumbrances at the end of the fiscal year.

**Action Plan as of 3/31/2005:** No change. Controls are still in place.

**Responsible Party:** Pat Fannon

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Finding 04-03 and 04-04 Lack of Time and Effort Reporting for Costs Charged to Federal Programs – Title I and Child Nutrition Cluster

**Background:** In order to support salary and related costs charge to federal programs, the audit recommends that additional controls be in place to assure that time and effort reporting is collected for all employees paid by grants. Employees engaged in two or more federal programs are required to complete monthly time and effort reports and employees engaged in only one federal program are required to complete semi-annual reports.

**Action Plan:** BCPS has implemented additional controls in the collection and completion of time and effort reports. BCPS has requested permission from MSDE for an alternative methodology for collecting monthly time and effort reports. BCPS has hired a part-time individual to document procedures, train employees, and review all positions paid for from Title I funding. BCPS will monitor all time and effort reports submitted for Title I funded staff during the fiscal year. BCPS will develop on-going business practices to assure compliance with time and effort requirements.

**Action Plan as of 3/31/2005:** BCPS has implemented the alternative methodology for collecting monthly time and effort reports. To date, all executive leadership staff and their administrative assistants, all grant managers and their fiscal assistants, and all Title I principals and their
bookkeepers have been trained on the new methodology, including requirements, forms and procedures. The procedures for semi-annual and miscellaneous payroll certification have been streamlined. The number of staff requiring bi-weekly time and effort certification has been significantly reduced, and each of these individuals has been trained on new procedures and forms. Executive leadership staff members have been directed to monitor and certify the time and effort records of all grant managers under their supervision. Principals were trained on the procedures for substitutes for teachers attending grant funded professional development.

**Responsible Party:** Ron Boone

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**Finding 04-05 Lack of Approval Over Transfer of Funds – Special Education, Pass-Through Program; and Child Nutrition Cluster, Title I, and Title II**

**Background:** The audit finding from FY03 states that additional controls were needed on the processing of journal entries. The new procedure was developed and implemented in November 2003. However, findings from before the implementation date were noted in the FY04 audit due to the mid-year implementation of the new procedure.

**Action Plan:** Complete. BCPS implemented additional controls in November 2003 to assure that all journal entries have proper review and approval, including those related to Food Services and Special Education.

**Action Plan as of 3/31/2005:** No change. Controls are still in place.

**Responsible Party:** Karen Levenstein, Judy Glass, and Pat Fannon

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**Finding 04-06 Prompt Transfer of Federal Reimbursement Into the Food Service Account – Child Nutrition Cluster**

**Background:** The audit finding states that controls be in place to assure that federal reimbursements are recorded to the food services account on a timely basis, rather than temporarily recorded in the general fund.

**Action Plan:** Complete. BCPS has put in place controls that assure immediate recording of the federal reimbursements in the food service account.

**Action Plan as of 3/31/2005:** No change. Controls are still in place.

**Responsible Party:** Pat Fannon and Karen Levenstein

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**Finding 04-07 Failure to Submit Bi-annual Progress Reports by the Required Deadline – Special Education Cluster**

**Background:** The audit finding states that controls be in place to assure that the progress report required by MSDE be submitted by the required.

**Action Plan:** BCPS submitted the report in question six months after the required deadline. BCPS will put in place controls to see that reports due to MSDE are submitted timely even when staff changes are made.

**Action Plan as of 3/31/2005:** To ensure that deadlines will be met, the Office of Special Education has drafted an annual strategic planning calendar for all federal, state, and local initiatives for which the office is responsible. Grant progress reports for MSDE are included in
the calendar. The appropriate staff position that is responsible for each grant is identified. The strategic planning calendar will serve as a reference whenever there are personnel changes within the office. The due dates for mid-year reports are 1/30 and final reports are due 6/30 or 9/30 depending on the closing date for the grant. The director completed all mid-year progress reports and submitted them to MSDE on 1/23/05.

**Responsible Party:** Judy Glass

Finding 04-08 Inaccurate Data Submitted on the Special Services Information System (SSIS) Verification Report (Similar finding was noted in prior year’s audit) – Special Education Cluster

**Background:** The audit finding states that controls be in place to assure that information included in the SSIS verification report submitted annually to MSDE tie to the applicable IEP.

**Action Plan:** During FY04, BCPS instituted controls including reviewing documentation and providing training to schools to ensure consistent and accurate reporting of data. Auditing of IEPs for accuracy between the SSIS verification report and each IEP has been added to the ongoing “local audit” process conducted by staff at schools. In addition during FY05, BCPS will be implementing an automated IEP system that allows for electronic transfer of real-time data, monitors for data entry errors, and generates system responses.

**Action Plan as of 3/31/2005:** BCPS has prepared and distributed detailed procedural technical assistance bulletins and has trained principals, assistant principals, IEP team leaders, and special education department chairs on the procedures. The nature of the state verification process, frequent errors, compliant IEP completion, and proper alignment of the SSIS verification report with each IEP were presented. During March and April 2005, staff members are informally auditing IEPs and SSIS reports at selected schools to provide a large sample from which to determine the level of compliance and additional areas of support, if necessary. These staff members are also verifying SSIS-IEP alignment on each school visit.

**Responsible Party:** Ron Boone

Finding 04-09 Inaccurate Data Submitted on the Special Services Information System (SSIS) Exit Verification Report (Similar finding was noted in prior year’s audit) – Special Education Cluster

**Background:** The audit finding states that controls be in place to assure that information included in the SSIS exit verification report submitted annually to MSDE tie to MIPES.

**Action Plan:** During FY04, BCPS instituted controls including reviewing documentation and providing training to schools to ensure consistent and accurate data. Auditing of IEPs for accuracy between the SSIS verification report and each IEP has been added to the ongoing “local audit” process conducted by BCPS staff at schools. In addition during FY05, BCPS will be implementing an automated IEP system that allows for electronic transfer of real-time data, monitors for data entry errors, and generates system responses.

**Action Plan as of 3/31/2005:** BCPS has prepared and distributed detailed procedural technical assistance bulletins and has trained principals, assistant principals, IEP team leaders, and special education department chairs on procedures regarding the SSIS exit verification report. The nature of the report, frequent errors, compliant IEP completion, and proper alignment of the SSIS exit verification report with each IEP were presented to these staff members. During March and
April 2005, staff members are informally auditing IEP’s and SSIS exit reports at selected schools to provide a large sample from which to determine the level of compliance and additional areas of support, if necessary. These staff members are also verifying SSIS-IEP alignment on each school visit.

**Responsible Party:** Ron Boone

**Finding 04-10 Inaccurate Financial Status Reports (FSR) – Special Education Cluster**

**Background:** The audit finding states that controls be in place to assure that there are not inaccuracies in the monthly FSR reports submitted to MSDE.

**Action Plan:** BCPS has implemented additional controls by adding a review step to ensure the accuracy of the FSR report before submission.

**Action Plan as of 3/31/2005:** Complete.

**Responsible Party:** Pat Fannon

**Finding 04-11 Teachers Not Meeting the Definition of Highly Qualified – Title I**

**Background:** The audit finding states that controls be in place to assure that any teacher hired after the first day of the 2002-03 school year to teach a core academic subject and who works in a program supported with program funds must be highly qualified.

**Action Plan:** For FY 2003-04 BCPS requested waivers for Title I schools with teachers that were not highly qualified but did not request a waiver for schools where conditional teachers were hired. For FY05, BCPS will review all positions hired after the first day of the 2002-03 school year.

**Action Plan as of 3/31/2005:** BCPS has identified core subject teachers in all Title I Schools hired after the first day of the 2002-03 school year. Some teachers may be eligible for transfers. Transfers are planned for the beginning of FY06.

**Responsible Party:** Alpheus Arrington

**Finding 04-12 Inaccurate Information Submitted on the Comparability Report – Title I**

**Background:** The audit finding states that additional controls be put in place to assure that the information within the comparability report is accurate.

**Action Plan:** Complete. BCPS has implemented additional controls; including updating a computer program and a structured timeline with identified accountable staff, to assure that the comparability report contains accurate information.

**Action Plan as of 3/31/2005:**

**Responsible Party:** Ron Boone and Greg Barlow
Baltimore County Public Schools

Date: June 14, 2005

To: Board of Education

From: Dr. Joe A. Hairston, Superintendent

Subject: Report on Physical Facilities

Originator: J. Robert Haines, Esq., Deputy Superintendent, Business Services

Resource Person(s): Michael Sines, Executive Director, Physical Facilities

Information

That the Board of Education review the report on Physical Facilities.

*****

Appendix I: Department of Physical Facilities presentation
Although much attention has been directed toward the introduction of a new Computerized Maintenance Management System (CMMS), the challenges associated with the delivery of services by the Department of Physical Facilities are significantly more complex than the addition of one management component can solve. In order for the department to function smoothly and in a comprehensive manner, all offices must operate in unison with each other, and adequate resources must be available to meet the basic charge.

Acknowledgement of the fundamental issues confronting the department in providing service for the school system, critical evaluation of the resources that are needed to provide an acceptable level of service, and continuation of an aggressive capital investment program are essential. A new CMMS system will provide excellent data; however, without additional resources to methodically address the aging school infrastructure to meet maintenance demands, the new system will neither produce a significantly improved maintenance program nor enhance the standard of performance. A regional comparison of resources contrasted to the accepted industry standard for funding maintenance activities clearly substantiates a sound basis for augmenting the maintenance budget.
I. Review of the Department of Physical Facilities  
   A. Office of Engineering and Construction  
   B. Office of Operations  
   C. Office of Grounds  
   D. Office of Maintenance  
II. Focus on the Office of Maintenance  
   A. Subdivisions  
      1. Electrical  
      2. Mechanical  
      3. General Maintenance  
      4. Contract Maintenance  
      5. Customer Service  
   B. Computerized Maintenance Management System  
      1. FileMaker Pro  
      2. TMA  
III. Issues Confronting the Department  
   A. Aging School Inventory  
   B. Antiquated Mechanical Infrastructure  
   C. Indoor Air Quality  
IV. Summary Proposals  
   A. Improve Response to Stakeholders through CMMS  
   B. Increase Level of Funding to 2%  
   C. Window Replacement Emphasis  
   D. HVAC Filters  
   E. Capital Investment Strategies
OBJECTIVES OF PRESENTATION

• Identify critical departmental needs
• Provide an update of Computerized Maintenance Management System (CMMS)
• Implement strategies to assure success
The Department of Physical Facilities is responsible for the physical management of 162 schools housing approximately 108,015 students and 16 administrative, grounds, and transportation buildings. The mission of the Department of Physical Facilities is to provide support services to maintain safe, clean, and productive educational environments that are conducive to high student achievement. The entire Facilities’ staff is committed to delivering quality service in construction, maintenance, operations, and grounds with the belief that we are an integral part of the educational process for the students of the Baltimore County Public Schools.
The Office Engineering and Construction

The Office of Engineering and Construction, with its staff of professional engineers, architects, designers, and construction personnel, acts as consultant, design team, and manager to the school system for a variety of projects. We aid the school system in design and implementation of complex engineered systems, practices, and procedures in new construction, renovations, and site improvements. Our staff is committed to providing quality engineering and construction services while following the Board of Education Blueprint for Progress, goals and vision.
New Town High School during construction
WINDOW REPLACEMENT

Southwest Academy before

Berkshire Elementary after
The Office of Operations

The Office of Operations is responsible for the daily operation of the physical plants of all schools and offices. This office directs the activities of over 900 custodial staff members who provide housekeeping services, perform basic preventative maintenance, and monitor the operations of all heating, ventilating and air conditioning systems. The Office of Operations is committed to providing quality, timely services to all schools and offices by encouraging employees to work as a team, take pride in their work, strive for excellence, and become life-long learners. Through these endeavors, the Office of Operations strives to provide a safe, clean, and attractive learning environment that promotes quality education.
Chief custodian replacing filter
Office Of Safety and Security

Baltimore County Public Schools

The Office of Safety and Security is a 24 hour, seven days a week operation.

It is the responsibility of the Office Safety and Security to patrol the 505 square miles of Baltimore County that make up the Baltimore County Public Schools System by inspecting all facilities to ensure protection of property and equipment.

The mission of the Office Safety and Security is to ensure an overall safe and productive learning environment for the students. The Office of Safety and Security provides a critical communication link between all departments in cases of emergency. Some examples of the various types of emergencies are:

- Plumbing, mechanical and/or electrical problems,
- Hazardous material spills in buildings or general vicinity, and
- Weather related situations, trees down, power outages, water problems.

Security also operates, maintains and repairs security alarm systems, Closed Circuit Television (CCTV), card access systems, and door bell monitoring entry systems.
Card reader entry system at Glenmar Elementary School
Grounds Services

Baltimore County Public Schools

The Office of Grounds provides grounds maintenance services to Baltimore County's 162 schools, 7 Transportation Facilities, and numerous office locations. The Office of Grounds is proud of its dedicated women and men who are professionals in the field of landscape management, construction, and athletic turf management. Our goal is to effectively maintain the exterior properties in a safe, responsible manner while facilitating and enhancing the overall learning experience for Baltimore County's 100,015 students.

Click on the subjects at right to view.
Maintenance crew patching parking lot at Cockeysville Service Center
Maintenance crew pruning and removing trees at Dulaney High
MAINTENANCE

Office of Maintenance Services

MISSION...

The Office of Maintenance Services provides quality service to all schools and offices through the areas of Customer Service, Contract Maintenance, Energy Management, Utilities, Building Automation Systems, Mechanical, Electrical, and General Maintenance. The office is responsible for maintaining an environment that is conducive for teaching and learning while meeting the System's vision, mission, belief statement, goals, key strategies, and indicators for student achievement progress.

- FY05 - Personnel [150]
MAINTENANCE SHOPS

**Electrical**
- building automation, fire alarms, electronics maintenance, and electrical maintenance

**Mechanical**
- plumbing, HVAC, and mechanical maintenance

**General Maintenance**
- painting, glazing, and building repair

**Contract Maintenance**
- outsourced specialized work, special certifications, and inspections

**Customer Service**
- work requests and service calls
Electrician installing underground wiring to parking lot lighting at Loch Raven High School
Recent installation of mixing valve at Ridgely Middle School
Masons repointing mortar joints at Dundalk Middle School
• Glaziers repairing a new broken window at Berkshire Elementary School
• No abatement needed; therefore, our mechanics can execute the repair
New air handler installation at Dundalk High School
Customer service desk: work requests are created in CMMS
COMPUTERIZED WORK ORDER SYSTEM

FileMaker Pro – Existing Work Orders

• Modeled from the database at Technology Customer Support Center (CSC) in Timonium
• Database tracks work orders
• Database does not track:
  – Time and material costs
  – Labor
  – Priority of work
• School provided work order status via paper reports
EFFICIENCY

Maintenance Work Orders
July 2004 - May 2005

Open: 3,994
Closed: 14,949
Total: 18,944

Efficiency rate of 79 percent
TMA Features

- Computerized Maintenance Management System (CMMS) – dedicated to service centers
- On-line work requests via BCPS intranet
- Schedule, track, and measure data
- Work order status on-line at each school for administrators to monitor
Computerized Maintenance Management System

• Database to capture and store information relating to:
  – Work orders
  – Building and equipment maintenance history
  – Inventory tracking
  – Costs of labor and materials

• Intranet reports on-line to schools
  – Work request and work order status
Phase I – Implement software and pilot program at three locations (May 2, 2005)
- Glenmar Elementary School
- Middle River Middle School
- Kenwood High School

Phase II – Continue implementation
- Bring all schools on-line as rapidly as possible
CCMS - Future Enhancements

- Personal Digital Assistant (PDA’s) for technicians to use in the field for work order processing

- Bar coding and scanning of work orders, equipment, and materials
## Work Order Statistics Detail

**Repair Ctr(Rc): Physical Facilities**
**From 05/01/2005 To 05/27/2005**

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<td><strong>Totals for Glenmar Elementary</strong></td>
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| **Totals for Glenmar Elementary** | 1 | 7 |

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<td><strong>Totals for Kenwood High</strong></td>
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| **Totals for Kenwood High** | 1 | 15 |

<table>
<thead>
<tr>
<th><strong>Middle River Middle</strong></th>
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<tbody>
<tr>
<td>Middle River Middle</td>
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</tr>
<tr>
<td>General Maintenance</td>
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</tr>
<tr>
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<td><strong>Totals for Middle River Middle</strong></td>
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| **Totals for Middle River Middle** | 0 | 5 |
Facilities work order for Kenwood High School
### Work Order Completion Summary

**Baltimore County Public Schools**

**From 05/11/2005 To 05/27/2005**

**Physical Facilities**

<table>
<thead>
<tr>
<th>Work Order Type</th>
<th># Work Orders</th>
<th>Labor</th>
<th>Material</th>
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<th>Total</th>
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<td>Corrective Maintenance</td>
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<td>93.75</td>
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<td>May Total</td>
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<td>Report Total</td>
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<td>93.75</td>
<td>0.00</td>
<td>0.00</td>
<td>93.75</td>
</tr>
</tbody>
</table>

**Date 05/11/2005**

Page 1

---

**Work order completion summary**
Inventory of Schools

Second Oldest Inventory of Facilities in Maryland

91% - High
96% - Middle
91% - Elementary

69% - High
69% - Middle
65% - Elementary

26% - High
27% - Middle
25% - Elementary
It is nationally recommended that 3% of the total school system’s budget be allocated for building maintenance. *

Secondly, EAI Consulting Inc. recommended to Frederick County a benchmark of 60,000 square feet per employee to effectively perform a preventive maintenance program.
MAINTENANCE

FOUR COUNTY COMPARISON

Frederick County
Prince George’s County
Montgomery County
Baltimore County
REGIONAL COMPARISON

- FCPS – 118 employees; 5.6 million square feet; 47,500 square feet per employee
- PGCPS – 311 employees; 20 million square feet; 64,000 square feet per employee
- MCPS – 353.5 employees; 22 million square feet; 62,000 square feet per employee
- BCPS – 150 employees; 15.5 million square feet; 103,000 square feet per employee
MAINTENANCE of PLANT BUDGETS FY05

- Frederick County - 60 schools
  $7.8 Million or 2.56% of total budget

- Prince George’s County - 196 schools
  $22.2 million or 1.75% of total budget

- Montgomery County - 192 schools
  $24.9 million or 1.56% of total budget

- Baltimore County - 162 schools
  $11.6 million or 1.09% of total budget
If the maintenance budget were 2.56% of the total budget, then Maintenance would receive $27.7 million

- 158 additional positions would bring the square footage average to 60,000 per employee

- improve efficiency and appearance of all BCPS properties

- add $9.1 million to the supplies and materials account to purchase additional supplies and support the workforce
ISSUES

• Aging School Inventory
  – Average school age is over 45 years
  – Deferred maintenance results in component failures

• Antiquated Mechanical Infrastructure
  – HVAC systems and temperature controls
  – Boilers

• Indoor Air Quality
  – HVAC systems / filter replacements
  – Maintenance of a water-tight building (windows)
Example - Franklin Middle School

Manufacturer of HVAC equipment – McQuay, systemic renovation – 2004
Recommended replacement – every 3 months
Cost per change - $746
Annual cost - $2,984
System-wide average annual cost - $483,408
Current filter budget - $120,000
PROPOSALS

• Continue Capital investment strategies
• Increase level of funding to 2% of Operating Budget by 2008
• Place greater emphasis on window replacement
• HVAC filters must meet manufacturers’ recommended maintenance standards
• Improve response to stakeholders through CMMS
REFERENCES

• Baltimore County Public Schools
  FY05 Adopted Budget; BCPS Website; Maintenance Procedures Manual
• Prince George’s County Public Schools
  PGCPS Website http://www.pgcps.pg.k12.md.us; FY05 Adopted
  Maintenance of Plant Budget
• Montgomery County Public Schools
  MCPS website http://www.mcps.k12.md.us/; FY05 Maintenance and
  Operation Manual
• Frederick County Public Schools
  FCPS website http://www.fcps.org/; FY05 Maintenance and Operation
  Manual
• American School and University, 34th Annual M&O Cost Study, April 2005
• Schoolhouse in the Red, 2004 edition
• American School Business Journal, May 2005
BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204

JUNE 14, 2005

RECOMMENDED TRANSFERS

<table>
<thead>
<tr>
<th>NAME</th>
<th>FROM</th>
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<tbody>
<tr>
<td>William T. Atkins</td>
<td>Assistant Principal</td>
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<tr>
<td>(Effective July 1, 2005)</td>
<td>Woodlawn High School</td>
<td>Arbutus Middle School</td>
</tr>
<tr>
<td></td>
<td>(Replacing Susan Stygler, retiring)</td>
<td></td>
</tr>
<tr>
<td>Linda M. Becker</td>
<td>Assistant Principal</td>
<td>Assistant Principal</td>
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<td>(Effective July 1, 2005)</td>
<td>Woodlawn Middle School</td>
<td>Perry Hall High School</td>
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<td>(Replacing Crystal Ashe, transferred to Assistant Principal, Woodlawn High School)</td>
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<td>Linda M. Chapin</td>
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<td>(Effective July 1, 2005)</td>
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<tr>
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<td>(Replacing Roger Proudfoot, retiring)</td>
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<td>Allen H. Zink</td>
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<td>Principal</td>
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<tr>
<td>(Effective July 1, 2005)</td>
<td>Pine Grove Elementary School</td>
<td>Perry Hall Middle School</td>
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<tr>
<td></td>
<td>(Replacing Ricky Archambault, retiring)</td>
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<td>SCHOOL/OFFICE</td>
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<tr>
<td>Ricky Archambault</td>
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<td>Denise Ashmore</td>
<td>Teacher</td>
<td>Loch Raven Tech. Acad.</td>
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<td>Brenda Boches</td>
<td>Secretary II</td>
<td>Deer Park Middle Magnet</td>
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<tr>
<td>Peggy Carroll</td>
<td>Bus Attendant</td>
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<td>Jack Cassidy</td>
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<td>Sudbrook Magnet Middle</td>
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<td>Lisa Close</td>
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<td>Livingston Cowling</td>
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<td>Marjorie Cox</td>
<td>Speech/ Lang. Path.</td>
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<td>Evangeline Creswell</td>
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<td>Mary DiPaula</td>
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<td>William Grenzer</td>
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<td>Timothy Hugus</td>
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<td>Teresa Ihle</td>
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<td>Lawrence Jarcewski</td>
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<td>Curtis M. Johnson</td>
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<td>Kay Jones</td>
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<td>David Knauer</td>
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<td>Dennis Kodek</td>
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<td>Kevin Kohlhafer</td>
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<td>John Kreiner</td>
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<td>Ann Oldfield</td>
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<td>Yolanda Pino</td>
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<td>Nancy Powichroski</td>
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<td>Susan Stygler</td>
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<td>Helen Trentler</td>
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<tr>
<td>Lisa Wilson</td>
<td>Principal</td>
<td>Middleborough Elem.</td>
</tr>
</tbody>
</table>

As of 6/06/05
Baltimore County Public Schools
Towson, Maryland 21204

June 14, 2005

RESIGNATIONS

ELEMENTARY – 21

Baltimore Highlands Elementary School
Robin S. Busot, 06/30/05, 8.0 yrs.
Grade 3

Dogwood Elementary School
Richard K. Saulitis, 06/30/05, 8.0 yrs.
Crisis Interventionist

Dundalk Elementary School
Chantelle M. Cooper, 06/30/05, 8.5 yrs.
Resource Teacher

Jennifer M. Elliott, 04/20/05, 1.3 yrs.
Grade 3

Edmondson Heights Elementary School
Dawn C. Coles, 05/20/05, 4.0 yrs.
Grade 4

Glenmar Elementary School
Sara C. Sharma, 06/30/05, 1.0 yr.
Special Education

Hernwood Elementary School
Michael L. Couser, 05/09/05, 2.8 yrs.
Crisis Interventionist

Johnnycake Elementary School
Kelli B. Beaver, 06/30/05, 4.0 yrs.
Reading

Cristina R. Bowers, 06/30/05, 2.5 yrs.
Grade 1

Shireen Samuel-Robinson, 06/30/05, 2.0 yrs.
Grade 3

Jennifer P. Valacka, 06/30/05, 1.0 yr.
Autism

Joppa View Elementary School
Danielle M. Lasky, 06/30/05, 7.0 yrs.
Physical Therapist

New Town Elementary School
Nikki H. Goldman, 06/30/05, 1.0 yr.
Grade 3

Orems Elementary School
Amy L. Hollinger, 06/30/05, 1.0 yr.
Special Education

Riverview Elementary School
Kimberly L. Farley, 06/30/05, 3.0 yrs.
Grade 3

Scotts Branch Elementary School
Dustee-Lea E. Doering, 06/30/05, 2.0 yrs.
Special Education

Shady Spring Elementary School
Deborah L. Ford, 06/30/05, 1.5 yrs.
Grade 1

White Oak School
Karl A. Tracy, 06/30/05, 1.7 yrs.
Music - Instrumental

Winfield Elementary School
Sheila M. White, 06/30/05, 4.0 yrs.
Kindergarten

Samantha T. Willoughby, 06/30/05, 1.0 yr.
Special Education

Woodmoor Elementary School
Elizabeth C. Standish, 06/30/05, 1.0 yr.
Grade 4
<table>
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<th>School</th>
<th>Teacher</th>
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<td>Arbutus Middle School</td>
<td>Terry F. Dressin</td>
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<td>Michelle A. McLaughlin</td>
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<td>Nicole L. Rousseaux</td>
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<td>Eric S. Swan</td>
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<td>Emily J. Worden</td>
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<td>Art</td>
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<td>Theresa C. Dale</td>
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<td>Linda A. Ketterman</td>
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<td>Cockeysville Middle School</td>
<td>Debra Y. Coffey</td>
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<td>Walter R. Tolj</td>
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<td>Brian J. Griffith</td>
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<td>Briditta E. Kral</td>
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<td>Dulaney High School</td>
<td>Mark T. Pierce</td>
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<td>Dumbarton Middle School</td>
<td>Nathan A. Benjamin</td>
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<td>Eastern Technical High School</td>
<td>Stephen C. Byrnes, 8.0 yrs.</td>
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<td>Brian D. Ray</td>
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<td>Jeffrey R. Starr</td>
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<td>Holabird Middle School</td>
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<td>Spanish</td>
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<td>Anna L. Standish</td>
<td>9.0 yrs.</td>
<td>English</td>
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<td>Kenwood High School</td>
<td>2.0 yrs.</td>
<td>Special Education</td>
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<td>Jerome L. Hersl</td>
<td>1.7 yrs.</td>
<td>Science</td>
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<td>Antoine W. Lassiter</td>
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<td>Loch Raven High School</td>
<td>4.0 mos.</td>
<td>Social Studies</td>
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<td>Loch Raven Technical Academy</td>
<td>Bridget Naylor, 1.0 yr.</td>
<td>Reading</td>
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<td>New Town High School</td>
<td>5.0 yrs.</td>
<td>Modern Languages</td>
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<td>John T. Cramer</td>
<td>5.0 yrs.</td>
<td>English</td>
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<td>Erin A. Dooley</td>
<td>1.0 yr.</td>
<td>Modern Languages</td>
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Resignations

Old Court Middle School
Russell L. Malone, 06/30/05, 1.0 yr.
Speech Language Pathologist

Alan C. Whetsel, 06/30/05, 3.0 yrs.
Science

Overlea High School
Lois F. Wist, 06/30/05, 3.0 yrs.
Mathematics

Owings Mills High School
Joel P. Galway, 06/30/05, 8.0 yrs.
Music – Instrumental

Shawn P. Moses, 06/30/05, 2.0 yrs.
Science

Joseph T. Stephen, 06/30/05, 1.0 yr.
Science

Parkville High School
Andrew K. Ranson, 06/30/05, 1.0 yr.
English

Perry Hall High School
Kimberly E. Soderberg, 06/30/05, 7.8 yrs.
Spanish

Perry Hall Middle School
Meghan Neutzel, 06/30/05, 3.0 yrs.
Mathematics

Pikesville Middle School
Paola J. Frumin, 06/30/05, 5.0 yrs.
Spanish

Randallstown High School
Stephen D. Berlin, 06/30/05, 1.0 yr.
Social Studies

Michael W. Mekalian, 06/30/05, 4.0 yrs.
Science

Southwest Academy
Jennifer L. Stack, 06/30/05, 1.0 yr.
Social Studies

Debajier A. Tucker, 06/30/05, 2.0 yrs.
Science

Sparrows Point Middle School
Allyson M. Gebken, 06/30/05, 2.0 yrs.
Spanish

Sudbrook Magnet Middle School
Catharyn A. Turner, 06/30/05, 1.0 yr.
Science

Woodlawn High School
Summer N. Blount, 06/30/05, 4.0 yrs.
Spanish

Telisa M. Claiborne, 06/30/05, 1.0 yr.
Special Education

Karen B. Egan, 06/30/05, 4.0 yrs.
ESOL

Carla Y. Morris, 06/30/05, 4.0 yrs.
English

Andrea C. Taylor, 06/30/05, 2.8 yrs.
Special Education

Woodlawn Middle School
Angela B. Kea, 06/30/05, 5.0 yrs.
Science

Phillip J. Trottier, 06/30/05, 2.0 yrs.
Social Studies

SEPARATIONS FROM LEAVE – 1

Jessica D. Lopresto, granted Unusual or Imperative Leave, 07/01/04 – 06/30/05, resigning 06/30/05, 5.0 yrs.
CHILD REARING LEAVES

JENNIFER HOFSTETTER - (Bus Attendant) Central*
Effective September 30, 2005 through August 30, 2006

THERESA MORRIS HOGAN – (Technology Integration) Chase Elementary School
Effective June 3, 2005 through June 3, 2007

TARA VINJE KAHNERT – (Mathematics) Formerly Parkville High School
Effective July 7, 2005 through June 30, 2007

SUSAN LANG (Resource) Red House Run Elementary School
Effective May 13, 2005 through June 30, 2006

JENNIFER DICKENS NEZZIO – (Social Studies) Chesapeake High School
Effective July 16, 2005 through June 30, 2007

KATHLEEN GERWIG STEMBLER – (Specialist) Office of Mathematics-ESS Building
Effective June 15, 2005 through June 15, 2007

MILITARY LEAVE

DERRON T. CHAMBERS – (Special Education) Deer Park Middle Magnet School
Effective June 7, 2005 through June 7, 2007

DAVID F. FRANKENHAUSER – (Technology Education) Formerly Patapsco High School
Effective April 27, 2005 through April 27, 2007

*Non-member Maryland State Retirement System & Pension System
Baltimore County Public Schools
Towson, Maryland 21204

June 14, 2005

DECEASED

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

Patricia D. Gilbert
Building Service Worker
Catonsville Elementary School
April 18, 2005
RECOMMENDED APPOINTMENTS

June 14, 2005

CHERYL R. BROOKS
Teacher/Classroom Specialist
(Effective June 20, 2005) Chase Elementary School Office of Equity and Assurance
(Replacing Natasha White, transferring to Guidance, Deer Park Middle Magnet School)

PHILIP H. BYERS
Assistant Principal Principal
(Effective July 1, 2005) Arbutus Elementary School Middleborough Elementary School
(Replacing Lisa Wilson, retiring)

ADRIENNE D. DICKERSON
Family Services Coordinator Pupil Personnel Worker
(Effective July 1, 2005) St. Vincent de Paul Head Start Center
(Replacing Peter Terry, retired – location to be determined)

DWIGHT J. EASTERY
Acting Assistant Principal Assistant Principal
(Effective July 1, 2005) Battle Monument School Battle Monument School
(Replacing Rosalie Daddura, promoted to Principal at Battle Monument School)

TYEST GANT
Teacher/Mathematics Assistant Principal
(Effective July 1, 2005) Woodlawn Middle School Woodlawn Middle School
(Replacing Linda Becker, transferring to Assistant Principal, Perry Hall High School)

BRENT GRABILL
Teacher/Classroom Assistant Principal
(Effective July 1, 2005) Deer Park Elementary School Arbutus Elementary School
(Replacing Phillip Byers, recommended for appointment to Principal, Middleborough Elementary School)

BERNARD P. HENNINGAN
Teacher/English Pupil Personnel Worker
(Effective July 1, 2005) Parkville High School
(Replacing Yolanda Pino, retiring – location to be determined)

RENEE B. JOHNSON
Assistant Principal Principal
(Effective July 1, 2005) Featherbed Lane Elementary School Chesapeake Terrace Elementary School
(Replacing Linda Chapin, transferring to Principal, Mars Estates Elementary School)
Revised Appointments

June 14, 2005

MICHAEL D. KNIGHT, JR.
Assistant Principal
Northeast Middle School
Baltimore City Public Schools

(Effective July 1, 2005)
(Replacing John Ward, recommended for appointment to Principal, Stemmers Run Middle School)

LYNNE E. MULLER
Supervisor, Guidance and Counseling
Department of Student Support Services

(Effective July 1, 2005)
(Replacing Rowland Savage, retired)

ROBERT T. MURRAY, IV
Teacher/Social Studies
Sparrows Point Middle School

(Effective July 1, 2005)
(Replacing Lisa Sampson, promoted to Coordinator, Department of Professional Development)

JAMES B. QUARLES
Teacher/Classroom
Woodmoor Elementary School

(Effective July 1, 2005)
(Replacing Renee Johnson, recommended for appointment to Principal, Chesapeake Terrace Elementary School)

LAVINIA M. RINGGOLD
Local Accountability Coordinator
Maryland State Department

(Effective July 1, 2005)
(Replacing Beverly Pish, promoted to Director, Office of Accountability, Research and Testing)

MANUEL B. RODRIGUEZ
Superintendent of Schools
Roswell Independent School District

(Effective July 1, 2005)
(Replacing Richard Milbourne, retired)

DELORES TEDESCHI-BUTLER
Teacher/English
Deer Park Middle Magnet School

(Effective July 1, 2005)
(Replacing Janet Henke, retired)

JOHN S. WARD
Assistant Principal
Woodlawn Middle School

(Effective July 1, 2005)
(Replacing Curtis M. Johnson, retiring)
| **RICHARD W. WEBER** | Assistant Principal | Principal  
(Effective July 1, 2005) | Perry Hall Middle School | Pine Grove Elementary School  
(Replacing Allen Zink, transferring to Principal, Perry Hall Middle School)
DATE:       June 14, 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 – June 14, 2005

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

1. **Contract:** Books: Wholesale/Recycle  
   **Bid #:** JNI-705-05  
   **Term:** 3 year  
   **Extension:** 0  
   **Contract Ending Date:** 4/30/08 (tentative)  
   **Estimated annual revenue:** $18,000  
   **Estimated total revenue:** $54,000

   **Bid issued:** May 12, 2005  
   **Pre-bid meeting date:** None  
   **Due Date:** May 26, 2005  
   **No. of vendors issued to:** 4  
   **No. of bids received:** 4  
   **No. of no-bids received:** 0

**Description:**

The bid specifications require the bidders to offer a fixed payment per ton of withdrawn or recycled books. The trucking company will determine the weight of the books during their initial weigh-in after leaving Distribution Services. BCPS will get additional revenue when and if books can be wholesaled rather than recycled. This amount is not guaranteed and cannot be determined ahead of time. The award bidder will make this determination within 90 days from the pickup of the books. The value of the contract is based upon historical data. The school will send books to Distribution Services for pickup by the vendor. Books do not need to be sorted by the schools or Distribution Services.

**Recommendation:**

Award of contract is recommended to:

```
Academic Book Services, Inc. Cartersville, GA
Responsible School or Office: Distribution Services and Curriculum Offices
Contact Person: Chuck Raulie
Funding Source: NA
```
2. **Contract:** CISCO Networking Hardware Products  
   **Bid #:** 5-515-02

   **Extension Term:** 1 year  
   **Contract Ending Date:** 8/31/06 (tentative)

   **Estimated annual award value:** $500,000  
   **Estimated total award value:** $500,000

   **Bid issued:** August 2, 2001  
   **Pre-bid meeting date:** August 15, 2001  
   **Due Date:** August 30, 2001  
   **No. of vendors issued to:** 71  
   **No. of bids received:** 8  
   **No. of no-bids received:** 4  
   **No. of non-responsive:** 0

**Description:**

This is an extension of the contract for CISCO products that maintain and upgrade BCPS’ computer network. Products include routers, switches, interfaces, and modules. The contract price structure is a 38.5 percent discount off CISCOs’ published list price.

**Recommendation:**

Extension of contract is recommended to:

<table>
<thead>
<tr>
<th>Digicon Corporation</th>
<th>Rockville, MD</th>
</tr>
</thead>
</table>

**Responsible school or office:** Office of Computer and Network Support

**Contact Person:** Gary Schlimme

**Funding Source:** Operating Budget
3. Contract: Communications Laboratories  
   Bid #: JNI-703-05

   Term: 2 year  Extension: 0  Contract Ending Date: 5/31/07 (tentative)
   Estimated annual award value: $120,000
   Estimated total award value: $240,000

   Bid issued: April 14, 2005
   Pre-bid meeting date: None
   Due Date: May 4, 2005
   No. of vendors issued to: 18
   No. of bids received: 7
   No. of no-bids received: 2

Description:

A bid was issued for the purchase of equipment and furniture to establish communications’ laboratories at Chesapeake and Lansdowne High Schools for their magnet programs. Thirteen companies submitted quotes for the various items required to establish the laboratories.

Recommendation:

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

- Amtek Company, Inc. Arnold, Maryland
- Data Networks Cockeysville, Maryland
- Glover Equipment Sales Cockeysville, Maryland
- Kunz, Inc. Baltimore, Maryland
- State Use Industries Jessup, Maryland
- Washington Professional Systems Wheaton, Maryland

Responsible school or office: Office of Technology Education

Contact Person: Mike Shealey

Funding Source: Offices of Career and Technology—Operating Budget
   Contract #: JNI-709-05

   Term: 5 year   Extension: 0   Contract Ending Date: 6/30/10 (tentative)
   Estimated total award value: $865,000

   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 Office of Mathematics is requesting to purchase the textbook Algebra I, published by Glencoe McGraw-Hill. Algebra I is the textbook selected for all of the Algebra I courses offered in Baltimore County. Students take Algebra I to fulfill the graduation requirement for one credit in algebra, and all students, beginning with the graduating class of 2009, need to pass the High School Assessment Algebra and Data Analysis as a graduation requirement as well. This book has a copyright date of 2005, and Glencoe McGraw-Hill holds the copyright.

This textbook selection is the final result of a thorough, comprehensive examination and pilot process that began in fall 2004. Various groups met throughout the year to discuss curriculum and teaching strategies, to screen initial book selections, to begin and implement the pilot process, and to meet with publishers about their texts. Members of these groups included middle and high school administrators, college associates, special educators, ELL educators, mathematics teachers, mathematics chairs, publisher representatives, parents, and Office of Mathematics PreK-12 personnel. Five texts were initially chosen for a pilot beginning in late January. Pilot teachers, representing all levels and areas of the county, were charged with the task of utilizing the materials of that publisher with their students. Each school in the county was provided with a copy of each of the possible texts and was asked to provide input as to their recommendation concerning each text. The recommendations of pilot teachers, schools, and others were compiled and used to make this final recommendation.

This text, Algebra I, published by Glencoe, provides the best match to the BCPS algebra curriculum and to the MSDE CLG for Algebra/Data Analysis. It incorporates technology, hands-on and alternate teaching strategies, and differentiation suggestions for use with a wide range of student abilities. With direction and suggestions from the new Algebra I curriculum guide to be written this summer, this text can support and enhance the skills of a beginning, as well as an experienced, algebra teacher.
Recommendation:

Award of contract is recommended to:

Glencoe McGraw-Hill  
Mooresstown, NJ

Responsible school or office: Office of Mathematics PreK-12

Contact Person: Pat Baltzley

Funding Source: FY06 Operating Budget
5. **Contract:** Curriculum Materials--*The Mathematical Palette*  
   **Contract #:** RGA-156-05  

   **Term:** 5 years  
   **Extension:** 0  
   **Contract Ending Date:** 6/30/10 (tentative)  
   **Estimated annual award value:** $80,000  
   **Estimated total award value:** $400,000  

   **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 Office of Mathematics is requesting to purchase *The Mathematical Palette* textbook published by Thomson Learning. *The Mathematical Palette* is the textbook selected for the new high school mathematics course, *Sets, Functions, and Probability*. This course is intended as a third credit course for special-needs high school students who are diploma-bound, who have already received credit for Algebra I and Geometry, and who have been recommended through the IEP team process. This book has a copyright date of 2005, and Brooks Cole/Thomson Learning holds the copyright.

The Offices of Mathematics PreK-12 and Special Education worked together to formulate the course outline and expectations for the new course, *Sets, Functions, and Probability*. Five books were reviewed, and *The Mathematical Palette* was selected as the text that most closely aligned with the philosophy and rigor of the course. Thomson Learning will provide teacher instructional materials free of charge with each purchase of 20 student books. Thomson Learning will also provide professional staff development on the August 24 Professional Study Day.

**Recommendation:**

Award of contract is recommended to:

    Thomson Learning  
    Delmont, CA

**Responsible school or office:** Office of Mathematics PreK-12  
**Contact Person:** Pat Baltzley, John Staley  
**Funding Source:** Operating Budget and Passthrough Grant
6. **Contract:** Flexible Benefits Administrator  
   **Bid #:** 2-296-03

   **Extension Term:** 1 year  
   **Contract Ending Date:** 8/31/06 (tentative)

   **Estimated annual award value:** $25,000

   **Bid issued:** July 3, 2002  
   **Pre-bid meeting date:** July 18, 2002  
   **Due Date:** July 31, 2002

   **No. of vendors issued to:** 18  
   **No. of bids received:** 6

   **No. of no-bids received:** 1

**Description:**

This is an extension of the contract for a flexible benefits’ administrator for health care and dependent care spending accounts. The health and dependent care flexible spending accounts allow employees to contribute pretax dollars withheld from their paychecks. There are currently 618 employees participating in the health care spending account, and 163 employees participating in the dependent care spending account. Employees are allowed to contribute a maximum of $4,000 per family to the health care and a maximum of $5,000 to dependent care spending accounts. Claims to the spending accounts are processed on a bimonthly basis. The cost to BCPS is $25.80 per participating employee per year.

**Recommendation:**

Award of contract is recommended to:

Stanley, Hunt, Dupree & Rhine, Inc. Greenville, S.C.

**Responsible school or office:** Office of Employee Benefits

**Contact Person:** Kathleen Harman

**Funding Source:** Operating Budget
7. **Contract:** Information Technology Systems Support  
   **Bid #:** PCR-218-03  

| Extension Term: | 2 years | **Contract Ending Date:** 7/30/07 (tentative)  
|----------------|---------|---------------------------------|---|
| Estimated annual award value: | $1,000,000 | Estimated total award value: | $2,000,000  
| Bid issued: | February 27, 2003 | Pre-bid meeting date: | March 13, 2003  
| Due Date: | March 26, 2003 | No. of vendors issued to: | 117  
| No. of bids received: | 33 | No. of no-bids received: | 11  
| No. of non-responsive: | 0  

**Description:**

This is an extension of the contract for programming and analysis support services on an as-needed basis for school system programs. Five separate skill sets are identified:

- Project Manager
- Architecture Engineer
- Applications Developer
- SQL Server DBA
- Business Systems Analyst

The vendor will be employed on the basis of availability, rate, skill set, and continuity of services.

**Recommendation:**

Award of contract is recommended to:

- Nexgen Edison, NJ
- Tidal Technologies Glen Burnie, MD
- Technisource (formerly Intellimark) Columbia, MD
- SM Consulting Linthicum, MD

**Responsible school or office:** Department of Technology  
**Contact Person:** Judson Porter  
**Funding Source:** Operating Budget
8. **Contract:** Microsoft License Agreement  
   **Bid#:** JNI-710-05 (University System of Maryland RFP 79297-T)

   **Term:** 3 year  
   **Extension:** 2 year  
   **Contract Ending Date:** 7/31/10 (tentative)

   **Estimated annual award value:** $493,700  
   **Estimated total award value:** $2,468,500

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

**Description:**

The Department of Technology wishes to join members of the Maryland Educational Enterprise Consortium facilitated by the University System of Maryland in a new multi-year agreement to continue the use of Microsoft software on BCPS servers and computers. The University System of Maryland has obtained preferred pricing for public schools, public libraries, higher educational institutions, and other consortium members. This new contract replaces RFP 99-12, originally approved in 1999, and continues to provide for the use of Microsoft software on all BCPS servers and computers. Bell Tech.logix of Columbia, MD, handles the administration and financial aspects of the master agreement.

**Recommendation:**

Award of contract is recommended to:

   **Bell Tech.logix**  
   **Columbia, MD**

**Responsible school or office:** Department of Technology

**Contact Person:** Greg Barlow

**Funding Source:** Operating Budget
9. Contract: Nursing Services  
   Bid #: PCR-297-05

   Term: 2 year  
   Extensions: 3 year  
   Contract Ending Date: 6/15/10 (tentative)

   Estimated annual award value: $175,000  
   Estimated total award value: $875,000

   Bid issued: April 14, 2005  
   Pre-bid meeting date: April 28, 2005  
   Due Date: May 11, 2005  
   No. of vendors issued to: 14  
   No. of bids received: 7  
   No. of no-bids received: 1

Description:

If in the student’s IEP, BCPS is required to provide private duty nurses for special education students. Substitute nurses are also required on an as-needed basis county-wide for all schools. All nurses hold an active license to practice nursing issued by the Maryland Board of Nursing under the Maryland Department of Health and Mental Hygiene, and also hold an active certification in cardiopulmonary resuscitation.

Proposals were evaluated based on documentation of the bidders’ ability to meet BCPS’ needs, references, verification of certifications, licensing, and price.

Recommendation:

Award of contract is recommended to:

   Care Resources  
   Community Care Nursing Services  
   Professional Nursing Services  
   Baltimore, MD  
   Baltimore, MD  
   Cockeysville, MD

Responsible school or office: Office of Special Education and individual schools

Contact Person: Michele Prumo

Funding Source: Operating Budget
10. Contract: Rebinding of Books
    Bid #: JNI-706-05

Term: 3 year  Extension: 0

Contract Ending Date: 6-30-08 (tentative)

Estimated annual award value: $18,000
Estimated total award value: $54,000

Bid issued: May 12, 2005
Pre-bid meeting date: None
Due Date: May 26, 2005
No. of vendors issued to: 8
No. of bids received: 2
No. of no-bids received: 1

Description:
The bid specifications require the bidders to offer a price for the rebinding of library books and textbooks. The specifications require that all books to be repaired would be picked up from each participating school by Distribution Services the week following the last day of school. The award bidder will then obtain the books from Distribution Services the following week. All textbooks are to be repaired and returned to BCPS by the first day of school. Library books must be repaired and returned to BCPS within two weeks of the start of school. It is estimated that 1,500 to 1,800 books will be repaired through this contract. The method of award is based on the aggregate total of the unit cost per library book and textbook.

Recommendation:

Award of contract is recommended to:

    Shenandoah Valley Bindery, LLC    Luray, VA.

Responsible School or Office: Office of Purchasing
Contact Person: Jack Nichols
Funding Source: Operating Budget of the individual schools
11. Contract: School Musical Instrument Rental and Repair Program
Bid #: JNI-704-05

Term: 1 year  Extension: 1 year  Contract Ending Date: 06/30/07 (tentative)
Estimated annual award value: $50,000
Estimated total award value: $100,000

Bid issued: May 12, 2005
Pre-bid meeting date: None
Bid due date: May 27, 2005
No. of vendors issued to: 8
No. of bids received: 5
No. of no-bids received: 0
No. of non-responsive: 0

Description:

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

Vendors submit a fixed, hourly rate for the repair services and a discount allowance from published list prices for materials and supplies for a period of one year. Vendors also submit an instrument rental/purchase plan for parents to use in selecting musical instruments for their children. With this concept, more than one bidder may be awarded a contract, which allows the Office of Music and the schools the ability to use the same contract pricing and provide immediate access for routine services and supplies.

Recommendation:

Award of contracts are recommended to:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>City, State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brass Arts Unlimited</td>
<td>Baltimore, MD</td>
</tr>
<tr>
<td>Hess Music, Inc.</td>
<td>Manchester, MD</td>
</tr>
<tr>
<td>Menchey Music Service, Inc.</td>
<td>Hanover, PA</td>
</tr>
<tr>
<td>Music &amp; Arts Center</td>
<td>Frederick, MD</td>
</tr>
<tr>
<td>Stu’s Music Shop, Inc.</td>
<td>Westminster, MD</td>
</tr>
</tbody>
</table>

Responsible school or office: Office of Music and individual school

Contact Person: Jamie Tucker

Funding Source: Operating Budgets
12. **Contract:** Social Worker/Personal Assistant Services  
   **Bid #:** 2-277-02

**Extension Term:** 1 year  
**Contract Ending Date:** 6/30/06 (tentative)

**Estimated annual award value:** $500,000  
**Estimated total award value:** $500,000

**Bid issued:** November 15, 2001  
**Pre-bid meeting date:** November 29, 2001  
**Due Date:** December 12, 2001

**No. of vendors issued to:** 18  
**No. of bids received:** 5  
**No. of no-bids received:** 0  
**No. of non-responsive:** 0

**Description:**

The Office of Purchasing requests the extension of the contract for providing personal assistants for behavior support, licensed counseling services, and tutoring services for students ranging in age from three to twenty-one.

The Office of Special Education contracts with a variety of vendors to provide additional staffing and services for students who may be referred to a non-public placement. A school team makes the recommendation that additional services are needed to implement the student’s IEP in a public school setting. Services include:

- Personal assistants for physical support
- Personal assistants for behavioral support
- Social workers for counseling and specialized group therapy support

**Recommendation:**

Extension of contract is recommended to:

- Essential Care, Inc.  
  Baltimore, MD
- MANSEF  
  Baltimore, MD
- Personal Touch, Inc.  
  Baltimore, MD
- Social Services Consultants, LTD.  
  Ellicott City, MD
- Support Network, Inc.  
  Catonsville, MD

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

**Contact Person:** Cynthia Amirault

**Funding Source:** Operating budget
13. **Contract Modification:** Additional Design Services - Middle River Middle School

**Estimated award value:** $1,089

**Description:**

On November 4, 2003, the Board of Education approved a negotiated fee with Cochran, Stephenson & Dunkervoet Architects (CSD) to provide design and bidding services associated with the systemic renovation project at Middle River Middle School.

During the final design effort, the Department of Physical Facilities requested additional asbestos investigation, testing, and analysis. The work requested was beyond the original scope of service requested of CSD. They have provided a request for compensation based on predetermined hourly rates and documentation of time required for this additional request.

At this time, the Department of Physical Facilities requests approval of a modification to the Architectural contract for this additional service with CSD Architects, Inc.

**Recommendation:**

Contract Modification is recommended to:

Cochran, Stephenson & Dunkervoet Architects (CSD) Baltimore, MD

**Responsible school or office:** Department of Physical Facilities

**Contact person:** Richard H. Cassell, P.E., Administrator
Randolph C. Smith, AIA , Supervisor
Architectural/Design and Special Projects
Office of Engineering and Construction

**Funding source:** County Capital Budget Project #.107 – Middle River Middle School
14. **Contract Modification:** Construction Administration Services - Middle River Middle School

**Estimated award value:** $62,612

**Description:**

On November 4, 2003, the Board of Education approved a negotiated fee with Cochran, Stephenson & Dunkervoet Architects (CSD) to provide design and bidding services associated with the systemic renovation project at Middle River Middle School.

At the time of Board of Education approval, the construction administration phase of an architect’s service was not submitted for approval. The project has been bid and awarded for construction, and CSD Architects provided a fee proposal for the construction administration (CA) phase services.

At this time, the Department of Physical Facilities requests approval of a modification to the Architectural contract to provide construction administration (CA) services with CSD Architects, Inc.

**Recommendation:**

Contract Modification is recommended to:

Cochran, Stephenson & Dunkervoet Architects (CSD) Baltimore, MD

**Responsible school or office:** Department of Physical Facilities

**Contact person:** Richard H. Cassell, P.E., Administrator
Randolph C. Smith, AIA, Supervisor
Architectural/Design and Special Projects
Office of Engineering and Construction

**Funding source:** County Capital Budget Project #.107 – Middle River Middle School
15. **Contract Modification:** Construction Management Services – Woodholme Elementary School

**Estimated award value:** $68,435

**Description:**

On August 12, 2003, the Board of Education of Baltimore County approved an award of contract to the Oak Contracting Co., Inc. to provide construction management services for the construction of Woodholme Elementary School. Due to vandalism within the building, it has been necessary to post a security guard inside the school on weekdays from 6:00 p.m. to 6:00 a.m., and on the weekends. As a precaution, this security will remain in place until all security systems are installed and tested. In addition, when furniture, equipment, and supplies are unpacked before the opening of school, it will be necessary to supply additional dumpsters to remove the trash. In order to provide the additional security and dumpsters, our construction manager has requested an increase in their fee to cover this additional cost.

**Recommendation:**

Award of contract is recommended to:

Oak Contracting Co., Inc. Towson, 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 #.111 – Woodholme Elementary School
16. **Contract:** Exterior Door Replacement - Chesapeake High School

**Bid #:** MBU-554-05

**Estimated award value:** $64,444

**Description:**

On June 2, 2005, two (2) bids were received for Exterior Door Replacement at Chesapeake High School. This project consists of the removal and proper disposal of the exterior doors and hardware, and the furnishing and installation of new exterior doors, insert frames, and hardware. A summary of the bids received is below.

At this time, approval of a 10% contract modification allocation in the amount of $6,444 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:

- **Tito Contractors, Inc.**
  - Washington, D.C.

**Responsible school or office:** Department of Physical Facilities

**Contact person:**

- Richard H. Cassell, P.E., Administrator
- George J. Colburn, Supervisor
- Special Projects
- Office of Engineering and Construction

**Funding source:** State Aging School Program (ASP)

### EXTERIOR DOOR REPLACEMENT AT CHESAPEAKE HIGH SCHOOL

<table>
<thead>
<tr>
<th>Bidders’ Names</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tito Contractors, Inc.</td>
<td>Atlantic Door Control, Inc.</td>
</tr>
<tr>
<td>Base Bid</td>
<td>$64,444</td>
</tr>
</tbody>
</table>
17. **Contract:** Field Lighting - Woodholme Elementary School

**Bid #:** JMI-648-05

**Estimated award value:** $249,975

**Description:**

On June 1, 2005, two (2) bids were received for Field Lighting at Woodholme Elementary School. The Baltimore County Department of Recreation and Parks constructed the existing athletic fields at the Woodholme Elementary School site prior to the school construction. The existing field lighting does not meet the current requirements for various athletic activities. The Baltimore County Department of Recreation and Parks has funded the design and construction of a new lighting system and has requested that the Office of Engineering and Construction manage the entire project on their behalf. A summary of the bids received is below.

At this time, approval of a 10% contract modification allocation in the amount of $24,997 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:

**The Eastern Sales & Engineering Co.**  
Baltimore, 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 #.111 - Woodholme Elementary School

### FIELD LIGHTING AT WOODHOLME ELEMENTARY SCHOOL

<table>
<thead>
<tr>
<th>Bidders’ Names</th>
<th>Base Bid</th>
<th>Lighting Maintenance Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Eastern Sales &amp; Engineering Co.</strong></td>
<td><strong>$249,975</strong></td>
<td><strong>$290,500</strong></td>
</tr>
</tbody>
</table>
18. **Contract:** Heating Modifications - Overlea High School

**Bid #:** JMI-645-05

**Estimated award value:** $144,100

**Description:**

On June 1, 2005, two (2) bids were received for the Heating Modifications at Overlea High School. This project consists of repiping the boiler 3-way control valve and replacing the water heater. A summary of the bids received is below.

At this time, approval of a 10% contract modification allocation in the amount of $14,410 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:

- **M&M Welding & Fabricators**
  - Gaithersburg, MD

**Responsible school or office:** Department of Physical Facilities

**Contact person:** Richard H. Cassell, P.E., Administrator
  - Sammie Clark, Mechanical Engineer
  - Office of Engineering and Construction

**Funding source:** State Aging School Program (ASP)

### HEATING MODIFICATIONS AT OVERLEA HIGH SCHOOL

<table>
<thead>
<tr>
<th>Bidders’ Names</th>
<th>M&amp;M Welding &amp; Fabricators</th>
<th>Denver-Elek, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base Bid</strong></td>
<td>$ 19,600</td>
<td>$ 34,100</td>
</tr>
<tr>
<td><strong>Alternate #1 – Install 2 water heaters and storage tank</strong></td>
<td>124,500</td>
<td>112,900</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$144,100</strong></td>
<td><strong>$147,000</strong></td>
</tr>
</tbody>
</table>
19. **Request for Approval:** Razing of the Chatsworth School Annex

**Description:**

The Chatsworth Elementary School Annex was constructed in 1953/54. The Office of Engineering and Construction conducted an evaluation of the building in February, 2005. The boiler is not operational, the roof membrane has deteriorated, roof trusses are rusted, ceiling and floor tiles are missing and contain asbestos, interior paint is peeling, and the window frames are rusted. There is obvious mold and mildew present inside. It was determined that this building may not be economically renovated for any future proposed uses (see pictures below). Based upon this finding, the Department of Physical Facilities recommends that the Chatsworth Elementary School Annex be razed. Once this building is razed, the freed space may be used for future improvements to the ingress and egress of traffic, and the safe discharge and pick up of Chatsworth School students, as well as additional parking spaces for the faculty and staff. The Department of Physical Facilities requests Board approval to undertake the necessary actions to raze the Chatsworth School Annex.

**Recommendation:**

Award of contract is recommended to: N/A

**Responsible school or office:** Department of Physical Facilities

**Contact person:** Richard H. Cassell, P.E., Administrator

**Funding source:** n/a
20. **Contract:** Sidewalk Replacement and Installation of Canopy Drainage System - New Town High School

**Bid #:** MBU-550-05

**Estimated award value:** $45,000

**Description:**

On June 1, 2005, one (1) bid was received for the sidewalk replacement and installation of a canopy drainage system at New Town High School. The vestibule canopies on the north side of the school do not include any type of gutter or underground drainage system, which has caused the sidewalks at the exit doors to heave during freezing temperatures. This work will include the installation of gutters, underground piping, and the replacement of concrete sidewalks on the north side of the school.

At this time, approval of a 10% contract modification allocation in the amount of $4,500 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:

Greenbridge Construction
Dayton, MD

**Responsible school or office:** Department of Physical Facilities

**Contact person:**
Richard H. Cassell, P.E., Administrator
Mark J. Camponeschi, Supervisor
Civil/Site Design and Construction
Office of Engineering and Construction

**Funding source:**
County Capital Budget Project #.625 – New Town High School
21. **Contract:** Site Improvement Adjacent to the Food Service Ramp - Woodmoor Elementary School

**Bid #:** PCR-299-05

**Estimated award value:** $19,009

**Description:**

On May 26, 2005, two (2) bids were received for a site improvement adjacent to the food service ramp of Woodmoor Elementary School. This project consists of adjusting the existing driveway grade at the food service ramp to facilitate equal level truck compatibility with the loading dock. A summary of the bids received is below.

At this time, approval of a 10% contract modification allocation in the amount of $1,900 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:

Central Maintenance  
Baltimore, MD

**Responsible school or office:** Department of Physical Facilities

**Contact person:** Richard H. Cassell, P.E., Administrator  
Mark Camponeschi, Supervisor, Civil/Site Design and Development  
Office of Engineering and Construction

**Funding source:** County Program and County Capital Budget  
Project #.672–Site Improvements

**SITE IMPROVEMENT ADJACENT TO THE FOOD SERVICE RAMP OF WOODMOOR ELEMENTARY SCHOOL**

<table>
<thead>
<tr>
<th>Bidders’ Names</th>
<th>Central Maintenance</th>
<th>Melvin Benhoff Sons, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part A</td>
<td>$17,959</td>
<td>$20,000</td>
</tr>
<tr>
<td>Part B</td>
<td>$1,050</td>
<td>$2,800</td>
</tr>
<tr>
<td>Base Bid</td>
<td>$19,009</td>
<td>$22,800</td>
</tr>
</tbody>
</table>
Prior to the beginning of each school year, the Superintendent revises the tuition fees for non-resident students. Attachment I is a page showing the FY2005 and the new FY2006 non-resident tuition fees.

The tuition is calculated using the County appropriation (less Debt Service and Capital Pay-Go funds) for the current fiscal year (2005), and split between elementary and secondary levels based on proportionate salary costs. The result is divided by the projected enrollment for each level to arrive at the per pupil tuition fee for non-resident students.

Superintendent’s Rule 3611 has been revised to reflect the new non-resident tuition fees as shown on Attachment II.
Comparison of Tuition Fees of Non-resident Students

<table>
<thead>
<tr>
<th></th>
<th>FY05</th>
<th>FY06</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half-day Kindergarten</td>
<td>$2,896</td>
<td>$3,003</td>
</tr>
<tr>
<td>Full-day Kindergarten</td>
<td>$5,792</td>
<td>$6,007</td>
</tr>
<tr>
<td>Elementary</td>
<td>$5,792</td>
<td>$6,007</td>
</tr>
<tr>
<td>Secondary</td>
<td>$5,002</td>
<td>$5,367</td>
</tr>
</tbody>
</table>
NON-INSTRUCTIONAL SERVICES: Fees, Gifts and Property Disposition

Tuition Fees: Non-residents

The yearly tuition fees for non-resident students, calculated on the basis of the proportionate share of county costs, effective July 1, 2005, will be as follows:

- Half-day Kindergarten ................. $3,003
- Full-day Kindergarten .................. $6,007
- Elementary ................................ $6,007
- Secondary ............................... $5,367
DATE: June 14, 2005
TO: BOARD OF EDUCATION
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: ANNUAL REVISION OF SHARED DOMICILE DISCLOSURE FORM
ORIGINATOR: Christine M. Johns, Deputy Superintendent of Curriculum and Instruction
RESOURCE PERSON: Dale Rauenzahn, Executive Director of Student Support Services

INFORMATION
Rule 5150 references the Shared Domicile Disclosure Form, which in the past was year sensitive. The form has been revised to be generic and used from year to year. Rule 5150 has no changes and only the form has been changed.

Attachment I – Shared Domicile Disclosure Form
The undersigned do hereby attest that the parent(s)/guardian(s) of the child(ren) listed below are residing at the following address:

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City, State, Zip Code</th>
<th>Home Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

and request that the following school-aged child(ren) residing at the same address be permitted to enroll in the Baltimore County Public Schools for the school year 20____ - 20____ (Do not list children of homeowner/leaseholder):

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Date of Birth</th>
<th>School</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
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<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

It is understood that the information provided by the undersigned is accurate. Any attempt to falsify the above information shall result in withdrawal of the student(s), and the appropriate tuition charge shall be assessed for each student falsely enrolled in the Baltimore County Public Schools. Tuition fees are subject to revision by the Baltimore County Board of Education.

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

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

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

<table>
<thead>
<tr>
<th>Signature of Resident (Owner/Leaseholder)</th>
<th>Signature of Parent(s)/Guardian(s) of Student(s)</th>
</tr>
</thead>
</table>

Print Name ____________________________________________________  Print Name ___________________________

I hereby certify that on this ______ day of _________, 20____, the above-named, ___________________________, personally appeared before me and made oath in due form of the law that the foregoing facts are true and correct to the best of their knowledge, information, and belief, under penalty of perjury.

Notary Public _________________________________  Notary Public _______________________________

Print Name __________________________________________  Print Name ________________________________

My Commission Expires ___________________________  My Commission Expires ________________________

DECISION: ______ Approved ______Denied ____________________________________ Date_______________
Signature of Residency Officer/Pupil Personnel Worker

If approved, enrollment is for the 20____ - 20____ school year only, and only if the parent(s)/guardian(s) and child(ren) named herein reside at the address provided on this Disclosure Form. A new Disclosure Form must be filed each school year.

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

Date: June 14, 2005

To: Board of Education

From: Dr. Joe A. Hairston, Superintendent


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

Resource Person(s): Barbara Burnopp, Executive Director, Fiscal Services
Patrick Fannon, Controller

Information

Attached is the General Fund Comparison of FY2004 and FY2005 Revenues, Expenditures, and Encumbrances – Budget to Actual for the periods ended April 2004 and 2005.

General Fund Comparison of FY2004 and FY2005 Revenues, Expenditures, and Encumbrances—Budget to Actual

These data are presented using State Department of Education categories. Amounts included reflect actual revenues, expenditures, and encumbrances to date and do not reflect forecasts of revenues and expenditures. Figure 1 presents an overview of the FY2004 and FY2005 General Fund Revenue Budget. Figure 2 provides an overview of the adjusted FY2005 General Fund Expenditure Budget. Figure 3 compares the percent of the budget obligated as of April 2004 and 2005. Figure 4 is a comparative statement of budget to actual revenues, expenditures, and encumbrances.
**General Fund Revenue Budget**

**General Fund Revenue Budget by Source**

<table>
<thead>
<tr>
<th>Source</th>
<th>FY2004 Final</th>
<th>FY2005 Adjusted</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baltimore County</td>
<td>$560,233,962</td>
<td>$570,385,533</td>
<td>$10,151,571</td>
</tr>
<tr>
<td>State of Maryland</td>
<td>$304,989,167</td>
<td>$342,566,986</td>
<td>$37,577,819</td>
</tr>
<tr>
<td>Other</td>
<td>$7,765,000</td>
<td>$9,984,526</td>
<td>$2,219,526</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$872,988,129</td>
<td>$922,937,045</td>
<td>$49,948,916</td>
</tr>
</tbody>
</table>

Figure 1

**Year-to-Date Comparison**

- **Baltimore County** – The FY2005 County appropriation increased $10,151,571, 1.8% over the FY2004 budget. County funds are drawn based on cash flow requirements. Year-to-date County revenue recognized is $433 million, 76% of the budget, as compared to $437 million, 78% of the budget, for FY2004.

- **State of Maryland** – The FY2005 State appropriation increased $37,577,819, 12.3% over the FY2004 budget. The increase is the result of the second year of the Maryland *Bridge to Excellence in Public Schools Act*. The majority of State funds are received bi-monthly in equal installments. Five of the bi-monthly payments have been received, and actual revenues to date are in line with the budget.

- **Other Revenues** – Out-of-County tuition payments from other Local Education Agencies (LEAs) are generally recognized at the end of the fiscal year and represent 47% of the Other Revenues budget. The re-appropriation of the prior fiscal year’s fund balance was increased by $1.5 million in January and now represents 33% of the Other Revenues budget. Year-to-date revenue includes summer school and other tuitions, the re-appropriation of the prior year’s unspent fund balance of $3.3 million and sundry other revenues.
General Fund Expenditure Budget

FY2005 Adjusted Expenditure Budget by Category
$922,937,045

Administration - 2.5%
Mid-level admin. - 6.7%
Instruct. salaries - 40.6%
Instruct. textbooks - 1.9%
Other instruct. costs - 1.5%
Special education - 12.5%
Pupil personnel - 0.6%
Health services - 1.1%
Transportation - 4.0%
Operat. of plant - 6.8%
Maint. of plant - 2.2%
Fixed charges - 19.4%
Capital outlay - 0.2%

$374,416,758
$18,285,474
$14,450,759
$1,15,424,473
$119,052,298
$20,336,588
$36,764,300
$19,766,659
$6,233,053
$2,139,892
$65,924,283
$2,316,207
$179,052,298
$120,336,588
$162,733,053
$36,764,300
$19,766,659
$65,924,283
$2,316,207

Figure 2 (Detail included in Figure 4)

Year-to-Date Comparison

Total expenditures and encumbrances – Year-to-date expenditures and encumbrances through April 30, 2005 are $743 million, 80.4% obligated, compared to $710 million, 81% obligated, for the same period in FY2004. Salary expenditures within categories that are primarily comprised of 12-month positions (e.g., Administration, Mid-Level Administration, Operation of Plant, Maintenance of Plant, and Capital Outlay) average 81% of the budget amount and are in line considering the percent of the fiscal year that has elapsed. Salary expenditures in categories with large concentrations of 10-month, school-based personnel (e.g., Instructional Salaries, Special Education, Pupil Personnel, Health Services, and Transportation) average 80% of budget, which is in line with the percentage of the school year that has elapsed. The increase in year-to-date FY2005 total non-salary expenditures and encumbrances results primarily from additional costs in transportation, operation and maintenance of facilities. These additional costs are for expenditures obligated for the costs of fuel, utilities and contracted services. Additionally, contracted services in the Special Education budget have been significantly encumbered for the year; and increases have been incurred in Fixed Charges primarily from an increase in health benefit premiums. A budget appropriation transfer decreasing Instructional salaries by $3,138,561 and increasing other budget categories was approved by the Board on May 10, 2005 and forwarded to the County Council for action.
• **Administration and Mid-level administration** – although year-to-date FY2005 expenditures and encumbrances are currently in line with the budget, the Board at its May 10th meeting, approved a transfer of funds to provide for unachieved turnover savings.

• **Instructional salaries** – The budget for instructional salaries was increased by $15 million in FY2005 to include increased funding for salary restructuring, step increases and additional instructional positions as a result of enrollment growth and added programs. The expenditures for salaries in FY2005 are approximately the same as in the prior year even though the budget has been increased. This similarity in amounts results from teaching personnel starting their school year a week later in FY2005, which results in 17.5 pay periods through April 2005 as compared with 18 pay periods in the prior year. Anticipated turnover savings have been realized in this category and are being used to provide funding for shortfalls in other categories.

• **Instructional textbooks and supplies** – A significant portion of the Instructional Textbooks and Supplies category is spent early in the fiscal year as orders are placed with vendors for textbooks and classroom supplies needed for the opening of school. The budget for this category was increased by $759,000 in January as a result of a supplemental appropriation from Baltimore County. To date, $14.5 million, 79% of the FY2005 budgeted funds has been committed; the remaining budget will be spent throughout the remainder of the year to purchase additional consumable classroom supplies, library books and other media.
- **Other instructional costs** – This category is comprised of commitments for contracted services, staff development, and equipment used to support the instructional program. This category was increased by $750,000 in January as a result of the supplemental budget appropriation from Baltimore County. The FY2005 budget included $3.0 million for the computer replacement program for schools. These computers were purchased and placed in the schools prior to the start of the school year. To date $9.5 million, 65% of the FY2005 budgeted funds has been committed.

- **Special education** – The Special Education category includes costs associated with the educational needs of students receiving special education services. The FY2005 salary budget includes increased funding for salary restructuring, step increases, the addition of 37.8 FTEs to support enrollment increases and 19.5 FTEs to expand kindergarten special education inclusion programs at 16 elementary schools. $33.4 million (92%) of the FY2005 Special Education non-salary budget is for private placement of children in non-public schools. To date, 88% of the original budgeted funds for private placement, $29.3 million, have been committed. Year-to-date FY2005 expenditures and encumbrances are in line with the budget and are consistent with the prior year.

- **Pupil personnel and Health services** – While year-to-date FY2005 expenditures and encumbrances are currently in line with the budgets, most recent salary projections for these categories indicated that a transfer of funds would be necessary to provide funding for unachieved turnover savings. The Board approved a budget transfer at its May 10th meeting to provide funding for these additional costs.

- **Transportation** – This category includes all costs associated with providing school transportation services for students between home, school, and school activities. Much of the Transportation non-salary budget is committed early in the fiscal year to reflect the anticipated annual expenditures for contracts with private bus operators, fuel for vehicles, costs of bus maintenance, and other non-salary expenditures. As of April 30, 2005, the non-salary budget has been overcommitted, as compared with 97% committed as of April 2004. The primary cause of the expenditures being over budget is the significant increases in the cost of fuel. The Board approved a budget transfer at its May 10th meeting to provide funding for these additional costs. The expenditures for salaries are in line with the budget.

- **Operation of plant** – This category contains costs for custodial and grounds keeping salaries for care and upkeep of grounds and buildings. Additionally, costs of utilities (including communications costs, gas and electric, fuel oil, sewer, and water) are included here. Encumbrances for utilities have been established for the full amount of the budgeted annual costs of approximately $22 million. Other expenditures in this category include the cost of building rent, $1.8 million, property insurance, $1.5 million, trash removal, $925,000, duplicator machine maintenance, $629,000, and custodial supplies, $1 million. As of April 30, 2005, 88% of the budget has been committed, compared with 89% as of April 2004. This category is expected to require a transfer of funds due to increases in utilities and fuel expenditures primarily resulting from significant unit cost increases.

- **Maintenance of plant and capital outlay** – While year-to-date FY2005 expenditures and encumbrances are currently in line with the budget, the Board approved a budget transfer at its May 10th meeting to provide funding for projected shortfalls in vehicle parts and fuel.

- **Fixed charges** – This category includes the cost of employee benefits and other fixed costs. Health insurance and employer FICA consume 65% and 26% of the Fixed Charges budget, respectively. The FY2005 budget includes an increase of $14.9 million as a result of a 13.9% increase in premium rates for health insurance. Year-to-date FY2005 expenditures and encumbrances are in line with the budget.
## Baltimore County Public Schools
### Comparison of FY 2004 and FY 2005 Revenues, Expenditures, and Encumbrances
#### Budget and Actual
##### For the Periods Ended April 30, 2004 and 2005

**General Fund**

<table>
<thead>
<tr>
<th></th>
<th>FY 2004</th>
<th></th>
<th>FY 2005</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td>$560,233,962</td>
<td>$436,709,625</td>
<td>$123,524,337</td>
<td>78.0%</td>
</tr>
<tr>
<td></td>
<td>$304,989,167</td>
<td>$245,076,029</td>
<td>$59,913,138</td>
<td>80.4%</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td>$872,988,129</td>
<td>$685,724,590</td>
<td>$187,263,539</td>
<td>78.5%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>FY 2004</th>
<th></th>
<th>FY 2005</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenditures and encumbrances</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Administration</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>salary</td>
<td>$14,506,261</td>
<td>$12,064,947</td>
<td>2,441,314</td>
<td>83.2%</td>
</tr>
<tr>
<td>non-salary</td>
<td>8,020,848</td>
<td>6,161,852</td>
<td>1,858,996</td>
<td>76.8%</td>
</tr>
<tr>
<td><strong>Mid-level administration</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>salary</td>
<td>53,995,471</td>
<td>43,803,420</td>
<td>10,192,051</td>
<td>81.1%</td>
</tr>
<tr>
<td>non-salary</td>
<td>5,826,584</td>
<td>4,403,064</td>
<td>1,423,520</td>
<td>75.6%</td>
</tr>
<tr>
<td>subtotal</td>
<td>59,822,055</td>
<td>48,206,484</td>
<td>11,615,571</td>
<td>80.6%</td>
</tr>
<tr>
<td><strong>Instruction</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional salaries</td>
<td>359,412,236</td>
<td>290,330,533</td>
<td>69,081,703</td>
<td>80.8%</td>
</tr>
<tr>
<td>Instructional textbooks</td>
<td>18,029,870</td>
<td>14,229,707</td>
<td>3,800,163</td>
<td>78.9%</td>
</tr>
<tr>
<td>Other instructional costs</td>
<td>15,234,574</td>
<td>11,913,362</td>
<td>4,321,212</td>
<td>73.5%</td>
</tr>
<tr>
<td>Special education salary</td>
<td>73,650,959</td>
<td>60,640,918</td>
<td>13,010,041</td>
<td>82.3%</td>
</tr>
<tr>
<td>non-salary</td>
<td>34,379,210</td>
<td>29,390,088</td>
<td>4,989,122</td>
<td>85.5%</td>
</tr>
<tr>
<td>subtotal</td>
<td>108,030,169</td>
<td>90,031,006</td>
<td>17,999,163</td>
<td>83.3%</td>
</tr>
<tr>
<td><strong>Pupil personnel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>salary</td>
<td>3,760,769</td>
<td>3,324,518</td>
<td>436,251</td>
<td>88.4%</td>
</tr>
<tr>
<td>non-salary</td>
<td>154,236</td>
<td>119,574</td>
<td>34,662</td>
<td>77.5%</td>
</tr>
<tr>
<td>subtotal</td>
<td>3,915,005</td>
<td>3,444,092</td>
<td>470,913</td>
<td>88.0%</td>
</tr>
<tr>
<td><strong>Health services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>salary</td>
<td>9,106,128</td>
<td>7,720,933</td>
<td>1,385,195</td>
<td>84.8%</td>
</tr>
<tr>
<td>non-salary</td>
<td>177,507</td>
<td>149,690</td>
<td>27,817</td>
<td>84.3%</td>
</tr>
<tr>
<td>subtotal</td>
<td>9,283,635</td>
<td>7,870,623</td>
<td>1,413,012</td>
<td>84.8%</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>salary</td>
<td>23,681,692</td>
<td>18,194,144</td>
<td>5,487,548</td>
<td>76.8%</td>
</tr>
<tr>
<td>non-salary</td>
<td>12,474,320</td>
<td>12,079,708</td>
<td>394,612</td>
<td>96.8%</td>
</tr>
<tr>
<td>subtotal</td>
<td>36,156,012</td>
<td>30,273,852</td>
<td>5,882,160</td>
<td>83.7%</td>
</tr>
<tr>
<td><strong>Operation of plant</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>salary</td>
<td>31,558,383</td>
<td>25,298,291</td>
<td>6,260,092</td>
<td>80.2%</td>
</tr>
<tr>
<td>non-salary</td>
<td>27,063,858</td>
<td>26,826,048</td>
<td>237,810</td>
<td>99.1%</td>
</tr>
<tr>
<td>subtotal</td>
<td>58,622,241</td>
<td>52,124,339</td>
<td>6,497,902</td>
<td>88.9%</td>
</tr>
<tr>
<td><strong>Maintenance of plant</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>salary</td>
<td>9,018,600</td>
<td>7,447,863</td>
<td>1,570,737</td>
<td>82.6%</td>
</tr>
<tr>
<td>non-salary</td>
<td>10,404,572</td>
<td>8,670,037</td>
<td>3,534,535</td>
<td>66.0%</td>
</tr>
<tr>
<td>subtotal</td>
<td>19,423,172</td>
<td>16,117,897</td>
<td>5,105,272</td>
<td>73.7%</td>
</tr>
<tr>
<td><strong>Fixed charges</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>non-salary</td>
<td>160,460,061</td>
<td>127,525,931</td>
<td>32,934,130</td>
<td>79.5%</td>
</tr>
<tr>
<td><strong>Capital outlay</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>salary</td>
<td>1,863,840</td>
<td>1,674,126</td>
<td>189,714</td>
<td>89.8%</td>
</tr>
<tr>
<td>non-salary</td>
<td>208,150</td>
<td>132,128</td>
<td>76,022</td>
<td>63.5%</td>
</tr>
<tr>
<td>subtotal</td>
<td>2,071,990</td>
<td>1,806,254</td>
<td>265,736</td>
<td>87.2%</td>
</tr>
<tr>
<td><strong>Total Salary</strong></td>
<td>580,554,339</td>
<td>470,499,693</td>
<td>110,054,646</td>
<td>81.0%</td>
</tr>
<tr>
<td><strong>Total Non-Salary</strong></td>
<td>292,433,790</td>
<td>239,081,189</td>
<td>53,352,601</td>
<td>81.8%</td>
</tr>
<tr>
<td><strong>Total expenditures and encumbrances</strong></td>
<td>$872,988,129</td>
<td>$709,580,882</td>
<td>$163,407,247</td>
<td>81.3%</td>
</tr>
</tbody>
</table>

|                  | $570,385,533 | $433,178,595 | $137,206,938 | 75.9% |
|                  | $342,566,986 | 274,762,890 | 67,804,096 | 80.2% |
|                  | 9,984,526 | 6,086,175 | 3,898,351 | 61.0% |

**Figure 4 Prepared by: Office of Accounting and Financial Reporting, May 9, 2005**
BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: June 14, 2005

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: OFFICE OF THIRD PARTY BILLING ANNUAL REPORT 2003-2004

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

RESOURCE PERSON(S): Barbara Burnopp, Executive Director for Fiscal Services
Charles Tyler, Fiscal Supervisor, Third Party Billing

INFORMATION

The attached is an update on the Office of Third Party Billing for the 2003–2004 school year. Information provided includes a historical overview, major accomplishments, revenues and expenses, training reports, and next steps for the Third Party Billing Program.

* * * * *

• Appendix I – Third Party Billing Annual Report 2004
# OFFICE OF THIRD PARTY BILLING
## 2003-2004 ANNUAL REPORT

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<th>Section</th>
<th>Page</th>
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<tr>
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</tr>
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<td>6</td>
</tr>
<tr>
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<td>6</td>
</tr>
<tr>
<td>XIII. EXHIBITS</td>
<td>8</td>
</tr>
</tbody>
</table>
I. Historical Overview

The Third Party Billing Program commenced in the spring of 1992 as a collaborative effort between Baltimore County Public Schools (BCPS) and the Baltimore County Department of Health (BCDH). The Third Party Billing Program is a systemwide effort of the BCPS designed to recover health care costs from Medicaid for health care services rendered to BCPS students. Related services are provided and submitted for billing by speech/language pathologists, occupational therapists, physical therapists, audiologists, psychologists, nurses, and social workers. Transportation services provided to special education students were added as a billable service in 1999. Currently, there are 5,730 eligible special education students identified for Third Party Billing in Baltimore County. These students constitute 40.92% of the special education population and 5.25% of the students attending BCPS.

Beginning with the 1993-94 school year, Medicaid approved regulations for the billing of case management services. Baltimore County was the first jurisdiction in the state to submit case management claims to Medicaid. Case management data is submitted by special education teachers or speech/language pathologists who coordinate special education services for students. A portion of the case management funds is returned to each school participating in the program, based upon the number of case management encounter data forms submitted.

In 2002, the Maryland State Department of Education (MSDE) in conjunction with the Department of Health and Mental Hygiene (DHMH) developed and implemented the Autism Waiver program. The Autism Waiver program is specifically designed to assist the most severely autistic children in our society. In order for a child to qualify for the program the parent must be willing to institutionalize their child if the waiver does not work and must also declare the child as a family of one. The Autism Waiver has approximately 900 slots statewide for the 2003-2004 school year.

Funds recovered from the Third Party Billing Program supplement existing program budgets by funding staff positions and supplies and equipment for several programs:

<table>
<thead>
<tr>
<th>STAFF</th>
<th>SUPPLIES &amp; EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 5 speech/language pathologists</td>
<td>• speech/language therapy</td>
</tr>
<tr>
<td>• 5 Psychologists</td>
<td>• psychology</td>
</tr>
<tr>
<td>• 54 special education teachers</td>
<td>• social work</td>
</tr>
<tr>
<td>• 10 school social workers</td>
<td>• occupational therapy</td>
</tr>
<tr>
<td>• 3 pupil personnel workers</td>
<td>• physical therapy</td>
</tr>
<tr>
<td>• 24 instructional assistants</td>
<td>• nursing services</td>
</tr>
<tr>
<td>• 9 interpreters</td>
<td>• school-based health centers</td>
</tr>
<tr>
<td>• 23 health assistants</td>
<td></td>
</tr>
</tbody>
</table>
II.  **Major Accomplishments of the Office of Third Party Billing**

- Held 71 school-based training sessions for 553 special education teachers and administrators
- Increased identification of special education Medicaid-eligible students by 3.83% over FY 2003 (See Exhibit A)
- Revised and improved Third Party Billing Encounter Data Form to facilitate compliance with regulations
- Conducted 2 training sessions for 160 IEP chairpersons regarding case management procedures
- Monitored all Encounter Data Forms received from schools in order to determine compliance of schools
- Expanded Medicaid eligibility file for all special education students with assistance of schools
- Worked collaboratively with Office of Internal Audit in order to perform annual monitoring of Third Party Billing encounters
- Issued 146 Certificate of Achievement awards to schools (See Exhibit G)
- Updated Case Management, Related Services, and Infants and Toddlers training manuals
- Provided all Related Services office heads with accountability reports detailing the number of forms submitted by provider
- Updated Administrator’s Guide to Accessing Third Party Billing Funds
- Updated programming/procedures to comply with the Health Insurance Portability and Accountability Act of 1996, known as HIPAA
- Increased funds through the Autism Waiver program

III. **Special Education Medicaid Population**

Presently, the BCPS has 5,730 Medicaid-eligible special education children for whom encounter data forms are collected and claims submitted to Medicaid. This figure constitutes 5.25% of the children currently receiving special education services. Exhibit A denotes the increase in BCPS students who are eligible for the Third Party Billing program by fiscal year. The increase from the 2003-2004 school year was 211, a 3.83% increase. This accomplishment is directly correlated to the heightened efforts of principals, IEP chairs, special educators, and related service providers to secure additional Medicaid information from parents. The Office of Third Party Billing has also modified its own internal procedures to assist in the Medicaid determination process. On a weekly schedule, the data in the student data tracking system is matched against the data in the Third Party Billing system. The result is a report of students who are new to special education. This list is checked using the electronic verification system in order to determine Medicaid eligibility, schools are informed of the status of the student, and Encounter Data Forms are submitted for reimbursement. Exhibit B shows the process for a Third Party Billing registration.
IV. Training Sessions

In support of Master Plan Goal 8.4 and related activities, the Office of Third Party Billing provides an array of training sessions to BCPS employees. These sessions include related service provider training sessions, IEP chair training sessions, and school-based training sessions.

Related service provider training sessions are usually refresher meetings designed to communicate new information regarding billing procedures to continuing employees. Separate training sessions are held for related service providers who are new to BCPS. These training sessions are more intensive and are designed for employees who have a varied knowledge of billing requirements and procedures. Each attendee receives a Related Service Training Manual, which is revised annually in order to ensure accurate information for school-based staff. Enclosed, as Exhibit C, is a chart of the percentage of Related Service Encounter Data Forms received by discipline.

Training for all IEP chairs is completed annually in conjunction with the Office of Special Education. The sessions are designed to provide an overarching approach to the Third Party Billing Program. In addition, the sessions show the IEP chairs how to ensure accountability in the submission of case management Encounter Data Forms.

The Office of Third Party Billing also provides school-based training sessions, which allow the special education teachers and other service providers the opportunity to ask detailed questions in a small group setting. All meeting attendees receive a Case Management Training Manual, which is revised on an annual basis. Exhibit D delineates the training sessions provided during the 2003-2004 school year.

For the 2003-2004 school year, the Office of Third Party Billing provided its annual survey to all school-based training session participants. The results of the survey are attached as Exhibit E.

Based upon the various comments made by the participants in the training sessions, the Office of Third Party Billing implemented some changes including providing the survey to training participants no later than two weeks after the session and developing a list of common mistakes for those who are new to completing Third Party Billing forms.

V. Third Party Billing Revenue

A graph of Third Party Billing revenues is attached as Exhibit F. For fiscal year 2004, the Office of Third Party Billing generated a total of $10,440,423 in revenue.

VI. Incentive Programs

The Office of Third Party Billing has a strong incentive program in place in order to increase the potential reimbursement for services and to hold schools and offices accountable for the documentation of services.
One of the largest components of the incentive program is the return of a portion of the case management funds to each school. The Principal, IEP Chair, and Case Managers are given the opportunity to determine how the returned funds can be utilized to support, expand, and enhance special education and health-related services in schools. The funds are allocated based upon a percentage of the data submitted. This process ensures equity in the distribution of funds based upon the number of special education Medicaid-eligible students at each school. Individual schools have received from $25 to $30,000 annually for their special education programs through this initiative.

The Certificate of Achievement is an additional incentive for schools. Commenced in 1996, the Office of Third Party Billing produces a Certificate of Achievement for each school that submits 95% or more of its potential case management encounter data. The awards are presented to principals, and many of these awards can be seen displayed in school lobbies and showcases. A chart delineating the number of schools that have received this award in the past six years is attached as Exhibit G.

VII. Accountability

A major reason for the success of the Third Party Billing program is accountability. To assist schools and related service office heads who are accountable for the submission of Encounter Data Forms, the Office of Third Party Billing sends accountability reports on a bimonthly basis. This report shows each case management Encounter Data Form submitted, the procedure code, date of service, and provider name. The school-based staff can use this report as a receipt to ensure that all data were received and to determine what data have not been submitted. Typically, the dissemination of this information leads to a large increase in the encounter data submitted to the Office of Third Party Billing.

The Office of Third Party Billing also produces reports on Encounter Data Forms for all related services office heads. This report allows the office head to monitor the staff at each school. In many instances, the submission of Encounter Data Forms can be linked directly to the caseloads of providers. The use of real-time data as a monitoring tool is an important factor in holding staff accountable for documenting services rendered to special education Medicaid-eligible students.

VIII. HIPAA Compliance

In 1996, President Clinton signed into law the Health Insurance Portability and Accountability Act, known as HIPAA. The HIPAA regulations include two components, the privacy component and the electronic data transaction component. The privacy component requires that all records containing medical information be kept and maintained in a manner to ensure that privacy is not breeched. In order to comply with the Federal regulations, the Office of Third Party Billing instituted procedures for staff to lock all filing cabinets containing medical information and has implemented a process where screen-saver passwords are placed on computers to prevent access to sensitive information.

The second component of HIPAA compliance is the electronic data transaction component. This change requires BCPS to use a new format for billing which will allow for a standardized billing process across the Nation.
IX. Interagency Medicaid Monitoring Team

The Interagency Medicaid Monitoring Team was created by the Maryland State Department of Education (MSDE) and the Department of Health and Mental Hygiene (DHMH) as a result of the report issued by the Office of the Inspector General (OIG) of the United States on the State of Maryland. One of the major findings in the report stated that the MSDE and DHMH lacked proper oversight of the Medicaid program in the schools. The mission of the team is to review records annually of each school system to ensure compliance with the Federal and State regulations. The Interagency Medicaid Monitoring Team has reviewed Baltimore County Public Schools records twice. The Office of Third Party Billing has worked collaboratively with several offices to make changes to enhance the Third Party Billing Program and to ensure compliance.

For fiscal year 2005, the following changes have been instituted for the Program and school based providers:

1. The Third Party Billing Registration Form has been amended to include parental approval of the case manager. This issue was previously detailed on the IEP. This form is to be submitted to the Office of Third Party Billing for every special education student.

2. The Third Party Billing Encounter Data Form has been modified to include the amount of time spent providing the case management activity that has been selected for billing. Each procedure now has a coding structure that allows the Office of Third Party Billing to analyze the time spent providing the specific service. As the state will be making revisions to the Medicaid rates in fiscal year 2005, the time factor could play an important role in the amount of funds reimbursed in the future.

3. The Third Party Billing computer-based system has been upgraded in order to perform a check of the certification of the provider prior to billing. This check will ensure that only claims submitted by providers who meet the minimum qualifications for Medicaid billing will be billed and submitted to Medicaid.

4. The Case Management Activity Detail Log has been revised for school-based providers to include their credentials. By detailing their credentials, providers who do not meet the minimum requirements to bill Medicaid should be eliminated from the process.

5. The Case Management Activity Detail Log has been placed on the Third Party Billing website so that school-based staff can download the form and maintain the data electronically.

6. Logs used by speech language pathologists, occupational therapists, and physical therapists will be edited to include the signature of the provider on each page of the log.
The office heads of Health, Counseling, Social Work, and Psychology will be developing a standardized form to be used by providers of their respective disciplines. The form will serve the purpose of a log to document that a service was provided to the student. The document will be required to meet the minimum billing standards as set forth by Medicaid.

X. **Self-Monitoring of Processes**

The Office of Third Party Billing has a very rigorous process for monitoring all encounter data that is received in the office. For example, all encounter data forms are reviewed for errors, and the erroneous forms are returned to providers for corrections. In addition, the computer database verifies the accuracy of the date of the service and verifies that the services are actually included in the IEP of the student.

Based upon the OIG audit, the MSDE has mandated that each local education agency set up a self-monitoring process and have it approved by the MSDE. The Office of Third Party Billing has worked collaboratively with the Office of Internal Audit and MSDE to develop a more comprehensive self-monitoring process. The results of the self-monitoring work performed by the Office of Third Party Billing and the Internal Auditors are enclosed as Exhibit H.

XI. **School-Based Health Center Billing**

BCPS has been billing for school-based health center services provided to students since 1995. BCPS bills private insurance companies and Medicaid annually for school-based health center services. Exhibit I details the number of services provided by school-based health centers annually since 1995. Exhibit J details the funds generated by School-Based Health Center Services. Since the process has been centralized, the revenue from the program increased steadily.

XII. **Autism Waiver Program**

In 2002, the Maryland State Department of Education (MSDE) in conjunction with the Department of Health and Mental Hygiene (DHMH) developed and implemented the Autism Waiver program. The Autism Waiver Program is specifically designed to assist the most severely autistic children in our society. In order for a child to qualify, the parents must be willing to institutionalize their child if the waiver does not work and must also declare the child as a family of one. The Autism Waiver has approximately 900 slots statewide for the 2003-2004 school year.

During the 2002-2003 school year, many changes were made regarding the BCPS Autism Waiver Program. One of the biggest changes was the movement of the Autism Waiver Facilitator into the Office of Third Party Billing. Since this change, parents of children on the Autism Waiver have seen an increase in customer service and communication through the program. The Office of Third Party Billing has produced quarterly Autism Waiver newsletters, which are sent to parents and guardians to provide them with current information.
To date, the Autism Waiver program has 89 children enrolled, and has generated $1,595,341 for day habilitation and service coordination.

The Office of Third Party Billing has also implemented suggestions and changes to the Autism Waiver Program administration based upon a survey of parents conducted in July 2003.
EXHIBITS
Students Eligible for Baltimore County Public Schools Third Party Billing Program by School Year

Number of Eligible Students

Exhibit A
Process For A Baltimore County Public Schools
Third Party Billing Registration

Start

Registration form sent to schools from Third Party Billing

Registration form sent to parents of special education students

Parent indicates child has Medical Assistance

NO

Stop

YES

Parent completes registration form, signs, dates, and returns form to school

School sends form to Third Party Billing

Form held for 30-days and re-checked

Does the student have an IEP?

NO

Stop

YES

Is the Medicaid number active?

NO

School-based providers submit Encounter Data Forms

Third Party Billing list of Medicaid eligible Special Education students who qualify for Case Management billing sent to schools of all students that submitted a signed, dated registration form

YES

Student information is placed into registration table in the Third Party Billing system with the date the registration form is signed by the parent/guardian

Staff uploads data for next school report

REVISED 5/11/04
Baltimore County Public Schools
Percentage of Related Service Encounter Data Forms Received by Discipline 2003-2004 school year

Exhibit C
## BALTIMORE COUNTY PUBLIC SCHOOLS
### THIRD PARTY BILLING STAFF DEVELOPMENT TRAINING SESSIONS
#### 2003-2004 School Year

<table>
<thead>
<tr>
<th>School Name</th>
<th>Contact Person</th>
<th>Title</th>
<th>Number of Staff Trained</th>
<th>Date of Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arbutus Elementary</td>
<td>Phillip Byers</td>
<td>Assistant Principal</td>
<td>5</td>
<td>October 8, 2003</td>
</tr>
<tr>
<td>Baltimore Highlands Elementary</td>
<td>Barbara Shields</td>
<td>Assistant Principal</td>
<td>6</td>
<td>September 4, 2003</td>
</tr>
<tr>
<td>Battle Grove Elementary</td>
<td>Sabina Offley</td>
<td>Assistant Principal</td>
<td>6</td>
<td>August 29, 2003</td>
</tr>
<tr>
<td>Bedford Elementary</td>
<td>Tracy Faddis</td>
<td>Assistant Principal</td>
<td>4</td>
<td>September 9, 2003</td>
</tr>
<tr>
<td>Berkshire Elementary</td>
<td>Sharon Marquette</td>
<td>Assistant Principal</td>
<td>4</td>
<td>October 9, 2003</td>
</tr>
<tr>
<td>Campfield Early Childhood Learning</td>
<td>Lydia Blake</td>
<td>Assistant Principal</td>
<td>12</td>
<td>September 20, 2003</td>
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<td>Carney Elementary</td>
<td>Mary Kriebel</td>
<td>Assistant Principal</td>
<td>8</td>
<td>October 1, 2003</td>
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<tr>
<td>Catonsville Elementary</td>
<td>Peggy DeCrispino</td>
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<tr>
<td>Cedarmere Elementary</td>
<td>Sandi Wilkins</td>
<td>IEP Chairperson</td>
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<td>September 29, 2003</td>
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<tr>
<td>Chase Elementary</td>
<td>Patricia Blair</td>
<td>Assistant Principal</td>
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<td>September 2, 2003</td>
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<tr>
<td>Chatsworth School</td>
<td>Lenore Chapman</td>
<td>Principal</td>
<td>16</td>
<td>September 16, 2003</td>
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<tr>
<td>Chesapeake High</td>
<td>Michele Patras</td>
<td>IEP Chairperson</td>
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<td>September 11, 2003</td>
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<tr>
<td>Chesapeake Terrace</td>
<td>Laura Wilson</td>
<td>Facilitator</td>
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<tr>
<td>Colgate Elementary</td>
<td>Joyce Cummings</td>
<td>Assistant Principal</td>
<td>6</td>
<td>August 27, 2003</td>
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<tr>
<td>Deep Creek Elementary</td>
<td>Joyce Schultz</td>
<td>Assistant Principal</td>
<td>7</td>
<td>August 29, 2003</td>
</tr>
</tbody>
</table>
### BALTIMORE COUNTY PUBLIC SCHOOLS
### THIRD PARTY BILLING STAFF DEVELOPMENT TRAINING SESSIONS
### 2003-2004 School Year

<table>
<thead>
<tr>
<th>School Name</th>
<th>Contact Person</th>
<th>Title</th>
<th>Number of Staff Trained</th>
<th>Date of Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deer Park Elementary</td>
<td>Theresia Laffer</td>
<td>Assistant Principal</td>
<td>6</td>
<td>August 27, 2003</td>
</tr>
<tr>
<td>Deer Park Middle Magnet</td>
<td>Kalisha Miller</td>
<td>IEP Chairperson</td>
<td>8</td>
<td>September 12, 2003</td>
</tr>
<tr>
<td>Dundalk Middle</td>
<td>Eric Depkin</td>
<td>SP. Ed. Dept. Chair</td>
<td>7</td>
<td>October 7, 2003</td>
</tr>
<tr>
<td>Eastwood Center</td>
<td>Lisa Sundquist</td>
<td>Principal</td>
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<td>August 18, 2003</td>
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<tr>
<td>Featherbed Lane Elementary</td>
<td>Renee Johnson</td>
<td>Assistant Principal</td>
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<td>September 15, 2003</td>
</tr>
<tr>
<td>Fifth District Elementary</td>
<td>Carol Quental</td>
<td>Principal</td>
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<td>August 28, 2003</td>
</tr>
<tr>
<td>Fort Garrison Elementary</td>
<td>Arlene Bekman</td>
<td>Assistant Principal</td>
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<td>September 8, 2003</td>
</tr>
<tr>
<td>Franklin Elementary</td>
<td>Deborah Erickson</td>
<td>Assistant Principal</td>
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<td>October 21, 2003</td>
</tr>
<tr>
<td>Fullerton Elementary</td>
<td>Donna Bergin</td>
<td>Assistant Principal</td>
<td>7</td>
<td>November 6, 2003</td>
</tr>
<tr>
<td>General John Stricker Middle</td>
<td>Barbara Victor</td>
<td>SP. Ed. Dept. Chair</td>
<td>13</td>
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<tr>
<td>Gunpowder Elementary</td>
<td>Cheryl Whittaker</td>
<td>Assistant Principal</td>
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<td>September 30, 2003</td>
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<tr>
<td>Halethorpe Elementary</td>
<td>Jill Bordenick</td>
<td>Principal</td>
<td>7</td>
<td>October 27, 2003</td>
</tr>
<tr>
<td>Halstead Academy</td>
<td>Jill Carter</td>
<td>Principal</td>
<td>9</td>
<td>August 26, 2003</td>
</tr>
<tr>
<td>Hawthorne Elementary</td>
<td>Jacob Little</td>
<td>Assistant Principal</td>
<td>9</td>
<td>September 2, 2003</td>
</tr>
<tr>
<td>Hebbville Elementary</td>
<td>Bradley Palmer</td>
<td>Assistant Principal</td>
<td>9</td>
<td>September 11, 2003</td>
</tr>
</tbody>
</table>
# Baltimore County Public Schools
## Third Party Billing Staff Development Training Sessions
### 2003-2004 School Year

<table>
<thead>
<tr>
<th>School Name</th>
<th>Contact Person</th>
<th>Title</th>
<th>Number of Staff Trained</th>
<th>Date of Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home and Hospital</td>
<td>Vicky Ciulla</td>
<td>Principal</td>
<td>10</td>
<td>April 4, 2003</td>
</tr>
<tr>
<td>Inverness Center Middle</td>
<td>Sherri Franklin</td>
<td>IEP Chairperson</td>
<td>3</td>
<td>September 26, 2003</td>
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<tr>
<td>Johnnycake Elementary</td>
<td>Monique Wheatley-Phillip</td>
<td>Assistant Principal</td>
<td>8</td>
<td>September 12, 2003</td>
</tr>
<tr>
<td>Kingsville Elementary</td>
<td>Susan Peterson</td>
<td>Assistant Principal</td>
<td>5</td>
<td>October 10, 2003</td>
</tr>
<tr>
<td>Lansdowne Elementary</td>
<td>Donald Setzer</td>
<td>Assistant Principal</td>
<td>5</td>
<td>October 9, 2003</td>
</tr>
<tr>
<td>Lansdowne Middle</td>
<td>Rene Bienenstock</td>
<td>SP. Ed. Dept. Chair</td>
<td>5</td>
<td>October 14, 2003</td>
</tr>
<tr>
<td>Loch Raven Academy</td>
<td>Dr. Brenda Rainwater</td>
<td>IEP Chairperson</td>
<td>8</td>
<td>September 10, 2003</td>
</tr>
<tr>
<td>Logan Elementary</td>
<td>Linda Whalen</td>
<td>Assistant Principal</td>
<td>5</td>
<td>August 29, 2003</td>
</tr>
<tr>
<td>Lutherville Laboratory</td>
<td>Stephanie Fanshaw</td>
<td>Assistant Principal</td>
<td>4</td>
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<tr>
<td>Maiden Choice Center</td>
<td>Nancy Briganti</td>
<td>Assistant Principal</td>
<td>23</td>
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<tr>
<td>Mars Estates Elementary</td>
<td>Roger Proudfoot</td>
<td>Principal</td>
<td>10</td>
<td>October 27, 2003</td>
</tr>
<tr>
<td>Milford Mill Academy</td>
<td>Venus Williams</td>
<td>IEP Chairperson</td>
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<td>September 24, 2003</td>
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<tr>
<td>New Town Elementary</td>
<td>Nashae Bennett</td>
<td>Assistant Principal</td>
<td>5</td>
<td>August 20, 2003</td>
</tr>
<tr>
<td>New Town High</td>
<td>Denise Jennings</td>
<td>IEP Chairperson</td>
<td>3</td>
<td>August 22, 2003</td>
</tr>
<tr>
<td>Norwood Elementary</td>
<td>Nancy Fox</td>
<td>Assistant Principal</td>
<td>6</td>
<td>September 25, 2003</td>
</tr>
</tbody>
</table>
# BALTIMORE COUNTY PUBLIC SCHOOLS
## THIRD PARTY BILLING STAFF DEVELOPMENT TRAINING SESSIONS
### 2003-2004 School Year

<table>
<thead>
<tr>
<th>School Name</th>
<th>Contact Person</th>
<th>Title</th>
<th>Number of Staff Trained</th>
<th>Date of Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Court Middle</td>
<td>Sandra DeMar</td>
<td>IEP Chairperson</td>
<td>10</td>
<td>September 8, 2003</td>
</tr>
<tr>
<td>Overlea High</td>
<td>Mary Lou McHugh</td>
<td>IEP Chairperson</td>
<td>10</td>
<td>September 15, 2003</td>
</tr>
<tr>
<td>Pikesville Middle</td>
<td>Kathleen Pelletier</td>
<td>SP. Ed. Dept. Chair</td>
<td>10</td>
<td>October 13, 2003</td>
</tr>
<tr>
<td>Pine Grove Middle</td>
<td>Elizabeth Neville</td>
<td>IEP Chairperson</td>
<td>6</td>
<td>October 10, 2003</td>
</tr>
<tr>
<td>Pleasant Plains Elementary</td>
<td>Maureen Partilla</td>
<td>Assistant Principal</td>
<td>4</td>
<td>September 2, 2003</td>
</tr>
<tr>
<td>Randallstown High</td>
<td>Vickie Watts</td>
<td>IEP Chairperson</td>
<td>10</td>
<td>September 16, 2003</td>
</tr>
<tr>
<td>Red House Run Elementary</td>
<td>Patricia Lawton</td>
<td>Principal</td>
<td>11</td>
<td>September 23, 2003</td>
</tr>
<tr>
<td>Riderwood Elementary</td>
<td>Patricia Murphy</td>
<td>Assistant Principal</td>
<td>7</td>
<td>August 22, 2003</td>
</tr>
<tr>
<td>Sandalwood Elementary</td>
<td>Lisa Dingle</td>
<td>Assistant Principal</td>
<td>4</td>
<td>October 21, 2003</td>
</tr>
<tr>
<td>Sandy Plains Elementary</td>
<td>Linda Whalen</td>
<td>Assistant Principal</td>
<td>7</td>
<td>September 8, 2003</td>
</tr>
<tr>
<td>Scotts Branch Elementary</td>
<td>Deborah Favinger</td>
<td>Assistant Principal</td>
<td>6</td>
<td>August 22, 2003</td>
</tr>
<tr>
<td>Seventh District Elementary</td>
<td>David Lukes</td>
<td>Assistant Principal</td>
<td>6</td>
<td>December 16, 2003</td>
</tr>
<tr>
<td>Shady Spring Elementary</td>
<td>Nancy Kline</td>
<td>Assistant Principal</td>
<td>5</td>
<td>September 2, 2003</td>
</tr>
<tr>
<td>Southwest Academy</td>
<td>Lisa Spencer</td>
<td>IEP Chairperson</td>
<td>16</td>
<td>October 8, 2003</td>
</tr>
<tr>
<td>Sparrows Point High</td>
<td>Alvina Danna</td>
<td>SP. Ed. Dept. Chair</td>
<td>5</td>
<td>August 21, 2003</td>
</tr>
</tbody>
</table>
## BALTIMORE COUNTY PUBLIC SCHOOLS
### THIRD PARTY BILLING STAFF DEVELOPMENT TRAINING SESSIONS
#### 2003-2004 School Year

<table>
<thead>
<tr>
<th>School Name</th>
<th>Contact Person</th>
<th>Title</th>
<th>Number of Staff Trained</th>
<th>Date of Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sparrows Point Middle</td>
<td>David Lige</td>
<td>SP. Ed. Dept. Chair</td>
<td>4</td>
<td>November 17, 2003</td>
</tr>
<tr>
<td>Stemmers Run Middle School</td>
<td>Judi Grewell</td>
<td>SP. Ed. Dept. Chair</td>
<td>12</td>
<td>August 21, 2003</td>
</tr>
<tr>
<td>Victory Villa Elementary</td>
<td>Martha Dembeck</td>
<td>Assistant Principal</td>
<td>4</td>
<td>September 3, 2003</td>
</tr>
<tr>
<td>Westchester Elementary</td>
<td>Betty Pettiford</td>
<td>Assistant Principal</td>
<td>4</td>
<td>October 22, 2003</td>
</tr>
<tr>
<td>Westowne Elementary</td>
<td>Patricia Vogel</td>
<td>Assistant Principal</td>
<td>7</td>
<td>October 8, 2003</td>
</tr>
<tr>
<td>White Oak School</td>
<td>Regina Martini</td>
<td>Principal</td>
<td>35</td>
<td>August 26, 2003</td>
</tr>
<tr>
<td>Winand Elementary</td>
<td>Robin Rupprecht</td>
<td>Assistant Principal</td>
<td>7</td>
<td>September 10, 2003</td>
</tr>
<tr>
<td>Winfield Elementary</td>
<td>Elliott Burgess</td>
<td>Principal</td>
<td>5</td>
<td>October 17, 2003</td>
</tr>
<tr>
<td>Woodbridge Elementary</td>
<td>Sherri Boxer</td>
<td>Assistant Principal</td>
<td>4</td>
<td>October 22, 2003</td>
</tr>
<tr>
<td>Woodlawn High</td>
<td>Michellaine Fields</td>
<td>IEP Chairperson</td>
<td>12</td>
<td>October 20, 2003</td>
</tr>
<tr>
<td>Woodlawn Middle</td>
<td>Alice Jones</td>
<td>SP. Ed. Dept. Chair</td>
<td>18</td>
<td>August 5, 2003</td>
</tr>
</tbody>
</table>

| Total Staff Trained          | 553              |

Revised 04/05/04

Exhibit D
Baltimore County Public Schools
Third Party Billing
School Based Training Session Evaluation
Summary
2003-2004

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Was this training session beneficial to you? If not, how could it be</td>
<td>355</td>
<td>3</td>
</tr>
<tr>
<td>improved?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Has the training session clarified your Third Party Billing</td>
<td>352</td>
<td>5</td>
</tr>
<tr>
<td>responsibilities? If not, what is still confusing?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Have you gained additional knowledge about Third Party Billing as a</td>
<td>351</td>
<td>5</td>
</tr>
<tr>
<td>result of this session?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) Was the presenter knowledgeable about the subject?</td>
<td>358</td>
<td>0</td>
</tr>
<tr>
<td>5) Did the presenter answer all of your questions? If not, please list</td>
<td>354</td>
<td>4</td>
</tr>
<tr>
<td>your questions?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6) Do you feel that the Case Management Training Manual is user</td>
<td>346</td>
<td>2</td>
</tr>
<tr>
<td>friendly and will serve as a resource to you? If not, how can it be</td>
<td></td>
<td></td>
</tr>
<tr>
<td>improved?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Overall, how would you rate this training session? (please check one of the boxes)

Excellent 293 Good 57 Average 7 Poor 0 Total surveys 357

Comments & Suggestions (Summary):

- Charles always does an excellent job explaining and answering any and all questions. His easy-going manner and slow rate of speech are positive. (3)
- The information about the audit process was particularly helpful to understand. (2)
- Thank you for the training! Thanks for the pens! (14)
- Thank you! For the eight years I’ve been with the county, I have never had formalized training on Third Party Billing. Charles is wonderful!!!
- Excellent Job, Charles! (Great as always) (13)
- I find Charles an excellent Third Party Billing advisor. If he isn’t sure of something, he finds out and gets right back to you.
- Training is critical and should be required!
- Please continue to try and get this program on line.
- If there is any way to decrease the amount of paperwork/copying, this would be wonderful!
- Charles and/or his staff have always been available to help with problems or simply offer general information when needed. He is a pleasure to work with. (2)
• Charles always does an excellent and very thorough job. I know that after one of his training sessions, my staff will not only be able to properly complete their encounter forms, but understand why we need to do things the designated way. (3)
• I have discussed the training at Evening High and recommended the training to that special education staff.
• We should receive the funds from related services at the school level.
• Mr. Tyler is very knowledgeable of Third Party Billing. His training sessions are interactive, and he is thorough in his presentations. (20)
• I think Charles Tyler is a gift to your office!!!
• Thanks for coming and clarifying some points! (3)
• It is always nice to see Charles. His sense of humor and positive attitude make the task involved with Third Party Billing much less burdensome! (3)
• As always, most beneficial! (4)
• Painless and informative! Thank you! (4)
• It is always a pleasure to work with Charles Tyler and Third Party Billing.
• Much clearer understanding of Third Party Billing procedures! (5)
• Love the pens and chocolate! Keep them coming! (3)
• Always informative! (6)
• Charles is an excellent resource—very knowledgeable and brings a very motivational presentation to an otherwise “dry” but very important subject.
• Mr. Tyler did an excellent job of making us aware of all the changes for this year’s case managers. He is always very friendly and informative. We look forward to his visits! (18)
• We always have this training at the beginning of the year. It’s very helpful because as we gain or lose staff, there is always someone still remaining to assist new staff members, so new staff people aren’t lost to what they have to do.
• It was very helpful and needed! (3)
• Manual very helpful! (2)
• This training session was very informative. All questions were answered. Thanks for your support! (6)
• It is always a pleasure to have Mr. Tyler visit! His assistance was greatly appreciated!
• Is there any way that the money for the procedures and treatments that the nurses bill for could come back to our school? Our children have extensive medical needs and it would really be a benefit to us. (2)
• The training was clear and well organized!
• I’m very grateful for Charles’ help. Thank you!!!
• I appreciate your keeping the meeting moving along. Sufficiently long to cover the material but not prolonged unnecessarily. Thanks for the pens!
• Super job!!
• Charles is very knowledgeable and explains things very clearly.
• Mr. Tyler always presents the information in a very professional manner. The staff training sessions presented by him are always useful. He continues to encourage our school to strive for excellence.
• Could we have more time for questions?
• I knew most of the information because I have been responsible for Third Party Billing for four years at my school.
• Thank you for coming to Victory Villa. You really clarified significant fears. Hopefully 100% will be consistent and no forms will be returned for corrections.
• The training session was nice, but I’m glad we received the workbook. That helped more. I think that doing a practice one would have help to see the changes (procedure, outcome statement)
• I felt this was a refresher for those familiar with the process, which I am not.
• I thought the session was very informative! Thanks for the great pen, too!
• Provide RED pens!
• Mr. Tyler provided our school with the necessary information for Third Party Billing.
• I still need help with filling out the Third Party Billing form.
• I don’t feel as though we are kept up-to-date or fully informed as how to get the most funds back to our school. Special Education depends on these funds to service the children.
• Please try to schedule training session during school hours! Thanks!!
• Longer time allowed for individual questions would be very beneficial
• Last year was my first year doing Third Party Billing. I found the training last year and this year to be informative. I think it would have been even more helpful to me last year if the teachers new to Third Party Billing actually watched a sample form being filled out during the training. When it was time for me to fill my first forms out, I needed another special education teacher to sit down with me and walk me through it.
• The training session did not completely clarify my responsibilities but it is a start!
• Entirely too much paper work; keeping the log is redundant.
• The training was beneficial, but could have been shortened. I only needed updating, not retraining.
MSDE and DHMH approved changes in the billing for nursing services thus leading to the decrease in revenue for school year 1997-1998.
Number of Schools Receiving the Third Party Billing Certificate of Achievement

Exhibit G
MEMORANDUM

March 21, 2003

Medicaid Monitoring Process

Provision of Health-Related Services, Service Coordination, and Transportation

Based upon the Maryland State Department of Education survey questionnaire, the following will address each issue in the survey:

The Baltimore County Public Schools has maintained a monitoring and oversight process for the billing of claims since the program started in 1992. In many instances, the billing program is utilized as a tool in order to maintain accountability and consistency. Several system verification checks are denoted below:

- Student enrollment information
- IEP verification
- IEP service verification
- School calendar/snow closing verification
- Provider title verification

A flowchart of the billing process for an encounter data form is attached as Exhibit A.

Since the December, 2001 visit from the Office of the Inspector General, Baltimore County Public Schools has instituted some changes. The primary change pertains to the availability of clinical notes for services that are billable, particularly case management. The Baltimore County Public Schools has instituted a new form for providers to complete. The case management activity detail log was introduced to providers in October, and is designed to meet the medical model level of documentation suggested by the OIG. The log is completed by the provider on a monthly basis, and is maintained in the confidential file of the student.

The Office of Third Party Billing is working collaboratively with the Office of Transportation in order to determine an appropriate manner to track bus usage.

The internal self-monitoring process, including a record review, will be conducted on an annual basis. This review will be a collaborative effort between the Office of Third Party Billing and the Office of Internal Audit.

A review of the findings from the Baltimore County Public Schools self-monitoring process is attached as Exhibit B. (See Exhibit H, Page 3 and 4)
Revenue Allocation and Expenditure Reconciliation

Based upon decisions made by the Superintendent and his staff, the Office of Third Party Billing prepares the budget for the allocation of Medicaid funds. Medicaid funds are allocated to three areas. First, funds are allocated to the Office of Third Party Billing for the administrative costs associated with Medicaid billing. Second, funds are budgeted to the Offices of Special Education, Health Services, School Social Work, Psychology, and Transportation for positions and supplies. Third, funds are allocated to individual schools for special education and health services.

A file is maintained to track weekly Medicaid billings. Each week the BCPS Medicaid billing program produces a report of paid claims. This report is compared to the weekly report of paid claims sent by Medicaid. At the end of each month, the weekly reports for the month are added and compared to the monthly billing report available on the MSDE website. The accountant in the Office of Third Party Billing makes sure that the correct amount is received each month. Third Party Billing funds are kept in their own organization code in the special revenue fund. After each monthly deposit, the Third Party Billing revenue account is checked on the financial system to make sure that the funds were deposited into the correct account.
Introduction:
The Office of the Inspector General, Office of Audit Services (OIG) conducted an audit of Medicaid costs claimed by the Maryland Department of Health and Mental Hygiene (DHMH) for school-based health services during State fiscal year 2000. As a result of the OIG audit, the Maryland State Department of Education (MSDE) Interagency Medicaid Monitoring Team required that Baltimore County Public Schools Office of Third Party Billing develop and implement a self-monitoring program to assure the appropriate use of federal funds and compliance with COMAR 10.09.36, COMAR 10.09.52 and COMAR 10.09.25.

Background:
The Centers for Medicare & Medicaid Services permits Baltimore County Public Schools (BCPS) to request reimbursements from Medicaid for health-related services provided in school settings pursuant to the Individuals with Disabilities Act (IDEA). The Medicaid program will pay for some of the health-related services included in the Individualized Education Plan (IEP) if they are among the services specified in Medicaid law and included in the state’s Medicaid plan. In Maryland, the Department of Health and Mental Hygiene (DHMH) administers the Medicaid program.

Objective:
The objective of the Office of Internal Audit’s review was to assess the status of the BCPS Office of Third Party Billing’s self-monitoring program.

Disclosure:
The Office of Internal Audit (IA) conducted this review based on databases and copies or original documentation received from the Offices of Information Technology, Third Party Billing, Human Resources, Transportation, and various schools.

Scope and Methodology:
The Office of Internal Audit (IA) selected a random sample of 15 recipients representing 77 Medicaid claims for the month of March 2002. This sample was selected using an extraction from the Office of Third Party Billing’s database that contained 4,392 students and 20,876 transactions for March 2002.

The Office of Internal Audit conducted the following:

- Reviewed federal and state laws, regulations, guidelines and state Medicaid plan pertaining to the Medicaid program and school-based health services
Discussed processes and procedures with personnel for the Offices of Third Party Billing and Information Technology

Discussed the procedure for providing transportation as a related service with the BCPS Transportation Office.

Obtained and analyzed supporting documentation for the sampled claims for Medicaid reimbursement to demonstrate that:

1. Medicaid health providers deliver prescribed services according to the student’s IEP;
2. Medicaid reimbursable services are delivered by providers who are qualified to bill Medicaid;
3. Each special education health-related service provided is documented;
4. Medicaid reimbursable services are assessed and billed correctly;
5. Attendance records are maintained, and
6. Medicaid documentation is maintained for 6 years and is retrievable.

Review Results:
The Office of Internal Audit’s review indicates the following:

- Attendance records were maintained for all of the 15 recipients sampled;
- Recipients were in attendance on the dates that all of the 77 health-related services were provided;
- Records described the service for the 15 recipients sampled and the 77 health-related services provided;
- All 77 health-related services were delivered by providers who are qualified to bill Medicaid;
- Signed parental consents were not available for 2 of the 15 recipients sampled;
- Route sheets, and the quarterly time and mileage documentation are maintained in the Office of Transportation. However, the comprehensive schools do not maintain daily transportations logs;
- Services were billed for 5 of the 15 recipients when there was a lapse between the end date of one IEP and the begin date of the next IEP.
- Four services for case management were billed for related transportation services.
- Services were not billed for 1 recipient and 3 of the 77 health-related services

Recommendation:
The Office of Third Party Billing needs to work collaboratively with the Offices of Special Education, Transportation, and Information Technology in order to increase the effectiveness of its self-monitoring program.

Conclusion:
The Office of Internal Audit determined that the Office of Third Party Billing needs to increase the effectiveness of its self-monitoring program that was implemented to further assure the appropriate use of federal funds and compliance with COMAR 10.09.36, COMAR 10.09.52 and COMAR 10.09.25.
Billing Process For An Encounter Data Form

Start

Schools provide billable services to Special Education Medicaid Eligible children

Staff complete Encounter Data Forms and send to Third Party Billing

Third Party Billing staff review forms

Forms completed correctly?

YES

Staff input into Third Party Billing system

NO

Form returned to School Based staff

Programmer checks errors and makes corrections

NO

Payment authorized?

YES

Notification to Fiscal Supervisor and Accountant

Programmer reviews payments and denials

Medicaid reviews electronic file and agrees to payment

Programmer prepares billing to Medicaid

Stop

REVISED 8/29/01
Comparison of Baltimore County Public Schools and Baltimore County Department of Health School-Based Health Center Visits - Eight year trend analysis

Exhibit I
Billing of these services prior to 2000 was not consistent
Centralized billing process began in 2001

Exhibit J