MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Wednesday, September 7, 2005
5:30 P.M.-Closed Session, 7:30 P.M.-Open Session
Educational Support Services Building

I. PLEDGE OF ALLEGIANCE

II. SILENT MEDITATION IN REMEMBRANCE

III. AGENDA
Consideration of the agenda for September 7, 2005

IV. MINUTES
Consideration of the Board of Education Work Session of July 26, 2005; and the Open and Closed Session Minutes of August 9, 2005  Exhibit A

V. ADVISORY AND STAKEHOLDER GROUPS

VI. SUPERINTENDENT’S REPORT
   • Educational Experience in China (Ms. Baltzley/Mr. Harahan/Mr. Patzkowsky)

VII. SPECIAL ORDER OF BUSINESS – Recognition of James R. Sasiadek (Mr. Grzymski)

VIII. RECOGNITION OF ADMINISTRATIVE APPOINTMENTS FROM August 9, 2005 (Dr. Peccia)

IX. REPORTS
   A. Report on Opening of Schools (Ms. Fromm) Exhibit B
   B. Report on Proposed Renaming of Library at Chase Elementary School (First Reading) (Ms. Satterfield) Exhibit C

X. NEW BUSINESS
   AA. Consideration of consent to a resolution on the Family Educational Rights and Privacy Act (Mr. Hayden)
X. NEW BUSINESS (cont)

A. Consideration of consent to the following personnel matters: (Dr. Peccia)

1. Termination of Leaves
2. Retirements
3. Resignations
4. Non-Renewal of Contracts
5. Leaves of Absence
6. Deaths
7. Administrative Appointments

Exhibit D
Exhibit E
Exhibit F
Exhibit G
Exhibit H
Exhibit I
Exhibit J

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

1. IBM Hardware, Software, and Services for the CGI/AMS Information System Upgrade
2. Information Technology Contracted Staffing Services
3. Office Equipment
4. Safety Shoes
5. Telephone Repair Supplies and Equipment
6. Upgrade to WinSNAP School Lunch Software
7. Vehicle Parts and Materials
9. Elevator Replacement – Greenwood Administration Building
10. Window Replacement – Summit Park Elementary School

Exhibit K

XI. INFORMATION

A. Revised Superintendent’s Rule 4153 – Short-term Leaves

Exhibit L

B. Revised Superintendent’s Rule 4270 - Absences

Exhibit M

C. Northeast Area Educational Advisory Council Meeting Minutes of July 26, 2005

Exhibit N

D. Southwest Area Educational Advisory Council Meeting Minutes of June 7, 2005

Exhibit O

XII. ANNOUNCEMENTS

A. Public Comment

Next Board Meeting Tuesday, September 20, 2005
7:30 PM Greenwood
The Board of Education of Baltimore County, Maryland, met in open session at 7:03 p.m. at Greenwood. President Thomas G. Grzymski and the following Board members were present: Mr. Donald L. Arnold, Mr. Luis E. Borunda, Mr. Nicholas C. Camp, Ms. Frances A.S. Harris, Mr. John A. Hayden, III, Dr. Warren C. Hayman, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Mr. Michael P. Kennedy, Mr. James R. Sasiadek, and Ms. Joy Shillman. In addition, Dr. Joe A. Hairston, Superintendent of Schools, staff members, as well as the media, were present.

MAINTENANCE PROGRAM UPDATE

Mr. Michael Sines, Executive Director of Physical Facilities, provided a brief update on the maintenance program with a breakdown by component of what has occurred over the past several months:

- **Controls** – Current budget includes approximately $350,000 to begin the process of inspecting and repairing temperature controls in school facilities. Currently, repairs are completed as complaints are received and done with in-house personnel.

- **Inspections** – A review of regulatory mandates relative to the inspection of critical life safety equipment installed throughout BCPS will be completed within the next two weeks. Focus will be directed toward fire alarm systems, automated sprinkler systems, emergency lighting, exit signs, kitchen hoods, and fire suppression systems.

- **Utilization of Overtime** – Primary focus of this assessment is to distinguish the extent that overtime has been used to conduct scheduled maintenance as opposed to emergency maintenance.

- **HVAC Filters** – A complete inventory of HVAC filters in all facilities is being prepared with an accurate cost assessment to meet the manufacturers’ recommended maintenance schedule.

- **Stage Curtains** – A comprehensive review is underway and recommendations will be forthcoming to establish a replacement schedule.

- **Boiler Repairs** – An ad hoc committee will be presenting information within the next two weeks that will be utilized to formulate budget recommendations for FY07. The committee is in the process of generating operating procedures; procedures for coordinating boiler maintenance, repair, and replacement; minimum requirements for routine maintenance; and direct digital control (DDC) monitoring.
MAINTENANCE PROGRAM UPDATE (cont)

- **Lavatory Stall Replacement** – An assessment of the condition of lavatory stalls was conducted in February 2005. The findings included in the assessment will be utilized in developing a proposed budget for FY07.

Mr. Arnold asked what percentage of boilers is not tech-automatic. Mr. Sines responded approximately 60 out of 163 boilers cannot be readily monitored via a centralized system. With regards to outsourcing and energy savings, Mr. Arnold inquired about the possibility of energy audits. Mr. Sines responded a proposal exists to pilot such audits in three schools.

Mr. Hayden expressed concern about whether the school system met regulatory requirements concerning fire inspections and accessibility of classrooms. Mr. Sines stated the school system has not failed in any critical areas such as fuel stations, fire drills, and life safety systems.

Mr. Hayden asked whether any portion of the boiler work could be considered for state capital funding. Mr. Sines responded boiler replacement for renovations and multi-systemic renovations does reside under the capital program.

Ms. Shillman asked for clarification of lavatory replacement costs in all schools.

Ms. Johnson expressed concern over the untidiness and disrepair of bathroom facilities and inquired how the school system is addressing the issue.

Dr. Hayman requested that priorities and timelines be established so that the school system could evaluate its progress. Dr. Hayman challenged the Board to be more aggressive in the legislative arena by communicating funding needs.

Mr. Sasiadek stated this is the time to look at reviewing and possibly increasing the maintenance budget as Dr. Hairston is putting together the FY07 capital and operating budgets.

Mr. Grzymski announced the Board retreat on Sunday, August 28, 2005, at Marshy Point Nature Center. This will be an opportunity for the Board to review primary areas of concern in order to focus on those areas in the upcoming school year.

**BCPS ORGANIZATIONAL STRUCTURE**

Dr. Hairston emphasized that tonight’s work session is to review with the Board organization adjustments at the executive level. He noted that Board Policy 2310 states, “The administrative organization of the Board of Education shall be considered as an orderly means of achieving the primary objective, an effective program of instruction for students. An organizational chart for the Board of Education shall be prepared by the Superintendent of Schools and approved by the Board to designate clearly the relationship of all employees within the school system. The organizational chart shall be kept up-to-date and changes shall be approved by the Board of Education.”
Dr. Hairston provided to Board members a chart illustrating service for the schools in order to produce student achievement.

Dr. Hairston summarized three areas of organizational adjustment:

- **Division of Curriculum and Instruction**
  - Roles and responsibilities of the Executive Director of Secondary Schools and the Executive Director of Federal and State Programs have been integrated into the roles and responsibilities of the position of Assistant Superintendent of Teaching and Learning
  - The positions of Director of Mathematics and Director of Science will be supervised by the Assistant Superintendent of Teaching and Learning

- **Schools**
  - Titles of Executive Director of Schools “changed to” Area Assistant Superintendents
  - Roles and responsibilities redefined

- **Division of Business Services**
  - Removed the Assistant to the Superintendent of Government Relations position
  - Executive Director, Human Resources title changed to Assistant Superintendent, Human Resources and Government Relations
  - Title change of Executive Director of Fiscal Services to Chief Financial Officer
  - Title change of Executive Director of Information Technology to Chief Information Officer
Ms. Harris asked how the Assistant Superintendent of Human Resources and Government Relations would complete legislative work. Dr. Hairston responded that by collapsing some positions, resources have been made available.

Mr. Arnold asked for clarification on the Assistant Superintendent of Teaching and Learning position.

Mr. Hayden expressed concern that adjusted positions as well as new positions took place prior to consulting with the Board.

Ms. Shillman expressed concern over the lack of improvement in middle schools and asked for clarification of integrating the Executive Director of Secondary Schools into the role and responsibility of the Assistant Superintendent of Teaching and Learning.

Dr. Hayman commented the organization does not appear to contain the function of government relations. Dr. Hayman stated this work session should have occurred prior to the last Board meeting.

The work session was concluded at 9:15 p.m.

Respectfully submitted,

_______________________
Joe A. Hairston Secretary-
Treasurer

bls
TENTATIVE MINUTES
BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND
Tuesday, August 9, 2005

The Board of Education of Baltimore County, Maryland, met in open session at 4:00 p.m. at Greenwood. President Thomas G. Grzymski and the following Board members were present: Mr. Donald L. Arnold, Mr. Luis E. Borunda, Ms. Frances A.S. Harris, Dr. Warren C. Hayman, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Ms. JoAnn C. Murphy, Mr. Joseph J. Pallozzi, Ms. Joy Shillman, and Miss Gabrielle Wyatt. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

Mr. Hayden entered the room at 4:20 p.m.

Prior to the oral argument and on advice of Board counsel, Mr. Arnold moved the Board go into closed session to obtain legal advice pursuant to the annotated Code of Maryland, State Government Article, §10-508(a)(7). The motion was seconded by Ms. Harris and unanimously approved by the Board. Ms. Shillman recused herself from oral argument and exited the room.

Nevett Steele, Jr., Esq., Assistant County Attorney, provided legal advice to the Board on a motion from the Appellant’s attorney. Mr. Janssen moved the Board come out of closed session. The motion was seconded by Ms. Harris and approved by the Board.

The Board entertained oral argument in Hearing Examiner’s Case #05-19. The matter was heard in closed session.

In addition to the above listed Board members, also in attendance were the Appellant; the Appellant’s attorney, Jon Cardin, Esq; Dr. Christine M. Johns, Deputy Superintendent of Curriculum and Instruction; J. Robert Haines, Esq., Deputy Superintendent of Business Services; Ms. Rita Fromm, Chief of Staff; Dr. Carol Batoff, Ombudsman; Ms. Phyllis Bailey, Executive Director of Special Programs, PreK-12; Margaret-Ann F. Howie, Esq., Legal Counsel to the Superintendent; Nevett Steele, Jr., Esq., Assistant County Attorney; Anjanette Dixon, Esq., Attorney, and Ms. Brenda Stiffler, Administrative Assistant to the Board of Education.

The proceedings of the hearing were recorded by a court reporter.

The hearing was concluded at 4:49 p.m.

Board members deliberated on the case.

At 5:05 p.m., Mr. Janssen moved the Board go into open session. The motion was seconded by Ms. Harris and unanimously approved by the Board.

OPEN SESSION MINUTES

President Grzymski reminded Board members of community functions and Board of Education events for August and September.
Ms. Harris moved that the student member be permitted to participate in closed session collective bargaining discussions. The motion was seconded by Mr. Pallozzi and unanimously approved by the Board.

At 5:21 p.m., Mr. Janssen moved the Board go into closed session to discuss personnel matters and consider matters that relate to negotiations pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1) and (a)(7). The motion was seconded by Ms. Harris and unanimously approved by the Board.

Dr. Donald Peccia, Assistant Superintendent of Human Resources and Government Relations, reviewed with Board members personnel matters to be considered at the evening meeting.

J. Robert Haines, Esq., Deputy Superintendent of Business Services and Dr. Peccia updated the Board on negotiations with a collective bargaining unit.

Upon advice of Board counsel, and by motion of Mr. Arnold, seconded by Mr. Pallozzi, the Board moved into executive function.

At 7:00 p.m., Ms. Harris moved the Board adjourn for a brief dinner recess. The motion was seconded by Mr. Hayden and approved by the Board.

The Board of Education of Baltimore County, Maryland, reconvened in open session at 7:32 p.m. at Greenwood. President Thomas G. Grzymski and the following Board members were present: Mr. Donald L. Arnold, Mr. Luis E. Borunda, Ms. Frances A.S. Harris, Mr. John A. Hayden, III, Dr. Warren C. Hayman, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Ms. JoAnn C. Murphy, Mr. Joseph J. Pallozzi, Ms. Joy Shillman, and Miss Gabrielle Wyatt. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

The open session commenced with the Pledge of Allegiance to the Flag, which was led by Gabrielle Wyatt, new student Board member and student at Carver Center for Arts and Technology, followed by a period of silent meditation for those who have served education in the Baltimore County Public Schools.

Mr. Grzymski noted one addition to the agenda for this evening. Under New Business, the Board added Item D, Consideration of Superintendent’s salary adjustment.
MINUTES

Hearing no additions or corrections to the Board of Education Open and Closed Minutes of July 12, 2005, Mr. Grzymski declared the minutes approved as presented on the website.

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

ADVISORY AND STAKEHOLDER COMMENTS

Mr. Walter Hayes, Chair of the Northeast Area Educational Advisory Council, reported on the Northeast Area Educational Advisory Council July 26 planning meeting. He also announced the northeast pre-budget hearing will be held on October 6, 2005 at Eastern Technical High School beginning at 7:00 p.m. Mr. Hayes stated the council’s short term goal is redistricting of particular high schools and acquisition of property in the northeast area.

Mr. Michael Franklin, President of the PTA Council of Baltimore County, expressed concern about the PTA Council’s representation on various committees, specifically the environmental assessment committee and textbook committee.

Ms. Cheryl Bost, President of the Teachers Association of Baltimore County, reported on the need to increase teacher retention in Baltimore County and enhance legislative support for teachers’ pension.

SUPERINTENDENT’S REPORT

Dr. Hairston introduced Ms. Della Curtis, Coordinator, Library Information Services, who reported on the 21st Century Learning: Technology and Curriculum for Knowledge Workers. Through a PowerPoint™ presentation, Ms. Curtis reviewed essential conditions required to create a knowledge-worker learning environment and the Information Literacy Process Model. Additional information is available on the Baltimore County Public School’s website at http://www.bcps.org/offices/lis/.

Dr. Hairston reported on the first annual Maryland Hispanic Youth Symposium, held at UMBC from July 13-15, in which Baltimore County sent more students than any other school system. BCPS students won thousands of dollars in scholarship awards for various symposium activities that showcased student achievement and talent.

From July 25-31, 2005, Ms. Rita Fromm, Chief of Staff, and Ms. Barbara Burnopp, Chief Financial Officer, participated in the Joan L. Curcio Fifth Annual International Women’s Leadership Conference. This prestigious professional development activity brings together outstanding public school and university administrators from around the world.
SUPERINTENDENT’S REPORT (cont)

Dr. Hairston also reported that in partnership with the Community College of Baltimore County, 140 Baltimore County elementary school teachers spent 10 days in July studying physics, chemistry, biology, earth/space science, and technology in the Elementary Summer Science Institute.

RECOGNITION OF ADMINISTRATIVE APPOINTMENTS

Dr. Donald Peccia, Assistant Superintendent of Human Resources and Government Relations, recognized the administrative appointments approved at the July 12, 2005 Board meeting as follows:

<table>
<thead>
<tr>
<th>NAME</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEVERLY D. ANDRESS</td>
<td>Acting Coordinator of LRE,</td>
<td>Coordinator, School Support</td>
</tr>
<tr>
<td>(Effective July 13, 2005)</td>
<td>Special Education</td>
<td>and Compliance</td>
</tr>
<tr>
<td></td>
<td>Department of Federal and State</td>
<td>Office of Special Education</td>
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<tr>
<td></td>
<td>Programs</td>
<td></td>
</tr>
<tr>
<td>SETH M. BARISH</td>
<td>Teacher/Social Studies</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective July 13, 2005)</td>
<td>Dumbarton Middle School</td>
<td>Perry Hall Middle School</td>
</tr>
<tr>
<td>JASON R. BARNETT</td>
<td>Teacher/Technology Education</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective July 13, 2005)</td>
<td>Hereford Middle School</td>
<td>Dogwood Elementary School</td>
</tr>
<tr>
<td>NANCY S. FEELEY</td>
<td>Teacher/Special Education</td>
<td>Supervisor of School Support</td>
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<tr>
<td>(Effective July 13, 2005)</td>
<td>Cluster Leader</td>
<td>Office of Special Education</td>
</tr>
<tr>
<td>MARCELLA H. FRANCZKOWSKI</td>
<td>Teacher/Special Education</td>
<td>Coordinator, Placement,</td>
</tr>
<tr>
<td>(Effective July 13, 2005)</td>
<td>Cluster Leader, Northwest</td>
<td>Birth-to-Five Programs</td>
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<td></td>
<td></td>
<td>Office of Special Education</td>
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<tr>
<td>CATHY C. GANTZ</td>
<td>Assistant Principal</td>
<td>Assistant to the Area</td>
</tr>
<tr>
<td>(Effective July 13, 2005)</td>
<td>Oakleigh Elementary School</td>
<td>Assistant Superintendent, Northeast</td>
</tr>
<tr>
<td>THOMAS GAUL</td>
<td>Superintendent</td>
<td>Assistant Superintendent</td>
</tr>
<tr>
<td>(Effective July 13, 2005)</td>
<td>Round Rock Independent School</td>
<td>Teaching and Learning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>District</td>
</tr>
<tr>
<td>LOIS H. GORMAN</td>
<td>Teacher/Classroom</td>
<td>Assistant Principal</td>
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<tr>
<td>(Effective July 13, 2005)</td>
<td>Pinewood Elementary School</td>
<td>Kingsville Elementary School</td>
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<tr>
<td>LEE V. HOLLAND</td>
<td>Teacher/Resource</td>
<td>Specialist, Magnet Programs</td>
</tr>
<tr>
<td>(Effective July 13, 2005)</td>
<td>Deep Creek Middle School</td>
<td>Department of Special Programs, PreK-12</td>
</tr>
</tbody>
</table>
RECOGNITION OF ADMINISTRATIVE APPOINTMENTS (cont)

<table>
<thead>
<tr>
<th>NAME</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARY ANN MATHEWS</td>
<td>Teacher/Guidance</td>
<td>Supervisor of Guidance and Counseling</td>
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<td>(Effective July 13, 2005)</td>
<td>Hereford High School</td>
<td>Department of Student Support Services</td>
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<tr>
<td>DIANE J. MCGOWAN</td>
<td>Acting Coordinator</td>
<td>Specialist of Public Placement</td>
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<tr>
<td>(Effective July 13, 2005)</td>
<td>Student and Program Placement</td>
<td>Office of Special Education</td>
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<tr>
<td>ELIZABETH G. MONDESIRE</td>
<td>Teacher/Resource</td>
<td>Assistant Principal</td>
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<tr>
<td>(Effective July 13, 2005)</td>
<td>Department of Elementary Programs</td>
<td>Mars Estates Elementary School</td>
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<tr>
<td>DEBORAH S. PHELPS</td>
<td>Assistant to the Executive Director</td>
<td>Principal</td>
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<tr>
<td>(Effective July 13, 2005)</td>
<td>of Schools, Southwest</td>
<td>Windsor Mill Middle School</td>
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<tr>
<td>RANDY S. QUINN</td>
<td>Teacher/Classroom</td>
<td>Assistant Principal</td>
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<tr>
<td>(Effective July 13, 2005)</td>
<td>Pleasant Plains Elementary School</td>
<td>Oakleigh Elementary School</td>
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<tr>
<td>KATHLEEN H. SCHMIDT</td>
<td>Assistant Principal</td>
<td>Assistant to the Area Assistant</td>
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<tr>
<td>(Effective July 13, 2005)</td>
<td>Franklin High School</td>
<td>Superintendent, Northwest</td>
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<tr>
<td>LYNN E. WHITTINGTON</td>
<td>Director of Curriculum</td>
<td>Director</td>
</tr>
<tr>
<td>(Effective July 13, 2005)</td>
<td>Anne Arundel County Public Schools</td>
<td>Office of School Improvement</td>
</tr>
<tr>
<td>DIANE J. YOUNG</td>
<td>Assistant Principal</td>
<td>Principal</td>
</tr>
<tr>
<td>(Effective July 13, 2005)</td>
<td>Eastern Technical High School</td>
<td>Sollers Point Technical High School</td>
</tr>
</tbody>
</table>

Dr. Peccia noted that 99.2% of all teaching positions staffed at this point.

REPORTS

The Board received the following reports:

A. **Charter School Application** – Ms. Phyllis Bailey, Executive Director of Special Programs, PreK-12, provided a brief synopsis of charter schools. Ms. Bailey noted that 16 Maryland schools have been approved as charter schools for the 2005-2006 school year. She reviewed the *Manual of Procedures for Public Charter Schools in Baltimore County* focusing on:
REPORTS (cont)

- General Rules
- Requirements for two-stage process
  - “Concept Proposal”
  - Applications
- Application Checklist

Next, Ms. Bailey discussed the profile of a non-profit, Adams and Associates, Inc., who submitted an application on June 23, 2005 to operate a proposed public charter school at Woodstock. Background information on Adams and Associates, Inc. was provided to the Board including the next steps of the charter school process.

Mr. Hayden asked for clarification as to what the Board will be approving. Ms. Bailey responded that once the charter school has been approved, a contract will be developed. Mr. Hayden asked how the Board approves a charter school without knowledge of the contract. Ms. Bailey responded detailed contract information will be in the application.

Ms. Harris inquired as to the length of time Adams and Associates, Inc. has been located in Woodstock. Ms. Bailey responded she would provide the information to the Board.

Mr. Arnold asked what happens if the charter school does not meet expectations. Ms. Bailey responded there must be an annual review of student performance, fiscal accountability, and several other categories. If the charter school is not meeting the conditions as identified in the contract, then there are two courses of action: 1) the charter school may be given a remedial plan to address the issues, or 2) the charter can be revoked immediately.

Mr. Janssen asked who would be responsible for crafting the remedial plan. Ms. Bailey responded the plan would be a cooperative effort; however, the school system has ultimate responsibility.

Ms. Wyatt asked what would happen to the current students of a charter school should its license be revoked. Ms. Bailey responded the students are BCPS students and would be returned to their home schools.

Dr. Hayman was hopeful that the Board would receive a periodical report on the progress of this applicant. He also requested that Board members receive copies of the Manual of Procedures for Public Charter Schools in Baltimore County.

PERSONNEL MATTERS

On motion of Mr. Hayden, seconded by Ms. Harris, the Board approved the personnel matters as presented on Exhibits C, 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 Ms. Shillman, recommended approval of items 1-17 (Exhibit I). Mr. Arnold abstained from voting on item 12. The Board approved these recommendations.

1. JNI-720-06 2005 PSAT/NMSQT Early Participation Program
2. PCR-293-05 Athletic Field Maintenance
3. RGA-162-06 AVID Center Program
4. RGA-140-05 AVID-Based Schools’ Tutoring Program
5. MBU-563-06 Digital Photography Equipment
6. JNI-708-05 Meeting Space for Administrative Meetings
7. RGA-164-06 MDK-12 Digital Library – World Book Online
8. JNI-719-06 Pharmacy Benefits Management
10. RGA-165-06 Contract Modification: Pulaski Business Park Lease
11. JNI-718-06 Contract Modification: Additional Design Services – Middle River Middle School
13. PCR-205-06 AHERA (Asbestos) Building Re-Inspections and Management Plans
14. PCR-209-06 Roof Replacement – Cockeysville Transportation Building
15. MBU-560-06 Roof Replacement – Cockeysville Grounds, Transportation, and Vehicle Wash Building
16. JMI-611-06 Roof Replacement – Greenwood Administration Building
17. PCR-281-05 Unit Ventilator Replacement – Hawthorne and Mars Estates Elementary Schools

SALARY ADJUSTMENT

On motion of Mr. Hayden, seconded by Mr. Janssen, the Board approved that the Superintendent receive a bonus salary payment of $10,800.

ANNOUNCEMENTS

Mr. Grzymski made the following announcements:

- The Board of Education of Baltimore County will hold a retreat at 10:00 a.m. on Sunday, August 28, 2005, at the Marshy Point Nature Center in Chase. The meeting is open to the public.
ANNOUNCEMENTS (cont)

- The next regularly scheduled meeting of the Board of Education of Baltimore County will be held on Wednesday, September 7, 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.

  Mr. Grzymski 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. Suzy Filbert asked the Board to adopt a resolution that for FY 05-06 and FY 06-07 an “opt-out” option should be prominently and clearly displayed on a stand-alone form.

Mr. John Oliver expressed concern over the high level of military recruiters at BCPS. Mr. Oliver would like the opportunity to speak to high schools students regarding the military.

Ms. Suzanne DeMallie advocated for classroom sound enhancement systems.

Mr. Jim Baldridge, a member of the Veterans for Peace, would like the opportunity to speak to students about his tour in the military.

Ms. Tia Steele asked the Board to give due consideration to the resolution presented by this evening’s first speaker regarding an “opt-out” form.

ADJOURNMENT

At 8:57 p.m., Mr. Arnold moved to adjourn the open session. The motion was seconded by Mr. Pallozzi and approved by the Board.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

bls
SCHOOL OPENING REPORT

Executive Summary
2005-2006

The opening of schools in Baltimore County on August 29, 2005 was, by every account, highly successful. Staff in the offices of the Area Assistant Superintendents, the Division of Curriculum and Instruction, and the Division of Business Services universally recorded smooth operations, clean buildings and grounds, equipment and materials in place, faculty and staff ready, willing, able, and enthusiastic about the new school year.

Enrollment
Overall, enrollment on opening day was 102,686 students, or 95% of our projected enrollment of 108,140; a difference of 5,454 students. On any area-by-area basis, actual enrollment on opening day varied from 92.17% of projection to 96.79% of projection.

Staffing
On opening day, the Department of Human Resources had filled all but 12.5 teaching positions. The highest number of vacant positions exists in the area of special education (6). The remaining vacancies are in Spanish (3), ESOL (1), music- vocal and instrumental (2), and vocational education (0.5). Vacancies in support service positions, including bus drivers, food service workers, paraeducators, maintenance and operations staff, clerical staff, and supervisory and technical positions, totaled 210. Despite these vacancies, on opening day, all 799 bus routes were operated as planned, and approximately 50,000 meals were prepared and served as expected.

Instructional Readiness
In conjunction with staffing and hiring efforts, instructional readiness was realized through a variety of initiatives and activities. Title I services are in place in 2 additional elementary schools, bringing the total number of Title I schools to 50. Full-day kindergarten has been expanded to 10 more schools. Small Learning Communities (SLC) are in place in 10 high schools.

Over the summer months, professional development workshops were provided for both new teachers and veteran staff. Nearly 3,000 new computers were delivered to schools and installed by opening day. The Department of Student Support Services has processed 1,047 non-resident applications, 2,540 new Shared Domicile Applications, and 277 Special Transfer requests. A total of 2,200 of those applications have been approved, 224 have been denied, and 175 applications are pending.

Facilities
Building readiness in each area also supported and enhanced instructional readiness. During the summer months, several thousand building and grounds work orders were
completed. As a result, all 163 schools opened on time, clean and ready to receive teachers and students.

In addition to managing 65 capital construction projects in progress throughout the county, the Department of Physical Facilities completed construction of Woodholme Elementary School, and the new building opened on schedule. Enrollment at Woodholme shows 157 students under state-rated capacity. The construction of Woodholme allowed for New Town Elementary to open under capacity for the first time since it opened.

Providing students with the opportunity to receive a quality education is a joint and collaborative effort. The smooth start to the 2005-2006 school year may be attributed to the enthusiasm and energy evident among students and staff and the continuing support of our parents and stakeholders.
SCHOOL OPENING REPORT
AND
HIGHLIGHTS

2005 – 2006
# SYSTEM ENROLLMENT

AS OF SEPTEMBER 7, 2005

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<th>Description</th>
<th>Projected</th>
<th>Actual</th>
<th>Difference</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>48,649</td>
<td>47,453</td>
<td>-3,207</td>
<td>93.4%</td>
</tr>
<tr>
<td>Middle</td>
<td>24,869</td>
<td>24,449</td>
<td>-1,210</td>
<td>95.1%</td>
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<td>High</td>
<td>33,564</td>
<td>33,570</td>
<td>-863</td>
<td>97.4%</td>
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<tr>
<td>Special</td>
<td>479</td>
<td>475</td>
<td>-38</td>
<td>92.1%</td>
</tr>
<tr>
<td>Alt</td>
<td>369</td>
<td>393</td>
<td>-65</td>
<td>82.4%</td>
</tr>
<tr>
<td>Other</td>
<td>210</td>
<td>92</td>
<td>-71</td>
<td>66.2%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>108,140</strong></td>
<td><strong>106,432</strong></td>
<td><strong>-1,708.00</strong></td>
<td><strong>98.4%</strong></td>
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<tr>
<td>Description</td>
<td>Projected</td>
<td>Actual</td>
<td>Difference</td>
<td>Percent</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------</td>
<td>--------</td>
<td>------------</td>
<td>---------</td>
</tr>
<tr>
<td>Southwest</td>
<td>20,716</td>
<td>20,007</td>
<td>-709</td>
<td>96.6%</td>
</tr>
<tr>
<td>Northwest</td>
<td>23,562</td>
<td>23,621</td>
<td>59</td>
<td>100.3%</td>
</tr>
<tr>
<td>Central</td>
<td>21,390</td>
<td>21,209</td>
<td>-181</td>
<td>99.2%</td>
</tr>
<tr>
<td>Northeast</td>
<td>24,446</td>
<td>24,160</td>
<td>-286</td>
<td>98.8%</td>
</tr>
<tr>
<td>Southeast</td>
<td>17,816</td>
<td>17,343</td>
<td>-473</td>
<td>97.3%</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>107,930</strong></td>
<td><strong>106,340</strong></td>
<td><strong>-1,590.00</strong></td>
<td><strong>98.5%</strong></td>
</tr>
</tbody>
</table>
PERSONNEL

Hired as of September 1, 2005:

• 839 teachers to fill 789.7 FTE teaching positions

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

As of September 1, 2005:

• 7.5 Teaching positions were vacant
  • Current vacancies exist in the areas of special education (5), Spanish (1), music-vocal and instrumental (1), and vocational education (0.5).

• 181 Support Services positions were vacant: Paraeducators, Clerical, Bus Drivers, Food and Nutrition, Facilities Services, Trade, and Supervisory and Technical positions.
TITLE I

- 50 schools are receiving Title I services
  - 39 elementary, 8 middle, and 3 special schools
  (two additional elementary schools were added this year)
- 72 eligible students applied for and accepted transfers for the 2005 – 2006 school year.
- 125 students whose transfer options were approved in past years are expected to attend their same schools in 2005-2006.
As of September 1, 2005,

- 233 teachers hired in Title I schools.
- Only five (5) newly hired teachers in core subject and special education areas are presently conditional.
- All five are projected to be “highly qualified” when out-of-state teaching certificates or Praxis scores are received.

This number represents a significant improvement over last year when 23 conditional teachers were hired in Title I schools as reported in the September 6, 2004 Opening School Report.
TITLE I

• As of September 1, 2005, 33 paraeducators newly hired for Title I schools, 100% are “highly qualified” as defined by NCLB. Existing paraeducators who have been working in Title I schools will attain their “highly qualified” status by June 30, 2006.

• We maintain 24.5 FTE resource teachers to support enhanced implementation of the Catalyst Gifted and Talented Programs in all Title I elementary schools.
INSTRUCTIONAL READINESS

• A three-day New Teacher Induction Program was held for approximately 728 teachers new to the system.

• Countywide Professional Development Day for elementary, middle, high school teachers and Student Support Services

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

INSTRUCTIONAL READINESS

Smaller Learning Communities (SLC)

BCPS will begin the 2005-2006 school year with 9th grade academies in place at Dundalk, Kenwood, Lansdowne, Milford Mill, Overlea, Owings Mills, Parkville, Pikesville, Randallstown and Woodlawn High Schools. Funded by the $3.4 million dollar federal grant for Smaller Learning Communities, these schools are forming teams of students and teachers who worked together in small school environments to increase rigor, relationships, and relevancy.
FULL-DAY KINDERGARTEN

• Full-day kindergarten sessions were added to:
  • Carney
  • Gunpowder
  • Hampton
  • Hillcrest
  • Joppa View
  • Perry Hall
  • Pine Grove
  • Pot Spring
  • Warren
  • Woodbridge

• Early Childhood Inclusion support was added in 16 schools with full-day kindergarten programs
INSTRUCTIONAL READINESS

Materials

- Curriculum materials and textbooks are in place. Some select materials are still being delivered to some schools.
INSTRUCTIONAL READINESS

Technology

• All teachers have access to technology in their schools.
• 2885 new computers have been delivered to schools.
• The installation of these computers began August 3.
SCIENCE

- New Grade 9 Course, Concepts of Physical Science as Applied to Biology, is being piloted in five high schools.
- 23 high schools received 16 laptops and carts for electronic data acquisition, virtual labs, etc.
- 98 additional middle school science teachers will be trained to use whiteboard/tablet technology.
BACK-TO-SCHOOL NIGHTS

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

• Student expectations for learning have been provided to the schools for distribution to parents/guardians.
# Residency Report

## As of August 28, 2005

### Non-Resident Applications

<table>
<thead>
<tr>
<th>Category</th>
<th>Applications</th>
<th>Approved</th>
<th>Denied</th>
<th>Pending</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardship</td>
<td>102</td>
<td>70</td>
<td>18</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>Kinship</td>
<td>166</td>
<td>147</td>
<td>6</td>
<td></td>
<td>13</td>
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<tr>
<td>Agency Placement</td>
<td>670</td>
<td>657</td>
<td>3</td>
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<td>10</td>
</tr>
<tr>
<td>Other</td>
<td>109</td>
<td>104</td>
<td>2</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,047</strong></td>
<td><strong>978</strong></td>
<td><strong>29</strong></td>
<td></td>
<td><strong>41</strong></td>
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</table>

### New Shared Domicile Applications

<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,540</strong></td>
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</tbody>
</table>

### Special Transfer Appeals

<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>277</strong></td>
</tr>
</tbody>
</table>

### Grand Total

<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>3,864</strong></td>
</tr>
</tbody>
</table>

---

Non-Resident Applications

- Hardship
- Kinship
- Agency Placement
- Other

New Shared Domicile Applications

- Total

Special Transfer Appeals

- Total

Grand Total

- Total
NEW LEADERSHIP – SW

• Winfield Elementary School, Woodbridge Elementary School, Windsor Mill Middle School, and Maiden Choice have new leadership for the 2005-06 school year.
NEW LEADERSHIP – NW

• All principals in the Northwest Area have returned to their previous assignments.
NEW LEADERSHIP – CN

• Seventh District Elementary and Stoneleigh Elementary Schools have new leadership for the 2005-06 school year.
NEW LEADERSHIP – NE

• Elmwood and Pine Grove Elementary Schools, as well as Perry Hall Middle, Stemmers Run Middle, and the Rosedale Center, have new leadership for the 2005-06 school year.
NEW LEADERSHIP – SE

- Chesapeake Terrace Elementary, Logan Elementary, Middleborough Elementary, Mars Estates Elementary, and Sollers Point Technical High School have new leadership for the 2005-2006 school year.
LEADERSHIP

• All principals, new and veteran, are focused on improving student achievement for all students and promoting a climate that is inviting and welcoming to students, teachers, parents, and community.
163 schools were clean, ready to receive teachers and students, and opened on time.

Construction was completed at Woodholme Elementary School and the school opened as scheduled.

1,235 work orders were completed during the summer.

258 maintenance upgrade items were addressed including electrical repairs, fire alarm testing, stage refinishing, gym line painting, boiler repairs, interior and exterior door replacement, storm drain repairs, lavatory stall replacements, carpet and floor tile replacement, plumbing repairs, and assisting other departments in office moves.

1,194 Grounds work orders were completed including mowing, signage, line marking, graffiti removal, concrete repair, turf and fence repair, tree work, blacktop, equipment repairs, and assisting other departments in office moves.

65 capital construction projects are in progress.

6 existing relocatable classrooms were moved to other school locations.
FACILITIES

- New boilers were installed in 4 schools and work is underway at 2 additional schools.
- 9 schools received ADA upgrades.
- 5 all-day kindergarten relocatable classrooms were purchased and installed, and 135 repairs were made to other relocatables.
- 3 high schools are receiving science room renovations.
- 11 additional security alarm panel system upgrades have been installed (7 elementary schools and 4 secondary schools).
- 16 elementary schools and 1 middle school were equipped with door buzzer monitoring systems.
- 6 secondary schools and 2 central area offices had CCTV systems installed.
- 6 elementary schools, 1 middle school, and 1 high school had card access systems installed.
FACILITIES – SW

- Major ADA upgrades were completed at Southwest Academy, Edmondson Heights Elementary School, and Featherbed Lane Elementary School.
- Windows were replaced at Riverview Elementary School.
- Exterior lighting was replaced at Powhatan Elementary School.
- A new fire alarm system was installed at Lansdowne High School.
- Windsor Mill Middle School is under construction and will be open for all students for the 2006-07 school year.
- New boilers were installed at Southwest Academy, Western Technical High School, and Arbutus Elementary School.
- Magnet program modifications were completed at Lansdowne High School.
FACILITIES – NW

- Woodholme Elementary School is completed and open for students for the 2005-06 school year.
- Science room renovations were completed at Pikesville and Randallstown High Schools.
- ADA upgrades were completed at Franklin and Owings Mills Elementary Schools.
- A new sprinkler system was installed at Campfield Elementary School.
- Gymnasium lights were replaced at Pikesville Middle School.
• Renovations at Dumbarton Middle School are in the completion stage.
• Fire control tanks and pumps were installed at Carroll Manor, Prettyboy, Seventh District, and Fifth District Elementary Schools.
• Windows were replaced at Halstead Academy.
• Interior lights were replaced at Loch Raven Academy.
• New boilers are being installed at Loch Raven Academy.
FACILITIES – NE

• Major renovations were completed at Parkville Middle School.
• Construction was completed on a new corridor at Perry Hall High School to improve student traffic flow between classes.
• Major renovations were completed at Golden Ring Middle School.
• New boilers are being installed at Perry Hall Middle School.
• New boilers have been completed at McCormick Elementary School.
FACILITIES – SE

- Magnet program modifications were completed at Chesapeake High and Deep Creek Middle Schools.
- Major ADA upgrades were completed at Grange, Hawthorne, and Middleborough Elementary Schools.
- A new roof was installed at Berkshire Elementary School.
- New fire alarm systems were installed at Chesapeake High and General John Stricker Middle Schools.
- A Reading Room and Sensory Experience Room were completed at Battle Monument School.
TRANSPORTATION AND FOOD AND NUTRITION SERVICES

• There are 799 bus routes with a projected rider-ship of 70,000 students.

• On opening day there were 39 vacancies; however, all routes operated as planned.

• There were no unusual problems or unforeseen disruptions.

• Approximately 50,000 meals were prepared and served at all schools as expected.
SCHOOL VISITS

Curriculum and Instruction Personnel visited schools the first week of school and reported that teachers were ready for their students.
THANK YOU

• To all employees in the schools and central offices,
• To all the parents and students, and
• To everyone involved in providing the best opportunity for our students to receive a quality education.
DATE: September 7, 2005

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: PROPOSED RENAMING OF LIBRARY AT CHASE ELEMENTARY SCHOOL

ORIGINATOR: Jean Satterfield, Area Assistant Superintendent, Southeast

RESOURCE PERSON(S): Sharon Whitlock, Principal, Chase Elementary School

RECOMMENDATION

That the Board of Education review and approve renaming the school library to the Clarisse Mechanic Library. This is the first reading.

*****

History of the Issues: Mrs. Mechanic was the owner of the Morris Mechanic Theater and has been very active with educational programs and initiatives throughout the City and County. She has made a significant impact on Chase Elementary School, a Title I school with many at-risk students who live in subsidized housing.

Mrs. Mechanic has donated over $20,000 to Chase over the past 8 years. She has funded many Chase initiatives, including playground equipment, field trips, books for every student in the school, fans in the classroom and gym, and part of the Chase school sign. In addition, in previous years, she served as mentor to our female students in our Chase Leadership group. She has been a strong supporter of the Chase community and is very deserving of this nomination.

Estimated Operating Funds Fiscal Impact: Less than $50 (cost of the plaque)
Baltimore County Public Schools  
Towson, Maryland 21204  

September 7, 2005  

RETIREMENTS  

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>SCHOOL/OFFICE</th>
<th>YRS. OF SERVICE</th>
<th>EFFECTIVE DATE</th>
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<tr>
<td>Hedwig Droski</td>
<td>Teacher</td>
<td>ESS-Special Programs</td>
<td>29.0</td>
<td>8-01-05</td>
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<td>Helen LaForce</td>
<td>Bus Attendant</td>
<td>Transportation</td>
<td>5.0</td>
<td>7-01-05</td>
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<tr>
<td>Brigitte Sheldon</td>
<td>Fiscal Assistant I</td>
<td>Overlea High</td>
<td>11.5</td>
<td>8-01-05</td>
</tr>
<tr>
<td>Kathleen Tyler*</td>
<td>Bus Attendant</td>
<td>Transportation</td>
<td>9.0</td>
<td>7-01-04</td>
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<tr>
<td>Sharon Wagner</td>
<td>Teacher</td>
<td>Parkville High</td>
<td>34.5</td>
<td>7-01-05</td>
</tr>
</tbody>
</table>

* Disability Retirement, delay before approved by the medical board.

As of 8/11/05
September 7, 2005

RESIGNATIONS

ELEMENTARY – 23
Battle Monument School
Suzanne L. Billman, 06/30/05, 18.0 yrs.
Special Education

Bear Creek Elementary School
Kelly M. Lochte, 06/30/05, 6.0 yrs.
Special Education

Henrietta N. Nwangwu, 06/30/05, 1.0 yr.
Music - Vocal

Chadwick Elementary School
Erin L. Bates, 06/30/05, 4.0 mos.
Resource

Church Lane Elementary Technology
Elizabeth K. DeHoyos, 06/30/05, 2.8 yrs.
Grade 3

Dogwood Elementary School
Teresa M. Wilson, 06/30/05, 3.0 yrs.
Grade 1

Edmondson Heights Elementary School
Amy R. Lesko, 06/30/05, 3.0 yrs.
Grade 5

Jeralyn A. Smullen, 06/30/05, 5.0 yrs.
Art

Featherbed Lane Elementary School
Carol S. Clabaugh, 06/30/05, 5.0 yrs.
Grade 4

Halstead Academy
Marcia L. Wilson, 06/30/05, 2.0 mos.
Guidance

Hebbville Elementary School

Jeffrey A. Harrison, 06/30/05, 1.0 yr.
Music - Vocal

Logan Elementary School
Monica L. Dixon, 06/30/05, 9.0 yrs.
Physical Education

Maiden Choice School
David C. Hochberg, 06/30/05, 1.5 yrs.
Social Worker

Middlesex Elementary School
Amy E. Glover, 06/30/05, 8.0 yrs.
Special Education

Christine M. Murdock, 06/30/05, 11.0 yrs.
Speech Language Pathologist

Perry Hall Elementary School
Mary W. Messner, 06/30/05, 2.0 yrs.
Grade 5

Powhatan Elementary School
Christina E. Lippy, 06/30/05, 2.5 yrs.
Kindergarten

Randallstown Elementary School
Timothy J. Palisin, 06/30/05, 3.0 yrs.
Grade 4

Riverview Elementary School
Karen M. Baird, 06/30/05, 1.0 yr.
Grade 5

Jessica L. Shekell, 06/30/05, 2.0 yrs.
Special Education

Stoneleigh Elementary School
Pamela L. Leonard, 06/30/05, 12.0 yrs.
Speech Language Pathologist

Summit Park Elementary School
Allison M. Nigro, 06/30/05, 1.0 yr.  
Physical Therapist  
Woodholme Elementary School  
John N. Lanahan, 06/30/05, 8.0 yrs.  
Grade 3

SECONDARY – 32

Carver Center for Arts and Technology  
Kelly L. Mussi, 06/30/05, 6.7 yrs.  
Nurse  
Catonsville Center for Alternative Studies  
Mary L. Hanley, 06/30/05, 2.0 yrs.  
Reading  
Chesapeake High School  
Danielle Y. Dolvin, 06/30/05, 9.0 mos.  
Science  
Deep Creek Middle School  
Marcia D. Marino, 06/30/05, 1.0 yr.  
Reading  
Deer Park Middle Magnet School  
Michele Harrison, 06/30/05, 2.0 yrs.  
Science  
Dulaney High School  
Stephen J. Kmiec, 06/30/05, 2.0 yrs.  
Social Studies  
Dundalk Middle School  
Erin E. O’Boyle, 06/30/05, 2.0 yrs.  
Social Studies  
Lisa V. Robinson, 06/30/05, 1.0 yr.  
Mathematics  
Franklin High School  
Olivia D. Northerraft, 06/30/05, 5.0 yrs.  
Social Studies  
General John Stricker Middle School  
Matthew W. Wright, 06/30/05, 4.2 yrs.  
Mathematics  
Kenwood High School  
Denise W. Nelson, 06/30/05, 6.0 yrs.  
Special Education  
Noel B. Robertson, 06/30/05, 7.0 yrs.  
Special Education  
Milford Mill Academy  
Michelle N. Baylor, 06/30/05, 1.0 yr.  
Technology Education  
Rita R. Stratton, 06/30/05, 2.0 yrs.  
English  
New Town High School  
David R. Pinder, 06/30/05, 5.6 yrs.  
Social Studies  
Old Court Middle School  
Kelley R. Kelly, 06/30/05, 4.0 yrs.  
Reading  
Overlea High School  
Scott A. Burgess, 06/30/05, 4.0 yrs.  
Physical Education  
Owings Mills High School  
John M. Chornenky, 06/30/05, 1.0 yr.  
Mathematics  
Patapsco High School  
Grace W. Kamuyu, 06/30/05, 3.0 yrs.  
Special Education  
Perry Hall High School  
Jackson D. Tarr, 06/30/05, 2.0 yrs.  
Social Studies  
Pikesville High School  
Santiago Solis, 06/30/05, 1.0 yr.  
Special Education  
Pikesville Middle School  
Jon D. Hollander, 06/30/05, 13.0 yrs.  
Social Studies  
Pine Grove Middle School  
Joan M. Twining, 06/30/05, 8.0 yrs.  
Special Education  
Randallstown High School  
Jana M. Harris, 06/30/05, 1.0 yr.  
Music – Vocal  
Ayanna N. Miranda, 06/30/05, 3.0 mos.  
Mathematics  
Southwest Academy
Resignations

Joyce L. Davis, 06/30/05, 6.0 yrs.
English

Du’Wuan P. Jackson, 06/30/05, 5.0 yrs.
Reading

Sparrows Point High School
Scott P. Wooddell, 06/30/05, 12.0 yrs.
Mathematics

Sudbrook Magnet Middle School
Chantal K. Madsen, 06/30/05, 3.0 yrs.
Art

Towson High School
Nicholas J. DeFilippo, 06/30/05, 2.0 yrs.
Special Education

Woodlawn High School
Barbara A. Booker, 06/30/05, 5.8 yrs.
Special Education

ADMINISTRATORS - 2

Catonsville High School
Joseph A. Mussi, 08/26/05, 7.0 yrs.
(Assistant Principal)

Deep Creek Middle School
Stuart R. Hutchinson, 08/12/05, 10.0 yrs
(Assistant Principal)

SEPARATIONS FROM LEAVE – 5

Erin L. Bonhoff, granted Unusual or Imperative Leave, 08/23/04 – 06/30/05, resigning 06/30/05, 6.0 yrs.
Elizabeth F. Grohal, granted Child Rearing Leave, 09/18/03 – 06/30/05, resigning 06/30/05, 6.0 yrs.
Brandi L. Karcz, granted Child Rearing Leave, 03/30/03 – 03/20/05, resigning 03/20/05, 5.0 yrs.
Melissa E. Kopf, granted Unusual or Imperative Leave, 12/10/04 – 06/30/05, resigning 06/30/05, 4.5 yrs.
Jessie A. Thibaudeau, granted Unusual or Imperative Leave, 10/11/04 – 06/16/05, resigning 06/16/05, 20.0 yrs.
Exhibit H

BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204

September 7, 2005

LEAVES

CHILD REARING LEAVES

JANETTE DEFELICE ADAMS – (Reading) General John Stricker Middle School
Effective December 5, 2005 through June 30, 2007

CARLA BONOMO BROOKS – (Kindergarten) Shady Spring Elementary School
Effective October 6, 2005 through June 30, 2007

MARIA RODRIGUEZ CARIGNANO – (Spanish) Owings Mills High School
Effective September 25, 2005 through June 30, 2007

SARAH ANN COLE – (Mathematics) Home and Hospital Center
Effective October 1, 2005 through June 30, 2007

MEGAN DRISCOLL LEKAS – (Speech Language Pathologist) Elmwood Elementary School
Effective August 16, 2005 through June 30, 2007

LISA SHAMUS – (Mathematics) Cockeysville Middle School
Effective October 19, 2005 through June 30, 2007

BARBARA BRUCE WINFIELD – (Special Education) General John Stricker Middle School
Effective June 27, 2005 through June 30, 2007

PERSONAL ILLNESS LEAVE

GORDON EDWARDS – Prettyboy Elementary School (Building Service Worker)*
Effective July 7, 2005 through January 9, 2006

UNUSUAL OR IMPERATIVE LEAVES

KAREN KOTAPISH – (Art) – Lansdowne High School
Effective July 1, 2005 through June 30, 2006

*Non-member Maryland State Retirement System & Pension System

DOP: 9/8/2005
Baltimore County Public Schools
Towson, Maryland  21204

September 7, 2005

DECEASED

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

Belinda Boggs
Paraeducator – Special Education
Martin Boulevard Elementary School
August 6, 2005

Genevieve M. Sparks
Cafeteria Worker
Woodlawn Middle
July 11, 2005
# RECOMMENDED APPOINTMENTS

**September 7, 2005**

<table>
<thead>
<tr>
<th>NAME</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CARISA J. BOWMAN</strong></td>
<td>Teacher/Special Education</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective September 8, 2005)</td>
<td>Deep Creek Middle School</td>
<td>Deep Creek Middle School</td>
</tr>
<tr>
<td>(Replacing Stuart Hutchinson, resigning)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SALLY K. CHAPMAN</strong></td>
<td>Teacher/Special Education</td>
<td>Specialist, Infants and Toddlers</td>
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<td>(Effective September 8, 2005)</td>
<td>Office of Special Education</td>
<td>Office of Special Education</td>
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<tr>
<td>(Redirected Position)</td>
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<tr>
<td><strong>THOMAS V. DUGAS, JR.</strong></td>
<td>Teacher/Physical Education</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective September 8, 2005)</td>
<td>Western School of Technology</td>
<td>Catonsville High School</td>
</tr>
<tr>
<td>(Replacing Joseph Mussi, resigning)</td>
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<td></td>
</tr>
<tr>
<td><strong>WILBERT D. HAWKINS</strong></td>
<td>Adjunct Assistant Professor</td>
<td>Personnel Officer</td>
</tr>
<tr>
<td>(Effective September 8, 2005)</td>
<td>Old Dominion University</td>
<td>Department of Human Resources</td>
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<tr>
<td>(Replacing John Kreiner, retired)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LAURA L. KOEHLER</strong></td>
<td>Acting Assistant Principal</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective September 8, 2005)</td>
<td>Kenwood High School</td>
<td>Kenwood High School</td>
</tr>
<tr>
<td>(Replacing David Ring, resigned)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>JESSIE L. DOUGLAS</strong></td>
<td>Superintendent Designee</td>
<td>Coordinator of AVID</td>
</tr>
<tr>
<td>(Effective September 8, 2005)</td>
<td>Department of Student Support Services</td>
<td>(Advancement Via Individual Determination)</td>
</tr>
<tr>
<td>(New Position)</td>
<td></td>
<td>Department of Secondary Programs</td>
</tr>
</tbody>
</table>
Baltimore County Public Schools

Date: September 7, 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/cairo

Appendix I – Recommendations for Award of Contracts – Board Exhibit
Recommendations for Award of Contracts
Board Exhibit – September 7, 2005

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

1. Contract: IBM Hardware, Software and Services for the CGI/AMS Information System Upgrade
   Contract #: RGA-167-06
   (09-21-04-A The Community College of Baltimore County)

   Term: Annual   Extension: 0   Contract Ending Date: 12/31/05 (tentative)
   Estimated annual award value: $1,345,738
   Estimated total award value: $1,345,738

   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:

In accordance with §5-112 (a) (3) of the Education Article of the Annotated Code of Maryland, the Office of Purchasing would like to “piggy-back” off of a current contract with the Community College of Baltimore County award for IBM hardware, system software, and services.

The current version of the financial management system is hosted on hardware owned by Baltimore County Government (BCG). Due to the significant changes in technology and architecture, it was determined that it would be in the best interest of both BCG and BCPS to host the upgraded financial system separately. The analysis included criteria for the:

- Support of current anticipated capacity plus expected growth given current knowledge of the systems
- Maintenance of a similar configuration to BCG so as to provide reciprocating disaster recovery support
- Support of multiple environments necessary to ensure the success of the upgrade as well as post implementation maintenance activities including:
  - Production
  - Data conversion
  - Development
  - Testing
  - Training
  - Backup and recovery
  - Reporting
The purchase price includes:

- IBM computer hardware and Storage Area Network (SAN)
- Operating system software license fees and 3-year software maintenance
- Configuration and installation services
- One-year hardware maintenance fee

Ongoing costs will include hardware maintenance fees expected to be approximately $125,000 per year.

**Recommendation:**

Recommendation of award to:

Computer Application Specialist, Inc. (CAS/Severn)  Laurel, Maryland

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

**Contact person:** Bob Diehl

**Funding source:** Operating Budget
2. **Contract:** Information Technology Contracted Staffing Services  
   **Contract #:** JMI-605-06

   **Term:** 3 year  
   **Extension:** 0  
   **Contract Ending Date:** 8/31/08 (tentative)

   **Estimated annual award value:** $840,000  
   **Estimated total award value:** $2,520,000

   **Bid issued:** June 16, 2005  
   **Pre-bid meeting date:** June 30, 2005  
   **Due date:** July 18, 2005  
   **No. of vendors issued to:** 56  
   **No. of bids received:** 12  
   **No. of no-bids received:** 1

   **Description:**

   A bid was issued to qualify and select contractor(s) to provide skilled labor to perform programming and analysis support services on an as-needed basis for school system programs. Two separate skill sets were identified: Cognos/Visual Basic Developer and MS Exchange/SQL Engineer. Proposals were sorted by price per skill set. Key experiences, skills, and knowledge were identified. The recommended bidders are those who have been deemed qualified in their skill set(s) and offer the lowest hourly rates. This is an as-needed services contract that will be employed on the basis of availability of staff, rate, skill set, continuity of services, and availability of funding.

   **Recommendation:**

   Recommendation of award to:

   - Artisys Corporation, Columbia, MD
   - Bramha Infotech, Lawrenceville, NJ
   - The A. E. Brodhurst Corporation, Columbia, MD
   - Computer Temporaries, Inc., Largo, MD
   - Datalogic Consulting, Irvine, CA
   - Engineering Technology Associates, Inc., Troy, MI
   - Nexgen Infosys Inc., Edison, NJ
   - Radiant Systems Inc., Ft. Lauderdale, FL
   - Sidhu Associates, Inc., Hunt Valley, MD
   - Technisource, Inc., Baltimore, MD
   - Tidal Technologies Corporation, Glen Burnie, MD

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

   **Contact person:** Bob Diehl and Gary Schlimme

   **Funding source:** Operating Budget
3. **Contract:** Office Equipment  
   **Contract #:** PCR-203-06

   **Term:** 2 year  
   **Extension:** 2 year  
   **Contract Ending Date:** 9/1/09 (tentative)

   **Estimated annual award value:** $50,000  
   **Estimated total award value:** $200,000

   **Bid issued:** June 16, 2005  
   **Pre-bid meeting date:** July 7, 2005  
   **Due date:** July 27, 2005

   **No. of vendors issued to:** 20  
   **No. of bids received:** 5  
   **No. of no-bids received:** 3

   **Description:**

   This contract provides for the purchase of duplicating equipment, dictation equipment, and typewriters for schools and offices.

   **Recommendation:**

   Recommendation of award to:

   - Advance Business Systems, Cockeysville, MD
   - Duplicator Sales Co., Towson, MD
   - Joseph J. Enoch, Inc., Timonium, MD
   - Rapid Dictating & Equipment, Baltimore, MD
   - Rudolph Information Systems, Baltimore, MD

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

   **Contact person:** Paul Cramer

   **Funding source:** Operating Budget
4. **Contract:** Safety Shoes  
   **Contract #:** JMI-616-06  
   (Fairfax County, VA IFB05-753848-41)

**Term:** 3 year  
**Extension:** 2 year  
**Contract Ending Date:** 8/30/09 (tentative)

**Estimated annual award value:** $50,000  
**Estimated total award value:** $250,000

**Bid issued:** July 9, 2004  
**Pre-bid meeting date:** N/A  
**Due date:** August 8, 2004  
**No. of vendors issued to:** 6  
**No. of bids received:** 6  
**No. of no-bids received:** 0

**Description:**

In accordance with §5-112 (a) (3) of the Education Article of the Annotated Code of Maryland, the Office of Purchasing would like the Board of Education of Baltimore County’s authorization to “piggy-back” off of a current contract with the Fairfax County, VA, award for safety shoes.

Fairfax County, VA, awarded contracts based on the most favorable percentage discount from manufacturers’ price lists for various styles of safety shoes.

**Recommendation:**

Recommendation of award to:

- Iron Age Corporation  
- Tidewater Safety Shoes Service  
- SAF-GARD Safety Shoe Company  
- Veteran Shoes  
- Red Wing Shoe Store  
- Maryland Industrial, Inc.

- Pittsburg, PA  
- Newport News, VA  
- Richmond, VA  
- Chesterfield, VA  
- Springfield, VA  
- Baltimore, MD

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

**Contact person:** Roland Nickoles

**Funding source:** Operating Budget
5. **Contract:** Telephone Repair Supplies and Equipment  
**Contract #:** PCR-207-06

**Term:** 3 year  
**Extension:** 3 year  
**Contract Ending Date:** 9/1/11 (tentative)  
**Estimated annual award value:** $100,000  
**Estimated total award value:** $600,000

**Bid issued:** June 16, 2005  
**Pre-bid meeting date:** July 7, 2005  
**Due date:** July 27, 2005  
**No. of vendors issued to:** 33  
**No. of bids received:** 7  
**No. of no-bids received:** 0

**Description:**

This contract provides for the purchase of new and refurbished telephone repair supplies and equipment. This is an as-needed services’ contract that will be employed on the basis of availability and need for equipment and availability of funding.

**Recommendation:**

Recommendation of award to:

- Black Box Resale Service, Inc.  
  Brooklyn Park, MN
- Delta Telephone & Cabling, Inc.  
  Crofton, MD
- Optivor Technologies, Inc.  
  Ellicott City, MD
- Questron, Inc.  
  Columbia, MD
- Millenium Technologies, LLC.  
  Baltimore, MD
- 1 Nation Technology Corporation  
  Oldsmar, FL

**Responsible school or office:** Department of Technology, Business Operations

**Contact person:** Judson Porter

**Funding source:** Operating Budget
6. **Contract:** Upgrade to WinSNAP School Lunch Software  
**Contract #:** JNI-722-06

**Term:** 1 year  
**Extension:** 14 year  
**Contract Ending Date:** 9/30/20 (tentative)

**Estimated first year award value:** $49,990  
**Estimated cost per each additional year:** $6,800  
**Estimated total award value:** $145,190

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

**Description:**

A bid was issued to purchase a software upgrade to the Student Meal Tracking System (WinSnap) that is currently in use by BCPS. The initial contract to Snap Systems, Inc., for the purchase equipment/software to provide a comprehensive food service and management system was approved by the Board of Education on June 25, 1992. Snap Systems, Inc., changed its name to School Link Technologies several years ago. This upgrade will allow BCPS to implement the teleform application scanning software which will allow the Office of Food & Nutrition Services to accumulate and organize information that is required by the federal government because of their financial support of the school lunch program.

Superintendent’s Rule 3215 creates guidelines and procedures for sole-source procurement only under specific guidelines. The rule permits a sole-source contract when the Office of Purchasing determines “that it would be advantageous or [that it would be] impractical to seek or utilize another source when the requirement is only available from a single source, and when the compatibility of equipment, accessories, or replacement parts is the paramount consideration.” Similarly, Office of Purchasing procedure OP4002.4 states that a sole-source purchase may arise from the following conditions: copyrighted products, such as software, publications, textbooks, media, or products (specialized and/or advanced technology) which ensure a compatible learning environment for students/faculty at various school sites. Because this is an upgrade of an existing system within BCPS, and it would be more cost effective to upgrade, no solicitation was issued.

**Recommendation:**

Recommendation of award to:

School-Link Technologies  
Santa Monica, CA

**Responsible school or office:** Office of Food and Nutrition Services

**Contact person:** Karen C. Levenstein

**Funding source:** Operating Budget
7. **Contract:** Vehicle Parts and Materials  
   **Contract #:** MBU-559-06

   **Term:** 3 year  
   **Extension:** 2 year  
   **Contract Ending Date:** 12/31/10 (tentative)

   **Estimated annual award value:** $2,000,000  
   **Estimated total award value:** $10,000,000

   **Bid issued:** July 7, 2005  
   **Pre-bid meeting date:** N/A  
   **Due date:** July 28, 2005  
   **No. of vendors issued to:** 19  
   **No. of bids received:** 8  
   **No. of no-bids received:** 0

   **Description:**

   A bid was issued for the purchase of vehicle parts and materials commonly used by the Office of Transportation for the maintenance and upkeep of all BCPS-owned vehicles. Vendors/Suppliers were asked to provide percentage mark-up over cost that must be provided by the contractor for all parts or materials they proposed. This is an as-needed contract that allows BCPS to obtain the necessary parts and materials required to ensure all BCPS vehicles remain operational.

   **Recommendation:**

   Award of contract is recommended to:

   - Chesapeake Truck Sales, Inc.  
     - Baltimore, MD
   - Keller Truck Parts, Inc.  
     - Baltimore, MD
   - Hickory International, Inc.  
     - Bel Air, MD
   - Bus Parts Warehouse  
     - Manlius, NY
   - Beltway International Trucks, LLC  
     - Baltimore, MD
   - The Baltimore Auto Supply  
     - Baltimore, MD
   - ATEL Bus & Truck, Inc.  
     - Landover, MD
   - American Truck & Bus, Inc.  
     - Annapolis, MD

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

   **Contact person:** Wayne Hopkins

   **Funding source:** Operating Budget
8. **Contract Modification:** Additional Construction Management Services – Woodholme Elementary School

**Contract #:** JMI-619-06

**Term:** N/A  
**Extension:** N/A  
**Contract Ending Date:** N/A  

**Estimated modification value:** $20,850  
**Estimated total award value:** $989,285

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

**Description:**

On August 12, 2003, the Board of Education approved an award of contract in the amount of $900,000 to Oak Contracting Co., Inc., to provide construction management services for the construction of Woodholme Elementary School. On June 14, 2005, the Board of Education approved a contract modification in the amount of $68,435 to cover costs of security services and dumpsters for the school.

In order to complete miscellaneous construction items in an expeditious manner, additional construction management services, including labor, are needed for clean-up, punch-list items, and protection of completed work.

**Recommendation:**

Award of contract modification is recommended to:

- **Oak Contracting Co., Inc.** Towson, MD

**Responsible school or office:** Office of Engineering and Construction

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

**Funding source:** Capital Budget
9. **Contract:** Elevator Replacement – Greenwood Administration Building  
**Contract #:** MBU-562-06

**Term:** 205 days  
**Extension:** n/a  
**Contract Ending Date:** March 31, 2006  
**Estimated annual award value:**  
**Estimated total award value:** $274,000

**Bid issued:** July 14, 2005  
**Pre-bid meeting date:** July 22, 2005  
**Due date:** September 1, 2005  
**No. of vendors issued to:** 4  
**No. of bids received:** 2  
**No. of no-bids received:** 0

**Description:**

A bid was issued for the elevator replacement project at the Greenwood Administration Building. This project consists of ADA modifications to the existing elevator shaft, and replacement of existing equipment with ADA compliant car, controls, and doors. A summary of the bids received is below.

At this time, approval of a 10% contract modification allocation in the amount of $27,400 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:

- **Otis Elevator, Inc.**  
  **Linthicum, MD**

**Responsible school or office:** Office of Engineering and Construction  
**Contact person:** Richard H. Cassell, P.E.  
**Funding source:** Capital Budget

<table>
<thead>
<tr>
<th>Bidders’ Names</th>
<th>Elevator Control Service</th>
<th>Otis Elevator, Inc.</th>
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<tbody>
<tr>
<td>Base Bid</td>
<td>$498,705</td>
<td>$274,000</td>
</tr>
<tr>
<td>Total</td>
<td>$498,705</td>
<td>$274,000</td>
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10. **Contract**: Window Replacement – Summit Park Elementary School  
**Contract #**: JMI-604-06

**Term**: 8 months  
**Extension**: NA  
**Contract Ending Date**: 4/28/06 (tentative)

**Estimated annual award value**: $373,098  
**Estimated total award value**: $373,098

**Bid issued**: June 16, 2005  
**Pre-bid meeting date**: June 29, 2005  
**Due date**: July 25, 2005  
**No. of vendors issued to**: 9  
**No. of bids received**: 2 (1 bid withdrawn)  
**No. of no-bids received**: 0

**Description**:
This project consists of the removal and proper disposal of existing windows and installation of new windows and window blinds. A summary of the bids received is below.

At this time, approval of a 10% contract modification allocation in the amount of $37,309 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:

Chilmar Corporation, Inc.  
Baltimore, MD

**Responsible school or office**: Office of Engineering and Construction

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

**Funding source**: Capital Budget

<table>
<thead>
<tr>
<th>Bidders’ Names</th>
<th>Chilmar Corporation</th>
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</thead>
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<tr>
<td>Base Bid</td>
<td>$274,800</td>
</tr>
<tr>
<td>Alternate #1 Add: Replacement of doors and frames with new doors and frames as indicated on contract drawings and specifications</td>
<td>88,634</td>
</tr>
<tr>
<td>Alternate #2 Add: Prime and paint existing HVAC louvers at all classroom locations</td>
<td>4,664</td>
</tr>
<tr>
<td>Alternate #3 Add: Install operable sashes at all fixed window units, type A and B</td>
<td>5,000</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$373,098</strong></td>
</tr>
</tbody>
</table>
PERSONNEL: Professional

Absences, Leaves, Vacations and Holidays: Short-term Leaves

1. Family Illness

The employee is required to submit, to the appropriate administrator, the appropriate form or letter, stating the exact relationship of the ill relative, the nature of the illness, and the necessity for assisting the ill member of the family. If it is known that the employee will be absent for ten (10) or more days, the employee will be directed by the administrator to complete an application for leave under the Family Medical Leave Act of 1993 (FMLA) and submit it to Human Resources. FAMILY ILLNESS LEAVE IS A SUBSET OF AN EMPLOYEE’S SICK LEAVE AND WILL BE REVIEWED AS PART OF THE EMPLOYEE ATTENDANCE MONITORING PROGRAM IF THE USE OF FAMILY ILLNESS IS NOT DESIGNATED AND APPLIED TO FMLA.

2. Sick Leave-Accumulation and Use

a. Regular part-time employee shall accrue sick leave proportionately as it relates to a full-time assignment.

SICK LEAVE IS A BENEFIT PROVIDED TO EMPLOYEES TO PROTECT AGAINST THE LOSS OF INCOME IN THE EVENT OF ABSENCE DUE TO ILLNESS OR NON-WORK RELATED INJURY.

THE APPROPRIATE USE OF SICK LEAVE IS ESSENTIAL TO MEETING OR EXCEEDING THE ESTABLISHED EMPLOYEE ATTENDANCE STANDARD (EAS) APPROVED BY THE SUPERINTENDENT OF SCHOOLS. REGULAR ATTENDANCE AT WORK HAS A PROFOUND AND POSITIVE EFFECT ON STUDENT ACHIEVEMENT, ON THE MAINTENANCE OF A SAFE AND ORDERLY LEARNING ENVIRONMENT AND ON THE EFFECTIVE AND EFFICIENT OPERATION OF THE SCHOOL SYSTEM. THE EMPLOYEE ATTENDANCE MONITORING PROGRAM, SUPPORTS THE EMPLOYEE ATTENDANCE STANDARD AND PROVIDES PROCEDURES FOR THE MONITORING OF ABSENCES WHICH ARE REPORTED AS BEING DUE TO PERSONAL OR FAMILY ILLNESS.
b. USING THE PROCEDURES IN THE EMPLOYEE ATTENDANCE MONITORING PROGRAM, the appropriate administrator will periodically review the employee’s use of sick leave. If this review indicates that the employee’s use of sick leave is questionable or excessive, the administrator will discuss the review with the employee and shall provide the employee with a written notice of the review. UNDER THE STANDARDS IN THE EMPLOYEE ATTENDANCE MONITORING PROGRAM if the absences continue, the administrator may require the employee to submit written certification by a physician confirming the necessity for absences due to illness. The Superintendent or the Superintendent’s designee may also require the employee to have an independent medical examination. If undocumented or excessive absences continue, appropriate disciplinary action, up to and including termination, will be taken.

c. An employee who is absent due to injury or illness for ten consecutive days will be reported on the appropriate form to the Integrated Disability Management Program. The employee is required to submit, to the Integrated Disability Management Program, a disability slip or letter by an appropriate healthcare provider documenting the reason for absence including the diagnosis, the expected length of absence and a return to work date. The Board of Education reserves the right to designate the use of paid sick leave that meets the requirements of the Family Medical Leave Act (FMLA) as FMLA leave and will be applied to the 12 weeks of FMLA leave for eligible employees during a one-year period.

d. Failure to submit the required documentation may result in the discontinuation of sick leave benefits. Benefits will be reinstated once the documentation is received and reviewed by the Integrated Disability Management Program.

e. When appropriate documentation is received it may be determined that additional contact or referral to Medical Case Management is necessary. The Integrated Disability Management Program will obtain consent for the release of additional medical information and may require appropriate medical evaluations to be conducted by a Board-approved healthcare provider. All medical information will be maintained in accordance with applicable Federal, State or local laws and regulations.

f. A medical release to return to work is required from an appropriate healthcare provider before an employee may return to work and needs to be sent to the Integrated Disability Management Program.
A "Transitional Duty" Program which meets the employee's documented medical restrictions is offered to employees whenever possible. An appropriate healthcare provider must document all medical restrictions. Transitional duty is a temporary assignment for less than three months except in the case when medical case management has recommended that transitional duty be continued. Transitional duty is not available to employees who have reached maximum medical improvement or for whom reasonable assurance has been received from an appropriate healthcare provider that the employee will not be able to return to his/her current position. Transitional duty will be coordinated and monitored by the Integrated Disability Management Program in cooperation with site-based personnel.

An employee may not use sick leave to postpone a disability retirement consistent with the requirements of sick leave bank outlined in the Master Agreements. Sick leave benefits will terminate if conditions are met for approval of disability retirement and a physician has given reasonable assurance that the employee will not be able to return to his/her current position.

An employee who has received approval for a medical retirement from the Maryland State Retirement and Pension System, or been approved for disability benefits by the Social Security Administration or other disability plan, will have sick leave benefits terminated and consistent with the following sick leave bank procedures:

If the decision of the Medical Review Board is received by the BCPS Retirement Coordinator from the 1st through the 20th of the month, sick leave will terminate on the last day of that month.

If the decision of the Medical Review Board is received by the BCPS Retirement Coordinator from the 21st through the last day of the month, sick leave will terminate on the last day of the following month.

Procedures to separate the employee from the Board of Education will be carried out by Human Resources and will be initiated on the date benefits are terminated.

Employees in the Integrated Disability Management Program or using sick leave bank at the end of the school year will be sent a letter concerning their
intention to return for the upcoming school year. The Integrated Disability Management Program personnel will send the letter.

k. The procedures for the management of sick leave usage carried out by the Integrated Disability Management Program will be incorporated into training programs for administrative, supervisory and other appropriate personnel.

l. Consistent with sick leave bank procedures, in no case will the granting of sick leave benefits cause an employee to receive more than his or her annual salary.

m. When an employee is granted an extended formal sick leave of absence, without pay, the accumulated sick leave days may either be utilized prior to the granting of this leave or may be retained for future use after the employee has returned to duty. The Board of Education reserves the right to designate paid and unpaid leaves which meet the requirements of the Family Medical Leave Act (FMLA) as FMLA leave and will be applied to the 12 weeks of FMLA leave for eligible employees within a one-year period. The designation of FMLA leave will be the responsibility of the Department of Human Resources.
PERSONNEL:  Classified

Absences

1. Academic Purposes

   The employee is required to submit one (1) week prior notification to the appropriate administrator, in writing, explaining the reason for the absence. This explanation will be coded on the payroll report.

2. Personal Illness

   a. SICK LEAVE IS A BENEFIT PROVIDED TO EMPLOYEES TO PROTECT AGAINST THE LOSS OF INCOME IN THE EVENT OF ILLNESS OR NON-WORK RELATED INJURY.

   THE APPROPRIATE USE OF SICK LEAVE IS ESSENTIAL TO MEETING OR EXCEEDING THE ESTABLISHED EMPLOYEE ATTENDANCE STANDARD (EAS) APPROVED BY THE SUPERINTENDENT OF SCHOOLS. REGULAR ATTENDANCE AT WORK HAS A PROFOUND AND POSITIVE AFFECT ON STUDENT ACHIEVEMENT, ON THE MAINTENANCE OF A SAFE AND ORDERLY LEARNING ENVIRONMENT AND ON THE EFFECTIVE AND EFFICIENT OPERATION OF THE SCHOOL SYSTEM. THE EMPLOYEE ATTENDANCE MONITORING PROGRAM, SUPPORTS THE EMPLOYEE ATTENDANCE STANDARD AND PROVIDES STANDARDS AND PROCEDURES FOR THE MONITORING OF ABSENCES WHICH ARE REPORTED AS BEING DUE TO PERSONAL OR FAMILY ILLNESS.

   {Procedures related to notification of absences are detailed in the Master Agreements between the Board of Education and each bargaining unit. Employees must adhere to the guidelines that apply to their respective unit.}

   b. USING PROCEDURES IN THE EMPLOYEE ATTENDANCE MONITORING PROGRAM, {T} the appropriate administrator will {periodically} review the employee’s use of sick leave. {If this review indicates that the employee’s use of sick leave is questionable or excessive}, the appropriate administrator will discuss the review with the employee and shall provide the employee with a written notice of the
review. UNDER THE STANDARDS IN THE EMPLOYEE ATTENDANCE MONITORING PROGRAM, [I] if the absences continue, the appropriate administrator WILL {may} require the employee to submit written certification by a physician confirming the necessity for absences due to illness. The Superintendent or the Superintendent’s designee may also require the employee to have an independent medical examination with a Board-designated physician. If undocumented or excessive absences continue, appropriate disciplinary action, up to and including termination, will be taken.

c. When an employee whose absence is due to injury or illness and the absence is for ten (10) consecutive days or more, the absence will be reported on the appropriate form to the Integrated Disability Management Program. The absence will be reported by the site-based liaison or the employee’s supervisor.

d. The employee is required to submit, to the Integrated Disability Management Program, a disability slip or letter from an appropriate healthcare provider documenting the reason for absence. The documentation must include the diagnosis, an expected length of absence and a return to work date. The Board of Education reserves the right to designate the use of paid sick leave that meets the requirements of the Family Medical Leave Act (FMLA) as FMLA Leave and will be applied to the 12 weeks of FMA leave for eligible employees during a one-year period.

e. Failure to submit the required documentation may result in the discontinuation of sick leave benefits. Benefits may be reinstated once the documentation is received and reviewed by the Integrated Disability Management Program.

f. When appropriate documentation is received it may be determined by the Risk Manager that additional contact or referral to Medical Case Management is necessary. The Integrated Disability Management Program will obtain consent for the release of additional medical information and may require appropriate medical evaluations to be conducted by a Board-approved healthcare provider. All medical information will be maintained in accordance with applicable Federal, State or local laws and regulations.
g. A medical release to return to work is required from an appropriate healthcare provider before an employee may return to work. This release form needs to be sent to the Integrated Disability Management Program.

h. A "Transitional Duty" program which meets the employee’s documented medical restrictions is offered to employees whenever possible. An appropriate healthcare provider must document all medical restrictions. Transitional duty is a temporary assignment for less than three months except in the case when medical case management has recommended that transitional duty be continued. Transitional duty is not available to employees who have reached maximum medical improvement or for whom reasonable assurance has been received from an appropriate healthcare provider that the employee will not be able to return to his/her current position. Transitional duty will be coordinated and monitored by the Integrated Disability Management Program in cooperation with site-based administration.

i. An employee may not use sick leave to postpone a disability retirement consistent with the requirements of sick leave bank outlined in the Master Agreements. Sick leave benefits will terminate if conditions are met for approval of disability retirement, and a physician has given reasonable assurance that the employee will not be able to return to his/her current position.

j. An employee who has received approval for a medical retirement from the Maryland State Retirement and Pension System, or been approved for disability benefits by the Social Security Administration or other disability plan, will have sick leave benefits terminated consistent with the following sick leave bank procedures:

- If the decision of the Medical Review Board is received by the BCPS Retirement Coordinator from the 1st through the 20th of the month, sick leave will terminate on the last day of that month.

- If the decision of the Medical Review Board is received by the BCPS Retirement Coordinator from the 21st through the last day of the month, sick leave will terminate on the last day of the following month.
Procedures to separate the employee from the Board of Education will be carried out by the Department of Human Resources and will be initiated on the date benefits are terminated.

An employee who has received approval for medical retirement from the County Retirement System will have sick leave benefits terminated consistent with the determined effective date.

Procedures to separate the employee from the Board of Education will be carried out by the Department of Human Resources and will be initiated on the date benefits are terminated.

k. Employees who are in the Integrated Disability Management Program or who are using sick leave bank at the end of the school year will be sent a letter concerning their intention to return for the upcoming school year. Integrated Disability Management personnel will send the letter.

l. The procedures for the management of sick leave usage carried out by the Integrated Disability Management program will be incorporated into training programs for administrative, supervisory and other appropriate personnel.

m. Consistent with sick leave bank procedures, in no case will the granting of sick leave benefits cause an employee to receive more than his or her annual salary.

n. When an employee is granted a leave of absence requiring Board action, the accumulated sick leave days are held in abeyance until he/she returns to duty. Upon return to duty, the employee will be granted sick leave days according to the policies in effect but will not lose his/her earned length of service for accumulation purposes. The Board of Education reserves the right to designate paid and unpaid leaves which meet the requirements of the Family Medical Leave Act (FMLA) as FMLA leave and will be applied to the 12 weeks of FMLA leave for eligible employees within a one-year period. The designation of FMLA leave will be the responsibility of the Department of Human Resources.

o. In the event that an employee does not have accrued sick leave, application shall be made to the Department of Human Resources for an appropriate leave of absence. An employee who has exhausted ten consecutive days beyond accrued paid leave time is considered to have no employment status.
unless he/she has applied for appropriate leave and has been granted such leave. (Refer to Rule 4152 Professional)

Refer to appropriate Master Agreement for information on cumulative sick leave AND ON PROCEDURES FOR NOTIFICATION OF ABSENCES, (and general procedures) EMPLOYEES MUST ADHERE TO THE PROCEDURES ON NOTIFICATION THAT APPLY TO THEIR RESPECTIVE UNIT.

3. Family Illness

An employee is required to submit, to the appropriate administrator, the appropriate form or letter, stating the exact relationship of the ill relative, the nature of the illness, and the necessity for assisting the ill member of the family. If it is known that the employee will be absent for ten (10) or more days, the employee will be directed to complete an application for leave under the Family Medical Leave Act of 1993 (FMLA) and submit it to the Department of Human Resources. FAMILY ILLNESS LEAVE IS A SUBSET OF AN EMPLOYEE’S SICK LEAVE AND WILL BE REVIEWED AS PART OF THE EMPLOYEE ATTENDANCE MONITORING PROGRAM IF THE USE OF FAMILY ILLNESS IS NOT DESIGNATED AND APPLIED TO FMLA.

4. Bereavement

An employee is required to submit, to the appropriate administrator, a letter stating the relationship, the date of death, the date of the funeral, and the dates of absence. This explanation will be forwarded with the payroll report.

5. Legal Commitments and Transactions

An employee is required to submit, to the appropriate administrator, a letter explaining the reason for the summons of the court. This explanation will be forwarded with the payroll report.

6. Religious Observance

An employee is required to submit one (1) week in advance, to the appropriate administrator, a letter stating his/her intent to be absent on a duty day to observe a religious holiday. This explanation will be forwarded with the payroll report.
7. Urgent Personal Business

When any one day of this leave is used during any year, an employee may use the day by submitting twenty-four (24) hours in advance to the appropriate administrator a letter or card stating the reason or indicating the request is for “urgent personal business.” The appropriate administrator may make exception to the twenty-four (24) hour requirement in case of a demonstrated need. The use of the reason “urgent personal business” leave may, at the employee’s discretion, occur on the first, second or third occasion of the use of personal business leave. To qualify for the use of the other two (2) days of such leave, the employee must state the reason for such leave in advance to the appropriate administrator.

Each supervisory/technical (Unit III) employee shall be entitled to up to three (3) days per year for urgent personal business leave. A written request for the intended absence shall be submitted to the principal (or other appropriate administrator) at least twenty-four (24) hours prior to the expected absence. No specific reason for such leave shall be required or solicited for the first two (2) days. Urgent personal business leave, if granted, must be used only to conduct personal business of any nature that cannot be scheduled on any non-duty day. The approval of the appropriate administrator/office head shall be required for the third day. Urgent personal business leave may not be used on consecutive duty days except with permission of the principal or other appropriate administrator.

Also see Master Agreement between Council 67/Local 434 of AFSCME, AFL-CIO and the Board of Education and Master Agreement between BACE/TABCO and the Board of Education.

Rule
Approved: 8/29/68
Revised: 9/8/77
Revised: 7/1/82
Revised: 7/8/03
REVISED: 9/7/05

Superintendent of Schools
The Northeast Educational Advisory Council met on Tuesday, July 26, 2005 at Pine Ridge Swim Club in Cub Hill, Maryland. The following members of the Northeast Educational Advisory Council were present: Anita Bass, Walter Hayes, David Marks, and Ron Zimmerman. In addition, the following officials from the Baltimore County Public School system were present: Bill Lawrence, Area Assistant Superintendent – Northeast; Cathy Gantz, assistant to the Area Assistant Superintendent; and Stacey Rock, administrative assistant to the Area Assistant Superintendent – Northeast.

Ron Zimmerman motioned that Walter Hayes continue his service as chairman of the Northeast Educational Advisory Council for the coming year. Anita Bass seconded the motion, which passed unanimously.

David Marks motioned that Ron Zimmerman continue his service as vice-chairman of the Northeast Educational Advisory Council for the coming year. Anita Bass seconded the motion, which passed unanimously.

Ron Zimmerman motioned that David Marks serve as secretary of the Northeast Educational Advisory Council for the coming year. Anita Bass seconded the motion, which passed unanimously.

Bill Lawrence introduced his staff and described the state of schools in the northeast. His office is still located in Building C of the Greenwood campus and is available should the council have any questions or concerns.

Walter Hayes noted that a student member is still needed for the council. Bill Lawrence mentioned that schools would receive a notice requesting representation for the council. David Marks agreed to send a notice to area newspapers.

David Marks recommended that the council congratulate the new Board of Education Officers and appointees on their positions.

David Marks motioned to adopt the following schedule for the upcoming school year. Ron Zimmerman seconded the motion, which passed unanimously. The schedule is as follows:

- On Thursday, October 6, the council will hold its pre-budget hearing at 7 p.m. at Eastern Technical High School. A dinner will precede the hearing at 6 p.m.
- On Thursday, November 3, the council will hold its meet-and-greet with elected officials at 7 p.m. at Kenwood High School.
- On Wednesday, February 1, the council will meet at 7 p.m. at McCormick Elementary School. County Councilman Joseph Bartenfelder will speak.
- On Wednesday, April 19, the council will meet at 7 p.m. at Pine Grove Middle School to discuss the budget.

David Marks motioned that the council’s short-term objective for the coming year be the acquisition of land for a new high school and the redistricting of some high schools in the northeast. The long-term objective should still be the construction of a new high school. Ron Zimmerman seconded the motion, which passed unanimously. The council will also explore ways to promote better awareness of history.

The council agreed to support the transition center and allowing all categories of students into the transition center.

Council members agreed to continue using e-mail polls to gauge support for important issues.

Respectfully Submitted:

David Marks, Secretary
**Minutes**  
SW Education Advisory Meeting  
SW Area Office  
June 7, 2005

**Council Attendees:** Brian Bailey, Elizabeth Lee, Sharon Loving, Sam Macer, Dr. Richard Milbourne, Lisa Orens, Joseph Pallozzi

**Others in attendance:** Daric Jackson (Woodlawn HS Principal), Michael Grimes

Meeting called to order 7:10 pm by Lisa Orens.

I. New Business
   A. Announcements
      1. Dr. Milbourne discussed MSA results. Special Education scores are the best ever. The focus is on subcategories.
      2. Sam Macer was named Parent of the Year by Dr. Nancy Grasmick.
   B. Space Concern
      Dr. Milbourne questioned Sharon Loving regarding resolution of space issues at Woodbridge ES. Sharon responded that she had recently been informed at a Woodbridge PTA meeting that the computer lab would not be dismantled.
   C. Parent Concern
      Michael Grimes requested time to express his concerns, have them documented, and seek some guidance for possible resolution regarding perceptions he has regarding Woodlawn High school and violence confronting his children. He expressed concern in particular for his two Asian children currently juniors at Woodlawn HS who were adopted and appear to be confronted regularly with racial prejudice. His description of a violent attack on his children indicated that the incident occurred off school property by persons who could not be identified. His concerns are strong enough that he is considering private school for these two children for a smaller, more private setting. He has another son who is currently a sophomore at Woodlawn HS in the magnet program who either does not seem to experience prejudicial situations or is coping with them differently.

      Dr. Milbourne explained that BCPS has “scope of authority” if such incidents involve students even if they do not occur on school property; if it would be determined that allowing a student who was involved in an incident off school property would disrupt instruction, that student would be prohibited from returning to school (per the student handbook, page 4, BOE Policy 5550).

      Dr. Milbourne further explained the formation of groups to discuss inappropriate behavior in communities. Dr. Eric Fine (Bureau Chief for Child, Adolescent, and Reproduction Health and Deputy Health Officer, Baltimore County Department of Health) is planning to establish meetings to be held in both the Woodlawn and Lansdowne areas which are to include among others the BCPS Department of Health and Baltimore County Police. Dr. Milbourne will contact Dr. Fine to request SWAEAC members be included in an invitation to these meetings.

      Daric Jackson responded to Michael Grimes’ concerns beginning with an explanation that Woodlawn HS has one of the largest ESOL populations in the county, so large that an additional ESOL teacher is being added to the staff for next year. He explained that there are two bus pick up locations, one in each the front and back of the building. Regarding the physical attack on the Grimes’ children, he indicated since the perpetrators could not be identified, there is no evidence they were Woodlawn student. Daric remarked that no teacher reported any incidents of harassment of these children. He highlighted that the
number of violent attacks on campus at Woodlawn HS have been reduced as will be evident in the
school’s end of year report. He explained that, this his first year at Woodlawn HS, he walks the campus
regularly and had cameras installed to help ensure any incidents would be seen and reported.

Sam Macer questioned whether such a large ESOL population might require a school-wide meeting at
the start of the year. Daric questioned whether there were incidents of racial harassment involving the
Grimes children this school year to which Michael Grimes responded affirmatively. Daric explained
that his conversations with school’s administration as well as the Magnet Coordinator and the school
councilor indicated no reports involving the Grimes children. Sam expressed the importance of
ensuring any and all incidents are documented.

Daric further defended that an increase in the attendance rate for Woodlawn HS this year from 84 to
91.6% is an indication that students want to come to school. Regarding Michael’s May 6 visit to the
HS, Daric was involved with another crisis at the school and referred Michael to the Assistant Principal,
Mr. Harding, who met with Michael. Daric’s recap from Mr. Harding has Daric concerned the Michael
may have incorrect perception of Woodlawn HS students. As a parent concerned for the safety of his
children, Michael questioned how to proceed. Dr. Milbourne suggested the school principal and staff
should address this response.

Lisa Orens questioned whether school guidance counselors were to be included in the meeting being
planned by Dr. Fine; Dr. Milbourne indicated he is uncertain as to the composition of the committees at
this time.

D. Dr. Milbourne thanked Council members, expressing that the “commitment, dedication and will to make
a difference in BCPS” of individual members is evident and recommended they continue with their
persistance. Lisa presented a small gift of appreciation for his service to BCPS in light of his
announcement to retire.

E. Joe Pallozzi indicated his information packet for consideration as a BOE nominee will be mailed to the
Governor within the next few days.

F. Joe also announced that a Catonsville HS student was the recipient of the national Elks scholarship.

II. Schedule
Dates offered on agenda included third Wednesday of each month September 2005 through June 2006. The
following dates (with noted exception to third Wednesday), considered locations, and topics were
discussed/determined:

September ? Joint Council Meeting TBD
September 21 Meet the new Area Superintendent Riverview ES
October 19 Operational Pre-budget Hearing Catonsville MS
November 16 Violence and Bullying Woodlawn MS
December 14 Elected Officials (NOTE: this is second Wednesday) Halethorpe ES
January ? Joint Council Meeting TBD
February 15 Update from Dr. Hairston Woodmore ES
March 15 The Bridge Center The Bridge Center
April 26 Benefits to Magnet ES and does SW need one (NOTE: this is fourth Wednesday)
Catonsville ES
May ? Joint Council Meeting TBD
May 17 Capital Pre-budget Hearing (possibly Joint meeting) Powhatan ES
June 7 Planning meeting for 2006-07 Southwest Area Office
III. Elections
Brian agreed to serve as communications liaison mostly to share information via email and will begin collecting email addresses for school principals; Sharon agreed to continue as Secretary. Other positions were not discussed due to time constraints.

IV. New Members - not discussed due to time constraints but Brian agreed to contact HS principals with request for referrals from Woodlawn, Lansdowne, Western Tech and Catonsville

V. Goals for 2005-06 - not discussed due to time constraints
- each member plan and coordinate attendees/guest speakers and agenda for one meeting
- each member liaison with specific schools
- increase SWAEAC presence at BOE meetings
- increase council membership with attention to areas not currently represented

VI. Volunteer Opportunities - not discussed due to time constraints
A. Report Card Committee
B. New Teacher Induction Aug 17-19; Contact Pat Grampp at 410-887-6400.

VII. Accomplishments
A. Representation on committees - not discussed due to time constraints
   1. Calendar Committee – Sharon and Joe served
   2. Smaller Learning Communities Committee
   3. Master Plan Oversight Committee and workgroups
   4. Baltimore County Education Coalition
B. Met with County Councilmen Moxley and Oliver
C. Advisory Council website is up and running.
   www.bcps.org/community/educational/ edu_advisory_council/default.asp

In closing, Lisa will contact members to schedule a meeting for late June or early July meeting to discuss remaining agenda items. Sharon will determine possible locations for additional meetings based on records of where past meetings have been held.

Meeting adjourned approximately 9:15 pm.

Respectfully submitted,
Sharon Loving
Secretary, SW Education Advisory Council