

TENTATIVE, SUBJECT TO CHANGE

MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, January 23, 2007
5:30 P.M.-Closed Session, 7:30 P.M.-Open Session
Educational Support Services Building

- I. PLEDGE OF ALLEGIANCE
- II. SILENT MEDITATION IN REMEMBRANCE
- III. AGENDA
Consideration of the agenda for January 23, 2007
- IV. MINUTES
Consideration of the Open and Closed Session Minutes of December 19, 2006 Exhibit A
- V. SELECTION OF SPEAKERS
- VI. ADVISORY AND STAKEHOLDER GROUPS
- VII. SUPERINTENDENT'S REPORT
 - Superintendent's Student Advisory Board
- VIII. RECOGNITION OF ADVISORY COUNCIL APPOINTMENTS FROM JANUARY 9, 2007 (Dr. Peccia)
- IX. REPORTS
 - A. Report on African-American Male Achievement Task Force (exhibit to follow) (Mr. Dunbar Brooks)
Exhibit B
 - B. Woodlawn Middle School Assessment (Dr. Rodriguez/Mr. Scriven)
Exhibit C
 - C. Report on Proposed Deletion of Policy 5610 – STUDENTS: Title IX Grievance Procedure (first reading) (Ms. Dixon/Mr. Cowles)
Exhibit D
- X. NEW BUSINESS
 - A. Consideration of consent to the following personnel matters: (Dr. Peccia)
 - 1. Retirements Exhibit E
 - 2. Resignations Exhibit F
 - 3. Leaves of Absence Exhibit G

X. NEW BUSINESS (cont)

B. Consideration of consent to the following contract awards:

(Mr. Gay/Mr. Sines)
Exhibit H

1. Contract Extension: Electrical Testing
2. BCPS and Community College of Baltimore County Articulation Agreement
3. Cut Sheet Paper (Copy, Laser Printers, and Duplicators)
4. Focused Elementary and Middle School Utilization Study
5. Gasoline and Diesel Fuel
6. Photocopiers
7. Routers and Servers for Network Applications
8. Various Custodial Restroom Products
9. Contract Modification: Renovations at Deep Creek Middle School
10. Contract Modification: Construction Packages Testing (1A) and Site Work (2A) at Vincent Farm Elementary School
11. Windows and Blind Replacement at Chase Elementary School
12. Request to Negotiate: Feasibility and Design Services – High School Renovations

C. Legislation Update

(Dr. Peccia)
Exhibit I

XI. INFORMATION

A. Deletion of Superintendent's Rule 3320 – Food Services: Responsibilities and Duties

Exhibit J

B. Revised Superintendent's Rule 3330 – Food Services: Finance

Exhibit K

XII. ANNOUNCEMENTS

A. Public Comment on Proposed Changes to Policy 5410 (second reading)

B. Public Comment on Proposed Changes to Policy 8315 (second reading)

C. General Public Comment

Next Board Meeting
7:30 PM

Tuesday, February 13, 2007
Greenwood

TENTATIVE MINUTES

BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Tuesday, December 19, 2006

The Board of Education of Baltimore County, Maryland, met in open session at 5:00 p.m. at Greenwood. President Donald L. Arnold and the following Board members were present: Ms. Frances A. S. Harris, Mr. John A. Hayden, III, Dr. Warren C. Hayman, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Ms. JoAnn C. Murphy, Mr. Joseph J. Pallozzi, Mr. H. Edward Parker, Jr., Ms. Joy Shillman, and Mr. Peter Bacon. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

Mr. Arnold reminded Board members of community functions and Board of Education events scheduled in December and January.

Ms. O'Hare entered the room at 5:03 p.m.

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

Pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1), (a)(7), (a)(8), and (a)(9) and upon motion of Mr. Janssen, seconded by Mr. Bacon, the Board commenced its closed session at 5:12 p.m.

CLOSED SESSION MINUTES

The Board of Education of Baltimore County, Maryland, met in closed session at 5:12 p.m. at Greenwood. President Donald L. Arnold and the following Board members were present: Ms. Frances A. S. Harris, Mr. John A. Hayden, III, Dr. Warren C. Hayman, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Ms. JoAnn C. Murphy, Ms. Mary-Margaret O'Hare, Mr. Joseph J. Pallozzi, Mr. H. Edward Parker, Jr., Ms. Joy Shillman, and Mr. Peter Bacon. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and the following staff members were present: J. Robert Haines, Esq., Deputy Superintendent; Ms. Rita Fromm, Chief of Staff; Margaret-Ann Howie, Esq., Legal Counsel to the Superintendent; Dr. Donald Peccia, Assistant Superintendent of Human Resources and Governmental Relations; Dr. Alpheus Arrington, Director, Personnel Staffing; Mr. Daniel Capozzi, Staff Relations Manager; P. Tyson Bennett, Esq., Counsel to the Board of Education; and Ms. Brenda Stiffler, Administrative Assistant to the Board.

Mr. Capozzi updated Board members on the status and content of collective bargaining discussions.

Mr. Capozzi exited the room at 5:29 p.m.

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

CLOSED SESSION MINUTES (cont)

Mr. Bennett and Ms. Howie advised Board members on litigation involving Board-owned property.

Mr. Dale Rauenzahn, Executive Director of Student Support Services, entered the room at 5:53 pm.

Mr. Rauenzahn and Board member, Mr. Hayden, exited the room at 6:07 p.m.

Mr. Bennett and Ms. Howie advised Board members on potential litigation involving a former employee.

At 6:16 p.m., Ms. Harris moved the Board go into open session. The motion was seconded by Dr. Hayman and approved by the Board.

Mr. Hayden entered the room at 6:16 p.m.

Ms. Howie distributed to Board members the Maryland State Board of Education's opinion in *Michael Gruber, ET AL. vs. Baltimore County Board of Education*.

At 6:20 p.m., Mr. Janssen moved the Board adjourn for a brief dinner recess. The motion was seconded by Dr. Hayman and approved by the Board.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 7:34 p.m. at Greenwood. President Donald L. Arnold and the following Board members were present: Ms. Frances A. S. Harris, Mr. John A. Hayden, III, Dr. Warren C. Hayman, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Ms. JoAnn C. Murphy, Ms. Mary-Margaret O'Hare, Mr. Joseph J. Pallozzi, Mr. H. Edward Parker, Jr., Ms. Joy Shillman, and Mr. Peter Bacon. 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 Clairra Kim, Delaunta Duncan, and Chris Adams, followed by a period of silent meditation for those who have served education in the Baltimore County Public Schools.

Hearing no additions or corrections to the Open and Closed Session Minutes of November 8, 2006, and the Open and Closed Session Minutes of November 21, 2006, Mr. Arnold declared the minutes approved as presented on the website.

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

After selecting completed sign-up cards, Mr. Arnold announced the names of persons who would be speaking during the public comment portion of the meeting. If fewer than ten sign-up cards were received, all who sign up would be permitted to speak.

ADVISORY AND STAKEHOLDER COMMENTS

Ms. Jennifer Oswald, Baltimore County Student Council President and Superintendent's Student Council Advisory Group, reported on BCSC's general assembly meeting, when several pieces of legislation were addressed.

Mr. Eric King, a representative of the Advisory Committee for Alternative Programs, introduced Clair Kim, Delaunta Duncan, and Chris Adams, who shared with Board members their experiences in the alternative education program at Woodlawn High School.

Ms. Gloria Collins, President of the Baltimore County Instructional Assistants & Clerical Employees (BACE), remarked that paraeducators need a reasonable wage to support their families.

Ms. Karen Yarn, Chair of the Citizens Advisory Committee for Gifted and Talented Education, reported on the Committee's October 11 meeting hosting several students who discussed ways to improve the G/T program. Ms. Yarn also reported on the Committee's previous two meetings where G/T science curriculum and the Library Information Network were discussed.

Ms. Susan Katz, President of the PTA Council of Baltimore County, thanked the Board for its work to ensure students receive a quality education.

Ms. Cheryl Bost, President of the Teachers Association of Baltimore County, thanked the Northeast Area Assistant Superintendent and various teachers who covered classes so that faculty could attend the funeral of an employee.

SUPERINTENDENT'S REPORT

Dr. Hairston congratulated student Board member, Peter Bacon, for his acceptance at Harvard University. Dr. Hairston also announced that BCSC President, Jennifer Oswald, who has been accepted at Princeton University.

RECOGNITION OF ADVISORY COUNCIL APPOINTMENTS

Dr. Donald Peccia recognized the Education Advisory Council appointments made at the December 5, 2006 Board meeting:

- Mr. Frank Thomas New Member – Central Area
- Ms. Jean-Marc O'Connor New Member – Southwest Area
- Mr. Bassam Sayad New Member – Southwest Area

SPECIAL ORDER OF BUSINESS

Mr. Arnold announced that the BCPS Comprehensive Annual Financial Report (CAFR) is published annually after completion of the annual audit of the Board's financial statements. The fiscal year 2006 CAFR includes the artwork of students from various schools for the 2005-2006 school year. Mr. Arnold recognized and thanked the students by presenting each student with a U.S. Savings Bond. The students were:

- Justin Livi – Catonsville High School
- Evgeniya Frolova – Owings Mills High School
- Andrew Yancura – Patapsco High School and Center for the Arts
- Suhyeun Yoo – Perry Hall High School
- Pilar Diaz – Towson High School

OLD BUSINESS

Deletion of Policy 3320

On a motion of Mr. Janssen, seconded by Ms. Murphy, the Board approved the proposed deletion of Policy 3320, NON-INSTRUCTIONAL SERVICES: Food Services – Responsibilities and Duties, as presented in Exhibit B.

Changes to Policy 3330

On a motion of Mr. Janssen, seconded by Mr. Pallozzi, the Board approved the proposed changes to Policy 3330, NON-INSTRUCTIONAL SERVICES: Food Services – Finance, as presented in Exhibit C.

REPORTS

The Board received the following reports:

- A. **FY2006 Comprehensive Annual Finance Report and Single Audit Report** - Mr. Hayden presented the fiscal year 2006 financial and single audit report and the management letter to the Board. He noted that the auditing firm of Clifton and Gunderson reviewed all the reports and findings in detail with the Budget and Audit Committee members and staff. Mr. Hayden stated that the Board received an "unqualified opinion" on the CAFR, which is the greatest level of assurance that an auditor can give to indicate that the financial statements of an organization are not materially misstated.

Although the Single Audit Report contained findings, Mr. Hayden stated that staff has already developed and/or implemented corrective action to address them. Staff will provide updates at future Budget and Audit Committee meetings to report progress made in addressing the findings, and any unresolved concerns will be reported to the full Board.

REPORTS (cont)

- B. **Report on Proposed FY2008-2013 State and County Capital Budget Request -** Ms. Barbara Burnopp, Chief Financial Officer, summarized the budget request. She noted that the major foci are the construction of Vincent Farm Elementary School and renovation projects. Ms. Burnopp stated that two submissions have been received from the state in the amount of \$27.9 million. This is the first reading.

Mr. Hayden asked whether the list reflects a prioritization of these projects. Ms. Burnopp responded there is no priority requirement at the county level.

Ms. O'Hare noted that not all renovations showed roofs as part of the project. Ms. Burnopp responded that when that particular school's roof was part of the renovation cycle, it was added.

Ms. Shillman asked about renovations at Cockeysville and Pikesville Middle Schools. Ms. Burnopp responded projects have been forward-funded by the county; therefore, projects can be started prior to funding.

Dr. Hayman expressed concern that the music facility at Milford Mill Academy does not appear on the capital budget request. He also stated that the school system needs to evaluate the impact renovations have on instruction and after-school programs.

PERSONNEL MATTERS

On motion of Ms. Harris, seconded by Mr. Janssen, the Board approved the personnel matters as presented on Exhibits F, G, H, I, J, K, L, M, and N (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 1-14 (Exhibit O). Dr. Hayman separated item 4, and Mr. Janssen separated items 10 and 11 for further discussion. Mr. Janssen abstained from voting on item 14, and Mr. Hayden abstained from voting on item 7.

The Board approved items 1, 2, 3, 5, 6, 7, 8, 9, 12, 13, and 14.

1. RGA-110-07 Contract Extension: Lease Agreement for the Timonium Office
2. JNI-705-05 Contract Modification: Academic Book Services, Inc.
3. JMI-620-07 Automated Time and Attendance Tracking System
5. RGA-111-07 Hollins Ferry Bus Facility Lease Agreement
6. JMI-618-07 Stone, Mulch, Topsoil, and Associated Materials

BUILDING AND CONTRACT AWARDS (cont)

7. JNI-711-06 Contract Modification: Systemic Renovations at Southwest Academy
8. PCR-256-07 Elevator Replacement at Kenwood High School
9. JMI-622-07 Design Services – Roof Replacement at Deep Creek Middle, Perry Hall Middle, Pikesville Middle, Deer Park Middle, Old Court Middle, Cockeysville Middle, Parkville Middle, Maiden Choice, and Eastern Technical High Schools, and the ESS Building at Greenwood
12. RGA-113-07 Agreement: Temporary Construction Easement Agreement at Carver Center for Arts and Technology
13. RGA-114-07 Agreement: Temporary Construction Easement Agreement at Franklin High School
14. RGA-115-07 Right-of-Way Entry – Overlea High School

Item 4

Dr. Hayman asked whether the principals at Randallstown High and Milford Mill Academy were aware of this particular process. Ms. Sines responded that the Department of Physical Facilities is working with the area Assistant Superintendents and schools to identify projects and implement policies to address projects uniformly.

Mr. Hayden commended the Franklin High School Athletic Boosters, Inc. for raising the funds for this large project.

On motion of Mr. Janssen, seconded by Ms. Murphy, the Board approved item 4.

4. RGA-112-07 Franklin High School Stadium Project

Items #10 and 11

Mr. Janssen expressed concern over spending monies for design services and building additions to an area that is not overcrowded. Mr. Sines stated the school system is working with county officials to identify the needs in the area. It is a matter of working in collaboration with the county and the Board of Education, which approved this item previously. In regards to item 11, Hillcrest Elementary School, the school system is trying to address the feasibility study and capacity issues.

Mr. Hayden stated there needs to be good quality facilities to move students in when overcrowding occurs at other schools. Mr. Hayden shared Mr. Janssen's view that the Board needs to look at capacity throughout the school system.

BUILDING AND CONTRACT AWARDS

Items #10 and 11 (cont)

Mr. Janssen asked what the feasibility study will entail. Mr. Sines responded the school system has been placed in a position to react to many facility issues. As the capital program is finalized, all involved should be strong advocates for even-funding over a four- or five-year interval. Mr. Sines stated that the projects before the Board this evening are good projects for the system and bode well for student achievement.

On motion of Mr. Pallozzi, seconded by Mr. Parker, the Board approved items 10 and 11. Mr. Janssen and Ms. Shillman abstained from voting on items 10 and 11.

10. RGA-101-07 Fee Acceptance: Architect/Engineering (A/E) Services for the Feasibility Study and Schematic Design Phase at Catonsville Middle School
11. RGA-101-07 Fee Acceptance: Architect/Engineering (A/E) Services for the Feasibility Study and Schematic Design Phase at Hillcrest Elementary School

ANNOUNCEMENTS

Mr. Arnold made the following announcements:

- Schools will be closed for Winter Break from December 25, 2006 through January 2, 2007. Schools will reopen for students and teachers on Wednesday, January 3, 2007.
- The Board of Education of Baltimore County will hold its next regularly scheduled meeting on Tuesday, January 9, 2007, 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 to all open sessions. The Board will host the PTA Council of Baltimore County for dinner on January 9, 2007 from 6:00 until 7:30 p.m.
- On Wednesday, January 24, 2007, the Baltimore County Board of Education will meet for a public hearing to seek the public's input on the operating budget for FY2008. The meeting will take place at the Ridge Ruxton School at 7:00 p.m. Sign-up for the public to comment will begin at 6:00 p.m. at Ridge Ruxton School on the day of the hearing.

Mr. Arnold 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.

Mr. Arnold also asked speakers to observe the light system, which lets the speaker know when time is up. He asked speakers to conclude their remarks when they see the red light.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 3200

No one from the public signed up to speak on Policy 3200.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 3610

No one from the public signed up to speak on Policy 3610.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 7460

Dr. Bash Pharoan commended the Board and staff on this Policy. He stated the Policy is the first step for correcting discrimination.

Mr. Ori Shabazz commended the Board for changes to the Policy.

GENERAL PUBLIC COMMENT

Ms. Hadeer Abdul stated the social studies curriculum regarding Islam lacks historical accuracy and is inaccurate.

Ms. Kay Hardisky expressed concern that the vendor, Play Center, Inc., cannot operate before and after-care services to students during inclement weather and when schools are closed.

Ms. Nancy Ostrow asked the Board to consider creating a performing and visual arts magnet to primarily serve the students residing in the Northwest and Southwest areas, recommending New Town High School.

Mr. Ori Shabazz stated he would like to see the AVID program expand at Woodlawn High School.

Dr. Bash Pharoan stated Islamic holidays are not treated equally to the two Jewish holidays. Dr. Pharoan asked the Board to approve two Muslim holidays.

Mr. Muhammad Jameel stated Muslim children have been out of school for other holidays except their own. He asked for equal justice for Muslim children.

ADJOURNMENT

At 8:54 p.m., Mr. Janssen moved to adjourn the open session. The motion was seconded by Mr. Pallozzi and approved by the Board.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

bls

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: January 23, 2007

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **REPORT ON AFRICAN-AMERICAN MALE ACHIEVEMENT
TASK FORCE**

ORIGINATOR: Mr. Dunbar Brooks, Co-Chair
Vice President, Maryland State Board of Education

**RESOURCE
PERSON(S):**

INFORMATION

To inform the Board of Education of the results of the Task Force on Education of Maryland's African-American Males and recommendations to ensure their future success.

The full report can be accessed by clicking on the following link:
<http://www.marylandpublicschools.org/nr/rdonlyres/fcb60c1d-6cc2-4270-bdaa-153d67247324/11495/africanamericanmaletaskforcereportdecember06.pdf>.

Attachment I Executive Summary from the Members of the Task Force on
Education of Maryland's African-American Males

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: January 23, 2007

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: *The Woodlawn Middle School Report* (Staffing, Instructional Process to Improve Student Achievement, pre-planning for the short cycle assessments and extended time, Professional Development, and Governance)

ORIGINATOR: Dr. Manuel Rodriguez, Area Assistant Superintendent

RESOURCE PERSON(S): Mr. Brian Scriven, Principal, Woodlawn Middle School

INFORMATION

This is a status report to the Board of Education on the Woodlawn Middle School Alternative Governance Plan. This monthly report reviews staffing, the instructional process to improve student achievement, pre-planning for the short cycle assessments and extended time, professional development, and governance.

Woodlawn Middle School Board of Education Report January 23, 2007

Staffing Update:

Woodlawn Middle School (WMS) is allocated a total of 72.5 full-time equivalent (FTE) positions. As of January 3, 2007, WMS has one vacancy in Pre-Algebra grade 7; all other staff is Highly Qualified (HQ) teachers in all positions.

Professional Development Activity:

- Library and Technology Module Training- October 30, 2006– Conducted by the office of Library and Technology to train teachers on accessing engaging lesson plans and projects found on the internet.

College Board Update:

- Vertical Teaming Workshop scheduled for WMS feeder pattern social studies and science teachers on January 8, 2007.

Governance:

- **Community Taskforce:** The community taskforce met on Wednesday December 20, 2006. Agenda items included:
 - *New* Acceleration, Reteaching, Enrichment (A.R.E) Video Lesson System
 - Campus Renovation Update
 - MSA Countdown Status
 - Action Team Reports
- **Action Teams:** include the following and they met on Monday December 11, 2006:
 - Professional Development Team
 - Safe & Orderly Team
 - Curriculum & Instruction Team
 - Parent Involvement Team

Instructional Process:

Short-Cycle Assessment (SCA) #3 Reports

Dates administered: November 3, 2006 (Mathematics) & November 20, 2006 (Language Arts/Reading):

Subject / Grade	Time (min)	Number of questions	Number of students in Acceleration group	Number of students in Re-teach group	Number of students in Enrichment group	Total number of students tested
Lang/ Read/ 6	40/ 40		96 (74L!)(22A)	59	52	133
Algebraic Th. Found/ 6	40	15	107	69	37	213
Math GT/ 6	40	13	0	0	19	19

Dates administered: November 3, 2006 (Mathematics) & November 21, 2006 (Language Arts/Reading):

Subject / Grade	Time (min)	Number of questions	Number of students in Acceleration group	Number of students in Re-teach group	Number of students in Enrichment group	Total Number of students tested
Language/ 7	40		172 (114L!)(58A)	37	26	121
Algebraic Thinking / 7	40	17	82	35	0	117
Pre-Algebra/ 7	40	15	57	37	0	95
Math GT/ 7	40	13	0	0	25	25

Dates administered: November 3, 2006 (Mathematics) & November 21, 2006 (Language Arts/Reading):

Subject / Grade	Time (min)	Number of questions	Number of students in Acceleration group	Number of students in Re-teach group	Number of students in Enrichment group	Total Number of students tested
Language/ 8	40		176 (111L!)(65A)	46	30	141
Pre-Algebra / 8	40	15	91	24	0	135
Algebra1 / 8	40	13	27	55	55	137
Algebra2 / 8	40	14	0	0	22	22

Short-cycle Assessments

Students in all grades have shown an improvement in **Reading** skills as a result of the extended-time instruction in the following categories: Acceleration, Reteaching, and Enrichment (A.R.E). On the last short-cycle assessment, and based on post-assessment data the sixth grade students demonstrated a 31% improvement, the seventh grade students demonstrated a 52% improvement, and the eighth grade students demonstrated a 48% improvement.

On the last short-cycle post-assessment in **Math** for SCA #3, Algebraic Thinking Foundation students improved by 39%, Algebraic Thinking part 1 students improved by 30%, *Pre-Algebra grade 7* students decreased by 10%, Algebra I grade 7 students improved by 21%, Pre-Algebra grade 8 students improved by 12%, and Algebra I grade 8 students improved by 8%.

Focus Plan

Data disaggregated from the 2006 MSA state-mandated assessment determined that in **Mathematics** at WMS students' most deficit area in mathematics was on fraction computation. Four hundred and thirty one students were basic; 105 sixth graders (24% of the school's basic students), 162 seventh graders (38%) and 164 eighth graders (38%). After working weekly to increase the students' knowledge of fractions using a five step problem solving activity we find that 41% of the 431 basic students (176 students) have attained a score of 80% or better on the weekly assessments: 50% of sixth graders (53 students), 36% of seventh graders (59 students) and 39% of eighth graders (64 students).

Data disaggregated from the 2006 MSA state-mandated assessment determined that the most deficit **Reading** skill was recognition of the main idea. A total of 323 students were basic; 31% of the school's basic students were sixth graders (102 students), 30% were seventh graders (97 students) and 38% were eighth graders (124 students). After working weekly to increase the students' ability to identify main ideas, 59% of the 323 basic students (192 students) have met attained a score of 80% or better on the weekly assessments: 76% of sixth graders (81 students), 53% of seventh graders (51 students) and 49% of eighth graders (60 students).

As we approach MSA testing, we will continue to maintain rigor as we intensify our efforts to support our focus plan continuum for both math and reading.

BALTIMORE COUNTY PUBLIC SCHOOLS

Date: January 23, 2007

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **PROPOSED DELETION OF POLICY 5610 TO BOARD OF EDUCATION POLICY 5610 STUDENTS: TITLE IX, GRIEVANCE PROCEDURE**

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

RESOURCE PERSON(S) Anjanette Dixon, Esq., Staff Attorney
Stephen Cowles, Jr., Esq., Staff Attorney

RECOMMENDATION

That the Board of Education considers the deletion Policy 5610. This is the first reading of Policy 5610.

Attachment I – Policy Analysis
Attachment II – Proposed Policy 5410

BOARD OF EDUCATION OF BALTIMORE COUNTY
Policy Analysis for Proposed Revision of Policy 5610: Title IX, Grievance Procedure

Statement of Issues Addressed By the Proposed Policy Deletion

The Board of Education's Title IX Grievance Procedure, as found in Board of Education Policy 5610, has not been updated or revised since its initial adoption on November 11, 1976. Title IX prohibits discrimination based on sex in federally funded programs and activities in schools. Pupil Services procedures now address the manner in which discrimination complaints are addressed by the school system.

Federal and state law, as well as state regulation, protects students from both harassment and discrimination. Therefore, a separate policy is redundant. Applicable laws governing this area of discrimination include: Section 504 of the Rehabilitation Act of 1973 (disability based harassment); Title IX of the 1972 Education Amendments (gender based harassment), 20 USC §§1681-1688; the *Annotated Code of Maryland*, Education Article §7-424, and the Code of Maryland Regulations regarding school safety, 13A.01.04.03.

Cost Analysis

There is no fiscal impact on the system as a result of the deletion of the proposed policy.

Relationship to Other Board of Education Policies

- 5550 Disruptive Behavior
- 5570 Student to Student Sexual Harassment
- 5600 Students' Rights and Responsibilities

Legal Requirement

Not applicable

Similar Policies Adopted by Other School Systems

Policies and procedures regarding harassment from Montgomery County Public Schools (Board of Education of Montgomery County, Policy ACB, Nondiscrimination) and the Goochland County School Division in Virginia (Goochland County School Division, Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion) were reviewed and analyzed.

Draft of Proposed Policy (see attached)

Other Alternatives Considered by Staff

Staff also considered revising Policy 5610 to include a broad statement concerning the dictates of existing law. However, because federal law mandates the establishment of a complaint procedure, a broad policy statement would not be necessary to ensure that a student's rights are protected.

STUDENTS: Students' Rights and Responsibilities

Grievance Procedure- Title IX of the 1972 Education Amendments

1. Steps for Implementation

a. A student or parent with a complaint shall first present it orally or in writing to his/her teacher or principal within thirty (30) calendar days of the event giving rise to the complaint or the first knowledge thereof. The informal discussion of problems and concerns and the continuous interchange of views is encouraged among students, faculty, and school administration to enhance increased communication and understanding and to resolve situations of concern as informally as possible. Within five (5) school days, the disposition at this informal level should be made either orally or in writing to all parties concerned.

b. Within five (5) school days after receiving the decision of the teacher, the complainant may appeal the decision to the principal of the school. If the principal has been previously involved, a complainant may proceed to the next step. An appeal is taken by notifying the principal in writing of the student's desire to appeal. The principal shall evaluate the evidence and any supporting statements from the teacher or complainant(s) and render his/her decision within ten (10) school days after receiving the appeal. All parties involved should be notified of the decision in writing.

c. If the complainant deems it necessary or desirable to carry the complaint beyond the decision reached in "b" above, he/she may, within ten (10) school days after receiving the decision, file the complaint with the appropriate Area Assistant Superintendent. The Area Assistant Superintendent shall compile and evaluate all previous correspondence, supporting statements and evidence and render his/her decision within thirty (30) school days after its receipt. All parties involved should be notified of the decision in writing.

d. Within ten (10) school days after receiving the decision of the Area Assistant Superintendent, the complainant may appeal the decision to the Superintendent by notification in writing. The Superintendent shall evaluate the evidence and render his decision within ten (10) school days after receiving the appeal.

POLICY 5610

e. If the complainant deems it necessary to carry the complaint beyond the decision reached in “d” above, he/she may, within ten (10) school days from the receipt of the decision, file appeal with the Board of Education of Baltimore County.

This appeal shall be written and shall be accompanied by copies of all previous correspondence, supporting statements, evidence, and decisions.

Upon receiving the complaint, the matter shall be scheduled for the agenda of the Board of Education for consideration at the regular meeting within ninety (90) calendar days of receipt of the complaint. A final determination shall be made within sixty (60) calendar days from date of the hearing by the Board.

2. Definitions

a. **Grievance:** A grievance shall mean a complaint which has been filed by a student, or by a student’s parent, on his/her behalf, dealing specifically with Title IX concerns. This grievance procedure is not applicable to situations for which other complaint and appeal procedures are provided in Board of Education of Baltimore County or State regulations. Normal channels of communication, sharing of concerns, exchange of views and ideas among students, parents, teachers, and administrators are encouraged whenever feasible, in seeking clarification and resolution to questions of concern to the student, before the grievance procedure is utilized.

b. **Purpose:** The primary purpose of this procedure is to secure as early as possible equitable solutions to a claim or a complaint, if the claim is justifiable and can be sustained with supportive information, statements, or other evidence.

c. **Time:** The number of days indicated at each step shall be regarded as a maximum and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the administration and/or Board of Education.

d. **Withdrawal:** A complaint may be withdrawn by the complainant at any step without prejudice or record. Withdraw beyond the local school level (step “b”) should be communicated to the designated Title IX coordinator who will assist the complainant in completion of written notification of withdrawal form.

POLICY 5610

e. Hearings and Decisions: At each step, the complainant shall be given the opportunity to appear and present his/her side of the story. At all steps, the complainant shall have the right to be assisted by his/her representative. Copies of all decisions beyond step “a” shall be written and shall include supporting reasons. Copies of all decisions and recommendations shall be finished promptly (within time prescribed in the grievance procedure) to all parties of interest.

f. Preservation of Records: All proceedings and decisions related to a complaint initiated beyond step “a” shall be kept separate from students’ school records. However, any complainant who wishes the proceedings relative to his/her own complaint to be placed in his/her official school records file may achieve such action by filing a written request to the designated coordinator of Title IX activities.

g. Disclaimer: In the adoption and implementation of this grievance procedure, it shall be understood that the Board of Education is not a court of law and that rules of jurisprudence shall not apply within this process.

Policy
Adopted: 11/11/76]

Board of Education of Baltimore County

**BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204****January 23, 2007****RETIREMENTS**

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/OFFICE</u>	<u>YRS. OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Martha P. Dembeck	Assistant Principal	Victory Villa Elem.	30.0	07-01-07
S. Marie Erline	Teacher	ESS/Elementary Program.	37.5	02-01-07
M. Suzanne Hesterberg	Teacher	Hillcrest Elementary	30.0	02-01-07
Jeffrey W. Hummel	Psychologist	Student Support Services	11.5	01-01-07
Barbara C. Roberts	Assistant Principal	Timber Grove Elem.	20.0	07-01-07
Susan C. Spinnato	Coordinator	World Language Office	33.5	01-01-07
James R. Watkins	Guidance	Relay Elementary	38.7	01-01-07
Jane E. Whale	Paraeducator	Arbutus Middle	30.0	12-01-06

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

January 23, 2007

RESIGNATIONS

ELEMENTARY – 1

Hawthorne Elementary School
Jaime M. Gesl, 01/19/07, 2.0 yrs.
Grade 4

Hereford Middle School
Sarah E. Smith, 01/08/07, 3.4 yrs.
Science

SECONDARY – 16

Chesapeake High School
Christian M. Liverman, 06/30/07, 1.0 yr.
Social Studies

Kenwood High School
Sara L. Abrams, 01/12/07, 5.0 mos.
English

Julie R. McDill, 12/22/06, 4.0 mos.
Science

Daniel E. Poff, 12/18/06, 11.0 mos.
Technology Education

Parkville High School
Daniel T. Hare, 06/30/07, 9.5 yrs.
Spanish

Deep Creek Middle School
Michelle L. Antinozzi, 06/30/07, 2.0 yrs.
Science

Pikesville High School
Kathleen J. Stocking, 12/29/06, 4.0 mos.
English

Christopher P. Kondas, 01/05/07, 1.4 yrs.
Mathematics

Southwest Academy
Theresa A. Wilson, 01/03/07, 4.0 mos.
Science

Dulaney High School
Steven M. Watts, 08/21/06, 10.0 yrs.
Physical Education

Windsor Mill Middle School
Lenora Y. Davis, 01/12/07, 4.0 mos.
Mathematics

Dundalk High School
Melissa L. Westphal, 12/22/06, 4.0 mos.
Special Education

Woodlawn High School
Teresa Harper, 01/02/07, 2.4 yrs.
Science

Eastern Technical High School
Geoffrey Tweedale, 01/18/07, 5.0 mos.
Science

Woodlawn Middle School
Michelle C. Miltenberger, 01/07/07, 4.0 mos.
English

SEPARATIONS FROM LEAVE – 1

Gabriela Szabo-Carney, granted Unusual or Imperative Leave, 07/01/06 – 06/30/07, resigning 12/18/06, 7.9 yrs.

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

January 23, 2007

LEAVES

CHILD REARING LEAVES

ASHLEY HALPERT BARISH – (Reading Resource) McCormick Elementary School
Effective January 26, 2007, through June 30, 2008

JENNIFER WATTERS MORRIS – (Kindergarten) Sparks Elementary School
Effective February 10, 2007, through February 10, 2009

PERSONAL ILLNESS LEAVE

PATRICIA MCCULLOUGH – (Bus Driver) Cockeysville Service Center*
Effective December 1, 2006, through June 30, 2007

UNUSUAL OR IMPERATIVE LEAVE

VALERIE POLLARD – (Paraeducator) Halstead Academy
Effective December 18, 2006, through June 18, 2007

*Non-member Maryland State Retirement System & Pension System

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: January 23, 2007

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

RE: **RECOMMENDATIONS FOR AWARD OF CONTRACTS**

ORIGINATOR: J. Robert Haines, Esq., Deputy Superintendent

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 – January 23, 2007**

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

- 1. Contract Extension:** Electrical Testing
Contract #: PCR-225-06

Term: 1 year extension **Contract Ending Date:** 12/31/07
Estimated annual award value: NA
Estimated total award value: NA

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

Description:

This project consists of electrical testing of service equipment and replacement of failed equipment at eleven schools. All testing will be in accordance with the National Electrical Testing Association (NETA) using Maryland Testing Standard 2005, Section 7.1 (Switchgear and Switchboard Assemblies) and Section 7.6 (Main Circuit Breaker). The Board of Education of Baltimore County approved the original contract on May 23, 2006. The original term of contract expired December 31, 2006, before all testing was completed. The vendor has agreed to extend the contract for another year at the agreed-upon terms and conditions.

Recommendation:

Award of extension is recommended to:

Harford Electrical Testing, Inc. Joppa, MD

Responsible school or office: Office of Maintenance

Contact person: Dennis Elkins

Funding source: Operating budget

2. Contract: Baltimore County Public Schools (BCPS) and Community College of Baltimore County (CCBC) Articulation Agreement

Contract #: MWE-858-07

Term: 2 years **Extension:** 0 **Contract Ending Date:** 6/30/07
Estimated annual award value: \$28,000
Estimated total award value: \$56,000

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

Description:

This contract consists of the development of BCPS' Career and Technology Education curriculum that allows students to request credit for introductory level community college courses. BCPS and CCBC entered into a contract on June 24, 2005, to create college credit to high school students who graduate and successfully complete a specific career and technology education program or advanced technology sequence of courses in Baltimore County Public Schools. This is a dual credit program. This will now extend beyond the statutory bid limit and board approval is needed for the continuation of the program.

Recommendation:

Award of contract is recommended to:

The Community College of Baltimore County Baltimore, MD

Responsible school or office: Career and Technology Education

Contact person: Leila Walker

Funding source: Operating budget

5. Contract: Gasoline and Diesel Fuel
Contract #: JMI-625-07 (Baltimore County #206051)

Term: 4 years **Extension:** 2 years **Contract Ending Date:** 12/31/12
Estimated annual award value: \$ 4,700,000
Estimated total award value: \$28,200,000

Bid issued: October 26, 2006
Pre-bid meeting date: NA
Due date: November 14, 2006
No. of vendors issued to: 4
No. of no-bids received: NA
No. of bids received: 4

Description:

This contract consists of the purchase and delivery of no-lead, reformulated gasoline with ethanol and ultra-low sulphur diesel fuel. The Baltimore Regional Cooperative Purchasing Committee, with Baltimore County acting as the lead jurisdiction, conducted the solicitation.

Recommendation:

Award of contract is recommended to:

Petroleum Marketing Group	Millersville, MD
Responsible school or office:	Office of Transportation Office of Grounds
Contact person:	Linda Fitchett Dennis Elkins
Funding source:	Operating budget

6. Contract Photocopiers
Contract #: PCR-266-06 (Maryland State #001B7900139)

Term: 4 years, 8 months **Extension:** 0 **Contract Ending Date:** 10/12/11
Estimated annual award value: \$ 500,000
Estimated total award value: \$2,500,000

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

Description:

This project consists of leasing high volume Oce´ photocopiers (models 3165 and 2090). Model 3165 is used by most schools/offices and allows for 840,000 impressions per year per machine, with additional charges for impressions above the maximum allowance. Model 2090 is used for extremely high volume locations and has no limit on impressions. Baltimore County Public Schools is *piggy-backing* a Maryland state contract in accordance with Maryland state law and board policy that allow using contracts awarded by other public agencies.

Recommendation:

Award of contract is recommended to:

Oce´ North America, Inc. Baltimore, MD

Responsible school or office: Office of Purchasing

Contact person: Paul Cramer

Funding source: Operating budget of individual schools/offices

7. Contract: Routers and Servers for Network Applications
Contract #: MWE-846-07 (Prince George's County Public Schools contract #2-07)

Term: 6 months **Extension:** 2 years **Contract Ending Date:** 6/30/09
Estimated annual award value: \$ 500,000
Estimated total award value: \$1,250,000

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

Description:

This contract consists of the purchase of routers, servers, and maintenance for network applications. Baltimore County Public Schools is *piggy-backing* a Prince George's County Public School's contract in accordance with Maryland state law and board policy that allow using contracts awarded by other public agencies.

Recommendation:

Award of contract is recommended to:

Computata Systems, Inc.	Bowie, MD
Digicon Corporation	Rockville, MD
The Presidio Corporation	Greenbelt, MD
Verizon Network Integration Corp.	Silver Spring, MD

Responsible school or office: Office of Computer and Network Support

Contact person: Gary Schlimme

Funding source: Operating budget

8. Contract: Various Custodial Restroom Products
Contract #: JMI-615-07

Term: 5 years **Extension:** NA **Contract Ending Date:** 12/31/11
Estimated annual award value: \$ 500,000
Estimated total award value: \$2,500,000

Bid issued: November 2, 2006
Pre-bid meeting date: NA
Due date: November 17, 2006
No. of vendors issued to: 31
No. of no-bids received: 1
No. of bids received: 11

Acme Paper & Supply Co., Inc.	Savage, MD
Calico Industries, Inc.	Annapolis, MD
Dade Paper Mid-Atlantic	Capitol Heights, MD
FPC Distribution	Elkridge, MD
Laniado Wholesale, Inc.	Rockville, MD
Leonard Paper Company	Baltimore, MD
National Supply Company	Beltsville, MD
Sterling Chemical Company, Inc.	Timonium, MD
Superior Supply, Ltd	Baltimore, MD
Viking Janitor Supplies, Inc.	Baltimore, MD
Xpdex, Inc.	Hanover, MD

Description:

This contract consists of supplying various restroom products (paper towels, toilet tissue, hand soap, dispensers, etc.) on an as-needed basis. Awards are based on the most favorable price for each item.

Recommendation:

Award of contract is recommended to:

Acme Paper & Supply Co., Inc.	Savage, MD
Calico Industries, Inc.	Annapolis, MD
Dade Paper Mid-Atlantic	Capitol Heights, MD
FPC Distribution	Elkridge, MD
Laniado Wholesale, Inc.	Rockville, MD
Leonard Paper Company	Baltimore, MD
Sterling Chemical Company, Inc.	Timonium, MD

Responsible school or office: Office of Operations

Contact person: William Wingerd

Funding source: Operating budget

9. Contract Modification: Renovations – Deep Creek Middle School
Contract #: MBU-670-06

Term:	N/A	Extension:	N/A	Contract Ending Date:	N/A
Estimated annual award value:				\$706,874	
Estimated modification amount				29,900	
Estimated total award value:				\$736,774	

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 May 24, 2005, the Board approved a negotiated fee with NuTec Design Associates, Inc., to provide design, bidding, and construction administration services associated with the renovation project at Deep Creek Middle School. The Department of Physical Facilities has requested NuTec Design Associates, Inc. to redesign the science laboratory configuration and associated utilities to account for newly discovered subsurface conditions. This design modification will also reduce the construction cost of the project. NuTec Design Associates, Inc. has provided a cost proposal in the amount of \$29,900 for the additional services.

Recommendation:

Award of contract modification is recommended to:

NuTec Design Associates, Inc.	Hunt Valley, MD
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Responsible school or office:	Office of Engineering and Construction
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Contact person:	Richard H. Cassell, PE
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Funding source:	Capital budget
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10. Contract Modification: Construction Packages Testing (1A) and Site Work (2A) – Vincent Farm Elementary School

Contract #: MWE-843-07

Term:	N/A	Extension:	N/A	Contract Ending Date:	N/A
				Testing (Contract 1A)	Site Work (Contract 2A)
Estimated annual award value:				\$88,589	\$4,180,710
Estimated modification amount				8,850	418,062
Estimated total award value:				\$97,439	\$4,598,772

Bid issued: November 9, 2006
Pre-bid meeting date: November 15, 2006
Due date: November 28, 2006
No. of vendors issued to: 12
No. of bids received: Testing (Contract 1A) 6; Site Work (Contract 2A) 5
No. of no-bids received: 0

Description:

On December 5, 2006, the Board approved an exhibit for the responsive low bidder, Melvin Benhoff Sons, Inc., which contained a bid tab error. The Base Bid and Alternate No. 2 were stated correctly; however, the price for accepted Alternate No. 1 should have been \$12,320, which makes the total \$4,180,710 for the Base Bid and Alternate Nos. 1 and 2.

Recommendation:

Award of contract modification is recommended to:

Melvin Benhoff Sons, Inc. Baltimore, MD

Responsible school or office: Office of Engineering and Construction

Contact person: Richard H. Cassell, PE

Funding source: Capital budget

11. Contract: Window and Blind Replacement – Chase Elementary School
Contract #: JNI-761-07

Term: N/A **Extension:** N/A **Contract Ending Date:** N/A
Estimated annual award value: \$ 963,800
Estimated modification amount 48,190
Estimated total award value: \$1,011,990

Bid issued: November 30, 2006
Pre-bid meeting date: December 7, 2006
Due date: December 19, 2006
No. of vendors issued to: 8
No. of bids received: 2
No. of no-bids received: 1

Description:

This project consists of the removal and proper disposal of existing windows, blinds, and doors; and installation of new windows, blinds, and doors.

Recommendation:

Award of contract is recommended to:

RWC Contracting Corporation Baltimore, MD

Responsible school or office: Office of Engineering and Construction

Contact person: Richard H. Cassell, PE

Funding source: Capital budget

	Bidders' Names	
	RWC Contracting Corporation	North Point Builders, Inc.
Base Bid / Total	\$963,800	\$1,097,000

12. Request to Negotiate: Feasibility and Design Services – High School Renovations
Contract #: PS 07-01 / RGA 199-07

Term: N/A **Extension:** N/A **Contract Ending Date:** N/A
Estimated annual award value: N/A
Estimated modification amount: N/A
Estimated total award value: N/A

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:

The Department of Physical Facilities will begin the process of designing and renovating high schools. Feasibility studies will be required to determine what renovations will be needed at the initial schools. All procedures in the Board of Education Policy and Rule, Section 7210, were followed to advertise, qualify, interview, and select the consultants to provide these initial feasibility studies and design services.

The Qualification Committee met in October 2006 to review the expressions of interest submitted by thirty-eight (38) consultants. The Qualification Committee reviewed and graded this information and stated that the Selection Committee should consider the twelve (12) most qualified firms for this work.

On November 29, 2006, the Selection Committee met and discussed the Qualification Committee's report and interviewed each of the qualified firms. Based on their evaluations, the Selection Committee recommends that approval be granted to conduct contract negotiations with the recommended firm.

Recommendation:

Approval is recommended to negotiate with:

James Posey Associates, Inc.
URS Corporation

Baltimore, MD
Hunt Valley, MD

Responsible school or office: Office of Engineering and Construction

Contact person: Richard H. Cassell, PE

Funding source: N/A

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: January 23, 2007
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

INFORMATION

* * * * *

That the Board of Education receive the Legislative update for the 2007 General Assembly.

Attachment I – Senator and Delegate Contact Information
Attachment II – Committee Assignments

**BALTIMORE COUNTY LEGISLATION
DISTRICT 5-B**

SENATOR:

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**BALTIMORE COUNTY LEGISLATION
DISTRICT 6**

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**BALTIMORE COUNTY LEGISLATION
DISTRICT 7**

SENATOR:

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**BALTIMORE COUNTY LEGISLATION
DISTRICT 8**

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District Office:

Phone – 443-621-3780

**BALTIMORE COUNTY LEGISLATION
DISTRICT 10**

SENATOR:

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MD 21229 - 1600
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**BALTIMORE COUNTY LEGISLATION
DISTRICT 11**

SENATOR:

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**BALTIMORE COUNTY
SENATE COMMITTEE ASSIGNMENTS**

Senator Larry Haines - Legislative District 5B

Executive Nominations Committee
Judicial Proceedings Committee
Rules Committee
Special Committee on Substance Abuse

Senator Norman Stone, Jr. – Legislative District 6

Executive Nominations Committee
Judicial Proceedings Committee

Senator Andrew Harris – Legislative District 7

Education, Health & Environmental Affairs Committee
Alcoholic Beverages Subcommittee (Chair)
Health Subcommittee
Executive Nominations Committee

Senator Katherine Klausmeier – Legislative District 8

Executive Nominations Committee
Finance Committee
Rules Committee (Chair)

Senator Delores Kelley – Legislative District 10

Executive Nominations Committee (Chair)
Finance Committee
Health Subcommittee

Senator Bobby Zirkin – Legislative District 11

Education, Health & Environmental Affairs Committee

Senator Edward Kasemeyer – Legislative District 12A

Majority Party Democratic Floor Leader
Budget and Taxation Committee
Health and Human Service Subcommittee
Pensions Subcommittee
Executive Nominations Committee
Rules Committee

Senator James Brochin – Legislative District 42

Judicial Proceedings Committee

**BALTIMORE COUNTY
DELEGATE COMMITTEE ASSIGNMENTS**

Delegate Wade Kach - Legislative District 5B

Health & Government Operations Committee
Health Facilities & Occupations Subcommittee
Insurance Subcommittee
Rules & Executive Nominations Committee

Delegate Sonny Minnick – Legislative District 6

Economic Matters Committee
Banking, Economic Development, Science, and Technology Subcommittee
Business Regulation Subcommittee
Workers Compensation Subcommittee
Alcoholic Beverages Work Group
Death Care Industry Work Group

Delegate John Olszewski, Jr. – Legislative District 6

Ways & Means Committee

Delegate Michael Weir – Legislative District 6

Environmental Matters Committee
Agricultural, Agricultural Preservation, and Open Space Subcommittee
Environmental Subcommittee
Natural Resources Subcommittee

Delegate Richard Impallaria – Legislative District 7

Economic Matters Committee
Property & Casualty Insurance Subcommittee
Unemployment Insurance Subcommittee
Public Utilities Work Group

Delegate J.B. Jennings – Legislative District 7

Ways & Means Committee

Delegate Patrick McDonough – Legislative District 7

Health & Government Operations Committee
Government Operations Subcommittee
Insurance Subcommittee

Delegate Joseph Boteler – Legislative District 8

Environmental Matters Committee

Delegate Eric Bromwell – Legislative District 8

Health & Government Operations Committee
Health Facilities & Occupations Subcommittee
Insurance Subcommittee

Delegate Todd Schuler – Legislative District 8

Judiciary Committee

Delegate Emmett Burns, Jr. – Legislative District 10

Economic Matters Committee
Property & Casualty Insurance Subcommittee
Unemployment Insurance Subcommittee
Corporations Work Group

Delegate Adrienne Jones – Legislative District 10

Appropriations Committee
Capital Budget Subcommittee (Chair)
Education & Economic Development Subcommittee
Oversight Committee on Pensions
Rules & Executive Nominations Committee

Delegate Shirley Nathan-Pulliam – Legislative District 10

Health & Government Operations Committee
Insurance Subcommittee
Minority Health Disparities Subcommittee (Chair)

Delegate Jon Cardin – Legislative District 11

Ways & Means Committee
Election Law Subcommittee
Tax & Revenue Subcommittee

Delegate Dan Morhaim – Legislative District 11

Health & Government Operations Committee
Government Operations Subcommittee (Chair)
Pharmaceuticals Subcommittee

Delegate Dana Stein – Legislative District 11

Environmental Matters Committee

Delegate Steve DeBoy, Sr. – Legislative District 12A

Appropriations Committee
Capital Budget Subcommittee
Public Safety & Administration Subcommittee
Oversight Committee on Personnel

Delegate James Malone – Legislative District 12A

Environmental Matters Committee (Vice Chair)
Land Use & Ethics Subcommittee
Motor Vehicles & Transportation Subcommittee (Chair)
Natural Resources Subcommittee
Rules & Executive Nominations Committee

Delegate Susan Aumann – Legislative District 42

Appropriations Committee
Transportation & the Environment Subcommittee
Oversight Committee on Pensions
Oversight Committee on Personnel

Delegate William Frank – Legislative District 42

Judiciary Committee

Delegate Stephen Lafferty – Legislative District 42

Environmental Matters Committee

NON-INSTRUCTIONAL SERVICES: Food Services**Responsibilities and Duties****1. Director and Staff****a. General Responsibilities**

The food service director and staff shall work with principals and managers to achieve established objectives of the food service program. They shall have the responsibility of implementing policies and procedures of the food service program as established by the Board of Education and the Superintendent of Schools. They shall be responsible for maintaining adequate inventories at the central food service warehouse. They shall provide a schedule of delivery to meet the needs of each individual school's food service program. They shall plan menus to meet the requirements of local, state, and federal legislation, and established guidelines for the sale of all other food.

b. Services

Arrangement to use any part of food service facilities shall be made through the principal's office, consistent with policies and procedures set forth in the Use of Facilities Manual, Division of Physical Facilities.

Arrangements shall be made with the food service manager for use of kitchen or serving facilities, as outlined in Rules & Procedures, Department of Food and Nutrition Services.

c. Restrictions on Sale of Food and Beverage

- (1) During normal school hours, food shall be sold only through the facilities of the food service program.
- (2) Milk served in the food service program shall meet the regulations as issued by the United States Department of Agriculture under the National School Lunch act.
- (3) The sale of a la carte items will be restricted to those item approved by the Department of Food and Nutrition Services.

2. Area Representative

The area representatives shall assist individual schools in meeting objectives of the food service program and in implementing policies and procedures of the Department of Food and Nutrition Services as established by the Board of Education. The area representative shall:

- a. Assist cafeteria managers and personnel in efficient use of equipment
- b. Assist in implementing efficient methods of food production
- c. Assist in development of work schedules and portion control
- d. Assist in conducting inservice training and workshops
- e. Perform other duties relative to the food service program.

3. Principal

The principal is responsible for carrying out the established objectives of the food service program. He/she is further responsible for implementing the policies for the food service program as established by the Board of Education.

4. Manager

The food service manager is responsible for the daily operation of the food service program in the school to which he/she is assigned.

The food service manager is directly responsible for the supervision of all employees assigned to his/her individual school and receiving schools which he/she supplies. The manager shall be responsible for:

- a. Working closely with the principal to promote a wholesome and educational program
- b. Working with groups to interpret or promote the program as an educational one
- c. Working cooperatively with area representatives

- d. Carrying out other responsibilities as outlined in Rules and Procedures, Department of Food and Nutrition Services.

Managerial positions shall be filled from a roster of employees who have successfully completed the training program for prospective managers.

Newly appointed managers shall be assigned to smaller operations and advance to larger operations as openings for promotions become available.

5. Other Personnel

All cafeteria employees are directly responsible to the food service manager under whose supervision they are assigned and are responsible for carrying out duties assigned by the manager in accordance with policies and procedures of the Department of Food and Nutrition Services.

A medical examination shall be required of all employees. The date and time for examination shall be scheduled by the Department of Personnel.

When first employed, and at intervals set by the local health officer, each employee shall furnish certification that he/she is free of tuberculosis in a communicable stage.

Responsibilities shall include all aspect of preparation, serving, and clean-up. Individual work assignments shall be made, but each employee shall be expected to assist when and where needed.

The services of any individual other than an employee of the Board of Education shall not be used in the food service program. Exception is made for approved special education students who may be assigned to the food service program as trainees in duties which do not involve the handling of food, monies, or the operation of equipment.

Also see policy, "Use of School Facilities," Series 1000, Community Relations.

Legal Reference: *Annotated Code of Maryland*, Education Article §7-404
School employees to be free from communicable tuberculosis

Rule		Superintendent of Schools
Adopted:	9/18/68	
Revised:	6/19/80]	

RULE 3330

NON-INSTRUCTIONAL SERVICES: Food Services

Finance

Cost of Meals

1. MEAL cost to STUDENTS [children]:
 - a. The BREAKFAST AND LUNCH MEAL priceS [of a Type “A” meal is] ARE determined [on a countywide basis] by the OFFICE OF FOOD AND NUTRITION SERVICES (“THE OFFICE”) AND SUBMITTED TO THE Board of Education FOR APPROVAL.
 - b. [The school shall offer meals to all children and shall serve meals without cost, or at reduced cost, to children who are unable to pay full price of meal.] MEALS FOR STUDENTS MAY BE SUBSIDIZED BY FEDERAL AND STATE CASH REIMBURSEMENTS AND FOOD COMMODITY ENTITLEMENTS.
 - C. STUDENT MEAL PRICES SHALL BE ESTABLISHED TO RECOVER UP TO, BUT NOT EXCEED, THE FULL COST OF THE MEAL MINUS THE FEDERAL AND STATE SUBSIDIES.
2. A LA CARTE SALES
 - A. PRICES SHALL BE ESTABLISHED TO RECOVER AT LEAST THE FULL COST OF THE ITEMS SOLD.
 - B. FOOD AND BEVERAGES SOLD TO ADULTS AND NON-STUDENTS SHALL BE CHARGED A LA CARTE PRICES.
3. PROCEDURES AND CONTROLS
 - A. THE OFFICE SHALL COMPLY WITH APPLICABLE ACCOUNTING AND FINANCIAL REPORTING PROCEDURES ESTABLISHED BY THE DEPARTMENT OF FISCAL SERVICES.
 - B. THE OFFICE SHALL ESTABLISH PROCEDURES FOR THE SAFEGUARDING OF AND ACCOUNTABILITY FOR ASSETS INCLUDING, CASH, INVENTORY AND FIXED ASSETS.

RULE 3330

Rule

approved: 9/18/1968

revised: 6/19/1980

REVISED:

Superintendent of Schools