MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, September 20, 2005
6:00 P.M.-Closed Session, 7:30 P.M.-Open Session
Educational Support Services Building

I. PLEDGE OF ALLEGIANCE

II. SILENT MEDITATION IN REMEMBRANCE

III. AGENDA
Consideration of the agenda for September 20, 2005

IV. MINUTES
Consideration of the Board of Education Retreat Minutes of August 28, 2005

Exhibit A

V. ADVISORY AND STAKEHOLDER GROUPS

VI. SUPERINTENDENT’S REPORT

VII. SPECIAL ORDER OF BUSINESS – Presentation of Governor’s Commission to JoAnn Murphy, Joseph Pallozzi, and Gabrielle Wyatt (Mr. Grzymski)

VIII. RECOGNITION OF ADMINISTRATIVE APPOINTMENTS FROM September 7, 2005 (Dr. Peccia)

IX. REPORTS
A. FY07 Proposed Capital State/County Budget (Ms. Burnopp) Exhibit B

B. Report on Environmental Assessment Committee’s Recommendations (Mr. Sines/Mr. Ebersole) Exhibit C

X. NEW BUSINESS
A. Consideration of consent to the following personnel matters: (Dr. Peccia)
   1. Transfers Exhibit D
   2. Retirements Exhibit E
   3. Resignations Exhibit F
   4. Leaves of Absence Exhibit G
   5. Deaths Exhibit H
   6. Advisory Council Appointments Exhibit I
X. NEW BUSINESS (cont)

B. Consideration of Negotiated Master Agreement with AFSCME (exhibit to follow) (Dr. Peccia) Exhibit J

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

1. Direct Digital Control Preventative Maintenance Program
2. Grass Seed and Fertilizer
3. Nextel Cellular Phone
4. Owner Lease Agreement with Omnipoint (T-Mobile) for Cell Antenna at Randallstown High School
5. Science Weekly
7. Contract Extension: Water Cooler and Bottled Water
8. Contract Modification: Heating Cooling System; Design Build Services-Deer Park Elementary School
10. Contract Modification: Site Construction Package 2B – Windsor Mill Middle School
11. Contract Modification: Steel Construction Package 5A – Windsor Mill Middle School
12. Music Technology Laboratory – Woodlawn High School

C. Consideration of consent to the Baltimore County Public Schools FY2006 Operating Budget Supplement and Budget Appropriation Transfer (BAT) (Ms. Burnopp) Exhibit L

XI. ANNOUNCEMENTS

A. Public Comment on Renaming of Library at Chase Elementary School (second reading)

B. General Public Comment

Next Board Meeting Wednesday, October 5, 2005
7:30 PM Greenwood
The Board of Education of Baltimore County, Maryland, met in open session for retreat on Sunday, August 28, 2005, at 10:10 a.m. at the Marshy Point Nature Center, Marshy Point Road, Baltimore, MD. President Thomas G. Grzymski and the following Board members were in attendance: Mr. Donald L. Arnold, Ms. Frances A. S. Harris, Dr. Warren C. Hayman, Mr. Rodger C. Janssen, Ms. JoAnn C. Murphy, Mr. Joseph J. Pallozzi, Ms. Joy Shillman, and Ms. Gabrielle Wyatt. In addition, Dr. Joe A. Hairston, Superintendent of Schools; Ms. Brenda Stiffler, Administrative Assistant to the Board, representatives of community, county and employee association groups were present.

Mr. Grzymski distributed the Board Norms, which were established in September 2003, and the framework of how the Board operates. Mr. Grzymski stated that on an annual basis the Board would review the Norms and make changes where appropriate. Ms. Murphy suggested adding “students” under “Interact Respectfully With.” Mr. Grzymski asked Ms. Stiffler to make the appropriate changes and disseminate.

Mr. Borunda entered the room at 10:20 a.m.

Mr. Grzymski encouraged Board members to read “Tinkering Toward Utopia” by David Tyack and Larry Cuban.

Next, the discussion focused on the Board’s goals for the upcoming year. The round-robin discussion and criteria focused on seven areas.

Mr. Hayden entered at 10:25 a.m.

Board members worked in groups of four to discuss the issues below focusing on:

1. Board’s responsibilities
2. Working with constituent groups and legislation
3. Policy and budget
Mr. Grzymski announced a brief lunch break at 12:35 p.m. Dr. Hayman exited the room at 12:36 p.m.

At 12:50 p.m., Board members came back together and reported on their conclusions.

<table>
<thead>
<tr>
<th>Student Achievement</th>
<th>Facilities</th>
<th>Staffing</th>
</tr>
</thead>
</table>
| Monitor implementation efforts of Superintendent's strategies to ensure increased student achievement at all levels | More efficient use and increase of maintenance funding  
- Reduction of per capita/sq. ft.  
- Bring maintenance standards up to industry standards  
- Prioritize maintenance funding  
- Use of a system to monitor maintenance | — Support and coordinate efforts to address pension disparities  
— Look at addressing the need of acquiring experienced teachers for the "at-risk schools" |

<table>
<thead>
<tr>
<th>Communications &amp; Marketing</th>
<th>Fiscal Management</th>
<th>Safe Schools</th>
</tr>
</thead>
</table>
| — Increase state and county aid so that we can attempt to address maintenance issues in all categories  
— Support County Executive plea for a $400m state commitment  
— Support enhancements to pension system to improve our statewide ability to recruit from afar  
— Recognize and address the costs associate with working with group home children; their needs and their concentration in areas requires "above average" funding. | Ensure that Board members have the training and information necessary to efficiently use funding from all available sources | — Coordinate with County policy and County Executive to accelerate the placement of SRO’s, particularly in alternative schools  
— Need more information on process for background checks on volunteers  
— Share report on transition efforts in move back to "regular" schools. |
Mr. Grzymski stated that the priorities would be reviewed and sent to Board members to ensure that a consensus is reached.

BOARD MEETINGS

Mr. Grzymski shared his thoughts on ways to improve Board meetings. Some suggestions were:

- Improving time management, particularly the time and length of reports
- Establishing an ending time for the Board meeting
- Enforce the 3-minute time limit for speakers
- Designating every fourth meeting as a reporting session, with limited or no constituent group and public comment

Ms. Harris suggested receiving a one-paragraph report on the various committees. She also suggested that public comment be moved to the beginning of the meeting after the constituent groups.

Mr. Janssen liked the suggestion of having lengthy reports every fourth meeting. He also stated that the three-minute time limit to public speaking needs to be reinforced.

Mr. Arnold stated that constituent groups can put their reports in writing instead of speaking at Board meetings.

Mr. Hayden suggested two sign-in sheets: one for the public to address issues on current Board agenda and one for other issues.

Board members commented on the length of the presentations to the Board. Mr. Arnold stated that Board members should limit questions and comments to the issue at hand. He encouraged Board members to contact the appropriate staff member prior to a Board meeting with any questions on a particular report. Dr. Hairston requested that Board members direct all questions to him instead of staff. Mr. Grzymski stated that presentations to the Board should focus on the priorities and goals of the school system. Dr. Hairston stated that an executive summary of reports would be provided during the Board meetings.

Mr. Janssen expressed concern about the timeliness of reports to the Board.

Mr. Grzymski reiterated that the goal is for Board meetings to be more efficient and valuable. Board members discussed various ways to improve the public speaking at the meetings.

Mr. Pallozzi asked for clarification on limiting the number of speakers per topic.
Ms. Harris inquired about the status of combining the area educational advisory councils. Mr. Grzymski stated he would investigate and get back to the Board.

Mr. Grzymski stated he will work with the Vice President and the Superintendent on recommended agenda changes and presentations to the Board. Dr. Hairston reiterated the need to focus on the school system’s goals and priorities, needing to look at the big picture and make sure there is a connection.

**BOARD PRESENCE AT EVENTS**

Mr. Grzymski asked for assistance from Board members to represent the Board at particular events. He would like to see a shift from the Board President attending and greeting at all events to other Board members participating and engaging with the communities and associations at various events.

Next, Mr. Grzymski reviewed the Budget and Audit, Building and Contracts, and Curriculum committees for the upcoming school year. He asked each committee chair to determine how to select a vice-chair and provide the information to Ms. Stiffler.

Mr. Arnold stated that the Policy ad hoc committee needs to continue. The goal of this committee is to ensure that all policies are reviewed and issues resolved prior to presenting to the entire Board. Mr. Arnold noted that the ad hoc committee reviews but does not approve policy changes. Dr. Hairston stated the need to make the best use of staff and Board resources. Mr. Janssen inquired about hiring a contractor short term to review policies and bring the list of policies needing updating to the Board for approval. Dr. Hairston suggested contacting the Maryland Association of Boards of Education’s (MABE) LSA since BCPS is a member of the association to see what assistance they can provide us in terms of policy review. Mr. Grzymski recognized the need to determine the next steps and what process will occur for policy review.

With regards to the Human Resources committee, Mr. Grzymski stated he would investigate the need to continue this committee.

Mr. Grzymski reviewed constituent group dinners from previous years. Board members commented on possible dinners this year.

The retreat was concluded at 2:48 p.m.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer
DATE: September 20, 2005

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: PROPOSED FY 2007 STATE & COUNTY CAPITAL BUDGET REQUEST

ORIGINATOR: J. Robert Haines, Deputy Superintendent

RESOURCE PERSON(S): Barbara Burnopp, Executive Director, Fiscal Services
Kevin Grabill, Fiscal Analyst, Budget & Reporting

RECOMMENDATION

That the Board of Education review the capital budget process in preparation for the work session on September 21, 2005, and for Board action on October 5, 2005.

Attachment – FY2007 Capital Budget Process
FY2007
Capital Budget Process

September 20, 2005
Operating
vs.
Capital
Operating Budget

④ Approved each year by the County
④ Primary source of funds
  ④ County income and property taxes
  ④ State formula aid
  ④ Federal grants
④ Use of funds
  ④ Salaries and benefits – 85%
  ④ Textbooks, supplies, contracts, maintenance, and equipment
④ Funds remaining at year-end must be reappropriated
Capital Budget

- 6-year budget plan - budget year and 5 “out years”
- Primary source of funds - State and County
  - Sale of bonds
  - Pay-go (Current Expense) funds can be appropriated
- Use of funds
  - New schools, additions, and renovation projects
  - Site purchase (county only)
- Funds available until project is completed
County Government

- Primary source of capital funds
- Two-year capital budget cycle
- FY07 is an off year
- Council authorizes amount
- Voters approve borrowing the funds
- Planning Board review
State Government

- Public School Construction Program (PSCP) under the direction of the Interagency Committee (IAC)
- State will participate based on State/local cost formula
- Annual process
- County funding levels must be endorsed by the local government
Aging School Funding

- PSCP administers the program
- Annual program that funds renovation projects in schools at least 15 years old
- Use of funds
  - ADA upgrades, boilers, lighting, windows and doors.
- 18-month time limit on the use of funds
- Unspent funds revert to the State
Qualified Zone Academy Bonds (QZAB) Program

- Federal funds administered by PSCP
- 35% or more Free and Reduced lunch
- Use of funds – same as Aging Schools
- 10% cash or volunteer hours match required
- 18-month time limit on the use of funds
Capital Budget Process
State Process

- **October** – request due to state
- **Late October** – BCPS meets with PSCP to review request
- **November** – IAC make recommendations
- **January/February** – appeals to IAC and Board of Public Works
- **April** – state legislature approves budget; BCPS receives final approved projects
- **May** – Board of Public Works final approval
- **July** – funds become available
County Process

- **January** – request due to county
- **February/March** – budget is analyzed; final recommendations from County Planning Board; approval from County Executive
- **April** – County Executive submits request to County Council
- **May** – County Council approves request
- **July** – funds become available
## Historical Funding

Compiled by the Office of Budget & Reporting  
September 20, 2005

<table>
<thead>
<tr>
<th>Year</th>
<th>State Funding (in thousands)</th>
<th>County Funding (in thousands)</th>
<th>Total Funding (in thousands)</th>
<th>Two Year Funding (in thousands)</th>
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Capital Budget - County & State Funding

Dollar Amount (in thousands)

Year: FY 97, FY 98, FY 99, FY 00, FY 01, FY 02, FY 03, FY 04, FY 05, FY 06

- State Funding
- County Funding
Proposed State Priorities

- Windsor Mill Middle
- Southwest Academy
- Vincent Farms Elementary
- Boiler-Chiller Replacements
- Middle School Renovations
- Roofs Replacements
- Windows Replacements
Baltimore County Public Schools

DATE: September 20, 2005

TO: Board of Education

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Report on Environmental Assessment Advisory Committee Proposed Initiatives

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

Resource: Michael G. Sines, Executive Director, Department of Physical Facilities

Person(s): Craig M. Ebersole, P.E., Special Assistant

Recommendation

County Council Resolution 143-03 of December 10, 2003 urged the Board of Education to form an advisory committee with specific interested parties and expert staff to ensure the quality of indoor air environment in the schools. The Superintendent assigned the charge and responsibility of the committee to the Department of Physical Facilities in April 2004.

Consider the Environmental Assessment Advisory Committee’s July 2005 proposed initiatives. Endorse the “Indoor Air Quality – Tools for Schools” pilot program proposed by the American Lung Association of Maryland and funded by an Environmental Protection Agency Grant.

*****

MGS/jad

Appendix I – Presentation
The Superintendent formed a committee to review the environmental practices of the school system in consideration of the Baltimore County Council Resolution No. 143-03. The charge to the committee and the proposed initiatives of the committee are as follows:

**Charge to the Environmental Assessment Advisory Committee**

- The Environmental Assessment Advisory Committee is to serve as an advisor to the Office of Comprehensive Maintenance and Construction.
- The Environmental Assessment Advisory Committee will develop recommendations for a plan to ensure the quality of indoor environments in the Baltimore County Public Schools.
- Standard maintenance practices and the Office of Maintenance and Construction protocol will serve as the framework for recommendations for a plan to ensure the quality of indoor environments in the Baltimore County Public Schools.
- Environmental Protection Agency (EPA) guidelines and Environmental Services protocol will serve as the framework for recommendations for a plan to ensure the quality of indoor environments in the Baltimore County Public Schools.
- The recommended plan will comply with standard maintenance practices and conform to EPA guidelines.

Strategies suggested by the Environmental Assessment Advisory Committee are included in the Green Building Program Handbook. The final draft of the initiatives proposed by the committee is as follows:

**Proposed Initiatives of the Environmental Assessment Advisory Committee**

- Publish the *Protocol for Environmental Health Investigations*.
- Provide a proactive program at each school for environmental communication through the “Indoor Air Quality - Tools for Schools” program as a pilot in forty schools.
- Increase funding for preventive maintenance including air filters and effective housekeeping practices.
- Provide watertight buildings in renovations or modernizations through capital programs, and upgrade ventilation systems to meet current standards of the American Society of Heating Refrigerating and Air Conditioning Engineers.
Environmental Assessment

Advisory Committee
Recommendation Plan
July 2005
Members of the Environmental Assessment Advisory Committee

Craig Ebersole, P.E., Chairman, Special Assistant, Physical Facilities

Robert Merrey, Co-Chairman, Environmental Services Supervisor

Michele Prumo, Coordinator, Health Services

Cheryl Bost, President, Teachers Association of Baltimore County, Maryland

Rob Santa Croce, Principal, Sparrows Point High School

Gary Urban, Aerosol Monitoring and Analysis

Teresa Streb, Legislative Aide, Baltimore County Council, Sixth District

Dr. John Bacon, M.D., Asthma and Allergy Expert

Temekia Butler, Parent Representative

Paul Gallo, Baltimore County Schools Student

Sean Lee, Operations Supervisor

Michael Zagraiek, Field Representative, Maintenance

David Carroll, Director of Baltimore County Department of Environmental Protection and Resource Management

The Baltimore County Public Schools
Background

- Baltimore County Council Resolution
- Green Building Program
- EPA Guidelines
  - Indoor Air Quality - Tools for Schools
Mission Statement

- Evaluate current building maintenance and environmental procedures.

- Recommend effective procedures and practices to ensure the quality of the indoor environment in our schools.
Goals

- Ensure that students and staff are provided a healthy school environment.  
  *(Blueprint for Progress – Goal 4)*

- Increase school maintenance and achieve high levels of cleanliness and comfort.

- Implement training on Green Building Program processes.
Objectives

- Promote the inclusion of school personnel, parents and PTA in the process of reviewing school environmental conditions.

- Create a proactive system for addressing environmental conditions as a standard operating procedure.
Objectives

- Develop a Protocol for responding to environmental concerns as part of the Green Building Program.

- Track maintenance work orders using the new Computerized Maintenance Management System.
Objectives

- Establish the activities for maintenance and training for the 2007 operating budget.

- Determine the most effective plans for the training of staff, students and stakeholders.
Green Building Program

- Model for maintenance and environmental procedures

- Preventive Maintenance, Housekeeping, Pest Management, and Environmental Investigation and Response
Partnership with Schools

Monitor Schools

Facilitate Process using IAQ Tools for Schools

EPA Grant to American Lung Association

The Baltimore County Public Schools
Proposed Initiatives

- Publish the Protocol for Environmental Health Investigations in the Green Building Program.
- Provide a proactive program through IAQ-Tools for Schools, funded by EPA Grant.
- Increase funding for preventive maintenance including air filters.
- Provide watertight buildings and upgraded ventilation systems in all renovation capital programs.
Green Building Program Handbook

- Protocols
- Checklists for IAQ Monitoring
- Preventive Maintenance
- Housekeeping
- Pest Management

Indoor Air Quality Tools for Schools Program:
Benefits of Improving Air Quality in the School Environment

The Baltimore County Public Schools
EPA    IAQ - Tools for Schools
Preventive Maintenance Program

- HVAC Air Filters
- BAS Technicians
- Preventive Maintenance Program Funding
HVAC Air Filter Maintenance

- Air Filtration is essential to good IAQ.
Window Systems Replacement

- Many of the schools renovated in the past five years have failed window systems.
- All future renovations must include a watertight building envelope.
CONCLUSION

"AN OUNCE OF PREVENTION IS WORTH A POUND OF CURE"
—Benjamin Franklin

The Baltimore County Public Schools
Proposed Initiatives

- Publish the Protocol for Environmental Health Investigations in the Green Building Program.

- Provide a proactive program through IAQ-Tools for Schools, funded by EPA Grant.

- Increase funding for preventive maintenance including air filters.

- Provide watertight buildings and upgraded ventilation systems in all renovation capital programs.
# BALTIMORE COUNTY PUBLIC SCHOOLS
## TOWSON, MARYLAND 21204

**SEPTEMBER 20, 2005**

## RECOMMENDED TRANSFERS

<table>
<thead>
<tr>
<th>NAME</th>
<th>FROM</th>
<th>TO</th>
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| FRANCES D. ALLEN | **Manager, Risk Management**
                  | **Office of Risk Management**              | **Manager, Personnel Services**         |
|                 | *(Redirected Position)*                        |                                         | **Department of Human Resources**       |

*(Effective September 21, 2005)*

DOP: 9/21/2005
### BALTIMORE COUNTY PUBLIC SCHOOLS
#### TOWSON, MARYLAND 21204

**September 20, 2005**

**RETIRED**

<table>
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<tr>
<th>NAME</th>
<th>POSITION</th>
<th>SCHOOL/OFFICE</th>
<th>YRS. OF SERVICE</th>
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<tr>
<td>Elvira Causey</td>
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<td>Linda Schoenbrodt</td>
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* State Pension Plan

As of 9/1/05
Baltimore County Public Schools
Towson, Maryland 21204

September 20, 2005

Resignations

Elementary – 9

Catonsville Elementary School
Karen M. Wynn, 08/30/05, 2.0 days
Grade 3

Edmondson Heights Elementary School
Patricia A. Chain, 09/06/05, 5.1 yrs.
Grade 1

Elmwood Elementary School
Julie A. Maragos, 06/30/05, 7.0 yrs.
Music - Vocal

Halstead Academy
George I. McMahon, 06/30/05, 4.0 mos.
Art

Hawthorne Elementary School
Kelly C. Carter, 06/30/05, 4.0 years
Special Education

Reisterstown Elementary School
Christina R. Dehring, 06/30/05, 1.0 yr.
Special Education

Seventh District Elementary School
Carol L. Hartman, 06/30/05, 1.0 yr.
Special Education

White Oak School
Brenda M. Ciccarone, 06/30/05, 1.0 yr.
Speech Language Pathologist

Deidre M. Dahl-Storm, 08/29/05, 1.0 yr.
Speech Language Pathologist

Secondary – 27

Carver Center for Arts and Technology
Jonathan S. Fugua, 06/30/05, 1.0 yr.
English

Cockeysville Middle School
Aimee G. Tysarczyk, 06/30/05, 1.0 yr.
Special Education

Dulaney High School
Alison B. Pulver, 09/15/05, 2.1 yrs.
Health

Dundalk Middle School
Evelyn A. Spratt, 06/30/05, 13.0 yrs.
Mentor

Franklin High School
Barbara J. Bundy, 06/30/05, 1.0 yr.
Special Education

Lansdowne High School
Saville J. MacDonald, 06/30/05, 3.4 yrs.
Spanish

Loch Raven Technical Academy
Betsy D. Romer, 06/30/05, 3.0 yrs.
Dance

Milford Mill Academy
Michael A. Luseni, 06/30/05, 1.0 yr.
Special Education

Jason P. Martin, 06/30/05, 3.0 yrs.
Science

Old Court Middle School
Theron M. Coleman, 06/30/05, 3.0 yrs.
English
Overlea High School
Alan El-Amin, 06/30/05, 6.0 yrs.
Physical Education

Owings Mills High School
Barbara A. Zimmerman, 06/30/05, 27.0 yrs.
Music - Instrumental

Patapsco High School
Michael Wall, 06/30/05, 8.0 yrs.
Physical Education

Pikesville High School
Regina D. Floyd, 08/27/05, 7.0 mos.
English

Randallstown High School
Angela M. Diggs, 06/30/05, 2.0 yrs.
Science

Ridgely Middle School
Heather M. Hain, 06/30/05, 1.0 yr.
Special Education

Rosedale Center
Alicia R. Groncki, 06/30/05, 7.0 mos.
Art

Erin A. Marcum, 06/30/05, 3.0 yrs.
Social Studies

Southwest Academy
Danielle M. Kruft, 06/30/05, 1.0 yr.
Spanish

Sparrows Point High School
Ronald W. Schneider, 06/30/05, 3.0 yrs.
Science/Chemistry

Stemmers Run Middle School
Jennifer E. Avers Benson, 06/30/05, 7.0 yrs.
Art

Lisa M. Zeller, 06/30/05, 2.0 yrs.
Social Studies

Sudbrook Magnet Middle School
Delmon L. Moore, 08/30/05, 1.0 yr.
Mathematics

Woodlawn High School
Duwyn M. Goldring, 06/30/05, 4.0 yrs.
Social Studies

Mustafa I. Nuriddin, 06/30/05, 2.1 yrs.
Technology Education

John E. Phair, 06/30/05, 3.0 yrs.
Technology Education

Andre D. Wynn, 06/30/05, 4.0 yrs.
Social Studies

REIMBURSABLES/MSDE - 1
Elizabeth A. Neal, 09/13/05, 15.0 yrs.
Coordinator of Federal Grant
(Reimbursable through Maryland State Department of Education)

SEPARATIONS FROM LEAVE – 1
Kimberly M. Nelson, granted Child Rearing Leave, 02/07/04 – 06/30/05, resigning 06/30/05, 5.6 yrs.
Baltimore County Public Schools
Towson, Maryland 21204

September 20, 2005

Leaves

Child Rearing Leaves

Leah Doherty Roberts – (Reading) Pleasant Plains Elementary School
Effective October 10, 2005 through June 30, 2007

Jessamyn Deming Scott – (Pre-K) Woodmoor Elementary School
Effective October 19, 2005 through June 30, 2007

Personal Illness Leave

Gordon Edwards – Prettyboy Elementary School (Building Service Worker)*
Effective July 9, 2005 through January 9, 2006

Angela M. Lewis – Inwood Lot (Bus Driver)*

John Spiece – Sudbrook Magnet Middle School (Café Worker)*
Effective August 25, 2005 through February 25, 2006

Unusual or Imperative Leaves

Erin Hays – (Elementary) Hampton Elementary School
Effective September 8, 2005 through June 30, 2006

Colleen Ann Rengers – (Early Childhood) – Chadwick Elementary School
Effective August 22, 2005 through June 30, 2006

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

September 20, 2005

DECEASED

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

Marian C. Anders
English Teacher
Woodlawn High School
August 19, 2005
Exhibit I

BALTIMORE COUNTY PUBLIC SCHOOLS

Date: September 20, 2005

To: BOARD OF EDUCATION

From: Dr. Joe A. Hairston, Superintendent

Subject: NEW NORTHEAST AREA EDUCATIONAL ADVISORY COUNCIL MEMBER

Originator: William Lawrence, Area Assistant Superintendent, Northeast

Resource Person(s): William Lawrence, Area Assistant Superintendent, Northeast

RECOMMENDATION

That Sarah J. M. “Jody” Shafer be appointed as a member of the Northeast Area Educational Advisory Council

****

Jody Shafer, RN, PhD, is interested in becoming a member of the Northeast Area Educational Advisory Council.
Supplement

to the

MASTER AGREEMENT

between

Council 67/Local 434

of the

AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, AFL-CIO

and the

BOARD OF EDUCATION
OF BALTIMORE COUNTY

July 1, 2005 - June 30, 2007

(THIS DOCUMENT REPLACES ALL PRIOR SUPPLEMENTS.)
ARTICLE VII – ABSENCES AND LEAVES

12. UNIFIED SICK LEAVE BANK (This language becomes effective July 1, 2006.)

PURPOSE. The Board of Education (BOE) will provide a Unified Sick Leave Bank (USLB) benefit to employees represented by the BOE’s bargaining units, and to non-represented administrative assistants and management employees. The purpose of the USLB is to provide a vehicle through which employees may donate their accrued sick leave for other eligible employees to use. This additional paid sick leave may be granted to employees who have exhausted their accumulated sick leave and urgent personal business days.

DEFINITION. The USLB may grant additional paid sick leave to an employee who through catastrophic illness, injury, or quarantine is unable to perform the duties of his/her position. Under a qualifying illness or injury, sick leave from the bank may also be granted for medical, dental, or optical examinations, or treatments that are impossible to schedule on non-duty days. Only the individual employee may use the USLB for his/her personal illness or injury. The USLB may not be used to be absent from work to care for members of the employee’s family. Sick leave from the bank may not be granted when the employee has an active Workers’ Compensation claim or when the employee is receiving compensation from Workers’ Compensation. The USLB may not be used by an employee who is eligible for disability retirement to postpone that retirement. In no case will the granting of leave from the bank cause an employee to receive more than his/her regular annual salary.

ELIGIBILITY. All bargaining unit-represented employees will be automatically enrolled in the USLB once the following eligibility criteria are met:

10-MONTH EMPLOYEES. 10-MONTH EMPLOYEES WHO HAVE COMPLETED ONE YEAR OF CONTINUOUS SERVICE AND WHO HAVE ACCUMULATED 20 DAYS OF SICK LEAVE WILL BE AUTOMATICALLY ENROLLED IN THE USLB.

12-MONTH EMPLOYEES. 12-MONTH EMPLOYEES WHO HAVE COMPLETED ONE YEAR OF CONTINUOUS SERVICE AND WHO HAVE ACCUMULATED 24 DAYS OF SICK LEAVE WILL BE AUTOMATICALLY ENROLLED IN THE USLB.

Employees meeting the eligibility requirements will be assessed a contribution when enrolled. The initial assessment and subsequent employee contributions will be based upon the needs of the USLB as determined by its governing committee.

OPT OUT - An employee who is eligible for membership in the USLB may ‘opt out’ for any reason by notifying the USLB in writing of his/her desire to withdraw from the USLB. Employees who opt out of the USLB will remain eligible for membership and may request to be re-enrolled by making a written request to the USLB. Employees who have opted out and request to be re-enrolled must meet the eligibility requirements. Employees who opt out in the fiscal year the initial assessment is made will have that sick leave time returned to them.

USE OF THE USLB. Employees must use all accumulated sick and urgent personal business leave prior to drawing from the USLB. The lifetime total that an employee may draw from the USLB is one (1) year. One year is equal to the number of duty days for 10-month employees and is equal to 245 duty days for 12-month employees. The USLB will not be charged for holidays, compensable non-duty week days, or vacation days.
USLB GOVERNING COMMITTEE. Each union will appoint a USLB governing committee from its membership. The committee shall meet as needed to: review and verify employee requests to draw from the bank; recommend the approval or denial of such requests to the employee, to the Office of Risk Management and to other Board of Education (BOE) offices, as necessary; and to review the decision of the Manager of the Office of Risk Management regarding approval or denial of the request to draw from the USLB. Representatives of the committees shall meet with representatives of the BOE to develop procedural rules for the administration of the USLB. After approval by the Superintendent and the bargaining units, the USLB rules shall be distributed to employees. The representatives of the committees shall meet at least once annually with representatives of the BOE to review the rules and procedures of the Unified Sick Leave Bank, and to make recommendations for revisions to the rules and/or procedures.

APPEALS. Appeals of decisions of the Office of Risk Management may be made in writing within ten (10) duty days to the Assistant Superintendent, Department of Human Resources and Government Relations. Pending the outcome of the appeal to the Assistant Superintendent, the employee will continue to be covered by the sick leave bank.

ARTICLE IX - EDUCATIONAL ASSISTANCE BENEFIT

1. Financial Assistance

The Educational Assistance Program is designed to provide financial assistance for college course work, technical training classes, and prorated CEUs to permanent, non-exempt personnel who wish to attend outside training courses to improve performance in their present position, enhance their skills, or to prepare themselves for promotion within the educational system.

An employee must file a Classified Employees Request for Reimbursement form to secure the prior approval for reimbursement. The forms may be obtained from the principal or other appropriate administrator and should be forwarded to the Office of Personnel prior to taking the course. Employees shall be eligible for up to one hundred twenty-five dollars ($125) per credit hour for tuition and fees upon successfully completing the course requirements as determined by a grade report of C or better, transcript, or certificate of completion. Only nine (9) semester hours will be honored per fiscal year.

ARTICLE X - TRANSPORTATION REIMBURSEMENT

The authorized use of an employee’s personal car for transportation to accomplish his assigned duties shall be reimbursed at the rate established by the Internal Revenue Service. The use of a personal automobile may be authorized for:

1. Attendance at a meeting called by an appropriate administrator.

2. Travel at the direction of the appropriate administrator.

Reimbursement will be made subject to completion of necessary form. No reimbursement of less than fifteen dollars ($15.00) will be paid to an employee during any period of six (6) months or less.

Expense reports for July 1 to December 31 must be submitted by January 15. Expense reports for January 1 to June 30 must be submitted by July 10.

When computing mileage, the employee’s normal round-trip commuting distance to his regularly assigned location shall be subtracted from the total mileage incurred. Those employees without a regularly assigned work
location (painters, stationary crews, roofing inspectors) will be assigned to a specific location at the beginning of each fiscal year for the purpose of computing their travel reimbursement. Transportation reimbursement shall be provided for an employee traveling to a medical facility from his/her work location and back to the work location, due to an injury on the job. Transportation reimbursement shall be provided for an employee traveling to and from a medical facility from his/her legal residence when required and confirmed in writing by the medical facility personnel.

**ARTICLE XV - JOB SECURITY AND TRANSFERS**

No change to sections 1, 3, 4, 6.

2. **Posting of Vacancies**

   All permanent positions that are not filled through the transfer process shall be posted by electronic mail at all work locations, the Employment Opportunity Line (410.887.4080) and by written copy of specific information to all work locations for no less than ten (10) duty days before the position is filled. A copy of such notices shall be sent to the Union upon its release. Any candidate who desires to be considered shall submit a written application to the Office of Personnel during the posting period. The Office of Personnel, after receiving written applications, shall screen to determine those applicants who will be contacted for an interview.

   Employees of the Board of Education shall be considered first and take precedence over outside applicants for these positions, provided the employee possesses the qualifications required for the job opening that are equal to those of outside applicants. Where experience and competency are equal, seniority shall prevail in the selection between two (2) or more employees.

   Employees applying for a position shall be notified of their selection or rejection, and the reason for the rejection, within twenty (20) duty days after a decision has been made.

   If a position that was posted and filled becomes vacant within ninety (90) days, the Board may select a candidate from the original group of applicants without repeating the process.

5. **Promotion – Demotion**

   **PROMOTION**

   The term promotion, as used in this provision, means the advancement of an employee to a higher paying classification.

   Promotion from one pay grade to the next consecutive pay grade shall be made in such a manner that the employee promoted shall move to the current step on the salary schedule for the new pay grade. If the promotion is more than one grade, the new rate shall be not less than two (2) steps over the rate received immediately prior to such promotion. In no case shall a promoted employee receive less than the minimum of the new grade.

   Matters related to promotions may be subject to the grievance procedures, but only for reasons of alleged arbitrariness or failure to follow procedures.

   **DEMOTION - No change**

**ARTICLE XVII - SAFETY AND HEALTH**

8. **Procedure in Case of Threat (Assault) and/or Physical Attack (Battery)**

Any case of threat (assault) and/or physical attack (battery) upon a staff member while acting within the scope of his/her duties shall be promptly reported to the supervisor. The scope of the employee’s duties, in such cases, shall
be defined to include the regular workday, and any extra-curricular activity or duty, whether school-sponsored or PTA-sponsored.

Administrators shall proceed in accordance with the *Critical Response and School Emergency Safety Management Guide, Workplace Violence: Guidelines for Administrators Dealing with Threat and Physical Attack on a Staff Member*.

The administrator/supervisor shall share with the employee all information relative to the immediate threat and/or physical attack relating to the persons involved, that is not legally prohibited, and will act in appropriate ways as liaison between the employee(s), the police, and the courts. The administrator, supervisor, Executive Director, or a member of the Superintendent’s staff will appear with the employee at any consequent hearing.

Staff members shall report to the appropriate administrator/supervisor any threats of civil or criminal action against them arising out of and in the course of their employment. Union members are also encouraged to contact their Association.

**Memorandum of Understanding Between American Federation of State, County, and Municipal Employees, AFL-CIO And The Board of Education of Baltimore County**

The Board of Education shall permit a representative of the Union designated by the President of AFSCME Local 434 to observe the interview process up to two (2) times a year. The absences shall be charged to Association/Conference Leave.

This MOU shall become effective July 1, 2005 and expire on June 30, 2007, unless otherwise extended.

**Memorandum of Understanding Between American Federation of State, County, and Municipal Employees, AFL-CIO And The Board of Education of Baltimore County**

The Board of Education and AFSCME Local 434 agree that open positions should be filled by the best qualified candidates. To this end, the Board agrees to prepare and submit a report to AFSCME Local 434 detailing the number of postings and the way the openings were filled. Representatives of the Board and AFSCME will meet two times a year to discuss the contents of the report and the application of language in Article XV, Section 2. If the Board and the Union agree that the process is working in accordance with established Human Resources guidelines, then the agreed upon language in Article XV, Section 2 will remain in effect. If, however, the process is found to be discriminatory, arbitrary, or in violation of the Master Agreement, or established procedures*, the following language will be removed from the negotiated agreement:

> provided that the qualifications of the employee are equal to those of the outside applicant.

This MOU shall be effective July 1, 2005 and expire on June 30, 2007, unless otherwise extended.

- **THESE PROCEDURES WILL BE DETERMINED JOINTLY BY REPRESENTATIVES OF THE BOARD AND THE UNION WITHIN 60 DAYS OF THE RATIFICATION OF THE CHANGES TO THE MASTER AGREEMENT.**
# APPENDIX A

## BALTIMORE COUNTY PUBLIC SCHOOLS

Proposed AFSCME Hourly Salary Schedule, 2005-06

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### Longevity Steps

- **10 years**: 0.83
- **15 years**: 1.46
- **20 years**: 2.10
- **25 years**: 2.72
- **30 years**: 3.34
- **35 years**: 4.00
- **40 years**: 4.64

### Shift Differentials

- **2nd Shift**: 0.28
- **3rd Shift**: 0.48
- **1st Shift NCW**: 0.28
- **2nd Shift NCW**: 0.48
- **3rd Shift NCW**: 0.72

NCW = Non-consecutive Work Week
### Appendix A

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Longevity Steps for Attendants, Bus Drivers, and Routing Assistants, 2005-06

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## Medical Insurance

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<th>Your Annual Share</th>
<th>Your Bi-Weekly Deduction*</th>
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## Dental Insurance

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<td>Family</td>
<td>919.92</td>
<td>360.20</td>
<td>18.01</td>
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## Vision Insurance

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<th>Vision Insurance</th>
<th>Total Premium</th>
<th>Your Annual Share</th>
<th>Your Bi-Weekly Deduction*</th>
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<tr>
<td>Individual (Free if FTE is .5 or greater)</td>
<td>$34.32</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Family (includes Parent/Child and Husband/Wife)</td>
<td>136.44</td>
<td>102.00</td>
<td>5.10</td>
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</table>

*All employee benefits deductions are taken from 20 pay periods between September and June.
DATE: September 20, 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.
The following contract recommendations are presented for consideration by the Board of Education of Baltimore County.

1. **Contract:** Direct Digital Control Preventative Maintenance Program  
   **Contract #:** JMI-613-06  
   **Term:** 5 year  
   **Extension:** 0  
   **Contract Ending Date:** 9/30/10 (tentative)  
   **Estimated annual award value:** $550,000  
   **Estimated total award value:** $2,750,000  
   **Bid issued:** July 21, 2005  
   **Pre-bid meeting date:** August 3, 2005  
   **Due date:** August 18, 2005  
   **No. of vendors issued to:** 5  
   **No. of bids received:** 5  
   **No. of no-bids received:** 0

**Description:**

Approximately 137 schools have been equipped with Direct Digital Control systems of varying degree and different manufacturers to control temperature and to improve the energy efficiency and the learning environment. During the first year, preventive maintenance and software upgrades were included in the warranty. To protect the building assets and improve the energy efficiency and learning environment for all students, this preventive maintenance program for 47 elementary schools where there were major renovations was completed in Phase I. It is our intent to gradually expand the preventive maintenance program in ensuing fiscal years to other schools depending upon the availability of funds.

**Recommendation:**

Award of contract is recommended to:

- Honeywell Inc.  
  Baltimore, MD
- Invensys-Pritchett  
  Beltsville, MD
- Johnson Controls  
  Sparks, MD
- Siemens Building Technologies  
  Baltimore, MD

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

**Contact person:** Dennis N. Elkins

**Funding source:** Operating Budget
2. **Contract:** Grass Seed and Fertilizer  
   **Contract #:** JMI-620-06 (Anne Arundel County Public Schools Multiple Award Contract for Grass Seed and Fertilizer Bid #: 05CM-136)

**Term:** 1 year  
**Extension:** 2 year  
**Contract Ending Date:** 07/31/08 (tentative)

**Estimated annual award value:** $30,000  
**Estimated total award value:** $90,000

**Bid issued:** March 15, 2005  
**Pre-bid meeting date:** N/A  
**Due date:** June 15, 2005  
**No. of vendors issued to:** 3  
**No. of bids received:** 3  
**No. of no-bids received:** 0

**Description:**

Baltimore County Public Schools’ Office of Purchasing would like to participate in the Anne Arundel County Public Schools’ (AACPS) solicitation for Grass Seed and Fertilizer, which was awarded August 1, 2005. AACPS awarded contracts based on the most favorable delivered unit price per item.

**Recommendation:**

Recommendation of award to:

- **Newsom Seed Inc.**  
  Fulton, MD

**Responsible school or office:** Office of Grounds  
**Contact person:** Roland Nickoles  
**Funding source:** Operating Budget
3. **Contract:** Nextel Cellular Phone  
**Contract #:** RGA-168-06  
(Fairfax County Government #RQ04-717519-39A-B)

**Term:** 5 year  
**Extension:** 0  
**Contract Ending Date:** 6/30/10 (tentative)

**Estimated annual award value:** $100,000  
**Estimated total award value:** $500,000

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

**Description:**

The Office of Purchasing is requesting approval to *piggyback* on a Fairfax County Government, Fairfax County, Virginia, contract, #RQ04-717519-39A-B, *Wireless Communication Services for Fairfax County Schools*. Schools and offices will be able to order Nextel cellular phones. These Nextel phones are state-of-the-art, integrated, digital phone units that contain digital cellular paging services, data services, GPS and *Nextel Direct Connect*. *Direct Connect* allows users to instantly talk with other BCPS Nextel phone users at the touch of a button.

The phones will allow a 24/7 link to key personnel that play a major role in school or office operations. The global GPS PO locator feature will improve safety for personnel by allowing data on location of staff working in our offices and on our campuses in any weather, at any hour of the day or night.

**Recommendation:**

Award of contract is recommended to:

Nextel Communications of the Mid-Atlantic, Inc.  
Reston, VA

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

**Contact person:** Judson Porter

**Funding source:** Operating Budget
4. **Contract:** Owner Lease Agreement with Omnipoint (T-Mobile) for Cell Antenna at Randallstown High School

**Contract #:** RGA-158-05

**Term:** 20 year  
**Extension:** 5 yr  
**Contract Ending Date:** 6/30/30 (tentative)

**Estimated revenue value:** $18,000  
**Estimated total revenue value:** $450,000

**Description:**
On August 10, 2004, the Board of Education approved contract #RGA-135-05 between BCPS and Omnipoint Communications Cap Operations, L.L.C., a business representative for T-Mobile, to conduct reasonable tests designed to determine the feasibility of a cell tower at Randallstown High School. Omnipoint conducted radio frequency testing, soils testing, on-site feasibility assessment, and necessary zoning applications granting this right of access.

The testing completed by Omnipoint Communications Cap Operations, L.L.C., indicates that this location is suitable and safe to erect a cell tower. Omnipoint will pay BCPS $1,500 per month for the lease of a small piece of property at the school. The drawings have been reviewed by the Department of Physical Facilities and all necessary licenses and permits or authorizations required for Omnipoint’s use of the property from all applicable government and/or regulatory agencies will be at Omnipoint’s expense.

On May 24, 2005, the Board of Education of Baltimore County tabled the initial board agenda item requesting more in the form of photographs and drawings. Those items have now been obtained.

**Recommendation:**

BCPS recommends that the Board of Education enter into a lease agreement with:

**Omnipoint Communications Cap Operations, L.L.C.**  
**Baltimore, MD**

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

**Contact person:** Michael G. Sines

**Funding source:** Revenue Generating
5. **Contract:** Science Weekly  
   **Contract #:** RGA-169-06  

**Term:** 1 year  
**Extension:** 0  
**Contract Ending Date:** 6/30/06 (tentative)  
**Estimated annual award value:** $109,860  
**Estimated total award value:** $109,860  

**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:**

We request approval from the Board of Education to purchase *Science Weekly* for all Elementary Title I Schools and selected middle schools. *Science Weekly*, an award-winning newsletter, is designed to supplement teachers’ efforts to assist students in developing higher-ordered and critical thinking skills. Every topic is written at six reading levels for students from grades kindergarten to six. Diverse science content provides the opportunity for students to exercise their curiosity about the world around them.

Comprehensive teaching notes provide ongoing teacher development with extensive background information to enhance a teacher’s knowledge of the featured topic.

Research has firmly documented that some students depend on the left side of the brain during the cognitive stages of development, while others utilize the right side. Teachers need an instructional process that helps accommodate for these varied learning styles of all students.

*Science Weekly* is a curriculum supplement that offers an interdisciplinary approach to support teachers in presenting science and mathematics to their students. *Science Weekly* helps encourage interaction and hands-on activities within the classroom.

Each issue of *Science Weekly* ascribes to the National Science Education Standards and presents a single current topic written on six different reading levels for grades kindergarten through six. This allows teachers to apply multiple levels and multiple interaction points in the classroom and to better accommodate the cognitive learning styles of all students.

*Science Weekly* actively adheres to the four key science education content areas of biological science, life science, physical science, and technology. They are presented in a fun-filled, interactive style that facilitates learning.
**Recommendation:**

Recommendation of award to:

Science Weekly  Silver Spring, MD

**Responsible school or office:**

Office of Science Pre K-6

**Contact person:**

David Copenhaver

**Funding source:**

Title I
6. **Contract Extension:** Supply and Service Portable Toilet Systems  
**Contract #:** 3-307-01  

**Term:** 1 year  
**Extension:** 0  
**Contract Ending Date:** 9/30/06 (tentative)  
**Estimated annual award value:** $25,000  
**Estimated total award value:** $25,000

**Bid issued:** July 6, 2000  
**Pre-bid meeting date:** July 18, 2000  
**Due date:** July 27, 2000  
**No. of vendors issued to:** 5  
**No. of bids received:** 1  
**No. of no-bids received:** 1

**Description:**  
This is a one year extension of a contract approved by the Board of Education to supply and service portable toilet systems at the BCPS bus lots.

**Recommendation:**  
Award of contract is recommended to:

Spot-A-Pot, Inc.  
Baltimore, MD  

**Responsible school or office:** Office of Maintenance  
**Contact person:** MacArthur Chavis  
**Funding source:** Operating Budget
7. Contract Extension: Water Cooler and Bottled Water
   Contract #: 5-509-01

   Term: 1 year  Extension: 0  Contract Ending Date: 9/30/06 (tentative)
   Estimated annual award value: $40,000
   Estimated total award value: $40,000

   Bid issued: August 3, 2000
   Pre-bid meeting date: August 17, 2000
   Due date: August 29, 2000
   No. of vendors issued to: 10
   No. of bids received: 3
   No. of no-bids received: 0

Description:

This is a one-year extension of a five-year contract approved by the Board of Education on October 10, 2000, to furnish and maintain bottled water service on an as-needed basis to offices and schools within Baltimore County Public Schools.

Recommendation:

Recommendation of award to:

   Snow Valley  Upper Marlboro, MD

Responsible school or office: Physical Facilities—Environmental Science
Contact person: Jennifer Deems
Funding source: Operating Budget
8. **Contract Modification:** Heating Cooling System; Design Build Services – Deer Park Elementary School  
   **Contract #:** JMI-637-05

**Term:** 5 months  
**Extension:** N/A  
**Contract Ending Date:** 8/22/05 (tentative)  
**Estimated award value:** $379,760  
**Estimated modification amount:** $32,721  
**Estimated total award value:** $412,481  
**Bid issued:** March 10, 2005  
**Pre-bid meeting date:** March 23, 2005  
**Due date:** April 5, 2005  
**No. of vendors issued to:** 8  
**No. of bids received:** 2  
**No. of no-bids received:** 0  

**Description:**

In order to accommodate BGE design alterations and the subsequent equipment location, it is necessary that the approved contractor provide additional construction services. These additional services include the installation of a concrete encased duct bank from the new transformer to the new exterior CT cabinet, and the installation of conduit, wire, troughs, and necessary fittings from the CT cabinet to the service equipment in the boiler room. The location of the transformer and exterior CT cabinet were required by BGE. This change order represents 8.6% of the approved 10% contingency.

**Recommendation:**

Award of contract modification is recommended to:

Dynastics, Inc.  
Baltimore, MD

**Responsible school or office:** Office of Engineering and Construction  
**Contact person:** Richard H. Cassell, P.E.  
**Funding source:** Capital Budget
9. **Contract Modification:** Inspection/Testing Construction Package 1B – Windsor Mill Middle School  
   **Contract #:** PCR-268-05

   **Term:** 2 year  
   **Extension:** N/A  
   **Contract Ending Date:** 8/1/06 (tentative)

   **Estimated award value:** $43,510  
   **Estimated modification amount:** $48,000  
   **Estimated total award value:** $91,510

   **Bid issued:** August 20, 2004  
   **Pre-bid meeting date:** August 31, 2004  
   **Due date:** September 14, 2005  
   **No. of vendors issued to:** 18  
   **No. of bids received:** 16  
   **No. of no-bids received:** 0

**Description:**

Due to unsuitable soils encountered throughout the Windsor Mill Middle School site, it has been necessary to call on the testing agency, Reuling Associates, Inc., much more than originally anticipated. With the unsuitable soils in the roadway Right-of-Way, this testing service will need to be on a stand-by basis until all utility work and paving are complete. The additional funding is requested for testing throughout the completion of the project.

**Recommendation:**

Award of contract modification is recommended to:

   Reuling Associates, Inc. Timonium, MD

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

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

**Funding source:** Capital Budget
10. **Contract Modification:** Site Construction Package 2B – Windsor Mill Middle School  
**Contract #:** PCR-274-05

**Term:** 1 yr, 9 mo.  
**Extension:** N/A  
**Contract Ending Date:** 8/1/06 (tentative)  
**Estimated award value:** $40,500

Bid issued: October 14, 2004  
Pre-bid meeting date: October 20, 2004  
Due date: November 4, 2004  
No. of vendors issued to: 9  
No. of bids received: 2  
No. of no-bids received: 2

**Description:**

The 2B Site Contractor started the utility installation within the Windsor Mill Road right-of-way. With this initial excavation, the contractor encountered unsuitable soil to backfill and re-grade the roadway widening. The contractor, Urban H. Zink Contractor, Inc., has submitted a cost upset limit of $40,500 to remove all unsuitable soils and to transport suitable fill for the utility backfill. The civil engineer, construction manager, and Department of Physical Facilities representative have reviewed this proposal and agree that this cost is reasonable.

**Recommendation:**

Award of contract modification is recommended to:

Urban H. Zink Contractor, Inc.  
Chase, MD  

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

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

**Funding source:** Capital Budget
11. **Contract Modification:** Steel Construction Package 5A – Windsor Mill Middle School
   **Contract #:** PCR-268-05

   **Term:** 2 year   **Extension:** N/A   **Contract Ending Date:** 8/1/06 (tentative)
   **Estimated award value:** $31,851

   **Bid issued:** August 20, 2004
   **Pre-bid meeting date:** August 31, 2004
   **Due date:** September 14, 2005
   **No. of vendors issued to:** 18
   **No. of bids received:** 16
   **No. of no-bids received:** 0

   **Description:**

The 5A Steel Construction Package was bid prior to the design being completed for the Windsor Mill Middle School project. Following the design completion, the contractor was requested to review the final design. From this review, Crystal Steel has requested additional funding for lintels, roof opening framing, floor opening framing, bearing plates, and miscellaneous steel that was not shown on the bid document. The structural engineer, construction manager, and the Department of Physical Facilities representative have reviewed the cost breakdown and agree that this cost is reasonable.

**Recommendation:**

Award of contract modification is recommended to:

   Crystal Steel Fabricators, Inc.       Delmar, DE

   **Responsible school or office:** Office of Engineering and Construction
   **Contact person:** Richard H. Cassell, P.E.
   **Funding source:** Capital Budget
12. **Contract:** Music Technology Laboratory – Woodlawn High School  
**Contract #:** MBU-568-06

**Term:** 6 months  
**Extension:** N/A  
**Contract Ending Date:** April, 2006  
**Estimated total award value:** $193,500

**Bid issued:** August 11, 2005  
**Pre-bid meeting date:** August 18, 2005  
**Due date:** September 1, 2005  
**No. of vendors issued to:** 6  
**No. of bids received:** 4  
**No. of no-bids received:** 0

**Description:**

This project consists of renovations to an existing music room to create a music technology laboratory and classroom. A summary of the bids received is below.

At this time, approval of a 10% contract modification allocation in the amount of $19,350 is requested to cover any unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

**Recommendation:**

Award of contract is recommended to:

- **RWC Contracting Corporation**  
  Baltimore, MD

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

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

**Funding source:** Capital Budget

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Base Bid</td>
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<td>$178,800</td>
<td>$201,176</td>
<td>$252,000</td>
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<td>Alternate #1 Add:</td>
<td>2,280</td>
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<td>2,105</td>
<td>1,300</td>
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<td>Alternate #2 Add:</td>
<td>1,140</td>
<td>4,100</td>
<td>3,110</td>
<td>1,550</td>
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<td>Alternate #3 Add:</td>
<td>9,950</td>
<td>9,600</td>
<td>9,000</td>
<td>9,500</td>
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<td><strong>Total</strong></td>
<td><strong>$275,060</strong></td>
<td><strong>$193,500</strong></td>
<td><strong>$215,391</strong></td>
<td><strong>$264,350</strong></td>
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</table>
DATE: September 20, 2005

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: FY2006 OPERATING BUDGET SUPPLEMENT AND BUDGET APPROPRIATION TRANSFER (BAT)

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

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

Stephanie Ennels, Acting Director, Budget & Reporting

RECOMMENDATION

That the Board of Education members approve a $2,022,000 supplement for FY2006 funded from an increase in State award and anticipated revenue in Escheat and Universal Service Discount funds. An $817,500 budget appropriation transfer is also requested to be approved for the operating budget.

Supplemental funds are being requested in response to an increase in the grant award from the State for the Aging Schools Program. Additional appropriation is being requested due to a revenue increase in the Escheat and Universal Service Discount Program Funds. The additional appropriation will fund the replacement of windows and air filters in schools, as well as provide for student scheduling software, data warehouse development, and computer equipment.

This Budget Appropriation Transfer is a request to the County to reappropriate funds from the Maintenance of Plant category to the Capital Outlay category. After the adoption of the FY 2006 budget, it was determined that the funds to purchase relocatables should have been budgeted in the Capital Outlay category.

Attachment I – BCPS Budget Supplement
Attachment II – BCPS Budget Appropriation Transfer
### BALTIMORE COUNTY PUBLIC SCHOOLS

#### BUDGET SUPPLEMENT

**Number:** 01-06  
**Date:** 8/31/2005  
**Fund:** General Fund

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<th>Category</th>
<th>Present Appropriation</th>
<th>Supplement</th>
<th>New Appropriation</th>
<th>Category</th>
<th>Present Appropriation</th>
<th>Supplement</th>
<th>New Appropriation</th>
</tr>
</thead>
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<td>27,684,686</td>
<td>550,000</td>
<td>28,234,686</td>
<td>State-Aging Schools</td>
<td>1,484,000</td>
<td>1,092,000</td>
<td>2,576,000</td>
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<td>11-Maintenance of Plant</td>
<td>21,100,059</td>
<td>1,472,000</td>
<td>22,572,059</td>
<td>Other-Escheat Funds</td>
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<td>Other-USF Discount</td>
<td>600,000</td>
<td>550,000</td>
<td>1,150,000</td>
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</table>

**Total Supplement** 2,022,000

**Explanation:**

This is a request for a supplemental authorization to increase the award of the state funded Aging Schools program, to utilize available Escheat Funds, and for an expected increase in revenue for the Universal Service Discount Program.

The increased funding to the Aging Schools program will be used for the one-time replacement of windows in schools.

The Escheat Funds will be used to replace all air filters in schools.

The expected increase in revenue in the Universal Service Discount program will be used for student scheduling software, data warehouse development, and networking equipment.

**Signatures Required:**

- **Budget and Reporting Date:**
- **Fiscal Services Date:**
- **Superintendent Date:**
- **Board of Education Date:**

---

**INCREASE**

**SOURCES OF REVENUE**
Baltimore County Public Schools
Budget Supplement

Summary of Increases by Category

01 - Administration
A supplement of $550,000 will provide additional funding for student scheduling software, data warehouse development, and computer equipment to support new applications and to replace aging equipment.

0011 Maintenance of Plant
A supplement of $1,092,000 in increased funding for the Aging Schools program will be used for window replacement in schools. An additional $380,000 will be used to replace air filters in schools.

Summary of Revenue Sources

State Sources - Aging Schools
This is a request to authorize the increased award of $1,092,000 provided by the State of Maryland for the Aging Schools program.

Other Sources - USF Discount
This is a request to utilize $550,000 of additional revenue to be earned in the Universal Service Discount Program.

Other Sources - Escheat Funds
This is a request to utilize $380,000 of escheat funds available to BCPS.
### BALTIMORE COUNTY PUBLIC SCHOOLS
#### BUDGET APPROPRIATION TRANSFER

<table>
<thead>
<tr>
<th>Category</th>
<th>Present Appropriation</th>
<th>Amount to Transfer</th>
<th>New Appropriation</th>
<th>Category</th>
<th>Present Appropriation</th>
<th>Amount to Transfer</th>
<th>New Appropriation</th>
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<tbody>
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<td>15-Capital Outlay</td>
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<td>817,500</td>
<td>3,181,817</td>
<td>11-Maintenance of Plant</td>
<td>21,100,059</td>
<td>817,500</td>
<td>20,282,559</td>
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</table>

**Total Transfer** $ 817,500

**Explanation:**
Funds to purchase relocatables erroneously budgeted in Maintenance of Plant needs to be transferred to the Capital Outlay activity.

**Signatures Required:**

- Budget and Reporting Date
- Fiscal Services Date
- Superintendent Date
- Board of Education Date

**Fund:** General
15 - Capital Outlay
   Capital Outlay category is the appropriate category to charge for the purchase of relocatables.

Summary of Decreases by Category

11- Maintenance of Plant
   Funds to purchase relocatables erroneously budgeted in Maintenance of Plant needs to be budgeted in Capital Outlay.