MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, March 14, 2006
5:00 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 March 14, 2006

IV. MINUTES

Consideration of the Open and Closed Session Minutes of February 14, 2006

Exhibit A

V. ADVISORY AND STAKEHOLDER GROUPS

VI. SPECIAL ORDER OF BUSINESS – Recognition of Owings Mills High School Parent Involvement School

(Mr. Grzymski/Mr. Pallozzi)

VII. SUPERINTENDENT’S REPORT

VIII. RECOGNITION OF ADMINISTRATIVE APPOINTMENTS FROM FEBRUARY 28, 2006

(Dr. Peccia)

IX. OLD BUSINESS

A. Consideration of Proposed Changes to Policy 3126 (Third Reading)

(Ms. Burnopp)

Exhibit B

B. Consideration of Proposed Changes to Policy 3127 (Third Reading)

(Ms. Burnopp)

Exhibit C

C. Consideration of Proposed Changes to Policy 5230 (Third Reading)

(Mr. Rauenzahn)

Exhibit D

X. REPORTS

A. Recognition of March as Professional Social Work Month

(Ms. Harris)
IX. REPORTS (cont)

B. Report on Proposed Changes to Policy 5250 – Graduation Requirements (First Reading)  
   (Ms. Baltzley)  
   Exhibit E

C. Report on PreK-12 Mathematics  
   (Ms. Baltzley)  
   Exhibit F

D. Report on Scope and Scale of Human Resources  
   (Dr. Peccia)  
   Exhibit G

XI. NEW BUSINESS

A. Consideration of consent to the following personnel matters:  
   (Dr. Peccia)
   1. Transfers  
   2. Retirements  
   3. Resignations  
   4. Leaves of Absence  
   5. Deaths  
   6. Advisory Council Appointment  
   7. Exhibit H  
   8. Exhibit I  
   9. Exhibit J  
   10. Exhibit K  
   11. Exhibit L  
   12. Exhibit M

B. Consideration of consent to the following contract awards:  
   (Mr. Gay/Mr. Sines)  
   1. Contract Extension: Cleaning and Pumping of Septic Systems  
      Exhibit N  
   2. Contract Extension: Voyager Expanded Learning  
   3. Trucks and Vans  
   4. Contract Modification: Design Services for Vincent Farms Elementary School  
   5. Contract Modification: Various Construction Packages  
      9-A, 9-D, 12-A, and 15-B for Windsor Mill Middle School  
   6. ADA Restroom Upgrades for Red House Run Elementary School  
   7. Request to Declare Property Surplus: Lutherville Laboratory

C. Legislative Update  
   (Dr. Peccia)  
   Exhibit O
XII. INFORMATION

A. Revised Superintendent’s Rule 3126 – NON-INSTRUCTIONAL SERVICES: Expense Reimbursement  Exhibit P

B. Revised Superintendent’s Rule 3127 – NON-INSTRUCTIONAL SERVICES: Travel  Exhibit Q

C. Revised Superintendent’s Rule 5230 – STUDENTS: Student Records  Exhibit R

D. Financial Report for FY2006 as of January 31, 2006  Exhibit S

E. Northwest Area Educational Advisory Council Meeting Minutes of February 7, 2006  Exhibit T

XIII. ANNOUNCEMENTS

A. Public Comment

Next Board Meeting  Tuesday, March 28, 2006
7:30 PM  Greenwood
The Board of Education of Baltimore County, Maryland, met in open session at 4:45 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. Rodger C. Janssen, 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.

President Grzymski reminded Board members of community functions and Board of Education events scheduled in February and March.

Mr. Hayden entered the room at 4:49 p.m.

Ms. Harris moved that the student member be permitted to participate in closed session collective bargaining discussions. The motion was seconded by Ms. Murphy and unanimously approved by the Board.

Pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1), (a)(7), and (a)(9) and upon motion of Mr. Arnold, seconded by Mr. Pallozzi, the Board commenced its closed session at 4:50 p.m.

The Board of Education of Baltimore County, Maryland, met in closed session at 4:50 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 Hayden, III, Dr. Warren C. Hayman, Mr. Rodger C. Janssen, 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 the following staff members were present: Dr. Christine M. Johns, Deputy Superintendent, Curriculum and Instruction; J. Robert Haines, Esq., Deputy Superintendent, Business Services; Ms. Rita Fromm, Chief of Staff; Margaret-Ann Howie, Esq., Legal Counsel to the Superintendent; Anjanette Dixon, Esq., Staff Attorney; Dr. Donald Peccia, Assistant Superintendent of Human Resources and Government Relations; Ms. Kendra Johnson, Assistant to the Assistant Superintendent, Central Area; Mr. William Lawrence, Assistant Superintendent, Northeast Area; Dr. H. Scott Gehring, Assistant Superintendent, Northwest Area; Ms. Jean E. Satterfield, Assistant Superintendent, Southeast Area; Dr. Manuel B. Rodriguez, Assistant Superintendent, Southwest Area; Ms. Barbara Burnopp, Chief Financial Officer; Dr. Alpheus Arrington, Director, Teacher Personnel; Mr. Daniel Capozzi, Staff Relations Manager; and Ms. Brenda Stiffler, Administrative Assistant to the Board.

Mr. Capozzi provided Board members an update on the negotiations with specific collective bargaining units.
CLOSED SESSION MINUTES (cont)

Dr. Hayman entered the room at 4:51 p.m.

Mr. Capozzi and Ms. Burnopp exited the room at 5:18 p.m.

Dr. Peccia reviewed with Board members personnel matters to be considered on the agenda.

Dr. Peccia and Dr. Arrington exited the room at 5:37 p.m.

Margaret-Ann Howie, Esq., Legal Counsel to the Superintendent, reviewed contracts of the Board’s hearing examiners. Ms. Howie also discussed personnel in the Law Office.

Mr. Haines discussed the resolution of pending litigation.

At 6:03 p.m., Mr. Arnold moved the Board adjourn for a brief dinner recess. The motion was seconded by Ms. Shillman and approved by the Board.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 7:33 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 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.

PLEDGE OF ALLEGIANCE

The open session commenced with the Pledge of Allegiance to the Flag, which was led by Kyle Broderick, a student at Franklin High School, followed by a period of silent meditation for those who have served education in the Baltimore County Public Schools.

MINUTES

Hearing no additions or corrections to the Open and Closed Session Minutes of January 10, 2006, Public Hearing Minutes on Proposed FY2007 Operating Budget of January 25, 2006, and the Board Work Session Minutes of January 31, 2006, Mr. Grzymski declared the minutes approved as presented on the website.

Mr. Grzymski informed the audience of the sessions in which Board members had participated earlier in the afternoon.
ADVISORY AND STAKEHOLDER COMMENTS

Ms. Jennifer Oswald, Baltimore County Student Council President and Superintendent’s Student Council Advisory Group, reported on the advisory meeting held February 8, which focused on the generation gap between students and teachers.

Ms. Meg O’Hare, Coordinator of the Area Educational Advisory Councils, believes the needs of the average student are being neglected. Ms. O’Hare attended a joint meeting with the Minority Achievement Advisory Group and the Baltimore County Education Coalition, in which secondary school concerns were discussed.

Mr. Walter Hayes, Chair of the Northeast Area Educational Advisory Council, reports on its February 1 council meeting. Mr. Hayes also requested an explanation of the over capacity at Loch Raven High School.

Ms. Nashae Bennett, President of the Baltimore County Alliance of Black School Educators, reported on the success of the scholarship fundraiser. She announced that the BCABCE reception to present scholarship awards will be held on May 25, 2006.

Dr. Ella White-Campbell, Chair of the Minority Achievement Advisory Group (MAAG), reported on the joint MAAG and Baltimore County Education Coalition (BCEC) meeting, in which oversight of curriculum and instruction and monitoring of school improvement teams were among items discussed.

Ms. Jasmine Shriver, Chair of the Special Education Citizens Advisory Committee, asked the Board to be aggressive in the budget process.

Ms. Cheryl Bost, President of the Teachers Association of Baltimore County, was pleased to see changes to the proposed fiscal year 2007 operating budget, which included kindergarten paid parent helpers, sound enhancement pilot, and funds to address the needs at Woodlawn Middle School.

SUPERINTENDENT’S REPORT

Dr. Hairston reported on time he spent in schools and with students including the Black Saga Finals; Job Shadow Day with students from Towson High School; Lansdowne High School Advanced Placement classroom; and the Tools for Schools kick off.

In addition, Dr. Hairston attended an event held at the Governor’s Mansion honoring BCPS leading: Jodi Grosser-Gonzalez, Teacher of the Year; Kelly Smith, Milken Award winner; and Principal Susan Evans of Ridgely Middle School, a Maryland Blue Ribbon School.
SPECIAL ORDER OF BUSINESS

On motion of Mr. Arnold, seconded by Mr. Pallozzi, the Board approved the following resolutions:

- Recognition of Jodi Grosser-Gonzalez as Baltimore County Public School’s Teacher of the Year
- Recognition of Kelly Smith, Milken Family Foundation National Educator Awards
- Recognition of Ridgely Middle School, 2005 Maryland Blue Ribbon Schools of Excellence

OLD BUSINESS

Ms. Barbara Burnopp, Chief Financial Officer, reviewed the technical and substantive adjustments made to the budget since the Board work session. Technical changes include: adjustment for maintained state funds, increased funds for elementary math textbooks and school furniture, incentives and transportation services associated with the Woodlawn Middle School restructuring plan. Material changes include: salary adjustments based on final labor negotiations, piloting a sound system program in selected schools, and inclusion of paid parent helpers in elementary schools (Option 1 & Option 2). Option 1 provides for the inclusion of paid parent helpers for each kindergarten classrooms, while Option 2 would fund one paid parent helper per elementary school.

Mr. Hayden asked what amount is in the proposed budget for sound enhancement. Ms. Burnopp responded that $400,000 was included for a one-time pilot.

Mr. Janssen moved the Board adopt Option 2. Mr. Harris seconded the motion. After further discussion from Board members, the motion failed. Mr. Janssen withdrew his motion and Ms. Harris withdrew the second motion.

Upon query of Mr. Grzymski, the Board voted to approve Option 1, totaling $1,073,705,597, as presented in Exhibit B of the proposed Fiscal Year 2007 Operating Budget. Mr. Janssen and Miss Wyatt did not vote.

REPORTS

The Board received the following reports:

A. Report on Proposed Changes to Policy 3126 – Ms. Barbara Burnopp, Chief Financial Officer, summarized the changes to Policy 3126. As a result of the revision, the policy clarifies that expenses shall be reimbursed in accordance with rules and procedures established by the Superintendent. This is the first reading of the policy.
REPORTS (cont)

B. **Report on Proposed Changes to Policy 3127** – Ms. Burnopp reviewed recommended changes to Policy 3127, which addresses the addition of the reference to related policies. This is the first reading.

C. **Report on Proposed Changes to Policy 5230** – Mr. Dale Rauenzahn, Executive Director of Student Support Services, presented to the Board recommended amendments to Policy 5230. He noted the revised policy must comply with the Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Act, and the Code of Maryland Regulations concerning Student Records. Mr. Rauenzahn stated the similar policies from other jurisdictions were reviewed in the revision of this policy. This is the first reading.

D. **Report on Bridge Center** – Ms. Barbara Cheswick, Principal, Bridge Center, provided an update on the Bridge Center. The Bridge Center officially opened its doors on April 4, 2005 and was specifically designed to provide short term academic, behavioral, and therapeutic intervention for secondary age students who are at risk for academic failure because of interruptions in their education. Because of the great number of group homes and agency placements in the NW/SW areas of the county, the Bridge Center was created in this area specifically to meet the needs of such students. The Center acts as a “bridge” for these students into their comprehensive school. Through the instruction and preparation received at the Center, students will be ready to achieve academic success when they enroll in their neighborhood schools.

    At the Bridge Center, students receive direct services in a small, supportive, and structured setting. To prepare them for the transition to the community schools, students receive comprehensive assessments and counseling as well as intensive and focused academic instruction in English/Language Arts, reading, and mathematics.

    Mr. Janssen asked how long a student generally spends in the program. Ms. Cheswick responded between one to three weeks.

    As a result of Mr. Grzymski’s question on capacity, Ms. Cheswick responded that the school could accommodate 70 students at one time.

    Dr. Hayman asked whether qualitative data was being collected from the students. Ms. Cheswick explained that a ten question survey based on a students’ prior experience, a survey at the end of a students’ stay, and the same questions when a student transfers to their comprehensive school was used to collect data. Dr. Hayman recommended sharing the survey data with elementary schools so the elementary schools can adjust approaches accordingly.
PERSONNEL MATTERS

On motion of Mr. Hayden, seconded by Mr. Pallozzi, the Board approved the personnel matters as presented on Exhibits G, H, I, J, and K. (Copies of the exhibits are attached to the formal minutes.)

BUILDING AND CONTRACT AWARDS

The Building and Contracts Committee, represented by Ms. Shillman, recommended approval of items 1-15 (Exhibit L). Mr. Hayden abstained from voting on item 9.

The Board approved these recommendations.

1. RHA-310-04 Contract Modification: Contracted Services for *On-Call* Inspection and Repair of Physical Education Facilities and Equipment
2. JNI-735-06 100 Book Challenge
3. RGA-177-06 Elementary Mathematics’ Curriculum Materials
4. RGA-176-06 Professional Auditing Services
5. RGA-178-06 Project SEED
6. MWE-816-06 Workability and Independent Psychiatric Evaluations
7. PCR-275-05 Contract Modification: Above-Ground Electrical Construction Package 16-B for Windsor Mill Middle School
8. JNI-739-06 Contract Modification: Final Payment
9. JMI-607-06 Contract Modification: Systemic Renovations – Lansdowne Middle School
10. MBU-596-06 Contract Modification: Roof Replacement – Perry Hall Elementary School
11. PCR-237-06 Roof Replacement – Baltimore Highlands Elementary School
12. JNI-738-06 Roof Replacement – Carroll Manor Elementary School
13. JMI-641-06 Roof Replacement – Dundalk Elementary School
14. JMI-637-06 Window Replacement – Mars Estates Elementary School and Victory Villa Elementary School
15. JMI-638-06 Window Replacement – Campfield Early Childhood Center

LEGISLATION UPDATE

Dr. Donald Peccia, Assistant Superintendent of Human Resources and Government Relations, reviewed key pieces of legislation under consideration by the General Assembly.
LEGISLATION UPDATE (cont)

On motion of Mr. Hayden, seconded by Mr. Pallozzi, the Board voted to support SB 4/HB 242 – Education – Geographic cost of Education Index – Funding.

On motion of Ms. Murphy, seconded by Ms. Harris, the Board voted to support SB 1/HB 4 – Registered Sexual Offenders – Supervision, Notifications, and Penalties.

INFORMATION

The Board received the following as information:

A. Financial Report for Months Ending December 31, 2005

B. Southwest Area Educational Advisory Council Meeting Minutes of December 14, 2005

ANNOUNCEMENTS

Mr. Grzymski made the following announcements:

③ The Southwest Area Educational Advisory Council will host its next meeting on Wednesday, February 15, 2006, at Woodmoor Elementary School beginning at 7:00 p.m.

③ Schools and offices will be closed on Monday, February 20, 2006, in observance of Presidents’ Day. Schools will reopen for students and teachers on Tuesday, February 21, 2006.

③ The Southeast Area Educational Advisory Council will host its next meeting on Tuesday, February 21, 2006, at Dundalk Middle School beginning at 7:00 p.m.

③ The next regularly scheduled meeting of the Board of Education of Baltimore County will be held on Tuesday, February 28, 2006, at Greenwood. The meeting will begin with an open session at approximately 5:00 p.m. The Board will then adjourn to meet in closed session, which will be followed by a brief dinner recess. The open session will reconvene at approximately 7:30 p.m. The public is welcome at all open sessions. The Board will host the Minority Achievement Advisory Group for dinner on February 28, 2006, from 6:00 p.m. to 7:30 p.m.

- The Board of Education of Baltimore County will hold a public hearing on the proposed boundaries for Windsor Mill Middle School on Wednesday, March 15, 2006, at Woodlawn High School beginning at approximately 7:00 p.m. Sign-up for the public to comment begins at 6:00 p.m. Each speaker will be allotted three minutes to present his/her topic to the Board.

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

Mr. Muhammad Jameel asked the Board to consider increasing teachers’ salaries and pension benefits.

Mr. Talaal Pharoan asked the Board to consider placing the Muslim holidays to the school calendar.

Ms. Dimah Mahmoud invited Board members to visit Towson University on February 15 and see a display that showcases Islam history, and asked the Board to add the Muslim holidays on the school calendar.

Mr. Jamal Abdphahman asked Board members to add the Muslim holidays to the school calendar.

Dr. Bash Pharoan requested the Board to place Muslim holidays on the school calendar. He also requested a response to his letter regarding the Board Ad Hoc Calendar committee.

ADJOURNMENT

At 9:22 p.m., Mr. Arnold moved to adjourn the open session. The motion was seconded by Ms. Harris and approved by the Board.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

bIs
RESOLUTION

WHEREAS, The National PTA’s Parent Involvement Schools of Excellence certification, which began in 2001, recognizes schools that uphold the highest standards in parent involvement; and

WHEREAS, The community is celebrating Owings Mills High School’s designation by the National PTA as a Parent Involvement School of Excellence; and

WHEREAS, Owings Mills is the only high school in Baltimore County to be awarded this three-year certification and one of only 225 schools in the nation to have this designation; and

WHEREAS, This recognition brings attention to: the unwavering support the school receives from involved parents and community partners; the strength of the school’s administrative and academic leadership; the quality, dedication, and creativity of its teachers; and the enthusiasm and abilities of its students; now, therefore, it be

RESOLVED, That the Board of Education, herewith assembled in regular session on the fourteenth day of March, in the year two thousand and six, expresses gratitude and sincere appreciation to the parents and staff of Owings Mills High School for their hard work, foresight, vision, and extraordinary efforts in achieving this milestone.

__________________________________________
Thomas G. Grzymski, President

Joe A. Hairston, Secretary-Treasurer

March 14, 2006
DATE: March 14, 2006
TO: BOARD OF EDUCATION
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: POLICY 3126 – EXPENSE REIMBURSEMENT
ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services
RESOURCE PERSON(S): Barbara Burnopp, Chief Financial Officer

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 3126.

The revision adds a statement to the policy that expenses shall be reimbursed in accordance with rules and procedures established by the Superintendent. This is the third reading.

* * * * *

Appendix I – Policy Analysis
Appendix II – Proposed Policy 3126
Statement of Issues Addressed By the Revised Policy

The revision adds a statement to the policy that expenses shall be reimbursed in accordance with rules and procedures established by the Superintendent.

Cost Analysis and Fiscal Impact on School System

None

Relationship to Other Board Policies

Legal Requirement

None

Similar Policies Adopted by Other School Systems

Several other school systems policies were reviewed, including; Montgomery, Prince Georges, Harford, Anne Arundel, Fairfax, and Prince William. Some do not address the topic; however those that did were similar.

Draft of Proposed Policy (see attached)

Other Alternatives Considered by Staff

None
NON-INSTRUCTIONAL SERVICES: Fiscal Services

Accounting and Cash Management: Expense Reimbursement

Approved expenses incurred by employees of the Board of Education shall be reimbursed IN ACCORDANCE WITH THE RULES AND PROCEDURES ESTABLISHED BY THE SUPERINTENDENT.

RELATED POLICIES: BOARD OF EDUCATION POLICY 3127, TRAVEL

Also see Master Agreement with Teachers Association of Baltimore County

Policy Adopted: 10/8/96
Board of Education of Baltimore County
REVISED:
DATE: March 14, 2006

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: POLICY 3127 - TRAVEL

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

RESOURCE PERSON(S): Barbara Burnopp, Chief Financial Officer

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 3127.

This policy addresses the Board’s philosophy on travel and remains unchanged, except for the addition of the reference to related policies. Reference to Policy 3126, Expense Reimbursement, and Policy 8362, Gifts to the Board of Education, Schools, and Offices within the School System, was added. This is the third reading.

* * * * *

Appendix I – Policy Analysis
Appendix II – Proposed Policy 3127
Statement of Issues Addressed By the Revised Policy

Policy 3127 addresses the Board philosophy on travel and remains unchanged, except for the addition of the reference to related policies.

Cost Analysis and Fiscal Impact on School System

None

Relationship to Other Board Policies

Added the reference to Policy 3126, Expense Reimbursement, and Policy 8362, Gifts to the Board of Education, Schools, and Offices within the School System.

Legal Requirement

None

Similar Policies Adopted by Other School Systems

Several other school systems policies were reviewed, including; Montgomery, Prince Georges, Harford, Anne Arundel, Fairfax, and Prince William. Most have similar policies.

Draft of Proposed Policy (see attached)

Other Alternatives Considered by Staff

N/A
The Board of Education of Baltimore County has a long-standing commitment to the professional growth and development of employees. Employees need to be knowledgeable of current research and aware of what other school systems and educational agencies are doing. Employees also need to have opportunities to share accomplishments of the Baltimore County Public Schools. In some cases, this may involve work-related travel. Additionally, it is recognized that employees need to be consistently on the job taking care of the business and mission of the school system. As employees are presented with opportunities for travel for official professional business, they must keep this balance between time on task and professional growth in mind and make decisions that best promote the needs of the Baltimore County Public Schools.

The Board of Education directs the Superintendent to establish rules to implement the Board’s philosophy on travel.

RELATED POLICIES: BOARD OF EDUCATION POLICY 3126, EXPENSE REIMBURSEMENTS
BOARD OF EDUCATION POLICY 8362, GIFTS TO THE BOARD OF EDUCATION, SCHOOLS, AND OFFICES WITHIN THE SCHOOL SYSTEM

Also see Master Agreement with Teachers Association of Baltimore County
DATE: March 14, 2006

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: POLICY 5230 STUDENTS: ELEMENTARY AND SECONDARY, STUDENT RECORDS

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

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

RECOMMENDATION

That the Board of Education approves proposed changes to Policy 5230. This is the third reading of the policy.

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Appendix I: Policy 5230 Analysis
Appendix II: Policy 5230 STUDENTS: Elementary and Secondary, Student Records
Statement of Issues Addressed by the Proposed Policy Revision
Policy 5230 was last updated in 1978 and Rule 5230 was last updated in 1999. Policy and Rule 5230 address all the aspects pertaining to students’ records. A committee chaired by Dale Rauenzahn, Executive Director of Student Support Services, was formed in the 2004 -2005 school year to review the policy and rule. The committee was composed of representatives from the Offices of Health Services, Psychological Services, School Counseling, Special Education, Third Party Billing, and Student Data. Based on the committees input it was decided that the current policy needed to be updated to reflect the State guidelines as outlined in the Maryland Student Records system Manual.

Cost Analysis
There is no specific new fiscal impact on the system as a result of the proposed revisions.

Legal Requirement

Similar Policies Adopted by Other School Systems
Similar policies from other jurisdictions (Montgomery, Prince George’s and Harford Counties) were reviewed in the revision of this policy.

Draft of Proposed Policies and Rule
Attached

Other Alternatives Considered by Staff
There were no other alternatives considered since schools needed appropriate guidance to comply with federal and state laws.
STUDENTS: Elementary and Secondary

Progress: Student Records

THE BALTIMORE COUNTY BOARD OF EDUCATION [Records] shall maintain for each [child] ENROLLED STUDENT [from his entrance into school through the twelfth grade.]

EDUCATIONAL RECORDS WHICH SHALL INCLUDE AT A MINIMUM THE FOLLOWING STUDENT INFORMATION:

1. PERSONAL DATA;
2. STUDENT’S SCHOOL ATTENDANCE DATA;
3. ANNUAL PERFORMANCE;
4. DATA SUMMARY PREKINDERGARTEN-8;
5. ANNUAL SECONDARY SCHOOL PERFORMANCE;
6. DATA SUMMARY 9-12;
7. STATE MANDATED AND LOCAL SCHOOL SYSTEM TESTING;
8. DISCIPLINARY;
9. HEALTH SCREENING;
10. RECORD OF PHYSICAL EXAMINATION; AND,
11. MARYLAND STUDENT WITHDRAWAL/TRANSFER RECORD.[Provision shall be made for including at least the following:

1. Personal and family data including certification of name and date of birth
2. Test data, achievement records, and other evaluative information
3. Medical reports
4. Anecdotal reports
5. Psychological reports
6. Records of conferences
7. Copies of correspondence with parents and others concerning the child
8. Other records which may contribute to understanding and educational progress of the child.]

ALL STUDENT RECORDS WILL BE MAINTAINED IN ACCORDANCE WITH FEDERAL AND STATE LAWS GOVERNING EDUCATIONAL RECORDS. [All material in each student’s record except directory information shall be treated as confidential and shall be directly accessible only to the professional staff of the school system and others who have a legitimate educational interest and to the student’s parents and the student. At the discretion of school system authorities, psychological reports may be withheld from a student but not from his/her
parents. Any use of disclosure of a student’s records should contribute to the welfare and educational progress of the individual under consideration. Within forty-five (45) calendar days following a request from parents and at personal interviews with the parents, all items in a student’s record will be made available for review. All tests and evaluations will be translated into meaningful terms, and emphasis will be placed upon the relationships of all known factors influencing the educational development of the child. Baltimore County Public Schools retain the right to deny access to students’ records if the school system deems that such disclosure is not in the best educational interest of the student and that such denial would not constitute a violation of policy, state or federal law.

Baltimore County Public Schools also retain the right to deny access to directory information contained in students’ records unless access to such information is mandated by policy, state or federal law.

In any case in which disclosure of information would constitute a violation of a student’s and/or his/her parents’ rights under federal or state laws and regulations, such disclosure shall not be made.

THE BOARD OF EDUCATION DIRECTS THE SUPERINTENDENT TO DEVELOP RULES FOR MAINTAINING STUDENT RECORDS.

Legal References

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<td>34 CFR Part 99</td>
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Policy

Adopted: 4/10/69
Revised: 6/22/78

Board of Education of Baltimore County
RESOLUTION

WHEREAS, Professional social workers have over a century of experience helping individuals and effecting social change that benefits everyone; and

WHEREAS, Social work in schools celebrates the 100th year anniversary responding to factors in the community and family which prevent children from successful participation in educational programs; and

WHEREAS, Over 20,000 school social workers across the nation provide psycho educational services and develop programs which help children experience success in school; and

WHEREAS, School social work services began in Baltimore County during the 1993-1994 school year to provide assistance to students by alleviating those psychosocial problems that interfere with academic success; and

WHEREAS, School social workers provide therapeutic services to assist students in becoming more available for learning; and

WHEREAS, School social workers collaboratively assist staff in developing social-emotional learning objectives to assist students in meeting with academic success; and

WHEREAS, School social workers provide links between the home, school, and community to marshal those available resources to promote students’ academic achievement; and

WHEREAS, School social workers advocate that all students can achieve success in schools that are programmatically nurturing, safe, and orderly environments; and

WHEREAS, School social workers continue to promote the development of programs that will increase student achievement in all schools and encourage parental participation in the schools; now, therefore, be it

RESOLVED That the Board of Education of Baltimore County extends its deep appreciation to all school social workers for their dedicated and committed services to students and their families; and be it further

RESOLVED That the Board of Education of Baltimore County does hereby proclaim the month of March 2006 as Professional Social Work Month.

____________________________________   ______________________________
Thomas G. Grzymski, President     Joe A. Hairston, Secretary-Treasurer

March 14, 2006
DATE: March 14, 2006

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: POLICY 5250 – GRADUATION REQUIREMENTS

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

RESOURCE PERSON(S): Pat Baltzley, Director, Mathematics PreK-12

RECOMMENDATION

That the Board of Education approves the revised Policy 5250. The revised Policy 5250 and the newly created Rule 5250 governs graduation requirements and needs to be updated and revised to align to the state requirements for graduation. This is the first reading.

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Attachment I – Policy Analysis
Attachment II – Revised Policy 5250
Statement of Issues Addressed By the Proposed Policy

Due to recent changes in Code of Maryland Regulations (COMAR) that have directly impacted graduation requirements and the way credits are earned, it is necessary to update and revise Policy 5250, the Board policy that governs graduation requirements, to align to the state requirements. A workgroup was directed to review this policy and, at its recommendation, Policy 5250 was divided into the revised Policy and a new Rule. Revision to Policy 5250 includes a statement of Baltimore County’s commitment to graduating responsible, productive citizens while the creation of Rule 5250 outlines the requirements for graduation from Baltimore County Public Schools aligned with the Maryland State Graduation Requirements.

This policy has not been revised since October 14, 1997 and recent changes in regulations underscore the urgency for the system to revise Policy 5250; these changes need to be in place for the graduating class of 2006. Enacting these necessary revisions to Policy 5250 is necessary to ensure public clarity and compliance with state graduation requirements.

Cost Analysis and Fiscal Impact on School System

There is no new fiscal impact on the system as a result of the revised policy and new rule.

Relationship to Other Board of Education Policies

A related policy is: 5200 Promotion and Retention

Legal Requirement

The legal references included in this policy and rule provide a state basis for graduation requirements:

*Annotated Code of Maryland, Education Article, §7-205 (Promotion and Graduation of Students)*

*Code of Maryland Regulations*
13A.03.02.02 (Graduation Requirements for Public High Schools in Maryland -- Definitions)
13A.03.02.03 (Graduation Requirements for Public High Schools in Maryland -- Enrollment)
13A.03.02.04 (Graduation Requirements for Public High Schools in Maryland -- Credit Requirements)
13A.03.02.05 (Graduation Requirements for Public High Schools in Maryland – Other Provisions For Earning Credit)
13A.03.02.06 (Graduation Requirements for Public High Schools in Maryland – Student Service)
13A.03.02.07 (Graduation Requirements for Public High Schools in Maryland – State Assessments)
Similar Policies Adopted by Other School Systems

The Howard County Board of Education, Policy 2121: **Graduation Requirements** was reviewed and analyzed.

**Draft of Proposed Policy and Rule (see attached)**

**Other Alternatives Considered by Staff**

It is recommended that Policy 5250 be revised and its Rule 5250 be created to bring Baltimore County Public Schools into compliance with state graduation requirements.
STUDENTS: Reporting to Parents] GRADUATION REQUIREMENTS

Graduation

THE BOARD OF EDUCATION IS COMMITTED TO ENSURING THAT THE GRADUATES OF BALTIMORE COUNTY PUBLIC SCHOOLS WILL HAVE THE KNOWLEDGE, SKILLS, AND ATTITUDES TO REACH THEIR POTENTIAL AS RESPONSIBLE, PRODUCTIVE CITIZENS. THE BOARD RECOGNIZES THAT FULFILLING THIS COMMITMENT REQUIRES HIGH ACADEMIC STANDARDS; RIGOROUS, RELEVANT CURRICULA; EFFECTIVE, ENGAGING INSTRUCTION; AND FLEXIBILITY IN PROGRAMMING AND SUPPORT TO MEET THE DIVERSE NEEDS, APTITUDES, AND INTERESTS OF ALL STUDENTS. THE MISSION OF A HIGH SCHOOL IN BALTIMORE COUNTY PUBLIC SCHOOLS IS TO BUILD UPON THE STUDENTS’ PRIOR EDUCATIONAL EXPERIENCE AND TO HELP STUDENTS GROW ACADEMICALLY, ETHICALLY, AND SOCIALLY. WITHIN THE HIGH SCHOOL PROGRAM, STUDENTS WILL HAVE ACCESS TO A WIDE VARIETY OF COURSE OFFERINGS AND LEARNING EXPERIENCES THAT WILL INSTILL IN THEM THE CONFIDENCE AND COMPETENCE TO SUCCEED AND PROVIDE THEM WITH PATHWAYS TO REACH THEIR MAXIMUM POTENTIAL AS LIFE-LONG LEARNERS AND PRODUCTIVE CITIZENS IN A GLOBAL MARKETPLACE.

1. General Requirements

The Baltimore County Public Schools award high school diplomas and high school certificates. To earn a high school diploma from Baltimore County Public Schools, students must satisfactorily complete all state and county graduation requirements. Students with disabilities who cannot meet the requirements for a diploma may earn a high school certificate by meeting state and county requirements.

The Baltimore County Public Schools offer instructional programs that will permit high school students to complete their requirements for graduation in a manner that best suits their individual needs. It is the responsibility of the local school principal and the professional staff to plan with the students and their parents/guardians programs that have reasonable and feasible goals for satisfying state and county requirements.

2. Credit Requirements for Graduation and Single Diploma

A single diploma is authorized by the State for all graduates. For the Class of 1997 and beyond, the minimum number of credits required for high school graduation shall be twenty-one (21), of which seventeen (17) must be in the approved core of general
education courses and four (4) in an approved program sequence which prepares students for post-secondary education and/or entrance into the workforce.

Graduation credit requirements for students, Class of 1997 and beyond, shall be:

<table>
<thead>
<tr>
<th>AREA</th>
<th>UNITS OF CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (organized instruction in</td>
<td>4</td>
</tr>
<tr>
<td>listening and speaking, reading</td>
<td></td>
</tr>
<tr>
<td>and literature, and written</td>
<td></td>
</tr>
<tr>
<td>composition and use of language)</td>
<td></td>
</tr>
<tr>
<td>Fine Arts (visual arts, music,</td>
<td>1</td>
</tr>
<tr>
<td>theater, and/ or dance)</td>
<td></td>
</tr>
<tr>
<td>Mathematics (including 1 credit in</td>
<td>3</td>
</tr>
<tr>
<td>fundamental or advanced algebraic</td>
<td></td>
</tr>
<tr>
<td>concepts and topics and 1 credit</td>
<td></td>
</tr>
<tr>
<td>in fundamental or advanced</td>
<td></td>
</tr>
<tr>
<td>geometric concepts and topics;</td>
<td></td>
</tr>
<tr>
<td>other mathematics may be</td>
<td></td>
</tr>
<tr>
<td>substituted for identified high</td>
<td></td>
</tr>
<tr>
<td>school special education students)</td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Health Education</td>
<td>0.5</td>
</tr>
<tr>
<td>Science (earth, life, and /or</td>
<td>3</td>
</tr>
<tr>
<td>physical sciences in which</td>
<td></td>
</tr>
<tr>
<td>laboratory experiences are an</td>
<td></td>
</tr>
<tr>
<td>integral component)</td>
<td></td>
</tr>
<tr>
<td>Social Studies (including 1 credit</td>
<td>3.5</td>
</tr>
<tr>
<td>in United States history; 1 credit</td>
<td></td>
</tr>
<tr>
<td>in world history; 1 credit in</td>
<td></td>
</tr>
<tr>
<td>local, state, and national</td>
<td></td>
</tr>
<tr>
<td>government; and .5 credit in</td>
<td></td>
</tr>
<tr>
<td>economics)</td>
<td></td>
</tr>
<tr>
<td>Technology Education (1 credit</td>
<td>1</td>
</tr>
<tr>
<td>that includes the application of</td>
<td></td>
</tr>
<tr>
<td>knowledge, tools, and skills to</td>
<td></td>
</tr>
<tr>
<td>solve practical problems and</td>
<td></td>
</tr>
<tr>
<td>extend human capabilities)</td>
<td></td>
</tr>
</tbody>
</table>

In addition to meeting these specific credit requirements, a student shall complete at least one of the following program sequences:
4 credits in a state-approved sequence of courses in a career and technology program

or

2 credits in advanced technology courses and 2 credits in electives

or

2 credits in foreign language and 2 credits in electives.

Total number of credits = 21 + passing of Maryland competency tests

3. Competency Prerequisites for Graduation

To be eligible for graduation, all students must demonstrate the competencies listed in the State Board of Education approved Declared Competencies Index.

4. Student Services Learning Requirements for Graduation

To be eligible for graduation, all students must complete seventy-five (75) hours of approved student service learning.

5. High School Credit for Middle School Courses

Beginning with the 1997-98 school year, high school credit may be earned for middle school courses which meet the same curricular indicators established for high school courses by the Baltimore County Public Schools.

To be awarded high school credit for these courses, middle school students must complete the following requirements:

Pass the same end-of-course examination given to high school students in the same course and

Earn a passing final grade calculated according to the formula used by high schools in Baltimore County.

Taking the final examination is optional for middle school students. If students pass the course but choose not to sit for or do not pass the examination, they may take the net level course in high school, but they will not be awarded high school credit for the middle school course.

Middle school grades in these courses will not be included on transcripts. Credits only will be recorded on transcripts. There will be no effect on the high school grade point average (GPA) or quality point average (QPA).
6. Graduation Exercises

The professional staff shall arrange each spring for appropriate awards and recognition programs and graduation exercises. There shall be no formal graduation exercises for elementary or middle schools.

Legal References:  *Annotated Code of Maryland*, Education Article, § 7-205 (Promotion and Graduation of Students)

*Code of Maryland Regulations*
13A.03.02 (Graduation Requirements for Public High Schools in Maryland)
13A.03.01.03 (Competency Prerequisites for Graduation)
DATE: March 14, 2006

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: REPORT ON PRE-K THROUGH 12 MATHEMATICS

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

RESOURCE PERSON(S): Patricia Baltzley, Director of Mathematics, PreK-12

INFORMATION

The Board of Education will be updated on the Plan of Action for Mathematics Pre-K through 12.

Attachment I – Executive Summary
Attachment II – PowerPoint™ presentation
THE PLAN OF ACTION FOR MATHEMATICS PreK-12

Executive Summary

March 14, 2006

The Blueprint for Progress Report on Results for School Year 2004-2005 submitted to the Board of Education earlier this school year, shows the state of mathematics achievement in Baltimore County. Each grade level on the Maryland School Assessment (MSA) continues to achieve an increase from the previous year. However, as the difficulty of mathematical content increases each year, consideration needs to be given to ensuring that the level of mathematical instruction and curriculum support is provided for all students to move toward proficiency each year. Algebraic thinking and concepts must permeate all mathematics instruction from preK through grade 12 in order for students to be successful in Algebra I, a graduation requirement for all students in the classes of 2009 and beyond.

The preK-12 mathematics program in Baltimore County Public Schools stands on the threshold of change. With a revised Algebra I curriculum in place this school year, a middle school program for algebraic thinking and a new elementary mathematics program slated for next school year, student achievement will increase. Performance Goal 1 in the Blueprint for Progress clearly outlines the expectations for all Baltimore County Public School students: “By 2012, all students will reach high standards, as established by the Baltimore County Public Schools and State performance level standards, in reading/language arts, mathematics, science and social studies.”

For the class of 2009, all diploma bound students must pass the Algebra/Data Analysis High School Assessment to graduate. A process of continued, high quality professional development and constant monitoring of classrooms by principals, area assistant superintendents, and central office has been developed to ensure full implementation of the Algebra I program. Algebra I benchmarks will be administered quarterly prior to the HSA in May. Two additional courses for students with special needs, recommended through their IEP team process, are in place. These courses, Algebra and Data Analysis Adapted and Algebraic Functions Adapted, provide the opportunity for students with significant mathematics disabilities to have access to the Algebra I curriculum and appropriate preparation for the High School Assessment in Algebra/Data Analysis.

Under Dr. Hairston’s leadership, an expectation of rigorous coursework has been established so that all students will be proficient on the Algebra HSA and will be prepared to enroll in Advanced Placement and college preparatory courses. Diploma bound students receive credits in Algebra I, Geometry, and Algebra II – all courses needed to be successful on the SAT and needed for success in college and the work world. Baltimore County Public Schools is committed to mathematics achievement for all students and will provide the necessary support for all students to have opportunities for success in mathematics.
What will our graduates look like mathematically?

- Mathematically numerate
- Algebraic thinkers
- Problem solvers
- Ready for college or work after high school
- Masters of the HSA Algebra – all students will need to take and **PASS** the HSA Algebra in order to graduate

We need to have our students prepared!
PreK-12 Preparation

Systemwide curriculum for every grade that affords all students the opportunity to progress through a continuum of mathematics to prepare them for a competence in mathematics

- Knowledge of Algebra, Patterns, and Functions
- Knowledge of Geometry
- Knowledge of Measurement
- Knowledge of Statistics
- Knowledge of Probability
- Knowledge of Number Relationships and Computation/Arithmetic
Goal for PreK-12

The development of algebraic thinking for student success in mastering algebra
MSA/HSA Results 2004-2005

<table>
<thead>
<tr>
<th>Grade</th>
<th>2004</th>
<th>2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>73.1</td>
<td>78.2</td>
</tr>
<tr>
<td>4</td>
<td>72.0</td>
<td>77.3</td>
</tr>
<tr>
<td>5</td>
<td>61.6</td>
<td>69.9</td>
</tr>
<tr>
<td>6</td>
<td>50.8</td>
<td>58.6</td>
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<tr>
<td>7</td>
<td>52.2</td>
<td>57.9</td>
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<tr>
<td>8</td>
<td>47.8</td>
<td>52.6</td>
</tr>
<tr>
<td>MSA/HSA Algebra</td>
<td>51.0</td>
<td>50.0</td>
</tr>
</tbody>
</table>
MSA/HSA Action

MSA/HSA Algebra/Data Analysis in 2004-2005

50% of Baltimore County students passed.
82% of middle school students passed.
25% of high school students passed.
11% of special education students passed.

In 2006, the AYP for mathematics will be based on the students’ performance on the HSA Algebra/Data Analysis.

The Classes of 2009 and beyond are required to pass the HSA Algebra/Data Analysis in order to graduate.
Prior Actions

2000-2004

- Aligned Algebra I curriculum to the Core Learning Goals
- Eliminated all low-level mathematics courses
- Created countywide unit summative assessments
- Provided professional development to teachers on the specifics of the HSA and rangefinding
- Backward mapped Algebra I curriculum into grades K-8
Prior Actions

2004-2005

- Revised Algebra I curriculum with support from a new textbook
- Revised unit assessments and created benchmarks to monitor students’ progress toward mastering the Core Learning Goals
- Provided a week-long professional development for all Algebra I teachers
- Continued to support algebra concepts introduced in the elementary grades
The Action for 2005-2006

- Implement a revised Algebra I county program
- Monitor the implementation of new courses, *Algebra and Data Analysis Adapted* and *Algebraic Functions Adapted*
- Implement countywide benchmarks and school-based short-cycle assessments
- Provide sustained, high quality professional development
- Provide support to priority schools
- Pilot the Algebra I course of the Grade 9 Concepts of Physical Science as Applied to Biology program
The Action for 2006-2007

- Continue to monitor the effective implementation of the BCPS Algebra I curriculum
- Continue to offer sustained, high-quality professional development for all Algebra I teachers
- Continue to analyze data and support students through the administration of the countywide benchmarks
- Continue to provide support to priority schools
## MSA/HSA Results 2004-2005

<table>
<thead>
<tr>
<th>Grade</th>
<th>2004</th>
<th>2005</th>
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<tbody>
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<td>50.0</td>
</tr>
</tbody>
</table>
MSA/HSA Action

- As our scores at each grade level continue to increase each year, consideration needs to be made for the increasing difficulty of content from grade to grade.

- The BCPS middle school mathematics program must provide all of our students with the learning necessary to be prepared for success with Algebra I in grade 9.
Prior Actions

2002-2005

- Aligned countywide middle school curricula to the Voluntary State Curriculum
- Created MSA resources for use in classrooms
- Created benchmarks to monitor the progress of students towards mastery of the VSC
- Established cohorts for teacher to become highly qualified
- Developed a rigorous Pre-algebra course for grades 7 and 8
- Provide support for priority schools
The Action for 2005-2006

- Strengthen the alignment of the current middle school curriculum to the Voluntary State Curriculum
- Monitor the implementation of the countywide Pre-algebra program
- Provide resources for MSA review for all schools
- Provide sustained, high-quality professional development for all middle school teachers
- Continue to support priority schools
The Action for 2006-2007

- Review of Middle School Program
  - With a focus on results for special education and English Language Learners
- Proposal in FY07 Budget for *Algebraic Thinking* for Grades 6 and 7
- Continuation of programs to improve highly qualified status of middle school teachers
- Sustained, high quality professional development
### MSA/HSA Results 2004-2005

<table>
<thead>
<tr>
<th>Grade</th>
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<th>2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>73.1</td>
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<td>52.6</td>
</tr>
<tr>
<td>MSA/HSA Algebra</td>
<td>51.0</td>
<td>50.0</td>
</tr>
</tbody>
</table>
MSA/HSA Action

- Strong elementary MSA Scores that continue to increase

- Development of content knowledge of elementary teachers that promotes understanding of mathematics by all students

- Development of algebraic thinking that provides foundation for Algebra I success
Prior Actions

2000-2005

- Aligned curricula to the Voluntary State Curriculum
- Created planning grids to support instruction in the elementary classrooms
- Developed unit summative assessments to help teachers monitor students’ progress towards mastery on the MSA
- Provided professional development for all teachers in content and MSA specifics
- Hired STEM resource teachers for 38 schools
- Established cohorts for teachers to increase their mathematics content knowledge
The Action for 2006-2007

New Elementary Mathematics Textbook Program

Grades 1-5
Scott Foresman-Addison Wesley
Core Basal Textbook

Kindergarten – *Investigations* exclusively
The Action for 2006-2007

- Provide for key staff development to emphasize components of the program
- Revise the Planning Grids, Summative Assessments, and Assessment Calendars
  - Align with Voluntary State Curriculum
  - Backwards map from Algebra I
  - Develop number sense and algebraic thinking
- Continue with extensive, regular professional development
- Pilot Project SEED in identified schools to promote mathematical discourse
Blueprint for Progress

- Mathematics achievement for ALL students
- Necessary support provided for ALL students
- Content knowledge and pedagogy for ALL teachers
- Sustained professional development
- Rigorous coursework for ALL students
DATE: March 14, 2006
TO: BOARD OF EDUCATION
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: REPORT ON SCOPE AND SCALE OF HIRING PROCESS
ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services
RESOURCE PERSON(S): Dr. Donald Peccia, Assistant Superintendent of Human Resources and Government Relations
Dr. Alpheus Arrington, Director of Human Resources

INFORMATION

The Board of Education will be updated on the Scope and Scale of the Hiring Process.

Attachment I – Executive Summary
Attachment II – PowerPoint™ presentation
Department of Human Resources
Scope and Scale of Hiring Process

Executive Summary

This report focuses on the Scope and Scale of the Hiring Process. Currently, there are 17,050 employees in the Baltimore County School System. Of this number, 8,828 are teachers. In addition, there are 601 other certificated employees and 7,621 support staff. The Office of Personnel in the Department of Human Resources is responsible for recruiting and hiring “highly qualified” teachers and support personnel which are critical to achieving Baltimore County Public Schools goals as outlined in the Blueprint for Progress.

The Maryland State Department of Education (MSDE) current staffing report for 2005-2006 identifies the following subjects as critical shortage: Special Education, Mathematics, Sciences, Early Childhood Education, Spanish, ESOL, Health and English. In addition to the critical shortage areas, MSDE has projected teacher vacancies to far exceed the number of teachers graduating from Maryland’s colleges and universities. These statistics related to the number of vacancies compared to the number of teachers graduating from colleges and universities in Maryland present an ongoing challenge to the Department of Human Resources to recruit, hire and retain exceptional qualified employees for the Baltimore County School System and meet the requirements of the No Child Left Behind Act (NCLB).

The following personnel officers are responsible for recruiting and hiring highly qualified teachers, administrators and support staff for BCPS:

1. Cynthia Hamlet, Personnel Officer, Support Services
2. Joyce Reier, Personnel Officer, Special Education and Liaison to Central Area
3. Herman James, Personnel Officer, Elementary and Science Teachers and Liaison to Northwest Area
4. Angelia Nicholas, Personnel Officer, Elementary, Reading Specialist and Liaison to Southwest Area.
5. Dr. Raymond Banks, Personnel Officer for Social Studies, Physical Education, Health, Art and Liaison to Northeast Area
7. Ken Kuyawa, Personnel Officer, Certification.

Summary

The Department of Human Resources is committed to recruiting and hiring “highly qualified” teachers and support staff for all schools. Personnel Officers and support staff participate in a number of ongoing activities that are vital to recruiting and maintaining a highly competent work force. The 2005-2006 Staffing Plan is guided by the requirements of the No Child Left Behind Act of 2001 and the Blueprint for Progress.
Baltimore County Public Schools

Scope and Scale
Of the Hiring Process
2005 - 2006

Dr. Donald A. Peccia
Assistant Superintendent, Human Resources
and Governmental Relations

Dr. Alpheus Arrington, Jr.
Director of Personnel
OVERVIEW

- Mission Statement
- BCPS Employees
- Challenges
- Meeting the Challenge
  - Personnel Officers
  - Activities
- Summary
Department of Human Resources

Mission Statement

The mission of the Department of Human Resources is to assist in providing the highest quality educational program for all children by hiring and retaining exceptional employees; by providing a broad spectrum of support services for prospective, current, and former employees; and by promoting invitational relationships with our many communities.
## Current BCPS Employees

### 2005-2006

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>Total Employees</td>
<td>17,050</td>
</tr>
<tr>
<td>Teachers</td>
<td>8,828</td>
</tr>
<tr>
<td>Other Certificated Employees</td>
<td>601</td>
</tr>
<tr>
<td>Support Staff</td>
<td>7,621</td>
</tr>
</tbody>
</table>

### Newly Hired 2005 – 2006

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
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<tbody>
<tr>
<td>Certificated</td>
<td>1,148</td>
</tr>
<tr>
<td>Support Staff</td>
<td>526</td>
</tr>
</tbody>
</table>
Scope and Scale of the Hiring Process

Recruiting, hiring, and retaining highly qualified teachers, administrators and support staff is critical to achieving Baltimore County Public Schools’ goals as outlined in the *Blueprint for Progress*. 
Scope and Sequence of the Hiring Process

The Challenges
MSDE Projects
Critical Shortage Areas to be:

- Special Education
- Mathematics
- Science
- Early Childhood
- Spanish
- ESOL
- Health
- English

MSDE PROJECTIONS: VACANCIES VS. MD TRAINED TEACHERS

Source: MSDE, Maryland Teacher Staffing Report 2005-2007
MSDE PROJECTIONS: VACANCIES VS. MD TRAINED TEACHER

Source: MSDE, Maryland Teacher Staffing Report 2005-2007
Local Demand for New Teachers

<table>
<thead>
<tr>
<th>County</th>
<th>Demand</th>
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</thead>
<tbody>
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<td>Prince George’s County</td>
<td>1,281</td>
</tr>
<tr>
<td>Montgomery County</td>
<td>970</td>
</tr>
<tr>
<td>Baltimore County</td>
<td>889</td>
</tr>
<tr>
<td>Anne Arundel County</td>
<td>727</td>
</tr>
<tr>
<td>Baltimore City</td>
<td>449</td>
</tr>
<tr>
<td>Howard County</td>
<td>325</td>
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<tr>
<td>Harford County</td>
<td>233</td>
</tr>
<tr>
<td>Carroll County</td>
<td>205</td>
</tr>
</tbody>
</table>

Source: MSDE
Personnel Officer – Support Services
Cynthia Hamlet

- Classified (clerical, paraeducators, transportation, food and nutrition services, facilities, and trades)
- Professional Support
- Recruits contractual and support staff
- Weekly community recruitment sessions
- Administration of payroll, transfers, promotions, leaves, separations and educational reimbursements
Personnel Officer

Joyce Reier

- Special Education K-12
- Occupational Therapists
- Physical Therapists
- Hearing Impaired
- Speech Language Pathologists

Personnel’s Liaison to the Central Area
Personnel Officer

Herman James

• Elementary Teachers
  Northwest and Southeast Areas

• Science Teachers

Personnel’s Liaison to the Northwest Area
Personnel Officer

Angelia Nicholas

- Elementary Teachers
- Reading Teachers
- Reading Specialists

Personnel’s Liaison to the Southwest Area
Personnel Officer

Dr. Raymond Banks

• Social Studies Teachers
• Guidance Counselors
• Physical Education
• Health/Dance
• Art
• Family Studies

Personnel’s Liaison to the Northeast Area
Personnel Officer

Mary Larson

- English Teachers
- World Languages
- Social Workers
- Psychologists
- Pupil Personnel Workers
- Cooperative Education
- Nurses

Recruitment Coordinator
Personnel Officer

Dr. Wilbert Hawkins

- Mathematics
- Music
- Business Education
- Technology Education
- Library Media
- ROTC

Personnel’s Liaison to the Southeast Area
Personnel Officer – Certification

Kenneth Kuyawa

- Certification Renewals – 1500 each year
  Initial Certificate Requests (New Hires) – 900+
- School Visits 2005-2006
  32 Schools with 781 individual teacher conferences
- Individual teacher appointments in the office - 260
  Recording of teacher college and in-service course completions – over 3,500 each year
Meeting the Challenge

Ongoing Activities

- Developing and maintaining relationships with local colleges
- Recruitment trips
- New teacher orientation
- Certification Review to assure attainment of HQ status
- Consultation with principals to fill vacancies as they occur
Meeting the Challenge
Ongoing Activities

• Promoting alternate pathways to certification
  ✈ Developing Troops to Teachers program
  ✈ Developing and monitoring the Resident Teacher programs
  ✈ Advertising programs
  ✈ Meeting with candidates and evaluating credentials
• Posting job advertisements, screening applicants, conducting interviews, and notifying applicants of decision
• Maintaining applicant database
Meeting the Challenge
Ongoing Activities

• Monthly application reviews, and personal follow-up with applicants regarding status
• Communicating with subject coordinators/supervisors
• Processing COS (Change of Status)
• Updating and sharing Department Chair Pools with Area Assistant Superintendents and Principals
• School Visits (Personnel Officers/Certification Teams)
Recruitment Activities

• **Local Recruitment**
  ✤ Recruitment teams attend job fairs and partner with education departments at more than 15 Maryland colleges and universities
  ✤ BCPS Timonium Job Fair and BCPS Special Education Job Fair

• **Regional/National Recruitment**
  ✤ Recruitment teams attend more than 50 job fairs and campus recruitment events in more than 16 states and the District of Columbia. These recruitment events draw students and teachers from more than 250 colleges and universities.

• **International Recruitment**
  ✤ Recruitment of special education and science teachers from Philippines

• **Minority Recruitment**
  ✤ Actively recruit at more than 15 Historically Black Colleges and Universities and Hispanic-Serving Institutions

• **Targeted Shortage Area Recruitment**
  ✤ Actively recruit at national and regional conferences attended by teachers in critical shortage areas
Meeting the Challenge

September-October-November

- Analyze the past hiring season
- Set recruitment priorities
- Formalize recruitment schedule
- Place over 200 fall teacher interns
- Host reception for teacher interns
- International recruiting
- Formalize Resident Teacher agreements
- Set monthly screening sessions
- On-going staff development
Meeting The Challenge

December-January-February

• Hire Great Beginnings Teachers
• Place 250 Teacher Interns for Spring
• Reception for Teacher Interns
Meeting The Challenge

March-April-May

• Review Principals’ Organization Reports
• Expo/Job Fair
• Special Education Job Fair
• Distribute Declaration of Intent for Teacher Transfer requests, retirements, and resignations
Meeting the Challenge

June-July-August

- Collaborating with Position Management to verify and account for every vacancy
- Screening applicants and determining certification and HQ status
- Scheduling interviews at schools for out-of-state applicants
- Consulting with principals re: specific school and program needs
- Processing transfers in compliance with BCPS guidelines
- Processing new hires
Baltimore County Public Schools  
Towson, Maryland 21204  

March 14, 2006  

Recommended Transfers  

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tyest Gant</td>
<td>Assistant Principal</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective July 1, 2006)</td>
<td>Woodlawn Middle School</td>
<td>Woodlawn Middle School</td>
</tr>
<tr>
<td></td>
<td>1.0 year in Current Position</td>
<td></td>
</tr>
<tr>
<td>Deborah M. Gibson</td>
<td>Assistant Principal</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective July 1, 2006)</td>
<td>Kenwood High School</td>
<td>Woodlawn Middle School</td>
</tr>
<tr>
<td></td>
<td>2.0 years in Current Position</td>
<td></td>
</tr>
<tr>
<td>Damien B. Ingram</td>
<td>Assistant Principal</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective July 1, 2006)</td>
<td>Woodlawn Middle School</td>
<td>Woodlawn Middle School</td>
</tr>
<tr>
<td></td>
<td>2.0 years in Current Position</td>
<td></td>
</tr>
<tr>
<td>Michael D. Knight, Jr.</td>
<td>Assistant Principal</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective July 1, 2006)</td>
<td>Woodlawn Middle School</td>
<td>Woodlawn Middle School</td>
</tr>
<tr>
<td></td>
<td>1.0 year in Current Position</td>
<td></td>
</tr>
<tr>
<td>Brian W. Scriven</td>
<td>Principal</td>
<td>Principal</td>
</tr>
<tr>
<td>(Effective July 1, 2006)</td>
<td>Woodlawn Middle School</td>
<td>Woodlawn Middle School</td>
</tr>
<tr>
<td></td>
<td>2.0 years in Current Position</td>
<td></td>
</tr>
</tbody>
</table>


Baltimore County Public Schools  
Towson, Maryland 21204  

March 14, 2006  

Retirements  

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School/Office</th>
<th>Years of Service</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geraldine Amoriello</td>
<td>Guidance Counselor</td>
<td>Cromwell Elem. Magnet</td>
<td>30.0</td>
<td>7-01-06</td>
</tr>
<tr>
<td>Marilyn Ann Dobyns</td>
<td>Principal</td>
<td>Milbrook Elementary</td>
<td>31.6</td>
<td>3-01-06</td>
</tr>
<tr>
<td>Dennis Duda</td>
<td>Psychologist</td>
<td>Student Support Services</td>
<td>11.5</td>
<td>2-01-06</td>
</tr>
<tr>
<td>Romeo Fulcher</td>
<td>Teacher</td>
<td>Lansdowne High</td>
<td>28.6</td>
<td>3-01-06</td>
</tr>
<tr>
<td>Kim Lehr</td>
<td>Teacher</td>
<td>Oakleigh Elementary</td>
<td>25.5</td>
<td>2-01-06</td>
</tr>
<tr>
<td>Mary McCleave</td>
<td>Bus Attendant</td>
<td>Transportation</td>
<td>7.5</td>
<td>2-01-06</td>
</tr>
<tr>
<td>Paula Mcnamara</td>
<td>Teacher</td>
<td>Bridge Center</td>
<td>24.8</td>
<td>7-01-06</td>
</tr>
<tr>
<td>C. Patricia Miller</td>
<td>Teacher</td>
<td>Seventh District Elem.</td>
<td>31.2</td>
<td>7-01-06</td>
</tr>
<tr>
<td>Susan Weisman</td>
<td>Reading Specialist</td>
<td>Summit Park Elem.</td>
<td>33.9</td>
<td>7-01-06</td>
</tr>
<tr>
<td>Linda Wood</td>
<td>Teacher</td>
<td>Stoneleigh Elementary</td>
<td>30.0</td>
<td>7-01-06</td>
</tr>
</tbody>
</table>

As of 2/28/06
March 14, 2006

RESIGNATIONS

ELEMENTARY – 21

Catonsville Elementary School
Jennifer P. Vulgaris, 06/30/06, 4.0 yrs.
Grade 5

Grange Elementary School
Kimberly DiPaula, 06/30/06, 4.0 yrs.
Grade 2

Hebbville Elementary School
Susana V. Hill, 06/30/06, 4.0 yrs.
Kindergarten

Danielle C. Lewis, 06/30/06, 2.0 yrs.
Grade 4

Stephanie E. Reese, 06/30/06, 1.3 yrs.
Grade 1

Courtney E. Russell, 06/30/06, 3.0 yrs.
Grade 3

Jacksonville Elementary School
Megan K. Crowley, 06/30/06, 7.0 yrs.
Speech/Language Pathologist

Logan Elementary School
April N. Collins, 06/30/06, 5.0 yrs.
Kindergarten

Mars Estates Elementary School
Carin A. Reider, 02/10/06, 6.0 mos.
Special Education

New Town Elementary School
Golan Avraham, 06/30/06, 5.0 yrs.
Grade 4

Nicole L. Lewis, 06/30/06, 5.0 yrs.
Grade 4

Pleasant Plains Elementary School
Michael T. Moyer, 06/30/06, 3.0 yrs.
Grade 3

Seven Oaks Elementary School
Chara L. Pitarra, 06/30/06, 8.0 yrs.
Grade 3

Sussex Elementary School
Deena B. Rubinstein, 06/30/06, 1.2 yrs.
Grade 5

Villa Cresta Elementary School
Amber N. Miller, 06/30/06, 3.7 yrs.
Technology Integration

Lora H. Shannon, 06/30/06, 5.0 yrs.
Physical Education

Warren Elementary School
Elizabeth E. Wallace, 06/30/06, 3.0 yrs.
Grade 1

Westchester Elementary School
Mark A. Bixler, 06/30/06, 5.0 yrs.
Grade 5

Christine M. Grier, 02/24/06, 8.6 yrs.
Reading Specialist
Winand Elementary School
Jane E. Conard, 06/30/06, 1.0 yr.
Grade 4

Woodmoor Elementary School
Lindsey E. Peirce, 06/30/06, 3.0 yrs.
Grade 4

SECONDARY – 16
Arbutus Middle School
Angela J. Wiley, 02/23/06, 1.1 yrs.
Mathematics

Carver Center for Arts and Technology
Drury P. Bynum, 02/16/06, 2.6 yrs.
Vocational

Dundalk High School
Michael R. Trimmer, 01/31/06, 1.5 yrs.
Physical Education

New Town High School
Andrea K. Clark, 06/30/06, 2.0 yrs.
Science

Lysti A. Weatherly-Cannon, 06/30/06, 1.0 yr.
Art

Patricia K. Yarborough, 06/30/06, 1.0 yr.
English

Parkville High School
Allison Jefferson, 02/24/06, 6.6 yrs.
Special Education

Patapsco High School
Sarah R. Bloch-Depue, 06/30/06, 1.0 yr.
Spanish

Pikesville High School
Jan Paul Miller, 02/15/06, 5.0 mos.
English

Stacey T. White, 06/30/06, 1.0 yr.
Mathematics

Pikesville Middle School
Susan M. Altland, 06/30/06, 9.0 mos.
Speech Language Pathologist

Sparrows Point High School
Bradley T. Bennett, 03/07/06, 8.6 yrs.
Mathematics

Sudbrook Magnet Middle School
Evelyn C. Balmores, 01/31/06, 4.0 mos.
Mathematics

Woodlawn Middle School
Judith R. Booker, 01/23/06, 5.0 mos.
Reading

Sherri L. Eckhardt, 02/04/06, 3 weeks
English

Tania F. Tydings, 02/10/06, 6.0 mos.
English

SEPARATIONS FROM LEAVE – 13
Kristina M. Bayne, granted Child Rearing Leave, 04/27/04 – 04/27/06, resigned 04/26/06, 8.5 yrs.
Lisa Marie Brown, granted Child Rearing Leave, 02/10/04 – 02/10/06, resigned 01/31/06, 6.4 yrs.
Cynthia L. Burkhardt, granted Child Rearing Leave, 07/28/04 – 06/30/06, resigned 06/30/06, 10.0 yrs.
Jennifer C. Davidson, granted Child Rearing Leave, 11/20/04 – 06/30/06, resigned 06/30/06, 8.0 yrs.
Kathleen A. Egan, granted Child Rearing Leave, 10/01/05 – 06/30/07, resigned 01/27/06, 9.5 yrs.
Lori L. Gebhard, granted Unusual or Imperative Leave, 07/01/05 – 06/30/06, resigned 06/30/06, 7.0 yrs.
Karin E. Hutchinson, granted Child Rearing Leave, 06/21/04 – 06/30/06, resigned 01/31/06, 9.5 yrs.
Catherine M. Konkle, granted Child Rearing Leave, 07/01/05 – 06/30/06, resigned 05/01/06, 2.8 yrs.
Stacy B. Lunenfeld, granted Child Rearing Leave, 01/05/05 – 06/30/06, resigned 06/30/06, 12.0 yrs.
Susan R. Patras, granted Child Rearing Leave, 07/01/05 – 07/01/06, resigned 06/13/06, 16.0 yrs.
Helene Schuster, granted Child Rearing Leave, 01/26/05 – 06/30/06, resigned 02/02/06, 3.5 yrs.
Kristie L. Webster, granted Child Rearing Leave, 04/23/04 – 06/30/06, resigned 06/30/06, 5.0 yrs.
Jennifer J. Zabora, granted Child Rearing Leave, 07/01/05 – 07/01/06, resigned 02/14/06, 11.6 yrs.
BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204

March 14, 2006

LEAVES

CHILD REARING LEAVE

TRACY NELSON EASTWOOD – (Elementary) – Formerly Lansdowne Middle School
Effective July 19, 2006, through June 30, 2008

LEIGH CALABRO HART – (Elementary) – Seneca Elementary School
Effective February 2, 2006, through June 30, 2008

TINA WASOWICZ MCGINN – (Social Studies) – Dulaney High School
Effective May 8, 2006, through May 8, 2008

DENISE VITA STAMP – (Elementary) – Timber Grove Elementary School
Effective August 5, 2006, through June 30, 2007

MILITARY LEAVE

JOHN MOSCATO - (Technology Education) - Woodlawn High School
Effective February 13, 2006, through October 4, 2006

PERSONAL ILLNESS LEAVE

MARIANNE CULBERTSON – (English) Ridgely Middle School
Effective March 1, 2006, through June 30, 2006

UNUSUAL OR IMPERATIVE LEAVE

KAREN THOMPSON – (Bus Attendant) – Inwood Bus Lot (SW Area)*
Effective January 7, 2006, through June 30, 2006

*Non-member Maryland State Retirement System & Pension System

DOP: 3/15/2006
DECEASED

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

GWENDOLYN Q. KELLAM
Guidance
Woodlawn High School
January 19, 2006
Baltimore County Public Schools

Date: March 14, 2006

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: ADVISORY COUNCIL MEMBER APPOINTMENT – NORTHWEST AREA

ORIGINATOR: Dr. H. Scott Gehring, Area Assistant Superintendent, Northwest

RESOURCE PERSON (S): Dr. H. Scott Gehring, Area Assistant Superintendent, Northwest

Recommendation

That Debbie Levitt be appointed as a member to the Northwest Advisory Council.

*****

Debbie Levitt has been recommended by the Northwest Advisory Council to serve as a member on the Council.
Baltimore County Public Schools

Date: March 14, 2006

To: Board of Education

From: Joe A. Hairston, Superintendent

Re: Recommendations for Award of Contracts

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

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

Recommendation

That the Board of Education approves the following contract recommendations.

*****

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

RLG/caj

Appendix I – Recommendations for Award of Contracts – Board Exhibit
Recommendations for Award of Contracts
Board Exhibit – March 14, 2006

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

1. **Contract Extension:** Cleaning and Pumping of Septic Systems  
   **Contract #:** 5-539-01

   **Term:** Extension: 2 year  
   **Contract Ending Date:** 2/28/08 (tentative)

   **Estimated annual award value:** $25,000
   **Estimated total award value:** $50,000

   **Bid issued:** February 1, 2001  
   **Pre-bid meeting date:** February 15, 2001

   **Due date:** March 1, 2001

   **No. of vendors issued to:** 13  
   **No. of bids received:** 4

   **No. of no-bids received:** 0

**Description:**

This is a two-year extension of a five-year contract approved by the Board of Education on April 24, 2001, to provide septic tank system pumping and cleaning.

**Recommendation:**

Award of contract is recommended to:

   Freedom Septic Service, Inc.  
   Sykesville, MD

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

**Contact person:** Cathy Burns

**Funding source:** Operating budget
2. **Contract Extension:** Voyager Expanded Learning  
   **Contract #:** JSN-744-06

   **Term:** 5 year  
   **Extension:** 0  
   **Contract Ending Date:** 5/1/11 (tentative)

   **Estimated annual award value:** $90,000  
   **Estimated total award value** $450,000

   **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:**

In 2001, Baltimore County Public Schools entered into an agreement with Voyager Expanded Learning to purchase a series of educational modules for use in the Summer School Program. These modules have been upgraded to include fluency and phonics review and to meet the federal guidelines for No Child Left Behind. The Office of Alternative Education/Dropout Prevention/Summer School would like to purchase these updated teacher and student kits to continue this program as part of the summer school curriculum.

**Recommendation:**

Aware of contract is recommended to:

   Voyager Expanded Learning  
   Dallas, Texas

   **Responsible school or office:**  
   Office of Alternative Education/Dropout Prevention/Summer School

   **Contact person:**  
   Michael A. Kulansky

   **Funding source:**  
   Operating budget and Title I funds
3. **Contract**: Trucks and Vans
   **Contract #**: JMI-640-06

   **Term**: 3 month  **Extension**: 0  **Contract Ending Date**: 06/30/06 (tentative)

   **Estimated annual award value**: NA  **Estimated total award value**: $ 873,934

   **Bid issued**: January 19, 2006  **Pre-bid meeting date**: February 2, 2006  **Due date**: February 16, 2006

   **No. of vendors issued to**: 4  **No. of no-bids received**: 0  **No. of bids received**: 3

   - Criswell Chevrolet  Gaithersburg, MD
   - Jerry’s Chevrolet  Baltimore, MD
   - Penn GMC  Baltimore, MD

**Description:**
Specifications for solicitation were designed to qualify and select contractor(s) to furnish and deliver current year models of trucks and vans equipped as specified by BCPS for a firm-fixed price per vehicle. Award of contracts are recommended to the lowest-priced bidders meeting specifications. The Office of Transportation will purchase 11 trucks of various models, and the Office of Food and Nutrition Services will purchase four cargo vans and one refrigerated cargo truck.

**Recommendation:**

Award of contract is recommended to:

- Criswell Chevrolet  $598,067  (7 trucks)  Baltimore, MD
- Penn GMC  $ 45,005  (3 trucks)  Baltimore, MD
- Jerry’s Chevrolet  $ 44,556  (1 truck)  Gaithersburg, MD
- Penn GMC  $186,306  (5 trucks for OFNS)  Baltimore, MD

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

**Contact person:**
Wayne Hopkins, Office of Transportation
Karen Levenstein, Office of Food & Nutrition Services

**Funding source:**
Operating Budget (Lease Purchase) and Office of Food and Nutrition Services’ Enterprise Funds
4. **Contract Modification:** Design Services – Vincent Farms Elementary School  
   **Contract #:** MWE-815-06 (PS #06)

<table>
<thead>
<tr>
<th>Term:</th>
<th>N/A</th>
<th>Extension:</th>
<th>N/A</th>
<th><strong>Contract Ending Date:</strong></th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated award value:</td>
<td>$1,194,855</td>
<td>Estimated modification amount:</td>
<td>$45,025</td>
<td>Estimated total award value:</td>
<td>$1,239,880</td>
</tr>
</tbody>
</table>

| 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 November 22, 2005, the Board of Education approved the selection of Grimm & Parker Architects, Inc., to provide professional design services for the Vincent Farms Elementary School project. On December 20, 2005, the Board of Education approved the fee for this firm to design the Vincent Farms Elementary School. In order to complete an analysis as to the feasibility of utilizing a geothermal heat pump system for the new elementary school, a design contract modification is necessary. The scoped work includes: establishing a location for a bore hole field coordinated with the site design and utility design; drilling several test bore holes if site/soil conditions allow design of the geothermal system; and review drilling/installation during construction. A contract modification to the consultant’s fee is required to perform this study.

**Recommendation:**

Award of contract modification is recommended to:

- Grimm & Parker Architects, Inc.  
  Calverton, MD

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

**Contact person:**  
Richard H. Cassell, PE

**Funding source:**  
Capital budget
5. **Contract Modification**: Various Construction Packages 9-A, 9-D, 12-A and 15-B – Windsor Mill Middle School  
**Contract #:** PCR-282-05; PCR-275-05

<table>
<thead>
<tr>
<th>Term:</th>
<th>N/A</th>
<th>Extension:</th>
<th>N/A</th>
<th>Contract Ending Date:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated annual award value:</td>
<td>N/A</td>
<td>Estimated modification amount:</td>
<td>$25,557</td>
<td>Estimated total award value:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

| 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:**

This contract modification consists of increasing the height of the science classroom casework from 29.5” to 36” at the request of the Office of Science.

**Recommendation:**

Award of contract modification is recommended to:

- Manganaro Mid-Atlantic LLC (9-A drywall) Beltsville, MD  
- R H Fewster Painting Co. (9-D painting) Baltimore, MD  
- Steel Products, Inc. (12-A casework) Rockville, MD  
- Chasney & Co., Inc. (15-B plumbing) Baltimore, MD

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

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

**Funding source:** Capital budget
6. **Contract:** ADA Restroom Upgrades – Red House Run Elementary School  
**Contract #:** PCR-226-06  

<table>
<thead>
<tr>
<th>Term:</th>
<th>N/A</th>
<th>Extension:</th>
<th>N/A</th>
<th><strong>Contract Ending Date:</strong></th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated annual award value:</td>
<td>$142,900</td>
<td>Estimated modification amount:</td>
<td>14,290</td>
<td>Estimated total award value:</td>
<td>$157,190</td>
</tr>
</tbody>
</table>

**Bid issued:** January 26, 2006  
**Pre-bid meeting date:** February 03, 2006  
**Due date:** February 22, 2006  
**No. of vendors issued to:** N/A  
**No. of bids received:** 4  
**No. of no-bids received:** 2

**Description:**  
This project consists of ADA modifications to two sets of student restrooms and one set of faculty restrooms. This includes demolition and replacement of existing fixtures, toilet compartments, accessories, doors.

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

Jerry DeBar Construction, Inc.  
Reisterstown, MD

**Responsible school or office:** Office of Engineering and Construction  
**Contact person:** Richard H. Cassell, P.E.  
**Funding source:** Capital budget
**Contract:** ADA Restroom Upgrades – Red House Run Elementary School  
**Contract #:** PCR-226-06

<table>
<thead>
<tr>
<th>Bidders’ Names</th>
<th>Jerry DeBar Construction Inc.</th>
<th>Chilmar Corporation</th>
<th>Most Inc. General Contractors</th>
<th>Mid-Atlantic General Contractors Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$86,200</td>
<td>$108,413</td>
<td>$134,367</td>
<td>$149,000</td>
</tr>
<tr>
<td>Add Alternate #1:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide all work</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>associated with one</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>set of gang restrooms, boys-R</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and girls-R (two student</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>restrooms) as indicated in</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>contract documents, 1/A-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>41,700</td>
<td>57,323</td>
<td>76,022</td>
<td>39,000</td>
</tr>
<tr>
<td>Add Alternate #2:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furnish and install</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ceramic mosaic tile in one</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>set of gang restrooms, boys-F</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and girls-F (two student</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>restrooms) as indicated in</td>
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<tr>
<td>contract documents,</td>
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</tr>
<tr>
<td></td>
<td>7,500</td>
<td>8,334</td>
<td>8,455</td>
<td>140,500</td>
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<td>Add Alternate #3: Furnish and install ceramic mosaic tile in one set of gang restrooms, boys-R and girls-R (two student restrooms), as indicated in contract documents, 1/A-1.</td>
<td>7,500</td>
<td>8,334</td>
<td>8,455</td>
<td>24,500</td>
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<td>TOTAL – Base Bid Plus Alternates #1, 2, and 3</td>
<td>$142,900</td>
<td>$182,404</td>
<td>$227,299</td>
<td>$353,000</td>
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7. **Request to Declare Property Surplus:** Lutherville Laboratory  
   **Contract #:** PCR-241-06

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<th>Term:</th>
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<th>Extension:</th>
<th>N/A</th>
<th>Contract Ending Date:</th>
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<tr>
<td>Estimated annual award value:</td>
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<td>Estimated modification award value:</td>
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<td>Estimated total award value:</td>
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<td>Bid issued:</td>
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<td>Pre-bid meeting date:</td>
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<td>Due date:</td>
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<td>No. of bids received:</td>
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<tr>
<td>No. of no-bids received:</td>
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</table>

**Description:**

The State Highway Administration (SHA) has proposed to design and construct a bio-retention area on BCPS property at Lutherville Laboratory as an outgrowth of impending road improvements along York Road. The SHA will construct a new entrance/exit for all vehicular traffic, separate regular passenger vehicles from school buses, and maintain the bio-retention facility in perpetuity in return for an essential easement to Board property.

There are three components involved in the proposed agreement including: (1) a fee acquisition and full property transfer by deed of 4,658 square feet to the State Highway Administration (SHA); (2) a perpetual easement of 12,449 square feet; and (3) a temporary construction easement of 3,289 square feet.

The Department of Physical Facilities recommends declaring surplus the items described in 1 and 2 above, and then completing the transfer to SHA.

**Recommendation:**

Award of is recommended to:

NA

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

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

**Funding source:** N/A
Baltimore County Public Schools

Date: March 14, 2006

To: Board of Education

From: Dr. Joe A. Hairston, Superintendent

Subject: Legislation Update

Originator: Dr. Donald A. Peccia, Assistant Superintendent of Human Resources and Governmental Relations

Recommendation

* * * *

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

Attachment I – Key School Legislation Summary
Attachment II – Senate and House Bills
UPDATES ON LEGISLATION PREVIOUSLY CONSIDERED

(*Status is as of 2/15/2006)

**Full Funding of Bridge to Excellence (Thornton)**

State aid to Baltimore County is estimated at $435.8 million (Includes student transportation and other state aid program not linked to adequacy)

Board of Education position: Support

*Status: No change

**Capital Budget**

To date a total of $18.058 million state funds for construction has been allotted to BCPS.

A total of $210 million of the $280 million in available State funds have been allocated.

An additional $70 million in available funds have not yet been allocated

Board of Education position: Support

**IAC Reports**

The Superintendent has appealed to the Board of Public Works for additional funds. There have been two bills filed requiring the Governor to include up to $400 million for funding public school construction but have tied it to video lottery terminals.

BCPS needs to continue to stress to legislators the need to fund the full $400 million needed for public school construction

Board of Education position: Support

*Status: No change

**Pension Reform**

To date there has been much discussion on reforming the pension system for teachers and state employees. The cost of full retroactivity, increasing the multiplier from 1.4% to 2% and phasing out the current methodology of funding the retirement system (corridor...
funding) for teachers is $314.5 million per year. Other state employees would add an additional $166.2 million to the cost. Some issues that need to be address are as follows:

1. Legislators intend to improve both teacher and state employee systems equally
2. State employees want no more than 4% employee contribution, up from 2%. Teachers are willing to pay more.
3. As per federal ruling, state must record cost of retiree health care for state employees as a liability (Estimated cost at $20 billion).
4. Concerns over Triple A bond rating.

Notes:
1. Pension is a retention issue. We need to not only recruit, but retain our experienced teachers.
2. Teachers are willing to increase their contribution to get the improvements.
3. Maryland is the third wealthiest state in the nation, but the retirement benefits are the lowest in the country.

Board of Education position: Support

*Status: Pension Bills have been introduced (HB1430 and SB1019)

HB133 - Education - Maryland Infants and Toddlers Program - Grants – Funding (Cross Filed with SB367)
Repealing a limitation that grants provided under the Maryland Infants and Toddlers Program are subject to the availability of funds in the State budget; etc

Board of Education position: Support

*Status: HB – Hearing on February 9, 2006
          SB – Hearing on February 22, 2006

HB178 - Income Tax - State and County Income Tax Credit for New Teachers (Cross Filed with SB133)
Allowing specified classroom teachers to claim an income tax credit in the amount of $1,200 if the individual meets specified requirements; providing that the tax credit may not be claimed unless the governing body of the county where the individual is employed as a classroom teacher has authorized the tax credit by law; providing for the crediting of the tax credit between the State income tax and county income tax; applying the Act to tax years after 2006; etc.

Board of Education position: Support

*Status: HB – Hearing on February 23, 2006
          SB – First Reading on January 18, 2006
NEW - HB1430 - State Retirement and Pension System - Administration – Simplification
Requiring the Board of Trustees of the State Retirement and Pension System to reduce the retirement allowance of a member of the State Retirement and Pension System if the member does not make member contributions by a specified amount, including regular interest at the rate of 5%, compounded annually; authorizing members of the Employees’ Retirement System, the Teachers’ Retirement System, or the State Police Retirement System to purchase specified service credit; etc.

Recommended Board of Education Position: Informational Only

*Status: Hearing on March 2, 2006

SB1 - Registered Sexual Offenders - Supervision, Notification, and Penalties (Cross Filed with HB4)
Authorizing the Maryland Parole Commission to administer extended sexual offender parole supervision; requiring a local law enforcement unit to provide a notice to a county superintendent of a change of address of a sexual offender within a specified time period; requiring a local law enforcement unit to provide a notice to a specified police department of a change of address of a sexual offender within a specified time period; etc.

Board of Education position: Support

*Status: SB – Hearing on January 19, 2006
HB – Hearing on February 7, 2006

SB4 - Education - Geographic Cost of Education Index – Funding (Cross Filed with HB242)
Requiring the State to provide certain grants to certain county boards of education to reflect regional differences in the cost of education that are due to factors outside the control of local jurisdictions

Board of Education position: Support

*Status: SB – Hearing on February 1, 2006
HB – Hearing on March 2, 2006
SB432 - Primary and Secondary Education - School Facilities - Aging Schools Program - Grant Calculation (Cross Filed with HB705)
Altering a requirement that the State distribute grants to county boards of education under the Aging Schools Program; providing for the calculation of the amount of grants to be distributed to county boards under the Program in specified fiscal years; etc.

Board of Education position: Support

*Status:      SB – Hearing on February 15, 2006
              HB – Hearing on February 21, 2006

NEW – SB1019 - Employees’ and Teachers’ Pension Systems - Pension Benefit Enhancement
Altering the formula used to calculate the normal service retirement allowances for individuals who are members of the Employees' Pension System or the Teachers' Pension System on or after July 1, 2006; providing for an alternate contributory pension selection for individuals who are members of the Employees' Pension System or the Teachers' Pension System on or after July 1, 2006; etc.

Recommended Board of Education Position: Informational Only

*Status:      First Reading on March 2, 2006
A BILL ENTITLED

AN ACT concerning

State Retirement and Pension System - Administration - Simplification

FOR the purpose of requiring the Board of Trustees of the State Retirement and Pension System to reduce the retirement allowance of certain members of the State Retirement and Pension System under certain circumstances by a certain amount, including a certain rate of interest; authorizing certain members of the Employees' Retirement System, the Teachers' Retirement System, or the State Police Retirement System to purchase certain service credit; clarifying certain types, and the amount of, service credit that certain members of certain systems in the State Retirement and Pension System may purchase under certain circumstances; repealing a certain provision to allow certain members of the Employees' Retirement System to purchase certain service credit on an installment basis; altering the period of time when a certain offset to a retirement allowance is applied for certain members of certain systems in the State Retirement and Pension System; prohibiting certain retirees of the State Police Retirement System from being rehired within a certain period of time under certain circumstances; repealing the requirement that certain disability retirees provide the Board of Trustees of the State Retirement and Pension System with certain information; providing for the application of certain provisions of this Act; and generally relating to simplifying the administration of the State Retirement and Pension System.

BY repealing and reenacting, with amendments,
Article - State Personnel and Pensions
Section 21-312, 22-304(c) and (d), 22-305(c) and (d), 23-307(a) and (b),
23-308(g), 24-305(a), 24-405, 25-305, 25-306(c), 25-403(b), 28-402(b),
and 29-115
Annotated Code of Maryland
(2004 Replacement Volume and 2005 Supplement)

BY adding to
Article - State Personnel and Pensions
Section 24-405.1
Annotated Code of Maryland
SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND, That the Laws of Maryland read as follows:

Article - State Personnel and Pensions

21-312.

(a) To determine the earnable compensation of a member in a payroll period, the Board of Trustees may deem that the rate of annual compensation payable to the member on the first day of the payroll period continues throughout the payroll period.

(b) The Board of Trustees may omit member contributions for a period less than a full payroll period for an individual who was not a member on the first day of the payroll period.

(c) To facilitate the making of member contributions, the Board of Trustees may modify the member contribution required of any member by an amount not exceeding 0.1% of the annual earnable compensation on the basis of which the member contribution is to be made.

(d) (1) The member contributions provided for under this Division II shall be made notwithstanding any resulting reduction in the actual compensation received below the minimum compensation provided for by law for a member.

(2) Each member is deemed to agree to make the member contributions required by this Division II and to have received full compensation.

(3) Except for the benefits provided under this Division II, payment of compensation less any member contribution is a complete discharge of all claims for services rendered by an employee during the time covered by the payment.

(E) IF A MEMBER DOES NOT MAKE THE MEMBER CONTRIBUTIONS REQUIRED BY THIS DIVISION II, ON RETIREMENT, THE MEMBER'S RETIREMENT ALLOWANCE SHALL BE REDUCED BY THE ACTUARIAL EQUIVALENT OF THE MISSED ACCUMULATED CONTRIBUTIONS, INCLUDING REGULAR INTEREST ON THOSE CONTRIBUTIONS AT THE RATE OF 5% PER YEAR COMPOUNDED ANNUALLY.

22-304.

(c) (1) A member of the Employees' Retirement System may purchase service credit for a period of employment:

(i) by the State or a participating governmental unit;

(ii) as a member of the State Police Retirement System for which the member was not vested in that State system;
(iii) when the member was on an employer-approved leave of absence not exceeding 2 years that has qualified for purchase under regulations adopted by the Board of Trustees;

(iv) by the Department of Legislative Services, the Office of the Attorney General, or as secretary to the Speaker of the House of Delegates or as secretary to the President of the Senate during a session of the General Assembly;

(v) by a member of the Senate or House of Delegates or the office of the Secretary of the Senate or the Chief Clerk of the House of Delegates; [or]

(vi) as a member of the Employees' Retirement System or the Teachers' Retirement System for which the member had withdrawn the member's accumulated contributions after a prior termination of membership; OR

(VII) WHEN MEMBERSHIP WAS MANDATORY BUT FOR WHICH MEMBER CONTRIBUTIONS WERE NOT MADE.

(2) For service credit purchased under:

(i) paragraph (1)(iv) of this subsection, a year or part of a year of employment equals 1 year of service credit; and

(ii) paragraph (1)(v) of this subsection, employment for at least 130 days per year as a legislative employee equals 1 year of service credit.

(d) A member of the Teachers' Retirement System may purchase service credit for periods of employment:

(1) during which a member held an emergency teaching certificate;

(2) as a member of the State Police Retirement System for which the member was not vested in that State system;

(3) when membership was mandatory but for which member contributions were not made;

(4) when the member was on an employer-approved leave of absence not exceeding 2 years that has qualified for purchase under regulations adopted by the Board of Trustees; [or]

(5) as a member of the Employees' Retirement System or the Teachers' Retirement System for which the member had withdrawn the member's accumulated contributions after a prior termination of membership; OR

(6) BY THE STATE OR A PARTICIPATING GOVERNMENTAL UNIT ON A PERMANENT BASIS.
(c) A member of the Employees' Retirement System may purchase service credit for a period of employment:

1. not exceeding 10 years of out-of-state public school teaching service;
2. NOT EXCEEDING 10 YEARS FOR PUBLIC OR NONPUBLIC SCHOOL TEACHING SERVICE;
3. NOT EXCEEDING 5 YEARS FOR POSTSECONDARY SCHOOL TEACHING SERVICE;
4. not exceeding 10 years of federal service or out-of-state service;
5. as an employee of a political subdivision if:
   i. the member is not otherwise entitled to receive service credit for the same period under this Division II;
   ii. the member is not receiving retirement benefits from a political subdivision of the State for the same period; and
   iii. the member, the political subdivision, or both, pay the amount required under subsection (b)(1) of this section.

(d) A member of the Teachers' Retirement System may purchase service credit for a period of employment:

1. not exceeding 10 years of out-of-state public school teaching;
2. NOT EXCEEDING 10 YEARS OF PUBLIC OR NONPUBLIC SCHOOL TEACHING SERVICE;
3. NOT EXCEEDING 5 YEARS OF POSTSECONDARY SCHOOL TEACHING SERVICE;
4. on or before December 31, 1970, with Baltimore City as a teacher on a verified leave of absence not exceeding 2 years that is similar in all respects to leaves of absence approved by the Board of Trustees;
5. not exceeding 10 years of federal or out-of-state municipal service;
6. employment as an employee of a municipal corporation of the State if the member is not otherwise entitled to receive service credit under this Division II.
UNOFFICIAL COPY OF HOUSE BILL 1430

(a) (1) Except as provided in subsection (b) of this section, in the year of retirement, a member of the Employees' Pension System may purchase credit for eligibility service of up to 10 years for periods of employment described in paragraph (4) of this subsection for which the member is not otherwise entitled to service credit.

(2) To purchase service credit under this subsection, a member must:

(i) complete a claim for the service credit and file it with the Board of Trustees on the form that the Board of Trustees provides; and

(ii) pay to the Board of Trustees an amount equal to the annuity reserve and pension reserve required to fund the additional allowance.

(3) A member may only purchase service credit under this subsection for employment with:

(i) the State;

(ii) a political subdivision in the State;

(iii) an out-of-state school as a teacher;

(iv) the federal government;

(v) an out-of-state political subdivision; [or]

(vi) a public OR NONPUBLIC school as a teacher; OR

(VII) A POSTSECONDARY SCHOOL AS A TEACHER.

(b) (1) This subsection does not apply to an employee of a participating governmental unit or a former participating governmental unit that has withdrawn.

(2) In the year of retirement, a member of the Employees' Pension System may purchase credit for eligibility service for periods of employment with the State for which the member is not otherwise entitled to service credit in a State system.

(3) [A] EXCEPT AS PROVIDED IN PARAGRAPH (4) OF THIS SUBSECTION, A member who purchases service credit under this subsection, may not purchase:

(i) more than a total of 10 years of service credit in the Employees' Pension System; or

(ii) service credit for any period of employment during which the member participated in the optional retirement program.

(4) A MEMBER WHO PURCHASES SERVICE CREDIT UNDER THIS SUBSECTION FOR EMPLOYMENT AS A POST SECONDARY SCHOOL TEACHER MAY NOT
PURCHASE MORE THAN A TOTAL OF 5 YEARS OF SERVICE CREDIT IN THE
EMPLOYEES' PENSION SYSTEM.

(5) To purchase service credit under this subsection, a member must:

(i) complete a claim for the service credit and file it with the Board
of Trustees on the form that the Board of Trustees provides; and

(ii) pay to the Board of Trustees an amount equal to one-half of the
annuity reserve and one-half of the pension reserve required to fund the additional
allowance.

[(5) A member may pay the amount required by paragraph (4) of this
subsection on an installment basis by contributing at least 2% of earnable
compensation per year with the appropriate final adjustments being made in the year
the member retires.]

23-308.

(g) (1) [The] EXCEPT AS PROVIDED IN PARAGRAPH (2) OF THIS
SUBSECTION, THE total amount of service credit in the Teachers' Retirement System
or Teachers' Pension System that a member may purchase under this section and §
23-308.2 of this subtitle may not exceed 10 years.

(2) A MEMBER WHO PURCHASES SERVICE CREDIT UNDER THIS
SUBSECTION FOR EMPLOYMENT AS A POSTSECONDARY SCHOOL TEACHER MAY NOT
PURCHASE MORE THAN A TOTAL OF 5 YEARS OF SERVICE CREDIT IN THE TEACHERS'
PENSION SYSTEM.

24-305.

(a) A member may purchase service credit as provided in subsection (b) of this
section:

(1) for a period of employment when the member was on an
employer-approved leave of absence not exceeding 2 years that has qualified for
purchase under regulations adopted by the Board of Trustees; OR

(2) WHEN MEMBERSHIP WAS MANDATORY BUT FOR WHICH MEMBER
CONTRIBUTIONS WERE NOT MADE.

24-405.

(a) Except as provided in [subsection (d) of this section] § 24-405.1 OF THIS
SUBTITILE and subject to subsections (b) and (c) of this section, an individual who is
receiving a service retirement allowance or vested allowance may accept employment
with a participating employer on a temporary basis, if:

(1) the employment is not in a regularly allocated position; and

(2) the individual immediately notifies the Board of Trustees:
(i) of the individual’s intention to accept the employment; and
(ii) of the compensation that the individual will receive.

(b) (1) This subsection does not apply to:

(i) an individual who has been retired for [more than 10 years] 9 YEARS, BEGINNING ON JANUARY 1, AFTER THE DATE THE INDIVIDUAL RETIRES; or
(ii) an individual who participates in the Deferred Retirement Option Program established under § 24-401.1 of this subtitle.

(2) The Board of Trustees shall reduce an individual’s allowance by the amount that the sum of the individual’s initial annual basic allowance and the individual’s annual compensation exceeds the average final compensation used to compute the basic allowance.

(c) For purposes of this section, employment is not on a temporary basis if, in any 12-month period, an individual works:

(1) full time for more than 6 months; or
(2) part time for the equivalent of more than 6 months of full-time work.

(d) An individual who is rehired under this section may not be rehired within 45 days of the date the individual retired if the individual's current employer is any unit of State government and the individual's employer at the time of the individual's last separation from employment with the State before the individual commenced receiving a service retirement allowance was also a unit of State government.

24-405.1.


25-305.

(a) A member may purchase service credit as provided in subsection (b) of this section for periods of employment for which the member:

(1) (I) would have been entitled to purchase service credit under the Employees’ Retirement System; and

[(2)] (II) is not otherwise entitled to service credit under the Correctional Officers’ Retirement System; OR
A member who purchases service credit under this section shall:

1. complete a claim for the service credit and file it with the Board of Trustees on a form that the Board of Trustees provides; and
2. pay to the Board of Trustees in a single payment the member contributions the member would have made for the period of employment for which service credit is being purchased plus regular interest to the date of payment.

A member may pay for service credit purchased under this section at any time before retirement.

A member may purchase service credit for a period of employment:

1. not exceeding 10 years for out-of-state public school teaching service;
2. NOT EXCEEDING 10 YEARS FOR PUBLIC OR NONPUBLIC SCHOOL TEACHING SERVICE;
3. NOT EXCEEDING 5 YEARS FOR POSTSECONDARY SCHOOL TEACHING SERVICE;
4. not exceeding 10 years for federal service or out-of-state service with a political subdivision; or
5. as an employee of a political subdivision of this State if the employee is not receiving retirement benefits from a political subdivision of the State for the same period of employment.

The Board of Trustees shall reduce the allowance of an individual who accepts employment as provided under subsection (a) of this section if the individual's current employer is any unit of State government and the individual's employer at the time of the individual's last separation from employment with the State before the individual commenced receiving a service retirement allowance or vested allowance was also a unit of State government.

The reduction under paragraph (1) of this subsection shall equal the amount by which the sum of the individual's initial annual basic allowance and the individual's annual compensation exceeds the average final compensation used to compute the basic allowance.

The reduction under this subsection does not apply to:
(i) an individual who has been retired for more than 10 years, beginning on January 1, after the date the individual retires;

(ii) an individual whose average final compensation was less than $10,000 and who is reemployed on a temporary or contractual basis; or

(iii) an individual who is serving in an elected position as an official of a participating governmental unit or as a constitutional officer for a county that is a participating governmental unit.

(b) (1) The Board of Trustees shall reduce the allowance of an individual who accepts employment as provided under subsection (a) of this section if the individual's current employer is a participating employer other than the State and is the same participating employer that employed the individual at the time of the individual's last separation from employment with a participating employer before the individual commenced receiving a service retirement allowance or vested allowance.

(2) The reduction required under paragraph (1) of this subsection shall equal the amount that the sum of the individual's initial annual basic allowance and the individual's annual compensation exceeds the average final compensation used to compute the basic allowance.

(3) Except for an individual whose allowance is subject to a reduction as provided under paragraph (1) of this subsection, the reduction of an allowance under this subsection does not apply to:

(i) an individual whose average final compensation was less than $10,000 and who is reemployed on a temporary or contractual basis; or

(ii) an individual who is serving in an elected position as an official of a participating governmental unit or as a constitutional officer for a county that is a participating governmental unit;

(iii) an individual who has been retired for 9 years, beginning on January 1, after the date the individual retires.

SECTION 2. AND BE IT FURTHER ENACTED, That the Laws of Maryland read as follows:

Article - State Personnel and Pensions

This section applies only to a disability retiree who is not eligible to receive a normal service retirement.
This section does not apply to a disability retiree of the State Police Retirement System or the Law Enforcement Officers' Pension System if the retiree is reemployed by a participating employer in any position other than a probationary status law enforcement officer, a law enforcement officer, or chief, as defined in § 3-101 of the Public Safety Article.

Except as provided in subsection (a)(2) of this section, the Board of Trustees shall, after giving notice, temporarily suspend the retiree's allowance if the retiree:

1. began receiving a disability retirement allowance on or after July 1, 1998; and
2. is employed by a participating employer at an annual compensation that is at least equal to the retiree's average final compensation at retirement.

A temporary suspension under this subsection shall begin as of the date the retiree is reemployed by a participating employer under subparagraph (i)2 of this paragraph.

A retiree whose allowance is temporarily suspended under this subsection is not subject to a reduction as provided in § 29-116 of this subtitle during the period of employment by a participating employer.

Upon receiving satisfactory documentation that the retiree is no longer employed by a participating employer, the Board of Trustees shall reinstate the retiree's allowance with accumulated cost-of-living adjustments from the date the allowance was temporarily suspended.

The retiree's allowance will be reinstated on the first day of the month following the month in which the retiree ceased employment with the participating employer.

[A member who retires on or after July 1, 1982, and receives a disability retirement allowance shall provide yearly medical and earnings information on request of the Board of Trustees until the retiree attains normal retirement age.

If the retiree refuses to provide the information, the Board of Trustees shall suspend the retiree's allowance until the information is provided.

SECTION 3. AND BE IT FURTHER ENACTED, That Section 2 of this Act shall be construed to apply retroactively and shall be applied to and interpreted to affect any individual who on or after January 1, 2005, was granted a disability retirement allowance from the Board of Trustees of the State Retirement and Pension System.

SECTION 4. AND BE IT FURTHER ENACTED, That this Act shall take effect July 1, 2006.
A BILL ENTITLED

AN ACT concerning Employees’ and Teachers’ Pension Systems - Pension Benefit Enhancement

FOR the purpose of altering the formula used to calculate the normal service retirement allowances of certain members of the Employees' Pension System or the Teachers' Pension System as of a certain date; providing for an alternate contributory pension selection for certain members of the Employees' Pension System and the Teachers' Pension System; providing for the member contribution rate and benefits for certain members of the Employees' Pension System and the Teachers' Pension System under a certain alternate contributory pension selection option; and generally relating to enhancements and modifications to pension and retirement benefits for State employees and teachers.

BY repealing and reenacting, with amendments,
Article - State Personnel and Pensions
Section 23-212, 23-217, and 23-401
Annotated Code of Maryland
(2004 Replacement Volume and 2005 Supplement)

BY adding to
Article - State Personnel and Pensions
Section 23-221 and 23-222 to be under the new part "Part III. Alternate Contributory Pension Selection" Annotated Code of Maryland
(2004 Replacement Volume and 2005 Supplement)

SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND, That the Laws of Maryland read as follows:
23-212.

(a) Except as [provided in subsection (b) of] OTHERWISE PROVIDED IN this section, a member's contribution rate is 5% of the part of the member's earnable compensation that exceeds the taxable wage base for each year.

(b) The contribution rate of a member who is subject to the contributory pension benefit under Part II of this subtitle is 2% of the member's earnable compensation.

(C) THE CONTRIBUTION RATE OF A MEMBER OF THE EMPLOYEES' PENSION SYSTEM OR THE TEACHERS' PENSION SYSTEM WHO IS SUBJECT TO THE ALTERNATE CONTRIBUTORY PENSION SELECTION UNDER PART III OF THIS SUBTITLE IS:

(1) 3% OF THE MEMBER'S EARNABLE COMPENSATION RECEIVED ON OR BEFORE JUNE 30, 2007;

(2) 4% OF THE MEMBER'S EARNABLE COMPENSATION RECEIVED FROM JULY 1, 2007, TO JUNE 30, 2008, BOTH INCLUSIVE; AND

(3) 5% OF THE MEMBER'S EARNABLE COMPENSATION RECEIVED ON OR AFTER JULY 1, 2008.

23-217.

(a) Except as provided in subsection (b) of this section, this Part II of this subtitle applies to an individual who is:

(1) a member of the Employees' Pension System or the Teachers' Pension System; or

(2) a member of the Employees' Retirement System or the Teachers' Retirement System subject to Selection C (Combination Formula) as provided in § 22-221 of this article.

(b) This Part II of this subtitle does not apply to an individual who is:

(1) an employee of:

(i) a participating governmental unit that has not elected the contributory pension benefit for its employees under § 31-116 of this article; or

(ii) a former participating governmental unit, other than Frederick County, that has withdrawn; [or]

(2) a member of the Employees' Pension System or Teachers' Pension System who transferred from the Employees' Retirement System or Teachers' Retirement System after April 1, 1998; OR
A member of the Employees' Pension System or Teachers' Pension System who is subject to the Alternate Contributory Pension Selection under Part III of this Subtitle.

Reserved.

Reserved.

PART III. ALTERNATE CONTRIBUTORY PENSION SELECTION.

This part applies to an individual who is a member of the Employees' Pension System or Teachers' Pension System on or after July 1, 2006.

A member who is subject to this part shall:

1. Receive an allowance for all creditable service as follows:
   (1) For normal service retirement as provided in § 23-401(D) of this title;
   (II) For early service retirement as provided in § 23-402 of this title;
   (III) For ordinary disability retirement as provided in § 29-108 of this article; and
   (IV) For accidental disability retirement as provided in § 29-110 of this article;

2. Have the allowance adjusted as provided in Title 29, Subtitle 4 of this article; and

3. Make the member contributions at the rate specified in § 23-212(C) of this subtitle.

A member may retire with a normal service retirement allowance if:

1. The member completes and submits a written application to the Board of Trustees stating the date when the member desires to retire; and

2. On or before the date of retirement, the member:
   (i) Has at least 30 years of eligibility service;
UNOFFICIAL COPY OF SENATE BILL 1019

(ii) has a combined total of at least 30 years of eligibility service from the Employees' Pension System, the Teachers' Pension System, the Employees' Retirement System, or the Teachers' Retirement System; or

(iii) has attained the age and the years of eligibility service as follows:

<table>
<thead>
<tr>
<th>Age</th>
<th>Years of Eligibility Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>62</td>
<td>with 5</td>
</tr>
<tr>
<td>63</td>
<td>with 4</td>
</tr>
<tr>
<td>64</td>
<td>with 3</td>
</tr>
<tr>
<td>65</td>
<td>or more with 2</td>
</tr>
</tbody>
</table>

(b) Except as provided in [subsections (c) and (d)] SUBSECTIONS (C), (D), AND (E) of this section, on retirement under this section, a member is entitled to receive a normal service retirement allowance that equals the number of years of the member's creditable service multiplied by:

(1) 0.8% of the member's average final compensation that is not in excess of the Social Security integration level; and

(2) 1.5% of the member's average final compensation that exceeds the Social Security integration level.

(c) Except as provided in [subsection (d)] SUBSECTION (E) of this section, on retirement under this section, a member who is subject to the contributory pension benefit under Subtitle 2, Part II of this title is entitled to receive a normal service retirement allowance that equals the sum of:

(1) the number of years of the member's creditable service on or after July 1, 1998 multiplied by 1.4% of the member's average final compensation; and

(2) the greater of:

(i) the number of years of the member's creditable service on or before June 30, 1998 multiplied by 1.2% of the member's average final compensation; or

(ii) the number of years of the member's creditable service on or before June 30, 1998 multiplied by:

1. 0.8% of the member's average final compensation that is not in excess of the Social Security integration level; and

2. 1.5% of the member's average final compensation that exceeds the Social Security integration level.
(d) A member who is subject to the alternate contributory pension selection under subtitle 2, part III of this title is entitled to receive a normal service retirement allowance that equals the sum of:

1. The number of years of the member's creditable service on or before June 30, 1998 multiplied by 1.2% of the member's average final compensation; and

2. The number of years of the member's creditable service on or after July 1, 1998 multiplied by 1.8% of the member's average final compensation.

(E) (1) This subsection applies only to a member who has a combined total of 30 years of eligibility service as provided in subsection (a)(2)(ii) of this section.

(2) A member is entitled to receive a normal service retirement allowance that equals:

1. An allowance based on the creditable service the member earned in the Employees' Pension System;

2. An allowance based on the creditable service the member earned in the Employees' Retirement System;

3. An allowance based on the creditable service the member earned in the Teachers' Pension System; plus

4. An allowance based on the creditable service the member earned in the Teachers' Retirement System.

SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect July 1, 2006.
NON-INSTRUCTIONAL SERVICES : Fiscal Services

Accounting and Cash Management: Expense Reimbursements

1. Lodging – Overnight Travel

Employees on approved overnight travel shall be reimbursed for actual hotel lodging expenses (room charge and applicable taxes). Original receipts are required for all lodging reimbursements.

2. Meals – Overnight Travel

A. Employees on approved overnight travel shall be reimbursed at the published Federal General Services Administration daily per diem rate for meals and incidentals for the dates of travel for the city where the conference, convention, or other Board business is conducted. All incidental expenses are included in the daily per diem rate, including, but not limited to, laundry, dry cleaning and tips.

B. For partial days of travel (i.e., day of departure or return), the per diem rate shall be split in half – one half for breakfast and lunch and one half for dinner, as applicable.

C. Receipts are not required for reimbursement of meals and incidentals based on per diem rates.

D. Because employees are reimbursed for meals in accordance with established per diem rates, board-issued credit cards shall not be used to purchase meals while on overnight travel.

E. Reimbursements shall be requested on Overnight Travel Reimbursement Request forms issued by the Office of Accounting. Copies of the written approval for overnight travel and any applicable conference agenda must be attached.

3. Meals – Non-overnight Travel

There are times when staff members are required to travel to attend meetings which do not require overnight lodging. If official travel causes a staff member to be absent from home before 6:00 a.m. or after 7:00 p.m., the cost of breakfast or dinner is reimbursable upon submission of original receipts.
4. Registration fees

   A. Registration fees for approved conferences and staff development activities are reimbursable. When meals are included in the conference’s registration fee, the daily meals per diem reimbursement must be reduced for the meals provided (25% for breakfast, 25% for lunch, 50% for dinner).

   B. Reimbursements shall be requested on Overnight Travel Reimbursement Request forms issued by the Office of Accounting. Copies of the written approval for overnight travel and any applicable conference agenda must be attached. It is the employee’s responsibility to indicate whether meals are included in the registration fee.

5. Overnight Transportation

   A. All airline, train, and other commercial travel reservations must be made at economy or comparable class. If a staff member elects to drive his/her car and this results in greater cost than the round trip economy class air travel, reimbursement will be made on the lower of the two costs. Staff members are encouraged not to use parking facilities at the home airport for extended periods of time. Costs of flight insurance are not subject to reimbursement.

   B. Staff shall be reimbursed for car rental and fuel, shuttles, taxis and other transportation costs when on approved overnight travel. Costs of insurance on rental cars are not subject to reimbursement. Receipts should be obtained for all transportation costs and are required for any item over $25.

   C. Reimbursements shall be requested on overnight travel reimbursement request forms issued by the Office of Accounting. Copies of the written approval for overnight travel and any applicable conference agenda must be attached.

6. Local Transportation

   The necessary use of the employee’s personal car for transportation on school business shall be reimbursed at the Internal Revenue Service standard mileage rate. Necessary use shall consist of the following:

   A. Attendance at professional meetings called by the Superintendent of Schools, the superintendent’s staff, assistant superintendents, supervisors, coordinators and other appropriate authorized personnel.
B. Banking, post office business, checking school bus stops and other transportation necessary to the functioning of the system. Transportation reimbursement must be approved by the principal or supervisor.

C. Reimbursements shall be requested on Routine Business Travel Reimbursement forms issued by the Office of Accounting. Reimbursement shall be approved by the immediate supervisor. No reimbursements of less than fifteen dollars ($15.00) will be paid to an employee during any six-month period; except that the final reimbursement for any fiscal year may be for less than fifteen dollars ($15.00), as long as such request for reimbursement is received by the Office of Accounting by July 15th.

D. When computing daily mileage, the employee’s normal round-trip commuting distance shall be subtracted from the total daily mileage.

E. All mileage is reimbursable for employees whose assigned or delegated duties require responses to an emergency from a location other than work.

7. Tolls and Parking

Necessary toll charges and parking fees that are required because of official travel are reimbursable. Receipts should be obtained whenever possible. Receipts are required for overnight parking.

8. Consolidating Travel or Pool Car Use

Staff members attending conferences should make every effort to pool their transportation in order to reduce costs. Also, staff members who travel frequently on business should inquire as to the availability of a pool car from the Transportation department. If a pool car is available, reimbursement may not be allowed for this type of travel.

9. Telephone

Telephone calls that are a requirement of the employee’s assignment are reimbursable. Employees using personal cell phones for supervisor approved school system business are eligible for reimbursement only when their total monthly cell phone bill exceeds their standard minimum monthly rate. The reimbursement should be claimed on a standard reimbursement request form, approved by the account
manager, and submitted to the Office of Accounting with a copy of the itemized phone bill(s) attached. The business calls shall be highlighted on the attached bill(s).

10. Miscellaneous Expense Reimbursement

Employees may be reimbursed for pre-approved out-of-pocket business expenses when other established procedures for making the purchase cannot be used (i.e. procurement cards, purchase orders, disbursement requests).

Related Policies:  Board of Education Policy 3127, Travel
Superintendent Rule 3127, Travel

Also see the Master Agreement with the Teachers’ Association of Baltimore County, Maryland, Inc.
NON-INSTRUCTIONAL SERVICES : Travel

1. **Overnight Travel Requests**

   When making overnight travel requests, the appropriate administrator or supervisor and the employee shall give consideration to whether the proposed travel:

   a. Promotes the interest of the school system
   
   b. Is for the purpose of participating in training, receiving an award, or making a presentation
   
   c. Has educational value for the employee
   
   d. Has a direct relationship to the employee’s job responsibilities
   
   e. Results in extended time away from the job site
   
   f. Is cost-effective within the established budget.

2. **Overnight Travel Approval**

   Prior approval of overnight travel must be obtained from the Superintendent, Chief of Staff, or appropriate Deputy Superintendent. This approval authority may be delegated in writing to assistant superintendents, executive directors, or other managers.

3. **Expense Guidelines**

   a. Reimbursement for travel expenses will be paid for mileage, tolls and parking, meals, lodging, registration fees, and transportation fees according to specifications detailed in Board Policy and Rule 3126 (Accounting and Cash Management: Expense Reimbursement).
   
   b. No travel expenses will be paid by those seeking to do business with the Baltimore County Public Schools prior to obtaining a contract from the Board of Education. Vendors should specify in the contract any costs for travel and training.
   
   c. No travel expenses will be paid for spouses and/or family members who accompany Board members, employees, or volunteers.
RULE 3127

d. No Board member, employee or volunteer shall receive personal benefit from travel paid for by the Baltimore County Public Schools. Once the obligations of work-related travel have been met, any expenses incurred through the extension of time or travel, which result in personal benefit, will be assumed by the individual.

Related Policies:
- Board of Education Policy 3126, Expense Reimbursements
- Board of Education Policy 8362, Gifts to the Board of Education, Schools, and Offices Within the School System

Rule
Approved: 10/8/96
Revised: 3/28/06
STUDENTS: Elementary and Secondary

Progress: Student Records

[1. General

In Baltimore County Public Schools, a cumulative folder and a separate health folder are maintained for each pupil. In addition, a confidential folder is maintained for some children. Discretion and judgment should be exercised in determining materials to be included in any folder as they are a part of the pupil’s official school records. Every effort must be made to be sure that any recorded statements concerning a child’s character or behavior are objective ones. It is important to retain in the child’s folder information such as results of team conferences, parent conferences, and written communications to parents. Personal notes of teachers, counselors, psychologists, pupil personnel workers, school nurses, and others which are used as working information when dealing with a child, tend to be subjective and therefore should not be included in a child’s folder. However, these become official school records when and only when they are shared with someone else or in any way transmitted to another party.

Teachers should not assume, or be asked to assume, responsibility for providing information or materials from the child’s record directly; these requests should be processed through the school office.

Following are guidelines for dealing with requests from certain individuals or agencies. No single directive could provide answers and informative to govern all questions or problems in this area. Good judgment must be exercised at all times. It is the desire of the Department of Pupil Services to cooperate in providing information to those who need it in working with, employing, or helping the child. It is the responsibility of school administrators to provide safeguards for the release of information so that the rights of the child will be protected. Where there are problems or unusual cases not governed by this directive, call your supervisor, the Director Pupil Services, or refer to the Pupil Services Manual of Procedures, PS # 101, Procedures for School Records.

2. Release of Information

A record of requests for release or review of records must be maintained by the school in a “disclosure file.” BEBCO form 15-7-78 is to be used when a student’s records are released or reviewed. A single file of these completed forms arranged
in alphabetical order can serve as a school’s “disclosure file.” Exceptions to this procedure are noted in the Pupil Services Manual, P.S. # 101, Procedures for Student Records.

3. Release of Information to Parents

Within 45 calendar days following their request, parents or eligible students have the legal right to be shown any official records which are maintained by the system and by which they can be personally identified. If this information is to be meaningful, it is desirable that an interpretation of the material be given by professional personnel. Requests for material of a confidential nature or reports written by private physicians, Board of Education personnel, psychologists, psychiatrists, pupil personnel workers, or other professionals should be directed to the author and arrangements made for interpretation by the person who wrote the report or those with authority to interpret such reports.

4. Requests for Release of Information to Attorneys, Insurance Investigators, and Others

Schools sometimes receive requests from attorneys, insurance representatives and investigators for records, and information form records, for Baltimore County Public School pupils. In these cases, information may be provided only when written permission of the parent or eligible student accompanies the request. BEBCO form 15-7-78 is to be used and placed in the school’s disclosure file. It is important that objective data be forwarded and care should be taken in providing any interpretations in writing. Those persons making the request should be informed that records and reports from private physicians and clinics, which were provided the school in conference, should be procured from the person who wrote the report.

5. Release of Information to Courts

The Board of Education Court Representative will be responsible for securing and submitting school reports to the Department of Juvenile Services and the Adult Probation Department of Baltimore County.

The courts have the authority to subpoena school records. Immediately upon receiving a subpoena, the principal should contact the Court Representative to determine if the Court Representative may present the school records. The individual who initiated the subpoena has the prerogative to insist that the principal, assistant principal, or a specific teacher, present the school records at a
RULE 5230

hearing. Every effort will be made to have the Court Representative relieve the
school personnel of this responsibility. Record of this disclosure must be
maintained in the school’s disclosure file.

6. Release of Information to Community Social Agencies

Copies of records in a student’s cumulative folder may be released to these
agencies both in and out of Baltimore County. Written permission specifying the
information requested should be obtained from the parent or eligible student via
BEBCO form 15-7-78 and a record of disclosure made. Examples of such
agencies are the Department of Social Services, Children’s Aid and Family
Service, and others which do not have self-interest in the case but who are
working as a public or community agency in the best interest of the child. Reports
and social histories written by Board of Education personnel may be released by
specific request to the person who wrote the report, or to the supervisor of the
department if the person is no longer employed by the Baltimore County Public
Schools.

7. Requests from Private Psychologists, Psychiatrists, and Physicians

These requests may be honored with written permission from the parent or eligible
student. Requests for psychological reports should be directed to the supervisor of
the Office of Psychological Services. A record of all such requests must be
maintained in the school’s disclosure file via BEBCO form 15-7-78.

8. Release of Information to Prospective Employers and Educational Institutions

The release of information in student records is often necessary to provide
business and industrial personnel with additional data to process student
applications for jobs. Similar information also is requested by educational
institutions admitting students to educational programs.

Prior to releasing any information, school personnel should secure permission for
the release via BEBCO form 15-7-78 either from the parents or eligible student. A
record of disclosure must be kept in the school’s disclosure file.

Whenever an evaluation of an individual is required, the evaluation should consist
of the factual and objective information in the student’s record. This evaluation
should be signed by the individual preparing the report.

9. Release of Information to Law Enforcement Agencies

[ ] indicate that the bracketed item will be deleted.
ALL CAPS indicates that the item is new material.
Occasionally, county, state or federal police agents contact a school requesting information which will assist them in locating a parent or parents of children who are currently attending or who formally attended school in Baltimore County.

The person requesting the information should be advised to contact the Office of Pupil Personnel. The Office of Pupil Personnel will be responsible for identifying the person making the request and determining whether or not the information should be released. The Office of Pupil Personnel will then be responsible for releasing the information or notifying the party making the request that the information cannot be made available.

10. Release of Directory Information

I. Directory Information

In accordance with COMAR 13A.08.02.03, directory information will consist of the following components contained in the educational record of a student:

a. The student’s name
b. Address
c. Date of birth
d. Participation in officially recognized activities and sports
e. Weight and height of members of athletic teams
f. Dates of attendance
g. Degrees and awards received

II. Methodology for Obtaining Directory Information

A. Records of One to Twenty Students in a Particular School

Any request for directory information involving a particular student or a group of less than twenty students in a specific school shall be addressed in writing to the principal of that particular school. Schools will charge $1.00 per page for the compilation, copying, and administrative costs associated with the production of this information. No directory information will be supplied over the telephone.
RULE 5230

B. Records of More Than Twenty Students or Lists Involving More Than One School

Any request for directory information involving (1) Lists of students’ names for a school or grade of a school; (2) Addresses of students; and/or (3) Dates of birth of more than twenty student names for a particular school, a group of schools, and/or a grade level within a school or a group of schools will be communicated in writing to the Office of Research and Data Analysis, Greenwood. The request for directory information shall specifically state which lists of students’ names, addresses, and/or dates of birth for which school and/or grade in a particular school is being requested. The Office of Research and Data Analysis will charge $100.00 per school list for the compilation, copying, and administrative costs associated with the production of the list. No directory information will be supplied over the telephone.

Any request for directory information involving (1) Participation of students in officially recognized activities and sports; (2) Weight and height of members of athletic teams; (3) Dates of attendance of students; and/or (4) Degrees and awards received by students shall be communicated in writing to the principal of a school. Schools will charge $1.00 per page for the compilation, copying, and administrative costs associated with the production of this information. No directory information will be supplied over the telephone.

III. Annual Notification

Notification to students, parents, and guardians will be included each year in the Student Behavior Handbook. This notification will include:

A. The categories listed above which the Baltimore County Public Schools have designated as directory information,

B. The rights of parents and/or guardians to inspect and review student records and seek amendment to student records that the parent believes is inaccurate,

C. The right of parents or guardians or of eligible students to refuse to permit disclosure of directory information, and

[ ] indicate that the bracketed item will be deleted.
ALL CAPS indicates that the item is new material.
D. The requirement to notify the principal in writing of the desire not to permit disclosure of directory information by October 1 of a school year or within 30 days of entry into school, if the student enrolled after the start of school.

11. Retention of Vital Pupil Records

The scholastic record for every student who graduated from school shall be retained permanently. The scholastic record also shall be kept for each student who terminates his formal education. The office grade card and all records containing important personal data shall be retained in compliance with the procedures outlined in the Records Retention and Disposition Schedule of the Baltimore County Public Schools.

12. Official Transcripts

High schools may issue a maximum of three official transcripts free of charge within three years of a student’s graduation or permanent withdrawal from school. For each additional transcript thereafter, the school is authorized to charge a fee of $1.00. After the three-year period has elapsed, the microfilm section of the Office of Research and Data Analysis located at the Greenwood Office, 6901 Charles Street, Towson, MD 21204, ESS Building will issue additional transcripts. A fee of $1.00 will be charged for each transcript. The $1.00 fee will be waived for transcripts needed to process social security benefits.

13. Copies of Records

As outlined in the Pupil Services Manual of Procedures, PS # 101, Procedure for Student Records, when it is necessary for copies of items in a student’s records to be supplied to the parent or eligible student, the school of record is authorized to charge a minimum fee of $1.00 for the first ten pages or any part thereof and 10c a page thereafter. If the records for copy are too voluminous to be reproduced at the local school, they may be sent to the office of the Director of Pupil Services for reproduction. The school will be responsible for collecting the appropriate fee at the time the copies are requested. This fee will be deposited in the school’s account.

14. Annual Notification
On an annual basis, the school system is responsible for notifying parents and eligible students of their rights regarding records being maintained by the Baltimore County Public Schools as outlined in the Pupil Services Manual of Procedures, P.S. # 101, Procedure for Student Records.

15. News/ Photography

Students may be photographed, videotaped, audio taped, and/or interviewed while participating in school-sponsored activities when such activities are of interest to the news media. All media activities in schools will be monitored by the school staff. School administrative staff will deny access to news media if their presence is deemed disruptive to the school day or to students or if photographing or videotaping students is not appropriate, given the nature of the particular news story.

Parents or guardians or eligible students may refuse to permit photography, videotaping, and/or interviewing by notifying the principal in writing by October 1 of a school year or within 30 days of entry into school, if the student enrolled after the start of school.

16. Sample Annual Notice

Use the information below as the basis for inclusion in the Student Behavior Handbook:
Release of Directory Information and
News/Photography Release

In accordance with Maryland law, Baltimore County Public Schools (hereinafter, BCPS) is providing parents, legal guardians, or eligible student (hereinafter, Parent) with this annual notification of rights.

Confidentiality

Student records maintained by BCPS are confidential in nature and access to these records may be granted only for the purpose of serving legitimate and recognized educational ends. Prior parent consent is not required to forward records when a student transfers to another school or school system.

Access to Records

Student records maintained by BCPS shall be available to the student’s parents for review and inspection in conference with appropriate school personnel. If a student is 18 years or older, rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student. Maryland law provides that student records may be released by BCPS to other educational or specified governmental agencies, to persons involved in approved research projects to comply with certain judicial orders, or in health and emergency situations.

Request to Amend Student Records

The parent of a student, who believes the information contained in the student records is inaccurate or misleading or violates the privacy rights of the student, may request in writing that BCPS amend that record. The principal of the student’s school or the appropriate administrator of an office shall decide whether or not to amend the student record in a reasonable period of time. If the parent is dissatisfied with the refusal to amend the student record, then the parent has the right to request a hearing before the appropriate administrator.

News/Photography

Students may be photographed, videotaped, and/or interviewed while participating in school-sponsored activities when such activities are of interest to the news media. All media activities in schools will be monitored by school staff. School administrative staff will deny access to news media if their presence is deemed disruptive to the school day or
to students or if photographing, videotaping, and/or audio taping students is not appropriate, given the nature of a particular news story.

Approval to photograph, videotape, audiotape, and/or interview students while participating in school-sponsored activities may be withheld at the parent’s request. This request must be submitted in writing to the school principal no later than October 1 of the school year of within 30 days of enrollment into school, if students enroll after the start of the school year.

Directory Information

BCPS has a policy of disclosing personally identifiable information from student records which does not require parent consent. This information is commonly referred to as “directory information.” The following information has been designated as “directory information” by BCPS: student’s name and address; date of birth; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; and degrees and awards received. You are hereby advised that this “directory information” may be withheld from disclosure at the parent’s request. This request must be submitted in writing to the school principal no later than October 1 of the school year or within 30 days of enrollment into school if students enroll after the start of the school year.

BCPS Review of Students Records

BCPS policy allows a periodic review of each student’s educational records by school personnel for the purpose of deleting any unnecessary or outdated items from a students’ record. This review also takes place at the time a student transfers from or otherwise leaves a school. For details of the BCPS policy concerning the use, maintenance, and transfer of student records, contact your school principal.]
1. PURPOSE

THE PROVISIONS UNDER THIS RULE ARE INTENDED TO PRESERVE THE RIGHTS OF THE STUDENT AND PARENT(S)/GUARDIAN(S) TO:

1. GAIN FULL ACCESS TO ALL OFFICIAL RECORDS ABOUT THE STUDENT THAT ARE MAINTAINED BY THE SCHOOL OR SCHOOL SYSTEM.

2. REMOVE FROM THE STUDENT RECORDS ANY INFORMATION ABOUT THE STUDENT THAT IS DETERMINED TO BE INACCURATE OR MISLEADING.

3. RECEIVE NOTICE OF AND PROVIDE CONSENT FOR DISCLOSURE OF INFORMATION IN THE STUDENT RECORD.

2. DEFINITIONS

A. STUDENT RECORDS: INFORMATION PERSONALLY IDENTIFIABLE TO A STUDENT THAT IS MAINTAINED IN WRITTEN, PHOTOGRAPHIC, OR ELECTRONIC FORMAT. STUDENT RECORDS CONSIST OF BASIC STUDENT DATA WHICH INCLUDES, BUT IS NOT LIMITED TO, MARYLAND STATE DEPARTMENT OF EDUCATION FORMS, HEALTH INFORMATION MAINTAINED BY THE SCHOOL NURSE, AND OTHER INFORMATION GATHERED TO SUPPLEMENT THE BASIC STUDENT DATA WHICH IS NEEDED IN MEETING THE EDUCATIONAL NEEDS OF THE STUDENT. THIS INFORMATION INCLUDES DISCIPLINARY RECORDS, EDUCATIONAL ASSESSMENTS, PSYCHOLOGICAL ASSESSMENTS, PSYCHOSOCIAL ASSESSMENTS, SOCIAL HISTORIES, MEDICAL EVALUATIONS, AND OTHER INFORMATION THAT IS INDIVIDUALLY IDENTIFIABLE AND REQUIRES CONSENT TO DISCLOSE.

B. ELIGIBLE STUDENT: A STUDENT WHO IS 18 YEARS OF AGE OR OLDER OR IS ATTENDING AN INSTITUTION OF POST-SECONDARY EDUCATION.

C. PARENTAL CONSENT: THE WRITTEN PERMISSION GIVEN BY A PARENT(S)/GUARDIAN(S) OR INDIVIDUAL PROVIDING FOR THE CARE OR CUSTODY OF A STUDENT DUE TO SERIOUS FAMILY
RULE 5230

HARDSHIP OR KINSHIP CARE FOR THE PURPOSE OF PERMITTING DISCLOSURE OF STUDENT RECORDS. ELIGIBLE STUDENT(S) MAY ACCESS THEIR RECORDS WITHOUT PRIOR CONSENT OF THE PARENT(S)/GUARDIAN(S).

D. SCHOOL OFFICIALS OR AUTHORIZED PERSONNEL WITH LEGITIMATE EDUCATIONAL INTEREST: THOSE INDIVIDUALS EMPLOYED OR CONTRACTED BY THE SCHOOL SYSTEM WHO NEED ACCESS TO INFORMATION IN A STUDENT’S RECORD FOR THE PURPOSE OF FULFILLING PROFESSIONAL OR JOB RESPONSIBILITIES. SCHOOL OFFICIALS CAN INCLUDE ADMINISTRATORS, TEACHERS, STUDENT SUPPORT SERVICES PERSONNEL, SCHOOL ATTORNEYS, INTERNAL AUDITORS, AND OTHER REGULAR OR CONTRACTUAL EMPLOYEES ACTING ON BEHALF OF THE SCHOOL SYSTEM. AUTHORIZED PERSONNEL INCLUDES REPRESENTATIVES FROM OTHER AGENCIES WHO PARTICIPATE IN STUDENT SUPPORT TEAMS, IEP TEAMS, STUDENT ASSISTANCE TEAMS, OR OTHER STUDENT-ORIENTED TEAMS INVOLVED IN EDUCATIONAL PLANNING.

E. DIRECTORY INFORMATION: IN ACCORDANCE WITH COMAR 13A.08.02.03, BALTIMORE COUNTY PUBLIC SCHOOLS HAVE IDENTIFIED DIRECTORY INFORMATION AS CONSISTING OF THE FOLLOWING COMPONENTS CONTAINED IN THE EDUCATIONAL RECORD OF A STUDENT:

1. THE STUDENT’S NAME
2. ADDRESS
3. DATE OF BIRTH
4. PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS
5. WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS
6. DATES OF ATTENDANCE
7. DEGREES AND AWARDS RECEIVED.

3. NEWS/PHOTOGRAPHY

A. STUDENTS MAY BE PHOTOGRAPHED, VIDEOTAPED, AUDIOTAPEP, AND/OR INTERVIEWED WHILE PARTICIPATING IN SCHOOL-SPONSORED ACTIVITIES WHEN SUCH ACTIVITIES ARE OF INTEREST TO THE NEWS MEDIA. ALL MEDIA
ACTIVITIES IN SCHOOLS WILL BE MONITORED BY SCHOOL STAFF. SCHOOL ADMINISTRATIVE STAFF WILL DENY ACCESS TO NEWS MEDIA IF THEIR PRESENCE IS DEEMED DISRUPTIVE TO THE SCHOOL DAY OR TO STUDENTS OR IF PHOTOGRAPHING, VIDEOTAPE, AND/OR AUDIOTAPE STUDENTS IS NOT APPROPRIATE, GIVEN THE NATURE OF A PARTICULAR NEWS STORY.

B. APPROVAL TO PHOTOGRAPH, VIDEOTAPE, AUDIOTAPE, AND/OR INTERVIEW STUDENTS WHILE PARTICIPATING IN SCHOOL-SPONSORED ACTIVITIES MAY BE WITHHELD AT THE PARENT’S REQUEST. THIS REQUEST MUST BE SUBMITTED IN WRITING TO THE SCHOOL PRINCIPAL NO LATER THAN OCTOBER 1 OF THE SCHOOL YEAR OR WITHIN 30 DAYS OF ENROLLMENT INTO SCHOOL, IF STUDENTS ENROLL AFTER THE START OF THE SCHOOL YEAR.

C. IF A SCHOOL WISHES TO PUBLISH PHOTOGRAPHS OF STUDENTS, THE SCHOOL MUST COMPLY WITH SUPERINTENDENT’S RULE 6166 AND USE THE DESIGNATED FORMS.

4. DISCLOSURE OF DIRECTORY INFORMATION

A. DIRECTORY INFORMATION MAY BE WITHHELD FROM DISCLOSURE AT THE PARENT’S REQUEST. THIS REQUEST MUST BE SUBMITTED IN WRITING TO THE SCHOOL PRINCIPAL NO LATER THAN OCTOBER 1 OF THE SCHOOL YEAR OR WITHIN 30 DAYS OF ENROLLMENT INTO SCHOOL, IF STUDENTS ENROLL AFTER THE START OF THE SCHOOL YEAR.

FEDERAL LAW REQUIRES A SCHOOL SYSTEM TO PROVIDE STUDENT NAMES, ADDRESSES, AND TELEPHONE LISTINGS TO MILITARY RECRUITERS, WHEN REQUESTED, UNLESS A PARENT(S)/GUARDIAN(S) OR ELIGIBLE STUDENT HAS OPTED OUT OF SUCH DISCLOSURE.

5. OBTAINING DIRECTORY INFORMATION

A. RECORDS OF ONE TO THIRTY-FIVE IN A PARTICULAR SCHOOL: ANY REQUEST FOR DIRECTORY INFORMATION INVOLVING A
PARTICULAR STUDENT OR A GROUP OF LESS THAN THIRTY-SIX STUDENTS IN A SPECIFIC SCHOOL SHALL BE ADDRESSED IN WRITING TO THE PRINCIPAL OF THAT PARTICULAR SCHOOL. SCHOOLS WILL CHARGE $1.00 PER PAGE FOR THE COMPILATION, COPYING, AND ADMINISTRATIVE COSTS ASSOCIATED WITH THE PRODUCTION OF THIS INFORMATION. NO DIRECTORY INFORMATION WILL BE SUPPLIED OVER THE PHONE.

B. RECORDS OF MORE THAN THIRTY-FIVE STUDENTS OR LISTS INVOLVING MORE THAN ONE SCHOOL: ANY REQUEST FOR DIRECTORY INFORMATION INVOLVING (1) LISTS OF STUDENTS’ NAMES FOR A SCHOOL OR GRADE OF A SCHOOL, (2) ADDRESSES OF STUDENTS, AND/OR (3) DATES OF BIRTH OF MORE THAN THIRTY-FIVE STUDENT NAMES FOR A PARTICULAR SCHOOL, A GROUP OF SCHOOLS, AND/OR A GRADE LEVEL WITHIN A SCHOOL OR A GROUP OF SCHOOLS WILL BE COMMUNICATED IN WRITING TO THE OFFICE OF STUDENT DATA. THE REQUEST FOR DIRECTORY INFORMATION SHALL SPECIFICALLY STATE WHICH LISTS OF STUDENTS’ NAMES, ADDRESSES, AND/OR DATES OF BIRTH FOR WHICH SCHOOL AND/OR GRADE IN A PARTICULAR SCHOOL ARE BEING REQUESTED. THE OFFICE OF STUDENT DATA WILL CHARGE $100.00 PER SCHOOL LIST FOR THE COMPILATION, COPYING, AND ADMINISTRATIVE COSTS ASSOCIATED WITH THE PRODUCTION OF THE LIST. NO DIRECTORY INFORMATION WILL BE SUPPLIED OVER THE PHONE.

C. ANY REQUEST FOR DIRECTORY INFORMATION INVOLVING (1) PARTICIPATION OF STUDENTS IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS; (2) WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, (3) DATES OF ATTENDANCE OF STUDENT, AND/OR (4) DEGREES AND AWARDS RECEIVED BY STUDENTS SHALL BE COMMUNICATED IN WRITING TO THE PRINCIPAL OF THE SCHOOL. SCHOOLS WILL CHARGE $1.00 PER PAGE FOR THE COMPILATION, COPYING, AND ADMINISTRATIVE COSTS ASSOCIATED WITH THE PRODUCTION OF THIS INFORMATION. NO DIRECTORY INFORMATION WILL BE SUPPLIED OVER THE TELEPHONE.

[ ] indicate that the bracketed item will be deleted.
ALL CAPS indicates that the item is new material.
6. ANNUAL NOTIFICATION OF PARENTS’/GUARDIANS’/ELIGIBLE STUDENTS’ RIGHTS

A. NOTIFICATION TO STUDENTS, PARENTS, AND GUARDIANS WILL BE INCLUDED EACH YEAR IN THE BALTIMORE COUNTY PUBLIC SCHOOLS’ STUDENT HANDBOOK AND THE BALTIMORE COUNTY PUBLIC SCHOOLS’ CALENDAR FOR DISTRIBUTION TO ALL STAKEHOLDERS. THIS NOTIFICATION WILL INCLUDE:

1. THE CATEGORIES LISTED DESIGNATED AS DIRECTORY INFORMATION;
2. THE RIGHTS OF PARENT(S)/GUARDIAN(S), AND ELIGIBLE STUDENT(S) TO INSPECT AND REVIEW STUDENT RECORDS;
3. WITH THE EXCEPTION OF GRADES, THE RIGHTS OF PARENT(S)/GUARDIAN(S) AND ELIGIBLE STUDENTS TO AMEND STUDENT RECORDS WHICH ARE BELIEVED TO BE INACCURATE;
4. THE REQUIREMENT TO ANNUALLY NOTIFY THE PRINCIPAL IN WRITING OF THE DESIRE NOT TO PERMIT DISCLOSURE OF DIRECTORY INFORMATION BY OCTOBER 1 OF EACH SCHOOL YEAR OR WITHIN 30 DAYS OF ENTRY INTO SCHOOL, IF THE STUDENT ENROLLED AFTER THE START OF SCHOOL; AND,
5. THE RIGHT TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION IF THE PARENT(S)/GUARDIAN(S) OR ELIGIBLE STUDENT(S) BELIEVE THEIR RIGHTS UNDER THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) HAVE BEEN VIOLATED AND EFFORTS TO RESOLVE THE SITUATION THROUGH BALTIMORE COUNTY PUBLIC SCHOOLS’ APPEAL CHANNELS HAVE NOT PROVED SATISFACTORY. (SEE PARENT(S)/GUARDIAN(S) OR ELIGIBLE STUDENT RECORDS INFORMATION SHEETS, PAGES 23 TO 24.)

7. SCHOOL RECORD-KEEPING PRACTICES AND PROCEDURES

A. SCHOOL RECORD-KEEPING PRACTICES AND PROCEDURES WILL BE IN ACCORDANCE WITH FEDERAL AND STATE LAWS, REGULATIONS OF THE STATE BOARD OF EDUCATION, AND THE
MARYLAND STUDENT RECORDS SYSTEM MANUAL. THERE IS ONLY ONE STUDENT RECORD WHICH INCLUDES ALL STUDENT INFORMATION. STUDENT RECORD INFORMATION INCLUDES, BUT IS NOT LIMITED TO, THE FOLLOWING.

1. MANDATED STUDENT RECORD CARD ELEMENTS

   SR CARD 1 STUDENT’S PERSONAL DATA
   SR CARD 2 ANNUAL PERFORMANCE, PREK-8
   SR CARD 3 ANNUAL SECONDARY SCHOOL PERFORMANCE
   SR CARD 3A SUPPLEMENTAL
   SR CARD 4 STATE MANDATED AND LOCAL SCHOOL SYSTEM TESTING
   SR CARD 5 HEALTH SCREENING
   SR CARD 7 MARYLAND STUDENT WITHDRAWAL/TRANSFER RECORD
       STATEWIDE EDUCATIONAL INTERVIEW FORM
       IMMUNIZATION DATA
       BLOOD LEAD CERTIFICATE DHMH 4620
       RECORD OF HEALTH INVENTORY
       DISCIPLINE RECORDS (MINIMALLY REQUIRES SUSPENSION NOTICE AND ALL DISPOSITION LETTERS)
       INFORMATION REQUIRED FOR STUDENTS WITH DISABILITIES: INDIVIDUALIZED EDUCATIONAL PROGRAMS (IEP), SPECIAL SERVICE INFORMATION SYSTEMS (SSIS) FORM, ASSESSMENT REPORTS, IEP TEAM MEETING SUMMARY SHEETS AND NOTES, AND MEDICAL ASSISTANCE RECORDS

2. STUDENT ATTENDANCE CARDS, INCLUDING CARDS FOR PART-TIME ENROLLED STUDENTS.

3. EDUCATIONAL ASSESSMENTS, PSYCHOLOGICAL ASSESSMENTS, PSYCHOSOCIAL ASSESSMENTS, SOCIAL HISTORIES, AND HEALTH INFORMATION.
4. RESIDENCY INFORMATION IN ACCORDANCE WITH BOARD OF EDUCATION POLICY AND SUPERINTENDENT’S RULE 5150.

B. OFFICIAL TRANSCRIPTS/DIPLOMAS

HIGH SCHOOLS MAY ISSUE A MAXIMUM OF THREE OFFICIAL TRANSCRIPTS FREE OF CHARGE WITHIN ONE YEAR OF A STUDENT’S GRADUATION OR PERMANENT WITHDRAWAL FROM SCHOOL. AFTER THE ONE YEAR PERIOD HAS ELAPSED, ALL REQUESTS FOR OFFICIAL TRANSCRIPTS AND DIPLOMAS SHOULD BE REFERRED TO THE OFFICE OF SCHOOL COUNSELING AND A FEE IS CHARGED. THE FEE IS WAIVED FOR ALL GOVERNMENT REQUESTS FOR OFFICIAL TRANSCRIPTS/DIPLOMAS. THE REQUEST MUST BE ON GOVERNMENT LETTERHEAD.

Baltimore County Public Schools will award a high school diploma to any individual who was honorably discharged from military service and who withdrew from a regular full-time Baltimore County Public School to enlist in the Armed Forces of the United States during World War II, the Korean Conflict, or the Vietnam Conflict. Any requests for a diploma under these circumstances should be directed to the Office of School Counseling.

8. INCLUSION OF INFORMATION IN THE STUDENT RECORD

A. DOCUMENTS UNRELATED TO THE PROVISION OF EDUCATIONAL SERVICES GATHERED BY TEACHERS, STUDENT SUPPORT PERSONNEL, OR OTHER SCHOOL PERSONNEL MAY NOT BE INCLUDED IN THE INDIVIDUAL STUDENT’S FILE WITHOUT WRITTEN CONSENT OF THE PRINCIPAL AND THE PARENT(S)/GUARDIAN(S) OR ELIGIBLE STUDENT.

9. SOLE POSSESSION RECORDS KEPT BY SCHOOL OFFICIALS OR AUTHORIZED PERSONNEL

A. SOLE POSSESSION RECORDS KEPT BY PROFESSIONALS ARE NOT PART OF THE STUDENT RECORD.
RULE 5230

B. SOLE POSSESSION RECORDS ARE TO BE KEPT IN A SECURE PLACE AND WILL NOT BE SHARED WITH ANY OTHER PERSON. PERSONAL NOTES MAY BE SHARED WITH ANOTHER PERSON WHEN THAT PERSON IS ASSUMING THE SCHOOL’S OFFICIAL POSITION AND NEEDS THIS INFORMATION TO MEET THE NEEDS OF THE STUDENT. PERSONAL NOTES ARE TO BE DESTROYED WHEN NO LONGER USEFUL IN WORKING WITH STUDENTS.

10. RELEASE OF INFORMATION AND ACCESS TO RECORDS

A. SCHOOL OFFICIALS AND AUTHORIZED PERSONNEL

1. ACCESS TO STUDENT RECORD INFORMATION IS LIMITED TO SCHOOL OFFICIALS WITH LEGITIMATE EDUCATIONAL INTEREST OR AUTHORIZED PERSONNEL AS DEFINED IN SECTION 2D OF THIS RULE. RELEASE OF STUDENT RECORDS INFORMATION TO A THIRD PARTY, ABSENT A COURT ORDER, REQUIRES WRITTEN CONSENT OF THE PARENT(S), GUARDIAN(S) OR ELIGIBLE STUDENTS THROUGH SUBMISSION OF THE BCPS “CONSENT FOR RELEASE OF RECORDS” FORM.

2. STUDENT RECORD INFORMATION MAY NOT BE DISCLOSED OVER THE PHONE WITH THE EXCEPTION OF THE FOLLOWING: THE GRADE AND LEVEL OF SERVICES UNDER IDEA OR SECTION 504 FOR STUDENTS IN “STATE-SUPERVISED CARE”. THIS INFORMATION MAY ONLY BE DISCLOSED TO THE RECEIVING SCHOOL.

3. EACH SCHOOL MUST MAINTAIN A RECORD OF ANY REQUEST FOR AND EXCLUDING DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION FROM STUDENT RECORDS. THE STUDENT RECORD ACCESS LOG IS TO BE KEPT WITH EACH STUDENT RECORD. ONLY DISCLOSURES OF STUDENT RECORD INFORMATION TO INDIVIDUALS NOT SPECIFIED IN SECTION 2D OF THIS RULE WOULD APPEAR ON THE STUDENT RECORD ACCESS LOG, AND THE PARENT(S)/GUARDIAN(S) OR ELIGIBLE STUDENT(S) DO NOT NEED TO BE RECORDED ON THE STUDENT RECORD ACCESS LOG.
RULE 5230

4. RESPONSIBILITY FOR PROVIDING INFORMATION OR MATERIALS FROM A STUDENT RECORD SHALL BE PROCESSED THROUGH THE SCHOOL OFFICE AND AN ADMINISTRATOR.

5. ACCESS TO STUDENT RECORDS MAY BE GRANTED TO AN AUTHORIZED REPRESENTATIVES OF OTHER APPROPRIATE PARTIES DURING EMERGENCIES INVOLVING THE HEALTH AND SAFETY OF THE STUDENT AND OTHER INDIVIDUALS UPON APPROVAL OF THE PRINCIPAL WHEN:

a. THE SERIOUSNESS OF THE THREAT AND THE NEED TO PREVENT HARM.
b. THE “NEED TO KNOW” INFORMATION TO MEET THE EMERGENCY.
c. THE EXTENT TO WHICH THE PARTIES TO WHOM THE INFORMATION IS DISCLOSED ARE IN A POSITION TO DEAL WITH THE EMERGENCY.
d. THE EXTENT TO WHICH TIME IS OF THE ESSENCE IN DEALING WITH THE EMERGENCY.

B. PARENT(S)/GUARDIAN(S)/ELIGIBLE STUDENTS

1. PARENT(S)/GUARDIAN(S) AND ELIGIBLE STUDENTS HAVE THE RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS. PARENT(S)/GUARDIAN(S) OR ELIGIBLE STUDENT MUST REQUEST IN WRITING COPIES OF ANY EDUCATIONAL RECORDS. A LOG IS TO BE KEPT OF ANY TELEPHONE REQUESTS IN ORDER TO VALIDATE THAT THE CALLER WAS INFORMED OF THE BOARD OF EDUCATION’S POLICY. SCHOOLS MUST COMPLY WITH REQUESTS FOR SUCH RECORDS WITHIN 45 DAYS AND MUST PROVIDE COPIES FOR A REASONABLE FEE.

2. THE PARENT(S)/GUARDIAN(S) OR ELIGIBLE STUDENT HAS THE RIGHT TO REQUEST THAT A STUDENT RECORD BE AMENDED WHEN THE PARENT(S)/GUARDIAN(S) OR ELIGIBLE STUDENT BELIEVES A RECORD IS INACCURATE OR MISLEADING. THE PRINCIPAL MUST RESPOND IN
RULE 5230

WRITING TO THE DISPOSITION OF THE REQUEST. IF THE REQUEST FOR AMENDMENT IS DENIED, THEN THE PARENT(S)/GUARDIAN(S) OR ELIGIBLE STUDENT HAS THE RIGHT TO A HEARING WITH THE APPROPRIATE ADMINISTRATOR TO CHALLENGE THE CONTENT OF THE RECORD. IF THE PRINCIPAL REFUSES TO REMOVE THE INFORMATION AFTER THE HEARING WITH THE APPROPRIATE ADMINISTRATOR, THE PARENT(S)/GUARDIAN(S) OR ELIGIBLE STUDENT CONTESTING THE INFORMATION MAY INCLUDE A STATEMENT REGARDING THE CONTESTED INFORMATION IN THE STUDENT’S RECORD.

3. REQUESTS FOR MATERIAL OF A CONFIDENTIAL NATURE OR REPORTS WRITTEN BY PRIVATE PHYSICIANS, BOARD OF EDUCATION PERSONNEL, PSYCHOLOGISTS, PSYCHIATRISTS, AND PUPIL PERSONNEL WORKERS OR SCHOOL SOCIAL WORKERS, SCHOOL NURSES, OR OTHER PROFESSIONALS SHOULD BE DIRECTED TO THE AUTHOR AND ARRANGEMENTS MADE FOR INTERPRETATION BY THE PERSON WHO WROTE THE REPORT OR THOSE WITH AUTHORITY TO INTERPRET SUCH REPORTS.

4. REQUESTS FOR BALTIMORE COUNTY PUBLIC SCHOOLS’ PSYCHOLOGICAL ASSESSMENT REPORTS BY PARENT(S)/GUARDIAN(S) OR ELIGIBLE STUDENT MAY BE RELEASED DIRECTLY TO PARENT(S)/GUARDIAN(S) OR ELIGIBLE STUDENT BY APPROPRIATE SCHOOL PERSONNEL OR BY THE OFFICE OF PSYCHOLOGICAL SERVICES. ABSENT A COURT ORDER REQUESTS FOR BALTIMORE COUNTY PUBLIC SCHOOLS’ PSYCHOLOGICAL ASSESSMENT REPORTS TO BE RELEASED TO THIRD PARTIES REQUIRE WRITTEN PERMISSION FROM THE PARENT(S)/GUARDIAN(S) OR ELIGIBLE STUDENTS. SUCH REQUESTS SHOULD BE DIRECTED TO THE COORDINATOR OF THE OFFICE OF PSYCHOLOGICAL SERVICES.

C. NON-CUSTODIAL PARENT
RULE 5230

1. NON-CUSTODIAL PARENTS ARE ENTITLED TO RECEIVE COPIES OF REPORT CARDS, TEST SCORES, SCHOOL NEWSLETTERS, INTERIM REPORTS, LOSS-OF-CREDIT NOTIFICATIONS, AND OTHER INFORMATION THAT PERTAINS TO THEIR CHILD’S EDUCATION AND THAT IS ROUTINELY SENT TO OR AVAILABLE TO THE CUSTODIAL PARENT ABSENT A COURT ORDER TO THE CONTRARY.

2. THE CUSTODIAL PARENT IS TO BE NOTIFIED BY THE PRINCIPAL OR DESIGNEE WHEN A REQUEST FOR RECORDS HAS BEEN MADE BY THE NON-CUSTODIAL PARENT. THE CUSTODIAL PARENT MAY NOT PROHIBIT THE RELEASE OF STUDENT RECORDS TO THE NON-CUSTODIAL PARENT OR DENY THE NON-CUSTODIAL PARENT ACCESS TO THE STUDENT.

3. RELEASE OF STUDENT RECORDS TO NON-CUSTODIAL PARENT(S) MUST BE SOUGHT THROUGH THE PRINCIPAL OF THE SCHOOL OR THE OFFICE OF PUPIL PERSONNEL SERVICES. THIS ALSO INCLUDES WHATEVER RECORDS REMAIN IN A SCHOOL IF A STUDENT IS WITHDRAWN OR TRANSFERRED. THE SCHOOL SHALL COMPLY WITH ANY COURT ORDER REGARDING THE RESTRICTING OR RELEASING STUDENT RECORDS. ANY COURT ORDERS CONCERNING ACCESS, SECURED BY THE CUSTODIAL PARENT OR PERSON WHO HAS BEEN GRANTED CUSTODY, SHOULD BE PART OF THE STUDENT’S FILE.

D. COURTS

1. THE BOARD OF EDUCATION’S COURT LIAISON WILL BE RESPONSIBLE FOR SECURING AND SUBMITTING SCHOOL REPORTS TO THE DEPARTMENT OF JUVENILE SERVICES AND THE ADULT PROBATION DEPARTMENT.

2. THE COURTS AND CERTAIN AGENCIES HAVE THE AUTHORITY TO SUBPOENA SCHOOL RECORDS. IMMEDIATELY UPON RECEIVING A SUBPOENA, THE PRINCIPAL SHOULD CONTACT THE BALTIMORE COUNTY PUBLIC SCHOOLS’ OFFICE OF LAW, GREENWOOD, FOR

[ ] indicate that the bracketed item will be deleted.
ALL CAPS indicates that the item is new material.
E. LAW ENFORCEMENT AGENCIES

1. COUNTY, STATE, OR FEDERAL POLICE AGENTS WHO CONTACT AND REQUEST STUDENT INFORMATION SHOULD BE ADVISED TO CONTACT THE COORDINATOR OF THE OFFICE OF PUPIL PERSONNEL SERVICES FOR CLARIFICATION OF LAW ENFORCEMENT REQUESTS FOR STUDENT RECORDS.

2. THE OFFICE OF PUPIL PERSONNEL SERVICES WILL BE RESPONSIBLE FOR IDENTIFYING THE PERSON MAKING THE REQUEST AND DETERMINING WHETHER OR NOT THE INFORMATION SHOULD BE RELEASED. THE OFFICE OF PUPIL PERSONNEL SERVICES WILL THEN BE RESPONSIBLE FOR RELEASING THE INFORMATION OR NOTIFYING THE PARTY MAKING THE REQUEST THAT THE INFORMATION CANNOT BE MADE AVAILABLE.

F. A STUDENT RECORD ACCESS LOG FOR INDIVIDUALS OR PARTIES WHO ARE NOT SCHOOL OFFICIALS OR AUTHORIZED PERSONNEL WITH LEGITIMATE EDUCATIONAL INTEREST AND WHO HAVE REQUESTED AND/OR OBTAINED ACCESS TO A STUDENT RECORD MUST BE MAINTAINED BY THE PRINCIPAL/DESIGNEE OR OTHER APPROPRIATE BALTIMORE COUNTY PUBLIC SCHOOLS' PERSONNEL. IN ADDITION TO THE NAME(S) OF THE PERSON(S) REQUESTING/OBTAINING ACCESS, THE STUDENT RECORD ACCESS LOG MUST INDICATE THE DATE OF REQUEST/REVIEW AND THE PURPOSE OF THE REVIEW. THE STUDENT RECORD ACCESS LOG IS TO BE MAINTAINED AS A PART OF EACH STUDENT RECORD. THE STUDENT RECORD ACCESS LOG OF PARTIES WHO SEEK OR OBTAIN ACCESS TO THE STUDENT RECORD MUST BE AVAILABLE UPON THE REQUEST OF THE PARENT(S)/GUARDIAN(S) OR ELIGIBLE STUDENT.

G. STUDENT RECORD ACCESS LOG ENTRIES ARE NOT REQUIRED FOR:
1. SCHOOL OFFICIALS AND AUTHORIZED PERSONNEL AS NOTED IN SECTION 2D OF THIS RULE;
2. PARTIES FOR WHOM WRITTEN CONSENT OF THE PARENT(S)/GUARDIAN(S) OR ELIGIBLE STUDENT HAS BEEN RECEIVED;
3. A PARTY SEEKING OR RECEIVING THE RECORDS AS DIRECTED BY A FEDERAL GRAND JURY OR OTHER LAWFULLY ISSUED SUBPOENA OR ORDER WHERE THE ISSUING AGENCY HAS ORDERED THAT THE EXISTENCE OR THE CONTENT OF THE SUBPOENA OR THE INFORMATION FURNISHED IN RESPONSE NOT BE DISCLOSED.

11. REVIEW OF STUDENT RECORDS

A. REVIEW OF STUDENT RECORDS BY BALTIMORE COUNTY PUBLIC SCHOOLS’ PERSONNEL OR SCHOOL STAFF SHALL OCCUR WHEN:

1. THE STUDENT TRANSFERS TO THE NEXT HIGHER LEVEL, SUCH AS FROM ELEMENTARY TO MIDDLE SCHOOL LEVEL OR MIDDLE TO HIGH SCHOOL LEVEL.
2. THE STUDENT GRADUATES FROM HIGH SCHOOL.
3. THE STUDENT WITHDRAWS FOR ANY REASON.

B. DURING THE REVIEW, PROVIDED THAT THERE IS NO OUTSTANDING REQUEST TO REVIEW THE RECORD, EXTRANEOUS MATERIAL OR RECORDS THAT NO LONGER SERVE A LEGITIMATE EDUCATIONAL PURPOSE SHOULD BE REMOVED AND DESTROYED. STUDENT RECORDS INFORMATION SHOULD NOT BE REMOVED FROM THE STUDENT RECORD IF THE PARENT(S)/GUARDIAN(S) OR ELIGIBLE STUDENT HAS A REQUEST OUTSTANDING TO REVIEW THE RECORD.

12. RETENTION OF STUDENT RECORDS

A. RETENTION OF STUDENT RECORDS COMPLIES WITH THE MOST RECENT EDITION OF THE RECORDS RETENTION AND DISPOSITION MANUAL FOR PUBLIC SCHOOL SYSTEM OF MARYLAND. (SEE 12C FOR REVIEW OF RECORD RETENTION.)
B. INDIVIDUAL STUDENT RECORDS NOT REQUIRED OR SPECIFICALLY REGULATED BY OTHER STATE OR LOCAL REGULATIONS SHALL BE DESTROYED WHEN THEY NO LONGER SERVE LEGITIMATE EDUCATIONAL PURPOSES. The FOLLOWING DOCUMENTS MUST BE MAINTAINED AS PART OF STUDENT RECORD.

1. WHEN THERE IS AN OUTSTANDING REQUEST TO INSPECT AND REVIEW THEM UNDER COMAR 13A.08.02.13.
2. EXPLANATIONS PLACED IN THE EDUCATION RECORD UNDER COMAR 13A.08.02.15 SHALL BE MAINTAINED AS PROVIDED IN COMAR 13A.08.02.15D.
3. THE STUDENT RECORD ACCESS LOG REQUIRED UNDER COMAR REGULATION 13A.08.02.20 SHALL BE MAINTAINED FOR AS LONG AS THE EDUCATION RECORD TO WHICH IT PERTAINS IS MAINTAINED.

C. RECORDS RETENTION SCHEDULE FOR RECORDS IS PRESCRIBED BY THE MARYLAND STATE DEPARTMENT OF EDUCATION.

THE SCHEDULE IS AS FOLLOWS:

<table>
<thead>
<tr>
<th>SR1</th>
<th>PERSONAL DATE</th>
<th>PERMANENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SR2</td>
<td>ANNUAL SCHOOL PERFORMANCE DATA SUMMARY, GRADE LEVELS PREK-8</td>
<td>STUDENT-AGE 21</td>
</tr>
<tr>
<td>SR3</td>
<td>ANNUAL SECONDARY SCHOOL PERFORMANCE DATA SUMMARY GRADE LEVELS 9-12</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>SR4</td>
<td>TEST INFORMATION</td>
<td>STUDENT-AGE 21</td>
</tr>
<tr>
<td>SR5</td>
<td>HEALTH SCREENING, EXAMINATIONS AND EVALUATIONS, IMMUNIZATIONS RECORDS, AND BLOOD LEAD CERTIFICATE</td>
<td>STUDENT-AGE 21</td>
</tr>
<tr>
<td>SR7</td>
<td>MARYLAND STUDENT TRANSFER RECORD DISCIPLINE RECORDS</td>
<td>STUDENT-AGE 21</td>
</tr>
</tbody>
</table>

DISCIPLINE RECORDS

GRADUATION OR COMPLETION OF HIGH SCHOOL PROGRAM OR AGE 21

[ ] indicate that the bracketed item will be deleted.
ALL CAPS indicates that the item is new material.
STATEWIDE EDUCATION INTERVIEW FORM 1 YEAR
STUDENT RECORD ACCESS LOG 6 YEARS
ATTENDANCE CARD (MAINTAINED BY HOMEROOM TEACHER) 6 YEARS
RESIDENCY INFORMATION 6 YEARS
INFORMATION REQUIRED FOR STUDENTS WITH DISABILITIES INDIVIDUALIZED EDUCATION PROGRAM (IEP) AGE 24
SPECIAL SERVICE INFORMATION SYSTEMS (SSIS) 6 YEARS
504 PLANS 6 YEARS
ASSESSMENT REPORTS 6 YEARS
IEP TEAM MEETING SUMMARY SHEETS AND NOTES 6 YEARS
MEDICAL ASSISTANCE RECORDS 6 YEARS

13. TRANSFERRING OF STUDENT RECORDS

A. STUDENT RECORDS MAY BE TRANSFERRED WITHIN BALTIMORE COUNTY PUBLIC SCHOOLS UPON REQUEST FROM THE RECEIVING SCHOOL. STUDENT RECORDS ARE ROUTINELY SENT TO ANOTHER BALTIMORE COUNTY PUBLIC SCHOOL FOR STUDENTS WHO TRANSFER AS A RESULT OF PROMOTION OR BOUNDARY CHANGE.

B. RECORDS OF STUDENTS TRANSFERRING FOR ANY OTHER REASON SHALL BE RETAINED UNTIL REQUESTED BY THE PRINCIPAL/DESIGNEE OF THE RECEIVING SCHOOL. THE SENDING SCHOOL SHALL NOT FORWARD RECORDS ABSENT A REQUEST FROM THE RECEIVING SCHOOL.

C. THE ORIGINAL STUDENT RECORD IS TO BE SENT TO THE RECEIVING SCHOOL WHEN THE RECEIVING SCHOOL IS ANOTHER BALTIMORE COUNTY PUBLIC SCHOOL. THE SENDING SCHOOL IS NOT REQUIRED TO MAKE COPIES. IF A STUDENT TRANSFERS TO AN ALTERNATIVE SCHOOL OR EVENING HIGH SCHOOL, THE SENDING SCHOOL SHOULD KEEP THE ORIGINAL STUDENT RECORD AND SEND COPIES OF THE ALTERNATIVE PROGRAM’S REQUIRED FORMS WHICH MAY

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INCLUDE THE FOLLOWING: (1) RESIDENCY INFORMATION, (2) IMMUNIZATIONS, (3) EMERGENCY CONTACT INFORMATION, (4) TRANSCRIPTS, (5) TEST RECORD, (6) HEALTH INFORMATION, (7) SPECIAL EDUCATION, AND (8) 504 RECORDS.

D. WHEN A BALTIMORE COUNTY PUBLIC SCHOOL RECEIVES A REQUEST FOR STUDENT RECORDS FROM A NON-BALTIMORE COUNTY PUBLIC SCHOOL, THE BALTIMORE COUNTY PUBLIC SCHOOL PRINCIPAL/DESIGNEE SHALL NOTIFY THE PARENT(S)/GUARDIAN(S) OR ELIGIBLE STUDENT OF SUCH REQUEST BY FORWARDING A LETTER TO THE LAST KNOWN ADDRESS OF THE PARENT(S)/GUARDIAN(S) OR ELIGIBLE STUDENT.

E. IF A TRANSFER REQUEST IS INITIATED BY THE PARENT(S)/GUARDIANS OR ELIGIBLE STUDENT(S), ONLY COPIES OF THE RECORDS MAY BE GIVEN. THE ORIGINAL RECORDS ARE NEVER GIVEN TO THE PARENT(S)/GUARDIAN(S) OR ELIGIBLE STUDENT(S).

F. ONCE A SCHOOL HAS RECEIVED A FORMAL REQUEST FOR RECORDS FROM A RECEIVING SCHOOL OUTSIDE OF BALTIMORE COUNTY OR A NONPUBLIC SCHOOL, THE SENDING SCHOOL SHALL SEND COPIES OF THE RECORDS TO THE RECEIVING SCHOOL AND KEEP THE ORIGINAL STATE MANDATED STUDENT RECORDS CARDS AND THE ORIGINAL INFORMATION INCLUDED IN SECTION 12 OF THIS RULE. AN ENTRY SHOULD BE MADE IN THE STUDENT RECORD ACCESS LOG INDICATING WHERE THE STUDENT RECORDS WERE TRANSFERRED WHEN SENT TO A SCHOOL OUTSIDE OF BALTIMORE COUNTY. ENTRY OF THE REQUEST ON THE STUDENT RECORDS ACCESS LOG SHOULD BE DONE PRIOR TO MAKING THE FINAL COPY OF THE LOG.

G. PSYCHOLOGICAL ASSESSMENT REPORTS ARE PART OF THE STUDENT RECORD AND ARE FORWARDED TO A RECEIVING SCHOOL UPON RECEIPT OF A FORMAL REQUEST FOR RECORDS. ALL OTHER REQUESTS FOR BALTIMORE COUNTY PUBLIC SCHOOLS’ PSYCHOLOGICAL ASSESSMENT REPORTS TO BE RELEASED TO THIRD PARTIES SHOULD BE DIRECTED TO THE COORDINATOR OF THE OFFICE OF PSYCHOLOGICAL SERVICES.

[ ] indicate that the bracketed item will be deleted.
ALL CAPS indicates that the item is new material.
H. SOCIAL HISTORY REPORTS ARE PART OF THE STUDENT RECORD AND ARE FORWARDED TO A RECEIVING SCHOOL UPON RECEIPT OF A FORMAL REQUEST FOR RECORDS. ALL OTHER REQUESTS FOR BALTIMORE COUNTY PUBLIC SCHOOLS’ SOCIAL HISTORY REPORTS TO BE RELEASED TO THIRD PARTIES SHOULD BE DIRECTED TO THE COORDINATOR OF THE OFFICE OF PUPIL PERSONNEL SERVICES.

I. RECORDS OR REPORTS OF SUSPECTED CHILD ABUSE OR NEGLECT ARE NOT CONSIDERED TO BE PART OF THE STUDENT RECORD AND MAY NOT BE FORWARDED TO ANY SCHOOL.

J. RECORDS OF A STUDENT’S TREATMENT FOR SUBSTANCE ABUSE OR EFFORT TO OBTAIN TREATMENT FOR SUBSTANCE ABUSE ARE NOT CONSIDERED TO BE PART OF THE STUDENT RECORD AND MAY NOT BE FORWARDED TO ANY SCHOOL UNLESS THE SENDING SCHOOL HAS OBTAINED WRITTEN CONSENT OF THE STUDENT, EVEN IF THE STUDENT IS A MINOR.

K. THE BALTIMORE COUNTY PUBLIC SCHOOLS’ CONSENT FORM, AUTHORIZATION TO OBTAIN PROTECTED HEALTH INFORMATION, MUST BE USED TO OBTAIN HEALTH INFORMATION FROM AN OUTSIDE AGENCY.
IN ACCORDANCE WITH MARYLAND LAW, BALTIMORE COUNTY PUBLIC SCHOOLS (HEREINAFTER, BCPS) ARE PROVIDING PARENTS, LEGAL GUARDIANS, OR ELIGIBLE STUDENTS (HEREINAFTER, PARENT) WITH THIS ANNUAL NOTIFICATION OF RIGHTS.

1. CONFIDENTIALITY

STUDENT RECORDS MAINTAINED BY BCPS ARE CONFIDENTIAL IN NATURE AND ACCESS TO THESE RECORDS MAY BE GRANTED ONLY FOR THE PURPOSE OF SERVING LEGITIMATE AND RECOGNIZED EDUCATIONAL ENDS. PRIOR PARENT CONSENT IS NOT REQUIRED TO FORWARD RECORDS WHEN A STUDENT TRANSFERS TO ANOTHER SCHOOL OR SCHOOL SYSTEM.

2. ACCESS TO RECORDS

STUDENT RECORDS MAINTAINED BY BCPS SHALL BE AVAILABLE TO THE STUDENT’S PARENTS FOR REVIEW AND INSPECTION IN CONFERENCE WITH APPROPRIATE SCHOOL PERSONNEL. IF A STUDENT IS 18 YEARS OR OLDER, RIGHTS ACCORDED TO AND THE CONSENT REQUIRED OF THE PARENT OF THE STUDENT SHALL THEREAFTER ONLY BE ACCORDED TO AND REQUIRED OF THE ELIGIBLE STUDENT. MARYLAND LAW PROVIDES THAT STUDENT RECORDS MAY BE RELEASED BY BCPS TO OTHER EDUCATIONAL OR SPECIFIC GOVERNMENTAL AGENCIES, TO PERSONS INVOLVED IN APPROVED RESEARCH PROJECTS, TO COMPLY WITH CERTAIN JUDICIAL ORDERS, OR IN CERTAIN HEALTH AND EMERGENCY SITUATIONS.

3. REQUEST TO AMEND STUDENT RECORDS

THE PARENT OF A STUDENT, WHO BELIEVES THE INFORMATION CONTAINED IN THE STUDENT RECORDS IS INACCURATE OR MISLEADING OR VIOLATES THE PRIVACY RIGHTS OF THE STUDENT, MAY REQUEST IN WRITING THAT BCPS AMEND THAT RECORD. THE PRINCIPAL OF THE STUDENT’S SCHOOL OR THE APPROPRIATE ADMINISTRATOR OF AN OFFICE SHALL DECIDE WHETHER OR NOT
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TO AMEND THE STUDENT RECORD IN A REASONABLE PERIOD OF TIME. IF THE PARENT IS DISSATISFIED WITH THE REFUSAL TO AMEND THE STUDENT RECORD, THEN THE PARENT HAS THE RIGHT TO REQUEST A HEARING BEFORE THE APPROPRIATE ADMINISTRATOR.

4. NEWS/PHOTOGRAPHY

STUDENTS MAY BE PHOTOGRAPHED, VIDEOTAPE, AUDIOTAPE, AND/OR INTERVIEWED WHILE PARTICIPATING IN SCHOOL-SPONSORED ACTIVITIES WHEN SUCH ACTIVITIES ARE OF INTEREST TO THE NEWS MEDIA. ALL MEDIA ACTIVITIES IN SCHOOLS WILL BE MONITORED BY SCHOOL STAFF. SCHOOL ADMINISTRATIVE STAFF WILL DENY ACCESS TO NEWS MEDIA IF THEIR PRESENCE IS DEEMED DISRUPTIVE TO THE SCHOOL DAY OR TO STUDENTS OR IF PHOTOGRAPHING, VIDEOTAPE, AND/OR AUDIOTAPE STUDENTS IS NOT APPROPRIATE, GIVEN THE NATURE OF A PARTICULAR NEWS STORY.

APPROVAL TO PHOTOGRAPH, VIDEOTAPE, AUDIOTAPE, AND OR INTERVIEW STUDENTS WHILE PARTICIPATING IN SCHOOL-SPONSORED ACTIVITIES MAY BE WITHHELD AT THE PARENT’S REQUEST. THIS REQUEST MUST BE SUBMITTED IN WRITING TO THE SCHOOL PRINCIPAL NO LATER THAN OCTOBER 1 OF THE SCHOOL YEAR OR WITHIN 30 DAYS OF ENROLLMENT INTO SCHOOL, IF STUDENTS ENROLL AFTER THE START OF THE SCHOOL YEAR.

5. DIRECTORY INFORMATION

BCPS HAS A POLICY OF DISCLOSING PERSONALLY IDENTIFIABLE INFORMATION FROM STUDENT RECORDS WHICH DOES NOT REQUIRE PARENT CONSENT. THIS INFORMATION IS COMMONLY REFERRED TO AS “DIRECTORY INFORMATION.” THE FOLLOWING INFORMATION HAS BEEN DESIGNATED AS “DIRECTORY INFORMATION” BY BCPS: STUDENT’S NAME AND ADDRESS; DATE OF BIRTH; PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS; WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS; DATES OF ATTENDANCE; AND DEGREES AND AWARDS RECEIVED. YOU ARE HEREBY ADVISED THAT THIS “DIRECTORY INFORMATION” MAY BE WITHHELD FROM DISCLOSURE AT THE PARENT’S REQUEST. THIS REQUEST MUST BE SUBMITTED IN WRITING TO THE SCHOOL PRINCIPAL NO LATER
 THAN OCTOBER 1 OF THE SCHOOL YEAR OR WITHIN 30 DAYS OF ENROLLMENT INTO SCHOOL, IF STUDENTS ENROLL AFTER THE START OF THE SCHOOL YEAR.

6. BCPS REVIEW OF STUDENTS RECORDS

BCPS POLICY ALLOWS A PERIODIC REVIEW OF EACH STUDENT’S EDUCATIONAL RECORDS BY SCHOOL PERSONNEL FOR THE PURPOSE OF DELETING ANY UNNECESSARY OR OUTDATED ITEMS FROM A STUDENT’S RECORD. THIS REVIEW ALSO TAKES PLACE AT THE TIME A STUDENT TRANSFERS FROM OR OTHERWISE LEAVES A SCHOOL. FOR DETAILS OF THE BCPS POLICY CONCERNING THE USE, MAINTENANCE, AND TRANSFER OF STUDENT RECORDS, CONTACT YOUR SCHOOL PRINCIPAL.
DATE: March 14, 2006

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent


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

RESOURCE PERSON (S): Barbara S. Burnopp, Chief Financial Officer
Patrick M. Fannon, Controller

INFORMATION


General Fund Comparison of FY2005 and FY2006 Revenues, Expenditures, and Encumbrances - Budget and Actual

These data are presented using Maryland State Department of Education categories. Amounts included reflect actual revenues, expenditures and encumbrances to date and do not reflect forecasts of revenues and expenditures. Figure 1 presents an overview of the FY2005 and FY2006 General Fund Revenue Budget. Figure 2 provides an overview of the FY2006 General Fund Expenditure Budget. Figure 3 compares the percent of the budget obligated as of January 31, 2005 and 2006. Figure 4 is a comparative statement of budget to actual revenues, expenditures and encumbrances.
General Fund Revenue Budget

![General Fund Revenue Budget by Source](image)

**Figure 1**

**Year-to-Date Comparison**

- **Baltimore County** – The FY2006 county appropriation increased $21.3 million, 3.7% over the FY2005 budget. County funds are drawn based on cash flow requirements. Year-to-date county revenue recognized is $309 million, 52.3% of the budget, as compared to $302 million, 53% of the budget, for FY2005.

- **State of Maryland** – The FY2006 state appropriation originally increased $42.8 million, 12.5% over the FY2005 budget. This increase was the result of the third year of the Maryland *Bridge to Excellence in Public Schools Act*. In November 2005, the county approved an appropriation request to use additional state funding from the Aging Schools Program of $1,092,000, for school window replacement. The majority of state funds are received bi-monthly in equal installments. Four of the bi-monthly payments have been received, and actual revenues to date are in line with the budget.

- **Other Revenues** – The other revenue budget is comprised of the re-appropriation of the prior year’s fund balance of $4.3 million, out-of-county living arrangement payments from other local education agencies (LEAs) which are estimated to be $4 million and are generally collected at year-end, tuitions, and sundry revenues. In November 2005, the county approved an appropriation request to increase other revenue sources by $930,000, which consists of additional E-Rate revenue and the use of available escheat funds. The year-to-date revenue includes summer school and other tuition, the re-appropriation of the prior year’s unspent fund balance of $4.3 million, and sundry other revenues of approximately $2,344,000.
General Fund Expenditure Budget

FY2006 Adjusted Expenditure Budget by Category

$989,888,387

- Administration - 2.9%
- Instruct. Textbooks - 2.0%
- Student Personnel - 0.5%
- Oper. of Plant - 6.8%
- Capital Outlay - 0.3%
- Mid-level Admin. - 6.7%
- Other Instruct. Costs - 1.2%
- Health Services - 1.0%
- Maint. of Plant - 2.2%
- Special Education - 12.8%
- Student Transportation - 4.2%
- Fix. Charges - 19.6%

Figure 2 (Detail included in Figure 4)

Year-to-Date Comparison

Total Expenditures and Encumbrances – Year-to-date expenditures and encumbrances through January 31, 2006, are $552 million, 55.7% obligated, compared to $521 million, 56.4% obligated, for the same period in FY2005. Salary expenditures within categories that are primarily comprised of 12-month positions (e.g., Administration, Mid-Level Administration, Operation of Plant, Maintenance of Plant, and Capital Outlay) average 55.9% of the budget amount and are in line considering the percent of the fiscal year that has elapsed. Salary expenditures in categories with large concentrations of 10-month, school-based personnel (e.g., Instructional Salaries, Special Education, Student Personnel, Health Services, and Student Transportation) average 51.4% of budget, which is in line with the percentage of the school year that has elapsed. The increase in salary expense is attributable to salary restructuring for all employees and additional positions to expand full-day kindergarten and other programs. The increase in year-to-date FY2006 total non-salary expenditures and encumbrances results primarily from additional costs in Administration, Student Transportation and Operation of Plant. These additional costs are for expenditures obligated for the upgrade of the Board’s automated financial system and data warehouse, the costs of fuel, utilities, and contracted services. Additionally, a significant portion of the contracted services in the Special Education budget have been encumbered for the year and increases have occurred in Fixed Charges primarily from an increase in health benefit costs.
**Administration and Mid-level Administration** – Year-to-date FY2006 expenditures and encumbrances in Administration have increased $3.7 million over those expended during the same period in FY2005. This increase results primarily from an increase in contracted services related to the upgrade of the Board’s automated financial system and data warehouse. In November 2005, a budget supplement of $550,000 was approved to provide additional funding for expenditures to be incurred for student scheduling software and other data processing enhancements. Mid-level Administration expenditures are in line with the budget and are comparable to the prior year.

**Instructional Salaries** – The budget for Instructional Salaries was increased by $19.4 million in FY2006 to include additional funding for salary restructuring and step increases. The budget increase also resulted from added instructional positions required to expand full-day kindergarten programs to 10 additional schools. Instructional Salaries expenditures are in line with the prior year.

**Instructional Textbooks and Supplies** – A significant portion of the Instructional Textbooks and Supplies category is spent early in the fiscal year as orders are placed with vendors for textbooks and classroom supplies needed for the opening of school. The budget for this category was increased by 7% or approximately $1.3 million for the year. The increase in the budget is attributable to $1.1 million for additional library books for elementary schools, an increase of $130,000 for elementary programs and additional increases in school-based expenditures. To date, $10.1 million, 51.6% of the FY2006 budgeted funds has been committed; the remaining budget will be spent throughout the year to purchase additional consumable classroom supplies, library books, and other media.
• **Other Instructional Costs** – This category is comprised of commitments for contracted services, staff development, and equipment used to support the instructional programs. This category’s budget was decreased by $2.8 million to more closely reflect the expenditures anticipated. To date $7.3 million, 63.6% of the FY2006 budgeted funds, has been committed as compared to 58% in the prior fiscal year. Generally a majority of these expenditures are committed early in the school year to prepare for the opening of school.

• **Special Education** – The Special Education category includes costs associated with the educational needs of students receiving special education services. The FY2006 salary budget includes increased funding for salary restructuring, step increases, and the addition of 35 full-time employees to support expansion of kindergarten special education inclusion programs. $37.7 million (95.2%) of the FY2006 Special Education non-salary budget is for private placement of children in non-public schools. To date, 73.9% of the original budgeted funds for private placement, $28 million, have been committed compared with 87% or $29 million committed at January 2005. Based upon current student enrollment, it is anticipated that the entire amount originally budgeted for private placement will not be required for this school year.

• **Student Personnel and Health Services** – Year-to-date FY2006 expenditures and encumbrances are currently in line with the budget.

• **Student Transportation** – This category includes all costs associated with providing school transportation services for students between home, school, and school activities. Much of the transportation non-salary budget is committed early in the fiscal year to reflect the anticipated annual expenditures for contracts with private bus operators, fuel for vehicles, cost of bus maintenance, and other non-salary expenditures. The non-salary budget increased $2.6 million, which can be attributed primarily to $1.1 million of additional capital lease obligations related to bus acquisitions, and $1.2 million of additional fuel cost and increased costs for parts and maintenance. As of January 2006, 91.1% of the non-salary budget has been committed, compared with 94.7% committed as of January 2005. Salary expenses are in line with the budget and are comparable to the prior year.

• **Operation of Plant** – This category contains costs for custodial and grounds keeping salaries for care and upkeep of grounds and buildings. Additionally, costs of utilities (including telecommunications costs, gas and electric, fuel oil, sewer, and water) are included here. The non-salary expenditure budget for this category has increased 12.5%, primarily because of the expected increase in the cost of utilities of $2.7 million. Encumbrances for utilities have been established for approximately the full amount of the budgeted annual costs of $24 million. Expenditures of $709,000 for county sewer charges were incurred during January. Other expenditures in this category include the cost of building rent, $2.3 million, property insurance, $1.1 million, trash removal, $850,000, telecommunication, $1.8 million, and copier maintenance of $660,000. As of January 2006, 96.5% of the non-salary budget has been committed, compared with 93.4% as of January 2005.
• **Maintenance of Plant and Capital Outlay** – The Maintenance of Plant category consists of activities related to the service and upkeep of building systems and grounds. In November 2005, a budget transfer of $817,500 was approved to transfer funds to the Capital Outlay category for the purchase of modular facilities originally budgeted in this category. In addition, a budget supplement of $1,472,000 was approved to provide funding for the replacement of windows and air filters at various schools. The budgeted expenditures in this category include $6.8 million for maintenance (including service contracts), $2.5 million for maintenance under the Aging School Program, and $1.5 million for costs related to maintenance of vehicles. As of January 2006, 69.1% of the non-salary budget has been committed as compared with 62.8% as of January 2005. Capital Outlay expenditures to date are for contracted services and other costs, including $489,000 for modular buildings purchased for three schools. Salary expenses for both categories are in line with the budget.

• **Fixed Charges** – This category includes the cost of employee benefits and other fixed costs. Health insurance and employer FICA consume 69% and 25% of the Fixed Charges budget, respectively. The FY2006 budget increased $15.4 million, primarily as a result of increases in premium rates for health insurance and additional FICA expense, which is directly related to payroll increases. Year-to-date FY2006 expenditures and encumbrances are in line with the budget.
## Baltimore County Public Schools
### Comparison of FY 2005 and FY 2006 Revenues, Expenditures, and Encumbrances
#### Budget and Actual
##### For the Periods Ended January, 2005 and 2006
#### General Fund

<table>
<thead>
<tr>
<th></th>
<th>FY2005</th>
<th>FY2006</th>
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<tr>
<td></td>
<td>Adjusted Budget</td>
<td>Remaining Budget</td>
</tr>
<tr>
<td></td>
<td>as of 01/31/05</td>
<td>as of 01/31/06</td>
</tr>
<tr>
<td></td>
<td>Earned or Obligated</td>
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</tr>
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<td>Revenues:</td>
<td></td>
<td></td>
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<tr>
<td>Baltimore County</td>
<td>$ 570,385,533</td>
<td>$ 302,245,743</td>
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<tr>
<td></td>
<td>$ 268,139,790</td>
<td>$ 121,045,035</td>
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<tr>
<td></td>
<td>53.0%</td>
<td>64.7%</td>
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<td>State of Maryland</td>
<td>342,566,986</td>
<td>221,521,951</td>
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<tr>
<td></td>
<td>121,045,035</td>
<td>284,664,136</td>
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<tr>
<td></td>
<td>53.1%</td>
<td>53.1%</td>
</tr>
<tr>
<td>Other</td>
<td>9,984,526</td>
<td>5,515,733</td>
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<tr>
<td></td>
<td>4,468,793</td>
<td>55.2%</td>
</tr>
<tr>
<td>Total revenues</td>
<td>$ 922,937,045</td>
<td>$ 529,283,427</td>
</tr>
<tr>
<td></td>
<td>$ 393,653,618</td>
<td>57.3%</td>
</tr>
</tbody>
</table>

| Expenditures and Encumbrances: |                         |                         |
| Administration                 |                         |                         |
|                                | $ 15,181,770            | $ 9,116,868             |
|                                | $ 6,064,902             | 60.1%                   |
|                                | 577,245,743             | 66.9%                   |
|                                |                         |                         |
| Mid-level Administration       |                         |                         |
|                                | $ 56,683,247            | $ 33,218,348            |
|                                | $ 23,464,899            | 58.6%                   |
|                                | $ 25,783,580            | 62.4%                   |
|                                | 56,683,247              | 36,140,703              |
|                                | 25,783,580              |                         |
| Instruction:                  |                         |                         |
| Instructional Salaries         | $ 374,416,758           | $ 194,375,205           |
|                                | $ 180,041,553           | 56.2%                   |
| Instructional Textbooks        | $ 18,285,474            | $ 10,268,858            |
|                                | $ 8,016,616             | 56.2%                   |
| Other Instructional Costs      | $ 14,450,759            | $ 7,337,547             |
|                                | 6,073,212               | 58.0%                   |
| Special Education              | $ 79,191,225            | $ 42,661,468            |
|                                | $ 36,297,575            | 53.9%                   |
|                                | $ 2,625,974             | 88.9%                   |
| Student Personnel              | $ 4,361,971             | $ 2,598,886             |
|                                | $ 1,763,085             | 59.6%                   |
|                                | $ 96,900                 | 59.8%                   |
| Health Services                | $ 9,608,799             | $ 5,238,138             |
|                                | $ 4,370,616             | 54.5%                   |
|                                | $ 57,325                 | 63.7%                   |
| Student Transportation         | $ 3,625,971             | $ 2,598,886             |
|                                | $ 1,763,085             | 59.6%                   |
|                                | $ 96,900                 | 59.8%                   |
| Operation of Plant             | $ 32,106,991            | $ 17,123,311            |
|                                | $ 14,893,680            | 53.5%                   |
|                                | $ 671,188                | 94.7%                   |
| Maintenance of Plant           | $ 10,832,501            | $ 5,156,273             |
|                                | $ 4,667,457             | 52.5%                   |
|                                | $ 57,325                 | 63.7%                   |
| Fixed Charges                  | $ 179,052,298           | $ 92,993,940            |
|                                | $ 86,058,358             | 51.9%                   |
| Capital Outlay                 | $ 1,931,742             | $ 1,222,332             |
|                                | $ 709,410                | 63.3%                   |
|                                | $ 161,647                | 22.3%                   |
| Total Salary                   | $ 607,342,029           | $ 322,675,472           |
|                                | $ 284,664,136           | 53.1%                   |
| Total Non-Salary               | $ 315,595,016           | $ 198,136,563           |
|                                | $ 117,458,454           | 62.8%                   |
| Total Expenditures and Encumbrances | $ 922,937,045       | $ 529,283,427           |

### Figure 4
The North West Advisory Council met with the community on Tuesday, February 7th at Deer Park Elementary School in Owings Mills. A big thank you goes to Deer Park Elementary School PTA and Principal Iris Steele for their hospitality in hosting the meeting.

The topic for the evening was student achievement. We had a panel discussion which included Principals Joyce Schultz from Scotts Branch Elementary School, Tom Evans from Randallstown High School, and Sue Hershfeld from Fort Garrison Elementary School, Lauren Behar a teacher from Timonium Elementary and myself, Abby Beytin, a teacher at Timber Grove Elementary.

The information shared with the community included information about Focus Plans now used in elementary schools to help struggling students in grades 3-5 so that extra resources can help them succeed. Other information about assessments and the small learning communities now being implemented in several high schools was also shared with the audience. From the teacher prospective information about what it will take to help all children achieve was also disseminated. The audience shared some thoughts on the topic and asked questions of the panel. The handouts that were provided for the community are attached for your information.

We again had only about 20-30 people in attendance. We need a better way to communicate to the public about our meetings and a better way to send out a reminder to the public about these meetings.

Respectfully submitted,

Abby Beytin, Chair Northwest Advisory Council