MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, April 24, 2007
5:15 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 April 24, 2007

IV. MINUTES
Consideration of the Board of Education Retreat Minutes of March 10, 2007; the Open and Closed Minutes of March 13, 2007; and the Board of Education Work Session of March 20, 2007

V. SELECTION OF SPEAKERS

VI. ADVISORY AND STAKEHOLDER GROUPS

VII. SUPERINTENDENT’S REPORT

VIII. SPECIAL ORDER OF BUSINESS – Recognition of Jennifer Oswald, 2007 Young Woman of the Year

IX. OLD BUSINESS
A. Consideration of Proposed Board Meeting Schedule for 2007-2008 (Mr. Arnold) Exhibit B

B. Consideration of Proposed Changes to Policy 3510 – NON-INSTRUCTIONAL SERVICES: Operation (third reading) (Mr. Sines) Exhibit C

C. Consideration of Proposed Changes to Policy 7240 – NEW CONSTRUCTION: School Sites (third reading) (Mr. Sines) Exhibit D

X. REPORTS
A. Recognition of School Psychologists’ Week, April 29–May 5, 2007 (Mr. Arnold)

B. Report on Proposed Changes to Policy 8130 – INTERNAL BOARD POLICIES – Formulation (first reading) (Mr. Arnold) Exhibit E
X. REPORTS (cont)

C. Report on Proposed Re-adoption of Policy 8131 – INTERNAL BOARD POLICIES – Administration in Policy Absence (first reading) (Mr. Arnold) Exhibit F

D. Report on Proposed Changes to Policy 8210 – INTERNAL BOARD POLICIES – Officers, Election (first reading) (Mr. Arnold) Exhibit G

E. Report on Proposed Changes to Policy 8222 – INTERNAL BOARD POLICIES – Secretary-Treasurer, Assistant Secretary-Treasurer (first reading) (Mr. Arnold) Exhibit H

F. Report on Proposed Changes to Policy 8230 – INTERNAL BOARD POLICIES – Orientation of New Board Members (first reading) (Mr. Arnold) Exhibit I

G. Report on Proposed Deletion of Policy 8240 – INTERNAL BOARD POLICIES – Conflict of Interest (first reading) (Mr. Arnold) Exhibit J

H. Report on Proposed Re-adoption of Policy 8250 – INTERNAL BOARD POLICIES – Attendance of Board Members at Board Meetings (first reading) (Mr. Arnold) Exhibit K

I. Report on Proposed Re-adoption of Policy 8260 – INTERNAL BOARD POLICIES – Public Statements of Individual Board Members (first reading) (Mr. Arnold) Exhibit L

J. Report on Proposed Changes of Policy 8270 – INTERNAL BOARD POLICIES – Standing and Special Committees (first reading) (Mr. Arnold) Exhibit M

K. Report on Proposed Re-adoption of Policy 8280 – INTERNAL BOARD POLICIES – Membership in School Board Associations (first reading) (Mr. Arnold) Exhibit N

L. Report on Proposed Deletion of Policy 8290 – INTERNAL BOARD POLICIES – Retirement from the Board (first reading) (Mr. Arnold) Exhibit O

M. Legislation Summary (Dr. Peccia) Exhibit P

XI. NEW BUSINESS

A. Consideration of consent to the following personnel matters: (Dr. Peccia)
   1. Transfers Exhibit Q
   2. Retirements Exhibit R
   3. Resignations Exhibit S
   4. Leaves of Absence Exhibit T
   5. Administrative Appointments Exhibit U
   6. Advisory Council Appointments Exhibit V
XI. NEW BUSINESS (cont)

B. Consideration of consent to the following contract awards:  


2. Contract Modification: On-call Painting Services

3. Contract Modification; Personal Protective Equipment

4. Board of Education Hearing Examiners

5. Custodial Cleaning Products

6. eCatalog Contracts (a-y)
   a. Art Photography Supplies
   b. Art Supplies
   c. Audio-Visual Equipment
   d. Audio-Visual Supplies
   e. Elementary Media
   f. Family Studies
   g. First Aid Supplies
   h. Handwriting Materials
   i. Instructional Material for Technology Education
   j. Instrumental Music Supplies
   k. Interscholastic Athletic Supplies and Equipment
   l. Interscholastic Football Supplies and Equipment
   m. Library Instructional Media
   n. Math Supplies
   o. Medications
   p. Physical Education Supplies and Equipment
   q. Science Supplies
   r. Secondary Media
   s. Special Education Media
   t. Textbooks – Elementary School
   u. Textbooks – High School
   v. Textbooks – Middle School
   w. Textbooks – Special Education
   x. Unique Office Supplies
   y. Vocal Music Supplies

7. Photocopiers

8. Contract Modification: General Contractor Construction Services Contract for Kenwood High School Addition and Technology Wing Renovation

9. Contract Modification: General Contractor Construction Services Contract for Kenwood High School Addition and Technology Wing Renovation

10. Contract Modification: Site Construction Package 2B (Final Grading) for Windsor Mill Middle School

(Mr. Gay/Mr. Sines)

Exhibit W
XI. NEW BUSINESS (cont)

11. Construction Contract for Cockeysville Driver Training/Dispatch Building
12. Chiller Installation at Perry Hall Elementary School
13. Renovations at Pine Grove Middle School

C. Consideration of consent to the Baltimore County Public Schools FY2007 Budget Appropriation Transfer (BAT) (Ms. Burnopp) Exhibit X

D. Consideration of consent to the Baltimore County Public Schools FY2007 Budget Appropriation Supplement (Ms. Burnopp) Exhibit X-1

XII. INFORMATION

A. Revised Superintendent’s Rule 7240 – NEW CONSTRUCTION: School Sites Exhibit Y
B. Revised Superintendent’s Rule 7330 – NEW CONSTRUCTION: Capital Projects That Are Funded By Private Donations Exhibit Z

XIII. ANNOUNCEMENTS

A. Public Comment on Proposed Changes to Policy 3260 (second Reading)
B. Public Comment on Proposed Deletion of Policy 7230 (second reading)
C. Public Comment on Proposed Changes to Policy 7250 (second reading)
D. Public Comment on Proposed Changes to Policy 8120 (second Reading)
E. Public Comment on Proposed Deletion of Policy 8150 (second reading)
G. Public Comment on Naming of the New Stadium at Franklin High School (second reading)
H. General Public Comment

Next Board Meeting
Tuesday, May 8, 2007
7:30 PM Greenwood
TENTATIVE MINUTES

REPORT OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY
RETREAT

Saturday, March 10, 2007

The Board of Education of Baltimore County, Maryland, met in open session for retreat on Saturday, March 10, 2007, at 9:00 a.m. at Greenwood. President Donald L. Arnold and the following Board members were in attendance: 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; J. Robert Haines, Esq., Deputy Superintendent; Ms. Rita Fromm, Chief of Staff; Ms. Kara Calder, Chief Communications Officer; P. Tyson Bennett, Esq., Counsel to the Board of Education; and Ms. Brenda Stiffler, Administrative Assistant to the Board were present.

Mr. Arnold opened the meeting with a welcome and reviewed the agenda.

Mr. Arnold reviewed the commencement schedule with Board members.

BOARD MEMBERS’ ROLES

Mr. Arnold introduced Ms. Kitty Blumsack, Director of Board Development, Maryland Association of Boards of Education. She discussed the strengths and challenges as well as Board concerns.

Prior to today’s retreat, Ms. Blumsack had interviewed Board members and, through assessment, members’ responses to frame the presentation.

Dr. Hayman suggested that “when planning for future retreats’ Board members should receive the agenda in a more timely manner. Mr. Hayden suggested Board members send items for consideration for the next retreat to the Board president.

Margaret-Ann Howie, Esq., Legal Counsel to the Superintendent, entered the room at 9:20 a.m.

Ms. Blumsack reviewed with Board members their strengths, challenges and concerns based on the interview. Board members worked in groups of three, focusing on the Board’s concerns, and discussed possible causes, impact, and strategies.

Board members then reported on their conclusions.
Next, Mr. Arnold summarized the strategies:

- To consider additional work sessions and retreats
- To include executive summaries
- Adjusting Board schedule
- Checking with counsel regarding legal issues (i.e. committee reports)
- Copies of tapes from Board meetings will be provided to Board members upon request
- Reviewing the policy for canceling Board meetings when schools are closed
- Exploring ways of “streaming” the Board video on the Education Channel

Board members shared with each other what was learned during this process and ways in which the Board can improve.
Mr. Arnold thanked Ms. Blumsack for the presentation and then at 11:48 a.m. announced a brief adjournment for a working lunch.

The meeting reconvened at 12:00 p.m.

**PAY SCALES**

Through a PowerPoint™ presentation, Dr. Donald Peccia, Assistant Superintendent for Human Resources and Governmental Relations, and Ms. Barbara Burnopp, Chief Financial Officer, shared with Board members the philosophy and concept of the pay scales including:

- Compensation management
- Internal and external pay considerations
- Annual review of compensation plans
- Annual review process
- Salary/structuring of pay scales

Ms. Burnopp demonstrated how to retrieve the pay scales from the BCPS internet. Ms. Burnopp explained how the salary scale works including increments, increases, and longevity steps.

Mr. Arnold asked how the school system deals with the differences of external pay considerations. Dr. Peccia responded that when looking at job classifications, staff reviews the market analysis and adjusts specific classifications, which can include restructuring.

Mr. Janssen asked how the school system addresses disparity when salary grades are further apart. Ms. Burnopp stated that when the Board approves a COLA (cost of living adjustment), each step in the scale would increase by that same percentage.

With regard to a specific salary scale, Mr. Parker asked whether salary grades 1 and 2 eliminated or combined with salary grade 3. Ms. Burnopp stated that advancing grades 1 and 2 up to grade 3 would make job functions in all three salary grades equal and the hourly scales would change. Dr. Peccia reminded the Board that changes to the classifications are management’s prerogative and that changes to the salary scales are negotiated.

Ms. Shillman requested a breakdown on the cost of agency hiring of certain classifications such as personal assistants and custodians.

Ms. Burnopp asked Board members to review the salary scales on the website. Dr. Hayman stated that the Board would like to have this information given to them prior to approving future operating budgets.

Dr. Hayman exited the room at 12:58 p.m.
BOARD’S MISSION STATEMENT AND FOCUS AREAS

Mr. Arnold presented Board members with a draft of the proposed mission statement and the Board’s 2006-2007 focus areas.

Ms. Murphy shared with Board members the final “draft” mission statement for their consideration. Board members were asked to review the mission statement and consider approving it at a regularly scheduled Board meeting.

SUPERINTENDENT’S COMMENTS

Dr. Hairston shared with Board members feedback the school system has received from the county budget office regarding the proposed FY 2008 operating budget.

Dr. Hairston also shared with Board members the series of sessions that Dr. English, PDK, Inc. Lead Auditor, had attended regarding the findings and recommendations of the curriculum management audit. Dr. Hairston stated that the full audit report would be available on Friday, March 16, on the school system’s website.

Ms. Murphy requested a copy of the Curriculum and Instruction organization.

The Board of Education retreat ended at 1:45 p.m.

Respectfully submitted,

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Joe A. Hairston
Secretary-Treasurer

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TENTATIVE MINUTES
BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND
Tuesday, March 13, 2007

The Board of Education of Baltimore County, Maryland, met in open session at 4:01 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., and Ms. Joy Shillman. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

The Board entertained oral argument in Hearing Examiner’s Case #07-07. The matter was heard in closed session.

In addition to the above listed Board members, the following persons were present: James R. Whattam, Esquire, Assistant General Counsel, Maryland State Teachers Association; J. Robert Haines, Esquire, Deputy Superintendent; Ms. Rita Fromm, Chief of Staff; Margaret-Ann F. Howie, Esquire, Legal Counsel to the Superintendent; Anjanette L. Dixon, Esq., Staff Attorney; P. Tyson Bennett, Esquire, Legal Counsel to the Board of Education; and Ms. Brenda Stiffler, Administrative Assistant to the Board of Education.

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

The hearing was concluded at 4:32 p.m.

Board members deliberated on the case.

ADMINISTRATIVE FUNCTION SESSION MINUTES

Upon conclusion of its deliberations, the Board of Education considered its internal procedures. President for the administrative function meeting were: Mr. Donald L. Arnold, 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., and Ms. Joy Shillman.

OPEN SESSION MINUTES

The Board reconvened in open session at 5:08 p.m. 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.

Mr. Arnold reminded Board members of community functions and Board of Education events scheduled in March and April.
Ms. Harris moved that the student member be permitted to participate in closed session collective bargaining discussions. The motion was seconded by Ms. Johnson and unanimously approved by the Board.

Pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1) and (a)(9) and upon motion of Mr. Janssen, seconded by Mr. Pallozzi, the Board commenced its closed session at 5:09 p.m.

CLOSED SESSION MINUTES

The Board of Education of Baltimore County, Maryland, met in closed session at 5:09 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; Dr. H. Scott Gehring, Assistant Superintendent, Northwest Area; Mr. William Lawrence, Assistant Superintendent, Northeast Area; Dr. Manuel Rodriguez, Assistant Superintendent, Southwest Area; Ms. Jean Satterfield, Assistant Superintendent, Southeast Area; Dr. Kim X. Whitehead, Assistant Superintendent, Central Area; 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; P. Tyson Bennett, Esq., Counsel to the Board of Education; and Ms. Brenda Stiffler, Administrative Assistant to the Board.

Dr. Peccia updated Board members on collective bargaining discussions.

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

At 5:37 p.m., Mr. Janssen moved the Board adjourn for a brief dinner recess. The motion was seconded by Ms. Murphy and approved by the Board.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 7:27 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 Audrey Dittman, a student at Carver Center for Arts and Technology, followed by a period of silence 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 February 20, 2007 (rescheduled from February 13, 2007), Mr. Arnold declared the minutes approved as presented on the website.

Dr. Hairston noted one adjustment to the agenda for this evening’s meeting – removal of item B, Hearing Examiner’s Opinion in Case #07-14, under XI, New Business. Mr. Arnold noted the correction to tonight’s agenda.

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

SELECTION OF SPEAKERS

After collecting completed sign-up cards, Mr. Arnold announced the names of persons who would be speaking during the public comment portion of the meeting as well as the order in which the persons would be called.

ADVISORY AND STAKEHOLDER COMMENTS

Ms. Maggie Kennedy, Chair of the Baltimore County Education Coalition, commended the Superintendent for initiating the curriculum management audit.

Dr. Ella White-Campbell, Chair of the Minority Achievement Advisory Group, reported on the group’s meeting where Dr. Rodriguez reported on the progress in the southwest area, and Dr. Peccia presented progress in equity of hiring personnel.

Ms. Susan Katz, President of the PTA Council of Baltimore County, announced that the PTA’s sound enhancement resolution was approved and accepted by the Maryland PTA. She expressed concern of implementing Policy 3160 and changing the process in the middle of a school year.

Ms. Cheryl Bost, President of the Teachers Association of Baltimore County, stated that TABCO looks forward to working with the school system in the curriculum audit recommendations and implementation plan.
SUPERINTENDENT’S REPORT

Dr. Hairston acknowledged the selection of Red House Run Elementary and Hereford Middle Schools as Maryland Blue Ribbon Schools of Excellence.

OLD BUSINESS

Proposed New Policy 3160

On a motion of Mr. Pallozzi, seconded by Mr. Bacon, the Board approved the proposed new Policy 3160 – NON-INSTRUCTIONAL SERVICES-RISK MANAGEMENT: School-Sponsored Activities, as presented in Exhibit B.

OLD BUSINESS (cont)

Proposed Deletion of 8000 Preface

On a motion of Mr. Bacon, seconded by Mr. Pallozzi, the Board approved the proposed deletion of the 8000 Series Preface, as presented in Exhibit C.

REPORTS

The Board received the following reports:

A. On motion of Ms. Murphy, seconded by Mr. Hayden, the Board adopted the following resolution proclaiming March as Professional Social Work Month:

WHEREAS, Professional social workers have over a century of experience helping individuals and effecting social change that benefits everyone; 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 psycho-social 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 and school; and locate community 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 and encourage parental participation in 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 2007 as Professional Social Work Month.

B. Report on Proposed Changes to Policy 3510 – NON-INSTRUCTIONAL SERVICES: Operation – Mr. Michael Sines, Executive Director of the Department of Physical Facilities, noted the text change of substituting “Division” with “Department.” This is the first reading of this Policy.

Mr. Hayden suggested removing the reference to a collective bargaining unit.

Ms. Johnson asked if the school system would incorporate the total cost necessary for the Department of Physical Facilities to operate in an efficient manner. Mr. Sines responded the total cost is evaluated on an annual basis and cannot be projected in a Policy.

Dr. Hairston stated that staff will solicit the Board’s input and will have a follow-up conversation.

C. Report on Proposed Changes to Policy 7240 – NEW CONSTRUCTION: School Sites – Mr. Sines noted that the change reflects clarification as to the site acquisition and development of the Policy.

Mr. Hayden suggested removing “in accordance with applicable laws and regulations” from the Policy.

Dr. Hayman asked what steps are being taken in relationship to the concerns raised in the audit regarding policies. Dr. Hairston responded that there is a request in the proposed FY 2008 operating budget for a “Policy Analyst” position where this particular task would be handled.

D. Report on Curriculum Management Audit – Dr. Hairston introduced Dr. Fenwick English, Senior Lead Auditor, Phi Delta Kappa, Inc. (‘PDK’) who provided an overview of the audit process and methodology, key findings, and recommendations of the Phi Delta Kappa Curriculum Management Services, Incorporated. Recommendations included:
REPORTS (cont)

1. Bringing system curriculum and program development and the change process under centralized control.
2. Developing and implementing a comprehensive professional development policies, rules, and plans.
3. Developing and execute a curriculum management plan that produces high-quality curriculum guides.
4. Reviewing, revising, adopting, and implementing Board policies on curriculum management.
5. Developing and implementing a comprehensive assessment plan and system that fosters sound instructional decision making.
6. Requiring the systematic evaluation of school system programs and master plan actions.
7. Designing and implementing a data management plan.
8. Developing and implementing a five-year plan that fully aligns district resources to curricular goals and strategic priorities.
9. Developing and implement system planning focused on goals to ensure equal access for students to all comparable programs and services.
10. Eliminating educational environments hampered by physical barriers.
11. Initiating and implementing needed policy updates and necessary improvements for special programs.

Mr. Hayden asked whether there was a matrix of high-performing organizations or lending individuals from which BCPS could seek forth advice. Dr. English stated that the Board should provide a specific area to the Superintendent, and he (Dr. English) would attempt to identify a school system or individual.

Ms. Shillman commented that the Board is aware of the facilities and maintenance issues and have made certain renovations a priority.

Dr. Hayman asked whether the school system has an opportunity to refute any of the audit findings. Dr. English responded that the recommendations presented are the auditors’ best professional judgment on how to address the findings. Dr. Hayman encouraged the Superintendent to develop an action plan with timelines and monitoring strategies.

Ms. Johnson recommended that the Board receive an annual review of the school system’s progress regarding the audit recommendations.

Mr. Arnold stated the next step is to look at the policies and have the Superintendent present his recommendations to the Board.
PERSONNEL MATTERS

On motion of Mr. Janssen, seconded by Mr. Hayden, 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 1-8 (Exhibit L). Item 5, Trucks and Vans, was deferred until the next Board meeting. Mr. Janssen abstained from voting on item 6. Ms. Johnson pulled item 4 for further discussion.

The Board approved items 1, 2, 3, 6, 7, and 8.

1. RGA–122-04 Contract Modification: Automated Substitute Teacher Notification System
2. JNI-783-07 Stationery and Office Supplies
3. JMI-630-07 Debris Equipment
6. MWE-817-06 Contract Modification: Construction Contract – Kenwood High School Addition and Technology Wing Renovation
7. PCR-221-06 Contract Modification: Construction of Two-bay Vehicle Maintenance Building – Kenwood Bus Facility
8. RGA-122-07 Request Permission: Storm Drain Construction by the Baltimore County Department of Public Works – Parkville Middle School

Item 4

Ms. Johnson asked for specifics of the program. Ms. Kathleen McMahon, Assistant Superintendent of Humanities, explained that the program is used in grades one to five to support the elementary reading materials and part of the assessTRAX system. Ms. Johnson asked if there is sufficient data to ensure the program is effective. Dr. Hairston stated there is history and data showing that the program works.

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

4. JNI-782-07 Maryland Standards-Aligned Reading Assessments Adaptation from Houghton Mifflin
FY 2007 BUDGET SUPPLEMENTAL APPROPRIATION

On motion of Mr. Hayden, seconded by Ms. Harris, the Board approved the FY 2007 Operating Budget Supplemental Appropriation in the amount of $2,323,816, as presented in Exhibit M.

LEGISLATIVE UPDATE

Dr. Donald Peccia, Assistant Superintendent of Human Resources and Governmental Relations, reviewed key pieces of legislation that affect the school system and are under consideration by the General Assembly.


On motion of Ms. Harris, seconded by Mr. Hayden, the Board voted to oppose HB1079 – Education – Collective Bargaining – Public School Labor Relations Board.

INFORMATION

The Board received the following as information:


B. New Superintendent’s Rule 3160 – NON-INSTRUCTIONAL SERVICES: School-Sponsored Activities

ANNOUNCEMENTS

Mr. Arnold made the following announcements:

• The Board of Education of Baltimore County will meet to conduct a work session on Thursday, March 20, 2007, beginning at 7:00 p.m., at Greenwood. The meeting is open to the public.

• The Northwest Area Education Advisory Council will hold its next meeting on Tuesday, March 20, 2007, at Fort Garrison Elementary School beginning at 7:30 p.m.

• The Northeast Area Education Advisory Council will hold its next meeting on Wednesday, March 21, 2007 at Kingsville Elementary School beginning at 7:00 p.m.

• The Board of Education of Baltimore County will hold its next regularly scheduled meeting on Tuesday, March 27, 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.
Mr. Arnold stated that public comment is one of the opportunities provided to hear the views and receive the advice of community members. The members of the Board appreciate hearing from interested citizens and will take their comments into consideration, even though it is not the Board’s practice to take action at this time on issues which are raised. When appropriate, the Board will refer concerns to the Superintendent for follow-up by his staff.

While the Board encourages public input on policy, programs, and practices within the purview of this Board and this school system, this is not the proper avenue to address specific student or employee matters, or to comment on matters that do not relate to public education in Baltimore County. The Board encourages everyone to utilize existing avenues of redress for complaints. Inappropriate personal remarks or other behavior that disrupts or interferes with the conduct of this meeting are out of order.

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 1240

No one from the public signed up to speak on Policy 1240.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 1250

No one from the public signed up to speak on Policy 1250.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 8110

No one from the public signed up to speak on Policy 8110.

GENERAL PUBLIC COMMENT

Dr. Bash Pharoan asked the Board to add the two Muslim holidays to the school calendar.

Mr. Jameel thanked the Board and Superintendent for initiating the curriculum audit and hopes that the contents of the curriculum related to Islam are corrected.

Ms. Beth Allen deferred her comments.

Ms. Susan Allen deferred her comments.
ADJOURNMENT

At 9:38 p.m., Mr. Bacon moved to adjourn the open session. The motion was seconded by Mr. Parker and approved by the Board.

Respectfully submitted,

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Joe A. Hairston
Secretary-Treasurer

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The Board of Education of Baltimore County, Maryland, met in open session at 7:07 p.m. at Greenwood. President Donald L. Arnold and the following Board members were present: Ms. Frances A. S. Harris, Mr. John Hayden, III, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Ms. JoAnn C. Murphy, Ms. Mary-Margaret O’Hare, Mr. H. Edward Parker, Jr., Ms. Joy Shillman and Mr. Peter Bacon. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members, as well as the media were present.

Mr. Arnold opened the meeting with a welcome and reviewed the agenda. He stated that the purpose of the work session is for the Board to understand in detail the aspects of the audit and look at ways to implement the proposed recommendations. Mr. Arnold noted that the next work session is tentatively scheduled for Tuesday, May 1, 2007.

ENROLLMENT AND CAPACITY ANALYSIS

Mr. Don Dent, Executive Director of Planning and Support Operations, shared with Board members enrollment and data capacity of Rodgers Forge and Stoneleigh communities. Mr. Dent also shared the number of presentations that the Office of Strategic Planning has provided to elected officials, councilmen, and various community leaders. Presentations vary from enrollment and boundary issues to consideration of turning Campfield Early Childhood Center into a comprehensive elementary school.

Ms. Harris asked which school is the highest percentage over capacity. Mr. Dent responded that the number one overcrowded school was Deep Creek Elementary School followed by Rodgers Forge and Dogwood Elementary Schools, respectively.

Mr. Parker stated that the Board should consider looking into redistricting the entire county school system. When considering redistricting, Mr. Parker commented on the need to look at removing portable classrooms for safety reasons.

Mr. Hayden echoed Mr. Parker’s remarks. However, it is an expensive, time-consuming process, multi-year process. With additional space at Dumbarton Middle School, Mr. Hayden asked the Superintendent to consider the practicality of having pre-kindergarten or other classes from Rodgers Forge Elementary scheduled into Dumbarton Middle School.

CURRICULUM MANAGEMENT AUDIT RESULTS

Dr. Hairston reviewed with Board members, in detail, the findings and recommendations from the curriculum management audit. He stated that necessary adjustments need to be made in order for the school system to move forward and strengthen its weaknesses.
Recommendations from the audit were as follows:

1. Hire a Chief Academic Office (CAO), who reports directly to the Superintendent; bring curriculum development, professional development, and assessment into alignment.

2. Develop and implement comprehensive professional development policies, rules, and plans:
   - Create central Professional Development focus
   - Create Professional Development system plan
   - Evaluate Professional Development effectiveness

3. Develop and implement a curriculum management plan, promote alignment and rigor, consistent format, and guides for non-core areas.

4. Review, revise, adopt, and implement updated Board policies.

5. Develop and implement a comprehensive assessment plan and a system which provides data for use in instructional decision making.

6. Require systematic evaluation of all district programs via internal/external reviews linked to student achievement.

7. Design and implement a data management plan in order to maintain accurate, useful, and easily accessible data to guide staff in instructional decision-making, include automatic error checking and data sampling, and maintain a single centralized database to ensure consistent and accessible reports.

8. Develop and implement a five-year plan that aligns district resources to curricular goals and provides cost-benefit analyses.

9. Improve; ensure equal access for students to all comparable programs, services, and opportunities.

10. Act immediately to eliminate substandard school environments; consider outsourcing maintenance needs to reduce backlog.

11. Initiate and implement needed policy updates and necessary improvements for special programs.

Mr. Hayden asked if the job description provided to the public in an effort to hire for the Associate Superintendent position, is the same or similar to the Chief Academic Officer. Dr. Hairston responded that the Associate Superintendent job description had a much broader responsibility; however, the job description is relative to the position.

Mr. Parker stated that training needs to be provided for new teachers as well as current teachers. Ms. O’Hare commented on involving teachers in a focus group; key element is team effort.
Dr. Hairston made the following comments:

- With stronger Board policies in place, BCPS could develop a more effective budget and “weed out” ineffectiveness and redirect resources where appropriate
- Proposed FY 2008 operating budget has a request for a “Policy Analyst”
- Proposed FY 2008 operating budget has three positions for Researchers to help generate useful data
- Need to review our programs (i.e. magnet, gifted and talented) and define or redefine the direction going forward.

Ms. O’Hare stated that the reason teachers may feel overwhelmed is that change and implementation are not well paced.

On page 368, item G.10.2 of the full audit report, the recommendation states for the Board to “direct the Superintendent to present to the Board—within thirty days—a plan identifying school safety issues and explaining how and when they will be eliminated.” Mr. Hayden encouraged the Board and Superintendent to address this issue immediately.

Mr. Janssen expressed concern regarding the tracking of maintenance work orders when a new maintenance work order tracking program was up and running. Mr. Janssen also stated that our facilities could not get to the point where it could effectively put a tool in place because the school system cannot catch up. Dr. Hairston stated he is aware of the maintenance tracking program and noted the sheer volume of work orders. Volume of work orders will always put our Department of Physical Facilities in catch-up mode.

Ms. Shillman stated that the school system does have a maintenance tracking system that is now working, and BCPS does outsource some of the work.

Ms. Harris suggested the school system consider outside clubs or organizations to “adopt” a school in their area as an alternative method to addressing the maintenance issues. Ms. Johnson also supports looking at other avenues, internally or externally, to address this issue.

Mr. Arnold expressed concerns about the effectiveness of various programs in place. An evaluation of curriculum programs needs to occur to avoid duplication and ensure effectiveness. Mr. Hayden stated that while evaluating programs is important, and that some magnet programs may need to be enhanced, he will always be a strong defender of the concept of the magnet program.

Ms. Harris suggested that the Board organize the recommendations to deal with specific items. Dr. Hairston stated that everything begins with Board policy.

Ms. Murphy and Ms. O’Hare commented that the school system needs to focus on curriculum so that teachers can broaden delivery of the curriculum. Ms. Shillman expressed concern that the gifted and talented curriculum guides were the oldest of the guides.
In response to a question about the Chief Academic Officer (CAO), Board members directed the Superintendent to add to the March 27, 2007 Board agenda the CAO position and Curriculum and Instruction organizational chart. Mr. Parker stated that there needs to be a policy reflecting the duties and responsibilities of the CAO.

Mr. Janssen commented that based on the recommendations; there is a ratio of 10 to 1 for funding versus policy. He requested the Superintendent provide a fiscal note to the Board for the implementation costs associated with the audit’s recommendations.

Mr. Bacon stated that if the school system does not evaluate and provide a different platform of professional development and curriculum, the results will be the same.

With regards to curriculum, Mr. Janssen stated that many of the school system’s courses are not as vigorous and challenging for students. The fact remains that BCPS has programs with not enough students to fill those programs. These are probably the programs the auditors suggested to eliminate.

Ms. Johnson suggested that the Board put together an action plan that would provide the Superintendent with direction on how to address the recommendations. Mr. Arnold stated that the Superintendent needs to come back to the Board with his recommendations so that the Board can prioritize and move forward.

Ms. Murphy recommended that Board members review recommendation #2 in preparation for the next work session.

Dr. Hairston clarified for Board members that the recommendations are ranked with the least cost bringing the greatest yield immediately.

Mr. Arnold asked Board members to review recommendation #2 and submit any comments to Ms. Stiffler. Ms. Stiffler would collect the data and disseminate to Board members prior to the next work session.

The work session concluded at 8:58 p.m.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

bhs
BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 24, 2007

TO: BOARD OF EDUCATION

FROM: Donald L. Arnold, President
      Joe A. Hairston, Secretary-Treasurer

SUBJECT: PROPOSED SCHEDULE OF BOARD MEETINGS, 2007-2008

ORIGINATOR: Brenda Stiffler, Administrative Assistant to the Board of Education

RESOURCE PERSON(S): Brenda Stiffler, Administrative Assistant to the Board of Education

RECOMMENDATION

That the Board of Education approves the proposed Schedule of Board Meetings for 2007-2008

* * * * *

The proposed Schedule of Board Meetings is attached for Board approval. The change includes the approval of House Bill 1434, which moves the primary elections from Tuesday, March 4, 2008 to Tuesday, February 12, 2008.

Appendix I – Proposed Schedule of Board Meetings
April 24, 2007

TO: Members of the Board of Education  
FROM: Donald L. Arnold, President  
        Joe A. Hairston, Secretary-Treasurer  
RE: Proposed Schedule of Board Meetings, 2007-2008

Please note a deviation from the normal scheduling of Board meetings on the 2nd and 4th Tuesdays for the following months:

- During September, November, and December, meetings have been scheduled on the 1st and 3rd Tuesdays to avoid having only one meeting in December.
- During October, meetings have been scheduled on the 1st and 4th Tuesdays for Board members to attend the NFUSSD Conference being held October 7-10, 2007.
- Due to Easter/Spring Break being at the end of March, one Board meeting has been scheduled for the month of March 2008 and two Board meetings have been scheduled for the month of April 2008.
- During May, meetings have been scheduled on the 1st and 3rd Tuesdays to accommodate Board members’ attendance at commencement exercises.

The following dates for Board of Education meetings for 2007-2008 are proposed for your consideration:

- July 10  
  Approved April 2006
- August 14  
  Approved April 2006
- September 5 (W) and 18  
  September 3 – Labor Day  
  September 13 – Rosh Hashanah  
  September 27-30 – CUBE Conference
- October 2 and 23  
  October 3-5 – MABE Conference  
  October 7-10 – NFUSSD Conference  
  October 17-19 – T+L2 Conference
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Details</th>
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<tbody>
<tr>
<td>November 6 and 20</td>
<td>November 12 – High School Honors Concert</td>
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<td>November 22 &amp; 23 – Thanksgiving Holiday</td>
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<tr>
<td>December 4 and 18</td>
<td>December 24-31 – Christmas/Winter Break</td>
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<tr>
<td>January 8 and 22</td>
<td>January 1 – Schools &amp; Offices Closed</td>
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<td>January 21 – Martin Luther King, Jr. Birthday Observance</td>
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<td>February 13 (W) and 26</td>
<td>February 3-5 – FRN Conference</td>
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<td>February 12 – Primary Elections – Schools &amp; Offices Closed</td>
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<td>February 18 – President’s Day</td>
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<tr>
<td>March 11</td>
<td>March 21-28 – Easter/Spring Break</td>
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<td>March 28-April 2 – NSBA Conference</td>
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<td>April 8 and 22</td>
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<tr>
<td>May 6 and 20</td>
<td>May 6 or 13 – TABCO/BACE Retirement/Recognition Dinner</td>
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<td>May 7 – CTE Recognition Dinner</td>
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<td>May 26 – Memorial Day</td>
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<td>May 27-31 – Commencement Exercises</td>
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<td>June 10</td>
<td>June 1-7 – Commencement Exercises</td>
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<tr>
<td>July 8</td>
<td>July 4 – Independence Day</td>
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<tr>
<td>August 12</td>
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TO: BOARD OF EDUCATION
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: PROPOSED CHANGES OF BOARD OF EDUCATION POLICY 3510
NON-INSTRUCTIONAL SERVICES: PHYSICAL PLANT SERVICES

ORIGINATOR: J. Robert Haines, Deputy Superintendent
RESOURCE PERSON(S): Michael Sines, Executive Director, Physical Facilities

RECOMMENDATION

That the Board of Education considers the changes to Policy 3510. This is the third reading of this Policy.

Attachment I – Policy Analysis
Attachment II – Proposed Policy 3510
Statement of Issues Addressed by the Proposed Policy Revision

Modified text to substitute “Department” for “Division” in the first paragraph.

Cost Analysis

There will be no new fiscal impact on the system as a result of the proposed revision.

Relationship to Other Board of Education Policies

Revision will not affect any other policy.

Legal Requirement

Revision does not affect legal requirements.

Similar Policies Adopted by Other School Systems

No comparable policies were found.

Draft of Proposed Policy

See attached.

Other Alternatives Considered by Staff

No other alternative was considered.
NON-INSTRUCTIONAL SERVICES: Physical Plant Services

Operation

The operation of the school plant shall be the responsibility of the [Division] DEPARTMENT of Physical Facilities. Necessary personnel, equipment, and supplies shall be provided in the annual operating budget to enable this vital function to proceed in the most efficient and economical manner.

[Personnel engaged in the operation of the school plant shall be compensated in accordance with their grade and step as specified by the Classified Employees’ Salary Schedule, Master Agreement with Council 67/Local 434 of the American Federation of State, County, and Municipal Employees, AFL-CIO.]
DATE: April 24, 2007

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: PROPOSED CHANGES OF BOARD OF EDUCATION POLICY 7240
NON-INSTRUCTIONAL SERVICES: SCHOOL SITES

ORIGINATOR: J. Robert Haines, Deputy Superintendent

RESOURCE PERSON(S): Michael Sines, Executive Director, Physical Facilities

RECOMMENDATION

That the Board of Education considers the changes to Policy 7240. This is the third reading of this Policy.

Attachment I – Policy Analysis
Attachment II – Proposed Policy 7240
Statement of Issues Addressed by the Proposed Policy Revision

The text has been modified and revised to clarify the site acquisition and development policy.

Cost Analysis

There will be no new fiscal impact on the system as a result of the proposed revisions.

Relationship to Other Board of Education Policies

Revision will not affect any other Board policy.

Legal Requirement

Revisions will not affect any other policy.

Similar Policies Adopted by Other School Systems

The policies for Prince Georges County Public Schools and Montgomery County Public Schools were reviewed.

Draft of Proposed Policy

See attached policy.

Other Alternatives Considered by Staff

No other alternatives were considered.
NEW CONSTRUCTION: Planning

School Sites

[Following approval by fiscal authorities of funds necessary to defray the cost of acquisition and development of school sites,] The Superintendent of Schools shall establish administrative procedures for [such] THE acquisition and development OF SCHOOL SITES IN ACCORDANCE WITH APPLICABLE LAWS AND REGULATIONS. These procedures shall be subject to such local intergovernmental agreements as may be entered into by the Board of Education.
Exhibit E

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 24, 2007

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: PROPOSED CHANGES OF BOARD OF EDUCATION POLICY 8130
        INTERNAL BOARD POLICIES: FORMULATION

ORIGINATOR:

RESOURCE PERSON(S):

RECOMMENDATION

That the Board of Education considers the changes to Policy 8130. This is the first reading of this Policy.

Attachment I – Policy Analysis
Attachment II – Proposed Policy 8130
Statement of issues or questions to be addressed by the proposed policy
The Ad Hoc Policy Committee is in the process of reviewing the Board’s Internal policies. (8000 Series) The Committee is recommending minor revisions to the policy to permit it to conform with current practices of the Board of Education concerning adoption of curriculum. More importantly, the policy now reflects the Board’s commitment to review its policies, to the best of its ability, on a five year cycle. Lastly, the Policy reflects the Committee’s use of a new term in policies: “re-adoption.” This term shall be used when a policy has been reviewed, but when no revisions have been recommended.

Fiscal Impact on the school system
No fiscal impact is anticipated or contemplated by this revision.

Relationship to other Board of Education Policies
This policy establishes the manner in which all policy revisions are presented to the Board.

Similar Policies adopted by other local school systems
HARFORD COUNTY BOARD OF EDUCATION
Policy Number 22-0014-000, Policy Development and Review

HOWARD COUNTY BOARD OF EDUCATION
Policy 1001, Policy Development and Adoption

Legal Requirements, such as federal, state or local laws or regulations
Md. Ed. Art. §4-101 provides that “educational matters that affect the counties shall be under the control of a county board of education in each county” and that “each county board shall seek in every way to control and promote the interests of the schools under its jurisdiction.”

A draft of the proposed policy
See attached

Other alternatives that were considered by the Board members
The Board Committee members did not consider other alternatives.
Timeline
Opportunity for Citizen Comment, May 8, 2007
Proposed Date of Adoption, May 22, 2007
INTERNAL BOARD POLICIES: Organization

Formulation

PURPOSE
The Board of Education of Baltimore County, representing the people of the county, is, in addition to its many other roles, the legislative body which [determines all questions of general] MAKES policy to be employed by the county’s public schools. “Policies” are defined as those principles formally adopted by the Board of Education in order to manage the school system.

The Board shall, to the best of its ability, cause the provisions of state and federal laws and the bylaws and policies of the State Board of Education to be carried out. The Board of Education shall determine, with the advice of the county superintendent, the educational policies of the county [and shall prescribe rules and regulations] for the conduct and management of the schools. UNLESS LEGAL OR REGULATORY REQUIREMENTS DEMAND OTHERWISE, THE BOARD SHALL TO THE BEST OF ITS ABILITY, REVIEW ITS POLICIES WITHIN FIVE YEARS OF ADOPTION, AMENDMENT OR RE-ADOPTION.

[Course of study, revised courses, required methods of teaching, and any significant program to be tested in one or more schools for the purpose of being considered for use system-wide shall be approved by the Board of Education prior to implementation or discontinuance.]

PROCEDURE
1. The Board may request or receive a policy analysis from the superintendent on revisions to existing policies or on the need for a new policy.

2. All policy analyses will include the following elements:
   a. Statement of issues or questions addressed by the proposed policy;
   b. Where appropriate, cost analysis and fiscal impact on school system;
   c. Relationship to other Board of Education policies;
   d. Legal requirements, such as federal, state, or local laws or regulations;
   e. Similar policies adopted by other local school systems;
   f. A draft of the proposed policy;
POLICY 8130

3. The policy analysis will be presented to the Board as an item for discussion.

4. If limited revisions to existing policies are necessary, the superintendent will present the proposed changes to the Board with an accompanying rationale. There shall be no need for a policy analysis.

5. When a board member or other superintendent presents a proposed policy, a time line for adoption will accompany the policy, and will include, where appropriate:

   a. Opportunity for citizen comment;

   b. Opportunity for superintendent and staff to provide advice and recommendations;

   c. Proposed date of adoption.

6. The superintendent shall, where necessary, develop administrative rules for the implementation of the Board’s policies. Such rules will be presented to the Board for information purposes, but do not require an affirmative vote of the Board.

7. Following discussion, the Board shall adopt policies, in public session, and such adoption shall be recorded in the minutes of the Board.

Related Policies: 8140 – Formulation of Administrative Regulations

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<th>Policy</th>
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DATE: April 24, 2007

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: PROPOSED RE-ADOPTION OF BOARD OF EDUCATION POLICY 8131 INTERNAL BOARD POLICIES: ADMINISTRATION IN POLICY ABSENCE

ORIGINATOR:

RESOURCE PERSON(S):

RECOMMENDATION

That the Board of Education considers the re-adoption of Policy 8131. This is the first reading of this Policy.

Attachment I – Policy Analysis
Attachment II – Proposed Policy 8131
**POLICY RATIONALE**

Re-adoption of Board of Education Policy 8131

*Internal Board Policies: Formulation of Policies: Administration in Policy Absence*

Statement of issues or questions to be addressed by the proposed policy
The Ad Hoc Policy Committee is in the process of reviewing the Board’s Internal policies. (8000 Series) The Committee recommends no revisions to the policy, as it addresses a fundamental business need and permits the Superintendent to function as the school system’s chief executive officer. In light of the Committee’s belief in the policy’s continuing vitality and applicability, the Committee recommends that the policy be “readopted.” (See, Policy 8130, Analysis)

Fiscal Impact on the school system
No fiscal impact is anticipated or contemplated by this revision.

Relationship to other Board of Education Policies
This policy permits the Superintendent to act in the absence of Board policy. Therefore, it is related to all Superintendent’s rules that do not have a corresponding policy.

Similar Policies adopted by other local school systems
HARFORD COUNTY BOARD OF EDUCATION
Superintendent Relations


Legal Requirements, such as federal, state or local laws or regulations
The Education Article of the Annotated Code of Maryland designates the county superintendent as the chief executive officer of the county public school system responsible for carrying out the policies of the county board. See, Md. Code Ann., §4-204.

A draft of the proposed policy
See attached

Other alternatives that were considered by the Board members
The Board Committee members did not consider other alternatives.

Timeline
Opportunity for Citizen Comment, May 8, 2007
Proposed Date of Adoption, May 22, 2007
INTERNAL BOARD POLICIES: Organization

Formulation of Policies: Administration in Policy Absence

In cases where action must be taken within the school system where the Board has provided no guides for administrative action, the Superintendent shall have the power to act.

The Superintendent’s decision, however, shall be subject to review by action of the Board at its regular meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy.

Policy       Board of Education of Baltimore County
Adopted: 9/18/68
READOPTED: __________
DATE: April 24, 2007

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: PROPOSED CHANGES OF BOARD OF EDUCATION POLICY 8210
INTERNAL BOARD POLICIES: OFFICERS, ELECTION

ORIGINATOR:

RESOURCE PERSON(S):

RECOMMENDATION

That the Board of Education considers the changes to Policy 8210. This is the first reading of this Policy.

Attachment I – Policy Analysis
Attachment II – Proposed Policy 8210
BOARD OF EDUCATION POLICY ANALYSIS
Revisions to Board of Education Policy 8210
Internal Board Policies: Organization: Officers, Election

Statement of issues or questions to be addressed by the proposed policy
The Ad Hoc Policy Committee is in the process of reviewing the Board’s Internal policies. (8000 Series) The Committee is recommending minor revisions to the policy to permit it to conform with current practices of the Board of Education concerning the Superintendent’s role during the election of Board president.

Fiscal Impact on the school system
No fiscal impact is anticipated or contemplated by this revision.

Similar Policies adopted by other local school systems
FREDERICK COUNTY BOARD OF EDUCATION
   Policy 101, Organization of the Board

PRINCE GEORGE’S COUNTY BOARD OF EDUCATION
   Policy 9361, Meetings, Election of Officers

Legal Requirements, such as federal, state or local laws or regulations
Md. Ed. Art. §4-107 provides that “each county board shall hold an annual meeting on or as near as possible to the second Tuesday in July” and that “each county board, at its annual meeting, shall elect a president and a vice president from among its members by means of an individually recorded vote.”

A draft of the proposed policy
See attached

Other alternatives that were considered by the Board members
The Board Committee members did not consider other alternatives.

Timeline
Opportunity for Citizen Comment, May 8, 2007
Proposed Date of Adoption, May 22, 2007
INTERNAL BOARD POLICIES: Organization

Officers, Election

At the first meeting in July of each year, the Board shall organize by electing a president and a vice president whose terms of office shall be one year. Vacancies in the offices of president and/or vice president shall be filled by an election at the next regular Board meeting.

The Superintendent of Schools shall be the executive officer and secretary-treasurer of the Board. AS SECRETARY-TREASURER TO THE BOARD, THE SUPERINTENDENT SHALL PRESIDE OVER THE ELECTION FOR THE OFFICE OF PRESIDENT.

[Upon the recommendation of the Superintendent, the Board shall appoint an assistant secretary-treasurer.]

Legal Reference: Annotated Code of Maryland, Education Article §[4-106] 4-107 Meetings; Officers; Expenses

Policy Adopted: 4/13/72
Revised: 7/13/78
REVISED: __________

ALL CAPS indicate new material.
[ ] brackets indicate deleted material
DATE: April 24, 2007

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: PROPOSED CHANGES OF BOARD OF EDUCATION POLICY 8222
INTERNAL BOARD POLICIES: SECRETARY-TREASURER,
ASSISTANT SECRETARY-TREASURER

ORIGINATOR:

RESOURCE PERSON(S):

RECOMMENDATION

That the Board of Education considers the changes to Policy 8222. This is the first reading of this Policy.

Attachment I – Policy Analysis
Attachment II – Proposed Policy 8222
BOARD OF EDUCATION POLICY ANALYSIS
Revisions to Board of Education Policy 8222
Internal Board Policies: Officers, Duties: Secretary-Treasurer

Statement of issues or questions to be addressed by the proposed policy
The Ad Hoc Policy Committee is in the process of reviewing the Board’s Internal policies. (8000 Series) The Committee is recommending minor revisions to the policy so that it reflects current practices.

Fiscal Impact on the school system
No fiscal impact is anticipated or contemplated by this revision.

Similar Policies adopted by other local school systems
ANNE ARUNDEL COUNTY BOARD OF EDUCATION
Policy Code 201.01, Board Officers: Superintendent
http://www.aacps.org/aacps/boe/board/newpolicy/Sections/section_200/policy201.01.pdf

FREDERICK COUNTY BOARD OF EDUCATION
Policy 103, Superintendent

HARFORD COUNTY BOARD OF EDUCATION
Policy 22-0012-000: Superintendent Relations

Legal Requirements, such as federal, state or local laws or regulations
Md. Ed. Art. §4-107 provides that “each county board shall hold an annual meeting on or as near as possible to the second Tuesday in July” and that “each county board, at its annual meeting, shall elect a president and a vice president from among its members by means of an individually recorded vote.”

A draft of the proposed policy
See attached

Other alternatives that were considered by the Board members
The Board Committee members did not consider other alternatives.

Timeline
Opportunity for Citizen Comment, May 8, 2007
Proposed Date of Adoption, May 22, 2007
INTERNAL BOARD POLICIES: Duties and Responsibilities

Officers, Duties: Secretary-Treasurer, Assistant Secretary-Treasurer

[1.] The Superintendent of Schools shall serve as secretary-treasurer to the Board. As secretary-treasurer, his/her duties shall be:

1. [a.] To have complete charge of proper maintenance, filing and storage of documents and records of the Board

2. [b.] To post and issue written notices as required bylaw, and notify all Board members of Board meetings

3. [c.] To attend all Board meetings and meetings of all the committees except when his/her own tenure, salary, or the administration of his/her office are under consideration. In case of incapacitation, the Superintendent shall appoint an alternate and notify the president of the Board.

4. [d.] To prepare the agenda for each Board meeting

5. [e.] To record minutes of the meetings of the Board

6. [f.] To conduct and sign the correspondence of the Board

7. [g.] To prepare and submit all official Board documents

8. [h.] To sign and execute all official papers on behalf of the Board when the signature of the Board members is not required

9. [i.] To compile and present information useful to the Board in making decisions and in keeping informed on the progress of the school system.

[2. Unless otherwise provided for by the policies of the Board, the assistant secretary-treasurer shall in the absence of the Superintendent of Schools perform the legally constituted duties of the Superintendent. Any document signed under this authority shall possess the same legal effects as though it were signed by the Superintendent.

The assistant secretary-treasurer shall keep a permanent record of all such records signed.]
Legal Reference: Annotated Code of Maryland, Education Article
§4-102 County Superintendent
§4-204 Administration of office of county Superintendent; general duties
§4-205 POWERS AND DUTIES OF COUNTY SUPERINTENDENT

Policy
Board of Education of Baltimore County
Adopted: 4/13/72
REVISED: ____________

CAPS = indicates proposed addition
Brackets [ ] = indicates proposed deletion
DATE: April 24, 2007

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: PROPOSED CHANGES OF BOARD OF EDUCATION POLICY 8230
INTERNAL BOARD POLICIES: ORIENTATION OF NEW BOARD MEMBERS

ORIGINATOR:

RESOURCE PERSON(S):

RECOMMENDATION

That the Board of Education considers the changes to Policy 8230. This is the first reading of this Policy.

Attachment I – Policy Analysis
Attachment II – Proposed Policy 8230
Revisions to Board of Education Policy 8230
Internal Board Policies: Duties and Responsibilities
Orientation of New Members

Statement of issues or questions to be addressed by the proposed policy
The Ad Hoc Policy Committee is in the process of reviewing the Board’s Internal policies. (8000 Series) The Committee is recommending revisions to this policy to reflect current practice.

Fiscal Impact on the school system
No fiscal impact is anticipated or contemplated by this revision.

A draft of the proposed policy
See attached

Other alternatives that were considered by the Board members
The Board Committee members did not consider other alternatives.

Timeline
Opportunity for Citizen Comment, May 8, 2007
Proposed Date of Adoption, May 22, 2007
INTERNAL BOARD POLICIES:  Duties and Responsibilities

Orientation of New Board Members

The Board of Education and the administrative staff shall assist each new member to understand the Board’s functions, policies, and procedures and operation of the school system UPON BEING SWORN IN [before he/she takes office]. The following methods shall be employed:

1. New members shall be given selected material on the functions of the Board of Education and the school system.

2. The new member shall be invited to meet with the Superintendent of Schools. [and other administrative personnel to discuss services they perform for the Board of Education. It shall be the responsibility of the Superintendent to arrange such conferences.]

3. A copy of the Board of Education policies [and bylaws], administrative regulations, and other pertinent materials shall be provided for each new Board member.
DATE: April 24, 2007

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: PROPOSED DELETION OF BOARD OF EDUCATION POLICY 8240
INTERNAL BOARD POLICIES: CONFLICT OF INTEREST

ORIGINATOR:

RESOURCE PERSON(S):

RECOMMENDATION

That the Board of Education considers the deletion of Policy 8240. This is the first reading of this Policy.

Attachment I – Policy Analysis
Attachment II – Proposed Policy 8240
BOARD OF EDUCATION POLICY RATIONALE
Deletion of Board of Education Policy 8240

Internal Board Policies: Duties and Responsibilities:
Conflict of Interest

Statement of issues or questions to be addressed by the proposed policy
The Ad Hoc Policy Committee is in the process of reviewing the Board’s Internal policies. (8000 Series) The Committee has concluded that the Board of Education’s Ethics Code Policies (8360 Series), adopted subsequent to the enactment of 8240, render this policy obsolete. As a result, the Committee is recommending deletion of this policy.

Fiscal Impact on the school system
No fiscal impact is anticipated or contemplated by this revision.

Related Policies and Rules
8360 Sub Series - Ethics Code
   Policy 8360 - Definitions
   Policy 8361 General
   Policy 8362 Gifts to the Board of Education, Schools, and Offices within the School System
   Policy 8363, Conflict of Interest
   Policy 8364, Financial Disclosure
   Policy 8365, Lobbying Disclosure
   Policy 8366 Ethics Review Panel

A draft of the proposed policy
See attached

Other alternatives that were considered by the Board members
The Board Committee members did not consider other alternatives.

Timeline
Opportunity for Citizen Comment, May 8, 2007
Proposed Date of Adoption, May 22, 2007
INTERNAL BOARD POLICIES: Duties and Responsibilities

Conflict of Interest

No member of the Board of Education, or officer, or employee shall have an interest in any purchase or contract with the school system with which he/she is affiliated unless such interest is specifically permitted by statute.

“Interest” shall mean pecuniary or material benefit accruing to a Board member, officer, or employee resulting from a contractual relationship with the school system.

Legal Reference: Annotated Code of Maryland, Education Article §5-111 Conflict of interest prohibited

Policy Adopted: 4/13/72] Board of Education of Baltimore County
DATE: April 24, 2007

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: PROPOSED RE-ADOPTION OF BOARD OF EDUCATION POLICY 8250 - INTERNAL BOARD POLICIES: ATTENDANCE OF BOARD MEMBERS AT BOARD MEETINGS

ORIGINATOR:

RESOURCE PERSON(S):

RECOMMENDATION

That the Board of Education considers the re-adoptions of Policy 8250. This is the first reading of this Policy.

Attachment I – Policy Analysis
Attachment II – Proposed Policy 8250
BOARD OF EDUCATION POLICY RATIONALE
Re-adoption of Board of Education Policy 8250
Internal Board Policies: Duties and Responsibilities:
Attendance of Board Members at Board Meetings

Statement of issues or questions to be addressed by the proposed policy
The Ad Hoc Policy Committee is in the process of reviewing the Board’s Internal policies. (8000 Series) In light of the Committee’s belief in the policy’s continuing vitality and applicability, the Committee recommends that the policy be “readopted.” (See, Policy 8130, Analysis)

Fiscal Impact on the school system
No fiscal impact is anticipated or contemplated by this revision.

Legal Requirements, such as federal, state or local laws or regulations
The Education Article of the Annotated Code of Maryland provides that, “with the approval of the Governor, the State Superintendent may remove any member of a county board for . . . failure to attend, without good cause, at least half of the scheduled meetings of the county board in any one calendar year.” See, Md. Code Ann., §3-108.

A draft of the proposed policy
See attached

Other alternatives that were considered by the Board members
The Board Committee members did not consider other alternatives.

Timeline
Opportunity for Citizen Comment, May 8, 2007
Proposed Date of Adoption, May 22, 2007
INTERNAL BOARD POLICIES: Duties and Responsibilities

Attendance of Board Members at Board Meetings

As appointees of the Governor of Maryland, members are required to attend not less than fifty percent (50%) of the regular meetings of the Board.

It shall be the policy of the Board that all members attend all meetings, both regular and special. The secretary-treasurer shall be notified of non-attendance in advance of the time of the meeting.

All necessary expenses of attending meetings relating to school matters, including transportation, meals, and registration fees, shall be charged to Board of Education funds.

Legal Reference: Annotated Code of Maryland, Education Article
§3-108 APPOINTMENT, TERM, AND REMOVAL FROM COUNTY BOARD
DATE: April 24, 2007

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: PROPOSED RE-ADOPTION OF BOARD OF EDUCATION POLICY 8260 – INTERNAL BOARD POLICIES: PUBLIC STATEMENTS OF INDIVIDUAL BOARD MEMBERS

ORIGINATOR:

RESOURCE PERSON(S):

RECOMMENDATION

That the Board of Education considers the re-adoption of Policy 8260. This is the first reading of this Policy.

Attachment I – Policy Analysis
Attachment II – Proposed Policy 8260
STATEMENT OF ISSUES OR QUESTIONS TO BE ADDRESSED BY THE PROPOSED POLICY
The Ad Hoc Policy Committee is in the process of reviewing the Board’s Internal policies. (8000 Series) In light of the Committee’s belief in the policy’s continuing vitality and applicability, the Committee recommends that the policy be “readopted.” (See, Policy 8130, Analysis)

FISCAL IMPACT ON THE SCHOOL SYSTEM
No fiscal impact is anticipated or contemplated by this revision.

A DRAFT OF THE PROPOSED POLICY
See attached

OTHER ALTERNATIVES THAT WERE CONSIDERED BY THE BOARD MEMBERS
The Board Committee members did not consider other alternatives.

TIMELINE
Opportunity for Citizen Comment, May 8, 2007
Proposed Date of Adoption, May 22, 2007
INTERNAL BOARD POLICIES: Duties and Responsibilities

Public Statements of Individual Board Members

It is understood that the members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member except when such statement or action is in pursuance of specific instructions from the Board.

Official statements to the public shall be made by the president or a designated member following official action by the Board.

The Board will issue releases to the news media following official action in substantive matters.

Policy Adopted: 4/13/72
READOPTED: ____________
DATE: April 24, 2007

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: PROPOSED CHANGES OF BOARD OF EDUCATION POLICY 8270 – INTERNAL BOARD POLICIES: STANDING AND SPECIAL COMMITTEES

ORIGINATOR:

RESOURCE PERSON(S):

RECOMMENDATION

That the Board of Education considers the changes to Policy 8270. This is the first reading of this Policy.

Attachment I – Policy Analysis
Attachment II – Proposed Policy 8270
Statement of issues or questions to be addressed by the proposed policy
The Ad Hoc Policy Committee is in the process of reviewing the Board’s Internal policies. (8000 Series) The Committee is recommending a minor revision to the policy so that it reflects current practice. This revision also includes an updated legal reference.

Fiscal Impact on the school system
No fiscal impact is anticipated or contemplated by this revision.

Legal Requirements, such as federal, state or local laws or regulations
Md. Ed. Art. §7-305 governs the expulsion and suspension of students.

A draft of the proposed policy
See attached

Other alternatives that were considered by the Board members
The Board Committee members did not consider other alternatives.

Timeline
Opportunity for Citizen Comment, May 8, 2007
Proposed Date of Adoption, May 22, 2007
INTERNAL BOARD POLICIES: Duties and Responsibilities

Standing and Special Committees

Standing committees of members, which shall be advisory in nature, may be appointed annually. The judgments and recommendations of such committees shall be submitted to the entire Board for any formal action to be taken.

Special committees of members may be created by the Board for specific assignments. These committees shall be appointed by the president. Special committees shall be terminated upon the completion of their assignment or by a vote of the Board.

Hearing panels composed of at least three ADULT Board members may be established for appeals of suspension or expulsion of students.

Legal Reference: Annotated Code of Maryland, Education Article [§7-304] §7-305 Suspension and expulsion
DATE: April 24, 2007

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: PROPOSED RE-ADOPTION OF BOARD OF EDUCATION POLICY 8280 – INTERNAL BOARD POLICIES: MEMBERSHIP IN SCHOOL BOARD ASSOCIATIONS

ORIGINATOR:

RESOURCE
PERSON(S):

RECOMMENDATION

That the Board of Education considers the re-adoption of Policy 8280. This is the first reading of this Policy.

Attachment I – Policy Analysis
Attachment II – Proposed Policy 8280
BOARD OF EDUCATION POLICY ANALYSIS
Revisions to Board of Education Policy 8280
Internal Board Policies: Duties and Responsibilities
Membership in School Board Associations

Statement of issues or questions to be addressed by the proposed policy
The Ad Hoc Policy Committee is in the process of reviewing the Board’s Internal policies. (8000 Series) The Committee is recommending re-adoptions of this policy. (See, Policy 8130)

Fiscal Impact on the school system
No fiscal impact is anticipated or contemplated by this revision.

A draft of the proposed policy
See attached

Other alternatives that were considered by the Board members
The Board Committee members did not consider other alternatives.

Timeline
Opportunity for Citizen Comment, May 8, 2007
Proposed Date of Adoption, May 22, 2007
INTERNAL BOARD POLICIES: Duties and Responsibilities

Membership in School Board Associations

The Board of Education may hold membership in such local, state, regional, and national school board associations as may exist for the purpose of strengthening its effectiveness.
Completion of Board of Education Policy 8290
INTERNAL BOARD POLICIES: RETIREMENT FROM THE BOARD

RECOMMENDATION

That the Board of Education considers the deletion of Policy 8290. This is the first reading of this Policy.
Statement of issues or questions to be addressed by the proposed policy
The Ad Hoc Policy Committee is in the process of reviewing the Board’s Internal policies. (8000 Series) In light of the Committee’s belief in that the policy does not reflect current practice, the Committee is recommending deletion of this policy.

Fiscal Impact on the school system
No fiscal impact is anticipated or contemplated by this revision.

A draft of the proposed policy
See attached

Other alternatives that were considered by the Board members
The Board Committee members did not consider other alternatives.

Timeline
Opportunity for Citizen Comment, May 8, 2007
Proposed Date of Adoption, May 22, 2007
INTERNAL BOARD POLICIES: Duties and Responsibilities

Retirement from the Board

Retiring members of the Board shall be appropriately recognized and thanked for their service to the schools and community.

Continuing privileges as may be legally provided them are to be encouraged and may include, but not be limited to, the following:

1. Regular issues of news bulletins of the school system
2. Annual reports
3. Selected special reports
4. Personal invitations to special public functions of the Board

Policy  
Adopted: 4/13/72]
DATE: April 24, 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

RECOMMENDATION

That the Board of Education receive the 2007 General Assembly Legislative Report.

* * * * *

Attachment I – Key School Legislation Summary
REVISED UPDATES LEGISLATION

(*Status as of 4/17/2007)

• Support Continued full-funding of the Bridge to Excellence (Thornton)

The Governor’s budget recommends full funding of Thornton for FY08. No funds were included for the Geographic Cost of Education Index (GCEI), although SB109 and HB391 call for a phase-in of the GCEI beginning either this year (HB391) or in 2009 (SB109). Both bills died in Committee.

• Support considerable increases in capital funding that are appropriate and proportional to the needs of Baltimore County.

The Governor has proposed a total of $400 million for school construction. Distribution amounts will not be available until late March. Enhancement in funds for Aging Schools is being questioned. The enhancement is only about $1.2 million, Baltimore County could get almost $780,000 of the enhancements if adopted.

• Discourage legislation that could adversely impact the ability of the Board of Education and the Superintendent to fulfill the mission of the school system.

HB71 – Baltimore County – Board of Education – Elected Members (Cross-Filed with SB82)

Establishing a procedure for the election of specified members of the Baltimore County Board of Education; requiring the elected members of the County Board to reside in and be elected from specified districts; establishing the term of office for the elected members and for their removal under specified circumstances; providing a procedure for filling a vacancy for an elected member; providing for the election of the chair and vice chair of the County Board; providing for the compensation of the members of the County Board; etc.

Board of Education position: Oppose

*Status: Died in Committee
HB317 – Student Health and Fitness Act of 2007 (Cross-Filed with SB244)

Requiring that public school students in kindergarten through grade 5 be provided a specified minimum level of a program of physical education each week; requiring an increasing minimum level of a program of physical education over a period of 4 school years; requiring that the program of physical education be consistent with a student’s Individualized Education Plan if applicable; etc.

Board of Education position: No Position

*Status: House – Unfavorable Report

HB1079 - Education - Collective Bargaining - Public School Labor Relations Board

Establishing a Public School Labor Relations Board; specifying the manner of appointment, membership, duties, and responsibilities of the Board; providing for staffing of the Board; authorizing the Board to adopt and enforce certain regulations, guidelines, and policies; permitting the Board to petition a circuit court to seek enforcement of an order of the Board; and providing that a hearing and determination under the Act is a contested case.

Board of Education position: Oppose

*Status: House – Unfavorable Report

SB79 – Baltimore County – Board of Education – Membership

Requiring the appointment of the members of the Baltimore County Board of Education made by the Governor to be with the advice and consent of the Senate of Maryland and requiring the composition of the membership of the Board to reflect the demographic composition of the student population in the county.

Board of Education position: No Position

*Status: Senate – Unfavorable Report
SB82 – Baltimore County – Board of Education – Elected Members (Cross-Filed with HB71)

Establishing a procedure for the election of specified members of the Baltimore County Board of Education; requiring the elected members of the County Board to reside in and be elected from specified districts; establishing the term of office for the elected members and for their removal under specified circumstances; providing a procedure for filling a vacancy for an elected member; providing for the election of the chair and vice chair of the County Board; providing for the compensation of the members of the County Board; etc.

Board of Education position: Oppose

*Status: Died in Committee

SB99 – Education – Baltimore County Board of Education – School Board Nominating Convention of Baltimore County

Altering the appointment process for specified members of the Baltimore County Board of Education to require the Governor to select a member from a list of nominees submitted by the School Board Nominating Convention of Baltimore County; requiring the list of nominees to contain a specified number of names; and specifying that members of the County Board be residents of the County.

Board of Education position: Support

*Status: Senate – Unfavorable Report

SB244 – Student Health Fitness Act of 2007 (Cross-Filed with HB317)

Requiring that public school students in kindergarten through grade 5 be provided a specified minimum level of a program of physical education each week; requiring an increasing minimum level of a program of physical education over a period of 4 school years; requiring that the program of physical education be consistent with a student’s Individualized Education Plan if applicable; etc.

Board of Education position: Oppose

*Status: Died in Committee
Baltimore County Public Schools
Towson, Maryland 21204

April 24, 2007

Recommended Transfers

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephen A. Edgar</td>
<td>Principal</td>
<td>Principal</td>
</tr>
<tr>
<td>(Effective July 1, 2007)</td>
<td>Parkville Middle School</td>
<td>Parkville High School</td>
</tr>
<tr>
<td>(Replacing Kevin Harahan, retired)</td>
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<td></td>
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<tr>
<td>Douglas C. Ermendorf</td>
<td>Assistant Principal</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective July 1, 2007)</td>
<td>Middleborough Elementary School</td>
<td>Dundalk Elementary School</td>
</tr>
<tr>
<td>(Replacing Janet Roesner, recommended for transfer to Assistant Principal, Middleborough Elementary School)</td>
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<td></td>
</tr>
<tr>
<td>Anne Gold</td>
<td>Principal</td>
<td>Principal</td>
</tr>
<tr>
<td>(Effective January 1, 2008)</td>
<td>Lansdowne Elementary School</td>
<td>Vincent Farm Elementary School</td>
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<td>(New Position)</td>
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<tr>
<td>Barbara B. Johnson</td>
<td>Assistant Principal</td>
<td>Assistant Principal</td>
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<tr>
<td>(Effective July 1, 2007)</td>
<td>Glyndon Elementary School</td>
<td>Timber Grove Elementary School</td>
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<tr>
<td>(Replacing Barbara Roberts, retired)</td>
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<tr>
<td>Shannon K. Parker</td>
<td>Assistant Principal</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective July 1, 2007)</td>
<td>Deer Park Middle Magnet School</td>
<td>General John Stricker Middle School</td>
</tr>
<tr>
<td>(Replacing Joyce Morman, retired)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME</td>
<td>FROM</td>
<td>TO</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>JANET M. ROENSER</td>
<td>Assistant Principal</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective July 1, 2007)</td>
<td>Dundalk Elementary School</td>
<td>Middleborough Elementary School</td>
</tr>
</tbody>
</table>

| APRIL L. SEIFERT    | Returning From Leave        | Assistant Principal          |
| (Effective July 1, 2007) | Second Child Rearing Leave School | Victory Villa Elementary |
|                     |                             | (Replacing Martha Dembeck, retired) |
Baltimore County Public Schools  
Towson, Maryland 21204  

April 24, 2007  

**Retirements**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School/Office</th>
<th>Yrs. of Service</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margaret F. Ahrendt</td>
<td>Teacher</td>
<td>Prettyboy Elementary</td>
<td>30.0</td>
<td>07-01-07</td>
</tr>
<tr>
<td>Joanna Allen</td>
<td>Home &amp; Hospital</td>
<td>Home &amp; Hospital</td>
<td>25.0</td>
<td>07-01-07</td>
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<tr>
<td>Mary M. Beernink</td>
<td>Teacher</td>
<td>Prettyboy Elementary</td>
<td>22.5</td>
<td>07-01-07</td>
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<tr>
<td>Gary W. Caldwell</td>
<td>Teacher</td>
<td>Chesapeake High</td>
<td>37.2</td>
<td>04-01-07</td>
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<tr>
<td>Marleen Z. Chaney</td>
<td>Teacher</td>
<td>Gunpowder Elementary</td>
<td>38.0</td>
<td>07-01-07</td>
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<tr>
<td>Barbara A. Davis</td>
<td>Assist. Principal</td>
<td>Catonsville Elementary</td>
<td>38.0</td>
<td>07-01-07</td>
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<tr>
<td>Nancy A. Depew</td>
<td>Teacher</td>
<td>Stoneleigh Elementary</td>
<td>21.7</td>
<td>07-01-07</td>
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<tr>
<td>Patricia DiPietro</td>
<td>Teacher</td>
<td>Gunpowder Elementary</td>
<td>31.6</td>
<td>07-01-07</td>
</tr>
<tr>
<td>Jacqueline A. Dryden</td>
<td>Administrative Asst II</td>
<td>Pulaski Park – Phy Facilities</td>
<td>27.0</td>
<td>07-01-07</td>
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<tr>
<td>James Hafer</td>
<td>Teacher</td>
<td>Sparrows Point High</td>
<td>33.0</td>
<td>07-01-07</td>
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<tr>
<td>Mary A. Hallisey</td>
<td>Reading Specialist</td>
<td>Catonsville High</td>
<td>34.0</td>
<td>07-01-07</td>
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<tr>
<td>Mary Hood</td>
<td>School Nurse</td>
<td>Mars Estates Elem.</td>
<td>21.0</td>
<td>07-01-07</td>
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<tr>
<td>Kathryn B. Katz</td>
<td>School Nurse</td>
<td>Catonsville Middle</td>
<td>11.0</td>
<td>07-01-07</td>
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<tr>
<td>Margaret L. Kimmel</td>
<td>Teacher</td>
<td>Timonium Elementary</td>
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<td>07-01-07</td>
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<tr>
<td>Deborah E. Naworol</td>
<td>Guidance</td>
<td>Joppa View Elem.</td>
<td>31.0</td>
<td>07-01-07</td>
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<tr>
<td>Suzanne S. Nicklas</td>
<td>Teacher</td>
<td>Hillcrest Elementary</td>
<td>24.0</td>
<td>07-01-07</td>
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<tr>
<td>Joseph A. Pazourek</td>
<td>Teacher</td>
<td>Dundalk High</td>
<td>36.0</td>
<td>07-01-07</td>
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<tr>
<td>Debbie Porter</td>
<td>Teacher</td>
<td>Orems Elementary</td>
<td>16.0</td>
<td>07-01-07</td>
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<tr>
<td>Anita R. Reese</td>
<td>Teacher</td>
<td>Lutherville Lab Tech</td>
<td>31.0</td>
<td>07-01-07</td>
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<tr>
<td>Constance W. Roese</td>
<td>Speech &amp; Lang. Path.</td>
<td>Carney Elem.</td>
<td>32.0</td>
<td>07-01-07</td>
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<tr>
<td>NAME</td>
<td>POSITION</td>
<td>SCHOOL/OFFICE</td>
<td>YRS. OF SERVICE</td>
<td>EFFECTIVE DATE</td>
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<tr>
<td>Glorianne Roman</td>
<td>Teacher</td>
<td>Old Court Middle</td>
<td>20.0</td>
<td>05-01-07</td>
</tr>
<tr>
<td>Deanna K. Sakellaris</td>
<td>Reading Specialist</td>
<td>Fifth District Elementary</td>
<td>16.9</td>
<td>07-01-07</td>
</tr>
<tr>
<td>Tamara Schnyldman</td>
<td>Teacher</td>
<td>NW I/T @ Hannah More</td>
<td>27.5</td>
<td>09-01-07</td>
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<tr>
<td>Hazel A. Smith</td>
<td>Teacher</td>
<td>Arbutus Middle</td>
<td>18.0</td>
<td>07-01-07</td>
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<tr>
<td>Vernon Smither</td>
<td>Teacher</td>
<td>Sparrows Point High</td>
<td>32.9</td>
<td>07-01-07</td>
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<tr>
<td>Dorothy Stewart</td>
<td>Teacher</td>
<td>Orems Elementary</td>
<td>33.6</td>
<td>07-01-07</td>
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<tr>
<td>Elizabeth Toole</td>
<td>Reading Specialist</td>
<td>Villa Cresta Elementary</td>
<td>27.6</td>
<td>07-01-07</td>
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<tr>
<td>Rosemary D. Wallis</td>
<td>Guidance</td>
<td>Pine Grove Middle</td>
<td>34.0</td>
<td>07-01-07</td>
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<tr>
<td>Mary Lou Wilson</td>
<td>Teacher</td>
<td>Essex Elem.</td>
<td>25.2</td>
<td>07-01-07</td>
</tr>
<tr>
<td>Pamela J. Wilt</td>
<td>Teacher</td>
<td>Perry Hall High</td>
<td>30.0</td>
<td>07-01-07</td>
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As of 4/2/07
## RESIGNATIONS

### ELEMENTARY – 7

<table>
<thead>
<tr>
<th>School</th>
<th>Teacher</th>
<th>Date</th>
<th>Years</th>
</tr>
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<tbody>
<tr>
<td>Catonsville Elementary School</td>
<td>Kelley L. Horvath</td>
<td>06/30/07</td>
<td>13.8 yrs.</td>
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<tr>
<td></td>
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<td>Special Education – Inclusion</td>
</tr>
<tr>
<td>Deer Park Elementary School</td>
<td>Monica E. Lloyd</td>
<td>02/26/07</td>
<td>6.0 mos.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Grade 4</td>
</tr>
<tr>
<td>Harford Hills Elementary School</td>
<td>Anne M. Vukovan</td>
<td>06/30/07</td>
<td>11.0 yrs.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Kindergarten</td>
</tr>
<tr>
<td>Logan Elementary School</td>
<td>Laura A. Stroh</td>
<td>06/30/07</td>
<td>1.8 yrs.</td>
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<tr>
<td></td>
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<td>Grade 2</td>
</tr>
<tr>
<td>Relay Elementary School</td>
<td>Megan G. Fichter</td>
<td>06/30/07</td>
<td>7.0 yrs.</td>
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<tr>
<td></td>
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<td></td>
<td>Grade 4</td>
</tr>
<tr>
<td>Riverview Elementary School</td>
<td>Jennifer L. Haitz</td>
<td>06/30/07</td>
<td>1.0 yr.</td>
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<tr>
<td></td>
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<td>Grade 1</td>
</tr>
<tr>
<td>White Oak Elementary School</td>
<td>Cresta M. Kowalski</td>
<td>06/30/07</td>
<td>5.0 yrs.</td>
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<td>Special Education – Self Contained</td>
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### SECONDARY – 22

<table>
<thead>
<tr>
<th>School</th>
<th>Teacher</th>
<th>Date</th>
<th>Years</th>
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</thead>
<tbody>
<tr>
<td>Loch Raven High School</td>
<td>Kimberly D. Russell</td>
<td>06/30/07</td>
<td>13.0 yrs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Spanish</td>
</tr>
<tr>
<td>Milford Mill Academy</td>
<td>Justin R. Chamblish</td>
<td>06/30/07</td>
<td>1.0 yr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reading Specialist</td>
</tr>
<tr>
<td>Craig C. Rollins</td>
<td>06/30/07</td>
<td>4.0 yrs.</td>
<td></td>
</tr>
<tr>
<td></td>
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<td>Social Studies</td>
</tr>
<tr>
<td>New Town High School</td>
<td>Sherri L. Eckhardt</td>
<td>06/30/07</td>
<td>5.0 mos.</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>English</td>
</tr>
<tr>
<td>Wendy L. Somera</td>
<td>03/23/07</td>
<td>7.0 mos.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>French</td>
</tr>
<tr>
<td>Old Court Middle School</td>
<td>Alisha N. Rowden</td>
<td>06/30/07</td>
<td>3.0 yrs.</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>English</td>
</tr>
<tr>
<td>Overlea High School</td>
<td>Elisabetta Aquia-Shrader</td>
<td>06/30/07</td>
<td>6.0 mos.</td>
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<tr>
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<td>Special Education – Self Contained</td>
</tr>
<tr>
<td>Marek F. Topolski</td>
<td>04/10/07</td>
<td>3.7 yrs.</td>
<td></td>
</tr>
<tr>
<td></td>
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<td>Science</td>
</tr>
<tr>
<td>Owings Mills High School</td>
<td>Allan M. Eudell</td>
<td>06/30/07</td>
<td>1.0 yr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mathematics</td>
</tr>
<tr>
<td>Parkville High School</td>
<td>Norris J. Goode</td>
<td>06/30/07</td>
<td>2.0 yrs.</td>
</tr>
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<td>Business Education</td>
</tr>
<tr>
<td>Patapsco High School</td>
<td>Amanda L. Schomaker</td>
<td>06/30/07</td>
<td>1.1 yr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Science</td>
</tr>
<tr>
<td>Pikesville High School</td>
<td>Mark A. Austin</td>
<td>06/30/07</td>
<td>1.0 yr.</td>
</tr>
</tbody>
</table>
Special Education – Self Contained

Francis B. Peyton, 04/17/07, 8.0 mos.
English

Randallstown High School
Jocelyn H. Platt, 03/12/07, 6.0 mos.
Business Education

Towson High School
Brody K. Fredericksen, 06/30/07, 3.0 yrs.
Social Studies

Karen Nawn-Fahey, 06/30/07, 7.0 yrs.
Mathematics

Joanna B. Rawlings, 06/30/07, 2.0 yrs.
Science

Western School of Technology
Christine K. Miller Wilkinson, 06/30/07, 3.0 yrs.
Science

Woodlawn High School
Frankie D. Little, 06/30/07, 2.0 yrs.
English

Woodlawn Middle School
Donald A. Sinish, 06/30/07, 1.0 yr.
Art

AMENDED (Board Exhibit March 13, 2007)

William S. Bostwick, 04/05/07, 7.0 mos.
Science
(Change of Resignation Date/Years of Service)

SEPARATIONS FROM LEAVE – 3

Lisa M. Gaff, granted Child Rearing Leave, 08/20/05 – 06/05/07, resigning 03/13/07, 3.6 yrs.
Susan M. Holinsky, granted Child Rearing Leave, 10/11/05 – 06/30/07, resigning 06/30/07, 12.0 yrs.
Elizabeth Wynkoop, granted Unusual or Imperative Leave, 08/21/06 – 06/30/07, resigning 06/30/07, 11.0 yrs.
Baltimore County Public Schools
Towson, Maryland 21204

April 24, 2007

Leaves

Child Rearing Leaves

Lisa Lewis Christensen – (Elementary) Riverview Elementary School
Effective May 29, 2007, through May 29, 2009

Colleen Kirvin Gallagher – (Reading Specialist) Formerly Bedford Elementary School
Effective June 18, 2007, through June 18, 2009

Kristina Lynch Hamilton – (Elementary) Formerly Halstead Academy
Effective July 12, 2007, through July 12, 2009

Theresa Morris Hogan – (Technology Integration) Formerly Chase Elementary School
Effective May 29, 2007, through May 29, 2009

Julie Stovall Lauver – (Art) Towson High School
Effective May 26, 2007, through May 26, 2009

Paulette MariGliano – (Elementary) Formerly Milbrook Elementary School
Effective September 28, 2007, through September 28, 2009

Katherine Walston McElwain – (Kindergarten) Formerly Middleborough Elementary School
Effective June 9, 2007, through June 9, 2009

Dana Mulhern Reinhardt – (Elementary) Riderwood Elementary School
Effective April 15, 2007, through April 15, 2009

Jennifer Weber Terza – (Science) Parkville Middle School
Effective April 18, 2007, through April 18, 2009

Unusual or Imperative Leaves

Julie Busch Trumbauber – (Elementary) Villa Cresta Elementary School
Effective July 1, 2007, through June 30, 2008

<table>
<thead>
<tr>
<th>NAME</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ANNE F. GORMAN</strong></td>
<td>Teacher/Classroom</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective July 1, 2007)</td>
<td>Pot Spring Elementary School</td>
<td>Glyndon Elementary School</td>
</tr>
<tr>
<td>(Replacing Barbara Johnson, recommended for transfer to Assistant Principal, Timber Grove Elementary School)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LINDA C. MILLER</strong></td>
<td>Assistant Principal</td>
<td>Principal</td>
</tr>
<tr>
<td>(Effective April 25, 2007)</td>
<td>Hillcrest Elementary School</td>
<td>Catonsville Elementary School</td>
</tr>
<tr>
<td>(Replacing Catherine Amsel, retiring)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MURRAY G. PARKER, III</strong></td>
<td>Assistant Principal</td>
<td>Principal</td>
</tr>
<tr>
<td>(Effective July 1, 2007)</td>
<td>Eastern Technical High School</td>
<td>Parkville Middle School</td>
</tr>
<tr>
<td>(Replacing Stephen Edgar, recommended for transfer to Principal, Parkville High School)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SANDRA G. REID</strong></td>
<td>Assistant Principal</td>
<td>Principal</td>
</tr>
<tr>
<td>(Effective July 1, 2007)</td>
<td>Franklin Middle School</td>
<td>Pine Grove Middle School</td>
</tr>
<tr>
<td>(Replacing Laura Newkirk, retired)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>JOHN G. STEVENS</strong></td>
<td>Teacher/Social Studies</td>
<td>Assistant Principal</td>
</tr>
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<td>(Effective July 1, 2007)</td>
<td>Franklin Middle School</td>
<td>Deer Park Middle Magnet School</td>
</tr>
<tr>
<td>(Replacing Shannon Parker, recommended for transfer to Assistant Principal, General John Stricker Middle School)</td>
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<td></td>
</tr>
<tr>
<td><strong>BRYAN J. THANNER</strong></td>
<td>Teacher/Social Studies</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective July 1, 2007)</td>
<td>Western School of Technology</td>
<td>Franklin Middle School</td>
</tr>
<tr>
<td>(Replacing Sandra Reid, recommended for appointment to Principal, Pine Grove Middle School)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RONESHA M. THOMPSON</strong></td>
<td>Teacher/Classroom</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective July 1, 2007)</td>
<td>Halethorpe Elementary School</td>
<td>Woodholme Elementary School</td>
</tr>
<tr>
<td>(Redirected Position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME</td>
<td>FROM</td>
<td>TO</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>IRENE M. ZOPPI RODRIGUEZ (Effective May 9, 2007)</td>
<td>Professor, Military US Army Command General College Adjunct Professor</td>
<td>Coordinator Office of World Languages Strayer University and College of Notre Dame</td>
</tr>
</tbody>
</table>

(Replacing Susan Spinnato, retired)
Date: April 24, 2007

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: AREA EDUCATION ADVISORY COUNCIL – NEW MEMBER FOR NORTHWEST AREA

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

RESOURCE PERSON (S):

RECOMMENDATION

That Ms. Alethia Wongus be appointed as a new member to the Northwest Advisory Council.

*****

Alethia Wongus has been recommended by the Northwest Advisory Council to serve as a member on the Council.
DATE: April 24, 2007

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: AREA EDUCATION ADVISORY COUNCIL APPOINTMENT - SOUTHWEST AREA

ORIGINATOR: Dr. Manuel Rodriguez, Assistant Superintendent, Southwest Area

RECOMMENDATION

That Ms. Veronica Magwood be appointed as a member to the Southwest Area Education Advisory Council.

*****
BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 24, 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
The following contract recommendations are presented for consideration by the Board of Education of Baltimore County.

1. **Contract Extension:** Provision, Installation, and Repair of Stage Curtain Systems  
   **Contract #:** MBU-535-07

   **Extension:** 1 year  
   **Contract Ending Date:** 6/30/08  
   **Estimated annual award value:** N/A  
   **Estimated total award value:** N/A

   **Description:**
   On January 9, 2007, the Board approved this fixed-price contract provided for the removal and installation of the stage curtain systems in approximately 20 schools. The Office of Maintenance is requesting an extension of the contract until June 30, 2008, to complete the remaining ten schools initially bid. The vendor has agreed to extend their current prices for the remaining systems until June 30, 2008.

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

   Fisher Theatrical, Inc.  
   Hanover, MD

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

   **Contact person:** Michael G. Sines

   **Funding source:** Operating budget
2. **Contract Modification:** On-call Painting Services  
   **Contract #:** RHA-352-03  
   **Term:** 5 years  
   **Extension:** N/A  
   **Contract Ending Date:** 2/28/08

**Original estimated annual award value:** $25,000  
**Original estimated award value:** $125,000  
**2004 through 2007 usage:** $100,000  
**Modified annual award value:** $500,000  
**Remaining award value:** $25,000  
**Modified total award value:** $625,000

**Description:**

On March 11, 2003, the Board approved this contract. The Department of Physical Facilities, Office of Maintenance and Grounds, is requesting an increase in annual funding authority from $25,000 to $500,000 for the painting of schools before the beginning of the 2008 school year.

**Recommendation:**

Award of contract modification is recommended to:

- True Colors Painting, Inc.  
  Tito Contractors, Inc.  
  Colossal Contractors, Inc.  
  Baltimore, MD  
  Washington, DC  
  Silver Spring, MD

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

**Contact person:** Michael G. Sines

**Funding source:** Operating budget
3. **Contract Modification**: Personal Protective Equipment  
   **Contract #**: PCR-217-06 (Baltimore County #41035)

<table>
<thead>
<tr>
<th>Term:</th>
<th>2 years, 3 months</th>
<th>Contract Ending Date:</th>
<th>8/7/09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated annual award value:</td>
<td>$ 75,000</td>
<td>Estimated total award value:</td>
<td>$168,750</td>
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</table>

**Description:**

On October 5, 2005, the Board approved this contract. Initially, the contract provided for uniform rental and laundering services for 62 transportation maintenance personnel. This contract modification increases the award value to allow the Offices of Maintenance and Grounds to provide uniforms for their staff.

**Recommendation:**

Award of contract modification is recommended to:

- **Ace Uniform Services, Inc.**  
  Baltimore, MD

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

**Contact person:**  
Michael G. Sines

**Funding source:**  
Operating budget
4. **Contract:** Board of Education Hearing Examiners  
**Contract #:** RGA-127-07

<table>
<thead>
<tr>
<th>Term:</th>
<th>1 year</th>
<th>Extension:</th>
<th>N/A</th>
<th><strong>Contract Ending Date:</strong></th>
<th>6/30/08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated annual award value:</td>
<td>$130,000</td>
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<td>$130,000</td>
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<tr>
<td>Bid issued:</td>
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<td>Pre-bid meeting date:</td>
<td>N/A</td>
<td>Due date:</td>
<td>N/A</td>
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<tr>
<td>No. of vendors issued to:</td>
<td>N/A</td>
<td>No. of no-bids received:</td>
<td>N/A</td>
<td>No. of bids received:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Description:**

The Board retains the services of hearing examiners for cases that are referred to him/her pursuant to Board of Education Policy 8339. Each of the persons listed is currently serving in the capacity of hearing examiner.

**Recommendation:**

Award of contract is recommended to:

John A. Austin, Esquire  
J. Jeffrey Griffith, Esquire  
Edward J. Novak, Esquire  
Gordon L. Peltz, Esquire  
Carolyn H. Thaler, Esquire  
Towson, Maryland  
Westminster, Maryland  
Nottingham, Maryland  
Towson, Maryland  
Towson, Maryland

**Responsible school or office:** Law Office

**Contact person:** Margaret-Ann F. Howie, Esquire

**Funding source:** Operating budget
5. **Contract:** Custodial Cleaning Products  
   **Contract #:** JMI-617-07

**Term:** 5 years  
**Extension:** 0  
**Contract Ending Date:** 12/31/11

**Estimated annual award value:** $170,000  
**Estimated total award value:** $850,000

**Bid issued:** November 2, 2006  
**Pre-bid meeting date:** N/A  
**Due date:** November 17, 2006  
**No. of vendors issued to:** 28  
**No. of no-bids received:** 2  
**No. of bids received:** 12

**Description:**

This contract consists of supplying various custodial cleaning products (brooms, trash cans, 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
- American Wood Fibers  
  Columbia, MD
- Buckeye Cleaning Center  
  Jessup, MD
- Calico Industries, Inc.  
  Annapolis, MD
- FPC Distribution  
  Elkridge, MD
- Laniado Wholesale, Inc.  
  Rockville, MD
- Leonard Paper Company  
  Baltimore, MD
- National Supply Company  
  Beltsville, MD
- Sterling Chemical Co., Inc.  
  Timonium, MD

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

**Contact person:** Michael G. Sines

**Funding source:** Operating budget
6. **Contract:** eCatalogs  
   **Contract #:** NA  

<table>
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<tr>
<th>Term:</th>
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<th>N/A</th>
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<td>Estimated annual award value:</td>
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<td>Pre-bid meeting date:</td>
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<tr>
<td>Due date:</td>
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<td>No. of vendors issued to:</td>
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<td>No. of no-bids received:</td>
<td>N/A</td>
<td>No. of bids received:</td>
<td>N/A</td>
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</tr>
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</table>

**Description:**

The following 25 contracts for instructional supplies and equipment, textbooks, and instructional media represent our sixth year in developing an online electronic catalog for an electronic procurement system for schools and offices. Solicitations, vendor pricing, and awards were all made online. We continue to see an increase in the number of responses from vendors this year due to the ease of the automated system. These 25 online catalogs contain over 25,259 line items.

**Recommendation:**

Award of contracts are recommended to:

<table>
<thead>
<tr>
<th>Various Vendors</th>
<th>Various Locations</th>
</tr>
</thead>
</table>

**Responsible school or office:** Office of Purchasing  
**Contact person:** Rick Gay  
**Funding source:** Operating budget
a. **Contract:** eCatalog--Art Photography Supplies  
   **Contract #:** PCR-273-07

<table>
<thead>
<tr>
<th>Term:</th>
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<th>Contract Ending Date:</th>
</tr>
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<tbody>
<tr>
<td>1 year</td>
<td>1 year</td>
<td>4/30/09</td>
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</table>

<table>
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<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
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</table>

<table>
<thead>
<tr>
<th>Bid issued:</th>
<th>Pre-bid meeting date:</th>
<th>Due date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 8, 2007</td>
<td>N/A</td>
<td>March 21, 2007</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>No. of vendors issued to:</th>
<th>No. of no-bids received:</th>
<th>No. of bids received:</th>
</tr>
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<tbody>
<tr>
<td>5</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

**Description:**

This contract consists of 175 items of art photography supplies used throughout the year by all schools.

**Recommendation:**

Award of contract is recommended to:

<table>
<thead>
<tr>
<th>B&amp;H Photo</th>
<th>Brooklyn, NY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kunz, Inc.</td>
<td>Baltimore, MD</td>
</tr>
<tr>
<td>Service Photo, Inc.</td>
<td>Baltimore, MD</td>
</tr>
</tbody>
</table>

**Responsible school or office:**

Office of Visual Arts

**Contact person:**

Ed Maddox

**Funding source:**

Operating budget
b. **Contract:** eCatalog--Art Supplies  
   **Contract #:** PCR-272-07

**Term:** 1 year  
**Extension:** 1 year  
**Contract Ending Date:** 4/30/09

<table>
<thead>
<tr>
<th>Estimated annual award value:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated total award value:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bid issued:</th>
<th>February 8, 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-bid meeting date:</td>
<td>N/A</td>
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<tr>
<td>Due date:</td>
<td>March 21, 2007</td>
</tr>
<tr>
<td>No. of vendors issued to:</td>
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</tr>
<tr>
<td>No. of no-bids received</td>
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</tr>
<tr>
<td>No. of bids received:</td>
<td>5</td>
</tr>
</tbody>
</table>

**Description:**

This contract consists of 1,500 items of art supplies used throughout the year by all schools.

**Recommendation:**

Award of contract is recommended to:

- Clayworks Supplies, Inc.  
  Baltimore, MD
- Dick Blick Co.  
  Galesburg, IL
- Quill Corporation  
  Lincolnshire, IL
- Sax Arts & Crafts, Inc.  
  New Berlin, WI
- Windtree Enterprises, Inc.  
  Pampano Beach, FL

**Responsible school or office:**  
Office of Visual Arts

**Contact person:**  
Ed Maddox

**Funding source:**  
Operating budget
c. **Contract:** eCatalog--Audio-Visual Equipment
   **Contract #:** PCR-271-07

   **Term:** 1 year  **Extension:** 1 year  **Contract Ending Date:** 4/30/09
   **Estimated annual award value:** N/A  **Estimated total award value:** N/A

   **Bid issued:** February 8, 2007  **Pre-bid meeting date:** N/A
   **Due date:** March 21, 2007  **No. of vendors issued to:** 15
   **No. of no-bids received** 0  **No. of bids received:** 4

**Description:**

This contract consists of 38 items of audio-visual equipment used throughout the year by all schools.

**Recommendation:**

Award of contract is recommended to:

- CTL Communications, Inc.  Silver Spring, MD
- Kunz, Inc.  Baltimore, MD
- Nicholas Pipino Associates  Columbia, MD
- Nelson White, Inc.  Baltimore, MD

**Responsible school or office:** Library Information Services

**Contact person:** Della Curtis

**Funding source:** Operating budget
d. **Contract:** eCatalog--Audio-Visual Supplies  
   **Contract #:** PCR-270-07

   **Term:** 1 year  
   **Extension:** 1 year  
   **Contract Ending Date:** 4/30/09

   **Estimated annual award value:** N/A  
   **Estimated total award value:** N/A

   **Bid issued:** February 8, 2007  
   **Pre-bid meeting date:** N/A  
   **Due date:** March 21, 2007  
   **No. of vendors issued to:** 8  
   **No. of no-bids received:** 0  
   **No. of bids received:** 4

**Description:**

This contract consists of 40 items of audio-visual supplies used throughout the year by all schools.

**Recommendation:**

Award of contract is recommended to:

- Kunz, Inc.  
  - Baltimore, MD
- Nelson White, Inc.  
  - Baltimore, MD
- Reliable Reproduction, Inc.  
  - Baltimore, MD
- School & Office Services  
  - Monkton, MD

**Responsible school or office:** Library Information Services

**Contact person:** Della Curtis

**Funding source:** Operating budget
e. **Contract:** eCatalog--Elementary Media  
**Contract #:** MWE-853-07

<table>
<thead>
<tr>
<th>Term:</th>
<th>1 year</th>
<th>Extension:</th>
<th>1 year</th>
<th><strong>Contract Ending Date:</strong></th>
<th>4/30/09</th>
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</thead>
<tbody>
<tr>
<td>Estimated annual award value:</td>
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<td>Estimated total award value:</td>
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<td></td>
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</tr>
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<td>Bid issued:</td>
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<td>Pre-bid meeting date:</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Due date:</td>
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<td>No. of vendors issued to:</td>
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<td></td>
</tr>
<tr>
<td>No. of no-bids received:</td>
<td>8</td>
<td>No. of bids received:</td>
<td>16</td>
<td></td>
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</tbody>
</table>

**Description:**

This contract consists of 1,960 items of elementary media supplies used throughout the year by all schools.

**Recommendation:**

Award of contract is recommended to:

- Bull Frog Films, Inc. Oley, PA
- Clearview/eav Chicago, IL
- Davis Publications, Inc. Worcester, MA
- EBAC, Inc. Decatur, GA
- ETA/Cuisenaire Vernon Hills, IL
- The Exploration Company Orion, MI
- Follett Educational Services, Inc. Woodridge, IL
- Follett Library Resources, Inc. McHenry, IL
- Kunz, Inc. Baltimore, MD
- Learning Links Eugene, OR
- Marco Products, Inc. Warminster, PA
- NYSTROM-Herff Jones Education Div. Indianapolis, IN
- Pearson Scott Foresman Glenview, IL
- Perma-Bound Books Jacksonville, IL
- Shorewood Fine Art Reproductions Waterbury, CT
- Steck-Vaughn Austin, TX

**Responsible school or office:** Offices of Science, Technology, Engineering, and Mathematics

**Contact person:** Hays B. Lantz

**Funding source:** Operating budget
f. Contract: eCatalog--Family Studies
   Contract #: MWE-851-07

   Term: 1 year Extension: 1 year                   Contract Ending Date: 4/30/09
   Estimated annual award value: N/A
   Estimated total award value: N/A

   Bid issued: February 1, 2007
   Pre-bid meeting date: N/A
   Due date: March 21, 2007
   No. of vendors issued to: 11
   No. of no-bids received: 0
   No. of bids received: 1

Description:

This contract consists of 24 items of family studies supplies used throughout the year by all schools.

Recommendation:

Award of contract is recommended to:

    Sax Arts & Crafts, Inc.               New Berlin, WI

Responsibility school or office:

    Offices of Career and Technology Education

Contact person:

    Maggie A. Caples

Funding source:

    Operating budget
g. Contract: eCatalog--First Aid Supplies  
Contract #: JNI-770-07

Term: 1 year  
Extension: 1 year

Contract Ending Date: 4/30/09

Estimated annual award value: N/A
Estimated total award value: N/A

Bid issued: February 8, 2007
Pre-bid meeting date: N/A
Due date: March 23, 2007
No. of vendors issued to: 70
No. of no-bids received: 0
No. of bids received: 6

Description:

This contract is an annual price agreement for first aid supplies that includes 174 items approved for use by the Office of Health Services.

Recommendation:

Award of contract is recommended to:

- Cardinal Health  
  McGraw Park, IL
- Henry Schein, Inc.  
  Melville, NY
- Kentron Health Care, Inc.  
  Springfield, TN
- Livingston, Stern & Associates  
  Santa Monica, CA
- School Health Supply  
  Hanover Park, IL
- Worldcare Medical Distributors  
  Owings Mills, MD

Responsible school or office: Office of Health Services

Contact person: Deborah Somerville

Funding source: Operating budget
h. **Contract:** eCatalog--Handwriting Materials  
**Contract #:** MWE-856-07  

**Term:** 1 year  
**Extension:** 1 year  
**Contract Ending Date:** 4/30/09  
**Estimated annual award value:** N/A  
**Estimated total award value:** N/A

**Bid issued:** February 1, 2007  
**Pre-bid meeting date:** N/A  
**Due date:** March 21, 2007  
**No. of vendors issued to:** 8  
**No. of no-bids received:** 0  
**No. of bids received:** 1

**Description:**  
This contract consists of 81 items of handwriting material supplies used throughout the year by all schools.

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

Zaner-Bloser  
Columbus, OH

**Responsible school or office:** Office of Humanities  
**Contact person:** Kathleen M. McMahon  
**Funding source:** Operating budget
i. **Contract:** eCatalog--Instructional Materials for Technology Education  
**Contract #:** MBU-529-07  
**Term:** 1 year  
**Extension:** 0  
**Contract Ending Date:** 4/30/08  
**Estimated annual award value:** N/A  
**Estimated total award value:** N/A  
**Bid issued:** February 8, 2007  
**Pre-bid meeting date:** N/A  
**Due date:** March 21, 2007  
**No. of vendors issued to:** 53  
**No. of no-bids received:** 1  
**No. of bids received:** 3  

**Description:**  
This contract consists of 255 items of instructional materials for technology education used throughout the year by all schools.  

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

- Metco Supply, Leechburg, PA  
- Paxton Patterson, LLC, Chicago, IL  
- Pitsco, Pittsburg, KS  

**Responsible school or office:** Offices of Career and Technology Education  
**Contact person:** George Tweed  
**Funding source:** Operating budget
j. **Contract:** eCatalog--Instrumental Music Supplies  
**Contract #:** MBU-527-07  
**Term:** 1 year  
**Extension:** 1 year  
**Contract Ending Date:** 4/30/09  
**Estimated annual award value:** N/A  
**Estimated total award value:** N/A  
**Bid issued:** February 8, 2007  
**Pre-bid meeting date:** N/A  
**Due date:** March 21, 2007  
**No. of vendors issued to:** 27  
**No. of no-bids received:** 1  
**No. of bids received:** 5  

**Description:**

This contract consists of 50 items of instrumental music supplies used throughout the year by all schools.

**Recommendation:**

Award of contract is recommended to:

- Casio Interstate Music  
- Greenwich Music  
- Interstate Music Supply  
- Stu’s Music Shop  
- Washington Music Sales Center, Inc.

- New Berlin, WI  
- Riverside, CT  
- New Berlin, WI  
- Westminster, MD  
- Wheaton, MD  

**Responsible school or office:** Office of Music  
**Contact person:** Angela Tanner  
**Funding source:** Operating budget
k. Contract: eCatalog--Interscholastic Athletics Supplies and Equipment
   Contract #: JNI-768-07

   Term: 1 year   Extension: 1 year   Contract Ending Date: 4/30/09
   Estimated annual award value: N/A
   Estimated total award value: N/A

   Bid issued: February 8, 2007
   Pre-bid meeting date: N/A
   Due date: March 23, 2007
   No. of vendors issued to: 68
   No. of no-bids received: 0
   No. of bids received: 13

   Description:

   This contract is an annual price agreement for interscholastic athletic equipment and supplies that includes 414 items approved for use in the interscholastic athletic program in the secondary schools.

   Recommendation:

   Award of contract is recommended to:

   Ace Reconditioners  Washington, PA
   Aluminum Athletic Equipment Co.  West Conshohocken, PA
   Anaconda Sports  Kingston, NY
   Bill Fritz Sports  Apex, NC
   Football America  Laurel, MD
   Henry Schein  Melville, NY
   H L Corporation  Manhattan Beach, CA
   Lax World  Timonium, MD
   Passon’s- Sports Supply Group  Jenkintown, PA
   Pioneer Mfg. Company  Cleveland, OH
   Replay Sports  Baltimore, MD
   Sports Stop, Inc.  Butler, MD
   Sportsman’s  Johnstown, PA

   Responsible school or office: Office of Athletics

   Contact person: Ronald Belinko

   Funding source: Operating budget
1. **Contract**: eCatalog--Interscholastic Football Supplies and Equipment  
   **Contract #**: JNI-769-07  
   
   **Term**: 1 year  
   **Extension**: 1 year  
   **Contract Ending Date**: 4/30/09  
   **Estimated annual award value**: N/A  
   **Estimated total award value**: N/A  
   
   **Bid issued**: February 8, 2007  
   **Pre-bid meeting date**: N/A  
   **Due date**: March 23, 2007  
   **No. of vendors issued to**: 59  
   **No. of no-bids received**: 0  
   **No. of bids received**: 11  
   
   **Description**:  
   This contract is an annual price agreement for interscholastic football equipment and supplies that includes 191 items approved for use in the interscholastic football program in the secondary schools.  
   
   **Recommendation**:  
   Award of contract is recommended to:  
   
   - Ace Reconditioners  
   - Aluminum Athletic Equipment Co.  
   - Anaconda Sports  
   - Bill Fritz Sports  
   - Circle Systems  
   - Football America  
   - Marlow Sports  
   - Passon’s - Sports Supply Group  
   - Replay Sports  
   - Sports Stop, Inc.  
   - Sportsman’s  
   - Washington, PA  
   - West Conshohocken, PA  
   - Kingston, NY  
   - Apex, NC  
   - Easton, PA  
   - Laurel, MD  
   - Forestville, MD  
   - Jenkintown, PA  
   - Baltimore, MD  
   - Butler, MD  
   - Johnstown, PA  
   
   **Responsible school or office**: Office of Athletics  
   **Contact person**: Ronald Belinko  
   **Funding source**: Operating budget
m. **Contract:** eCatalog--Library Instructional Media  
**Contract #:** MWE-852-07

**Term:** 1 year  
**Extension:** 1 year  
**Contract Ending Date:** 4/30/09

**Estimated annual award value:** N/A  
**Estimated total award value:** N/A

**Bid issued:** February 1, 2007  
**Pre-bid meeting date:** N/A  
**Due date:** March 21, 2007  
**No. of vendors issued to:** 45  
**No. of no-bids received:** 6  
**No. of bids received:** 7

**Description:**

This contract consists of 197 items of library instructional media supplies used throughout the year by all schools.

**Recommendation:**

Award of contract is recommended to:

- Bull Frog Films  
  - Oley, PA
- Clearvue/eav  
  - Chicago, IL
- Guidance Associates  
  - Mount Kisco, NY
- Kunz, Inc.  
  - Baltimore, MD
- Learning Services  
  - Eugene, OR
- Mackin Library Media  
  - Burnsville, MN

**Responsible school or office:** Library Information Services

**Contact person:** Della Curtis

**Funding source:** Operating budget
n. Contract: eCatalog--Math Supplies
   Contract #: PCR-275-07

   Term: 1 year          Extension: 1 year          Contract Ending Date: 4/30/09
   Estimated annual award value: N/A
   Estimated total award value: N/A

   Bid issued: February 8, 2007
   Pre-bid meeting date: N/A
   Due date: March 21, 2007
   No. of vendors issued to: 15
   No. of no-bids received: 0
   No. of bids received: 5

Description:

This contract consists of 130 items of math supplies used throughout the year by all schools.

Recommendation:

Award of contract is recommended to:

   D&H Distributing Co., Inc. Harrisburg, PA
   Eric Armin, Inc. Oakland, NJ
   ETA/Cuisenaire, Inc. Vernon Hills, IL
   Kunz, Inc. Baltimore, MD
   Sax Arts & Crafts, Inc. Appleton, WI

   Responsible school or office: Office of Mathematics

   Contact person: Patricia Baltzley

   Funding source: Operating budget
o. **Contract:** eCatalog--Medications
   **Contract #:** JNI-771-07

   **Term:** 1 year  **Extension:** 1 year  **Contract Ending Date:** 4/30/09
   **Estimated annual award value:** N/A
   **Estimated total award value:** N/A

   **Bid issued:** February 8, 2007
   **Pre-bid meeting date:** N/A
   **Due date:** March 23, 2007
   **No. of vendors issued to:** 62
   **No. of no-bids received:** 0
   **No. of bids received:** 3

**Description:**

This contract is an annual price agreement for medications that includes 62 items approved for use by the Office of Health Services.

**Recommendation:**

Award of contract is recommended to:

   - Cardinal Health
   - Henry Schein, Inc.
   - Livingston, Stern & Associates
   - McGraw Park, IL
   - Melville, NY
   - Santa Monica, CA

**Responsible school or office:** Office of Health Services

**Contact person:** Deborah Somerville

**Funding source:** Operating budget
**p. Contract:** eCatalog--Physical Education Supplies and Equipment  
**Contract #:** JNI-772-07

**Term:** 1 year  
**Extension:** 1 year  
**Contract Ending Date:** 4/30/09

**Estimated annual award value:** N/A  
**Estimated total award value:** N/A

**Bid issued:** February 8, 2007  
**Pre-bid meeting date:** N/A  
**Due date:** March 23, 2007  
**No. of vendors issued to:** 102  
**No. of no-bids received:** 0  
**No. of bids received:** 15

**Description:**

This contract is an annual price agreement for physical education athletic supplies and equipment that includes 1,073 items approved for use in the physical education program in the schools.

**Recommendation:**

Award of contract is recommended to:

- Aluminum Athletic Equipment Co.  
  West Conshohocken, PA
- Anaconda Sports  
  Kingston, NY
- Bill Fritz Sports  
  Apex, NC
- Georgi-Sports  
  Lancaster, PA
- Gopher Sports  
  Owatonna, MN
- Heart Line Fitness  
  Gaithersburg, MD
- H L Corporation  
  Manhattan, Beach, CA
- Lax World  
  Timonium, MD
- Passon’s- Sports Supply Group  
  Jenkintown, PA
- Pioneer Mfg. Company  
  Cleveland, OH
- Replay Sports  
  Baltimore, MD
- Skips Sports Supply  
  Virginia Beach, VA
- Sports Stop, Inc.  
  Butler, MD
- Sportsman’s  
  Johnstown, PA
- Tiffin Athletic Mats  
  Elkton, MD

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

**Contact person:** Sarajane Quinn

**Funding source:** Operating budget
q. **Contract:** eCatalog--Science Supplies  
**Contract #:** PCR-274-07

**Term:** 1 year  
**Extension:** 1 year  
**Contract Ending Date:** 4/30/09

**Estimated annual award value:** N/A  
**Estimated total award value:** N/A

**Bid issued:** February 8, 2007  
**Pre-bid meeting date:** N/A  
**Due date:** March 21, 2007  
**No. of vendors issued to:** 24  
**No. of no-bids received:** 0  
**No. of bids received:** 11

**Description:**  
This contract consists of 1,800 items of science supplies used throughout the year by all schools.

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

- Benz Microscope Optics Center, Inc.  
  Ann Arbor, MI
- Connecticut Valley Biological Co, Inc.  
  Southampton, MA
- D&H Distributing Co., Inc.  
  Harrisburg, PA
- Edvotek  
  Washington, DC
- ETA/Cuisenaire, Inc.  
  Vernon Hills, IL
- Fisher Science Education, Inc.  
  Hanover Park, IL
- Frey Scientific Co. (Sax Arts & Crafts, Inc.)  
  Mansfield, OH
- Sargent-Welch Scientific Co., Inc. (VWR)  
  Buffalo Grove, IL
- Science Kit, LLC.  
  Tonawanda, NY
- Sciencelabs.com, Inc.  
  Kyle, TX
- Wards Natural Science, LLC  
  Rochester, NY

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

**Contact person:** George Newberry

**Funding source:** Operating budget
r. **Contract:** eCatalog--Secondary Media  
**Contract #:** MWE-854-07

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<th>1 year</th>
<th><strong>Extension:</strong></th>
<th>1 year</th>
<th>Contract Ending Date:</th>
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**Bid issued:** February 1, 2007  
**Pre-bid meeting date:** N/A  
**Due date:** March 21, 2007  
**No. of vendors issued to:** 149  
**No. of no-bids received:** 0  
**No. of bids received:** 13

**Description:**  
This contract consists of 1,618 items of secondary media supplies used throughout the year by all schools.

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

- Clearvue/eav  
  Chicago, IL  
- Crizmac Art & Cultural Educ. Materials  
  Tuscon, AZ  
- Davis Publications  
  Worcester, MA  
- EBAC, Inc.  
  Decatur, GA  
- Follett Educational Services  
  Woodridge, IL  
- Guidance Associates  
  Mount Kisco, NY  
- Human Relations Media  
  Mount Kisco, NY  
- Kunz, Inc.  
  Baltimore, MD  
- Learning Services  
  Eugene, OR  
- NYSTROM  
  Indianapolis, IN  
- Pearson Scott Foresman  
  Glenview, IL  
- Pearson/Prentice Hall  
  Upper Saddle River, NJ  
- Perma-Bound Books  
  Jacksonville, IL

**Responsible school or office:** Offices of Science, Technology, Engineering, and Mathematics  
Office of Humanities

**Contact person:**  
Hays B. Lantz  
Kathleen M. McMahon

**Funding source:** Operating budget
s. **Contract:**  eCatalog--Special Education Media  
   **Contract #:**  MWE-855-07

   **Term:**  1 year  
   **Extension:**  1 year  
   **Contract Ending Date:**  4/30/09

   **Estimated annual award value:**  N/A  
   **Estimated total award value:**  N/A

   **Bid issued:**  February 1, 2007  
   **Pre-bid meeting date:**  N/A  
   **Due date:**  March 21, 2007  
   **No. of vendors issued to:**  148  
   **No. of no-bids received:**  2  
   **No. of bids received:**  5

**Description:**

This contract consists of 132 items of special education supplies used throughout the year by all schools.

**Recommendation:**

Award of contract is recommended to:

   EBAC, Inc.  
   Enable Mart  
   Kunz, Inc.  
   Learning Services  
   Perma-Bound Books  
   Decatur, GA  
   Vancouver, WA  
   Baltimore, MD  
   Eugene, OR  
   Jacksonville, IL

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

**Contact person:**  Judith E. Glass

**Funding source:**  Operating budget
t. Contract: eCatalog--Textbooks - Elementary School  
   Contract #: JMI-611-07

Term: 1 year    Extension: 0    Contract Ending Date: 4/30/08
Estimated annual award value: N/A
Estimated total award value: N/A

Bid issued: February 8, 2007
Pre-bid meeting date: N/A
Due date: March 21, 2007
No. of vendors issued to: 197
No. of no-bids received: 3
No. of bids received: 32

Description:
This contract consists of 8,014 textbook line items that are used in the curriculum.

Recommendation:
Award of contract is recommended to:

AKJ Educational Services               Rockville, MD
Advanced Educational Products, Inc.   Buffalo, NY
Barrons Educational Series Inc.       Hauppauge, NY
Budgetext Corporation                 Fayetteville, AR
Capstone Press, Inc.                  Mankato, MN
Compass Point Books                   Mankato, MN
Crizmac Art & Cultural Education Materials, Inc. Tucson, AZ
Davis Publications, Inc.             Worcester, MA
Developmental Studies Center          Oakland, CA
EBAC Inc.                             Decatur, GA
ETA/Cuisenaire                        Vernon Hills, IL
Follett Educational Services, Inc.    Woodridge, IL
Follett Library Resources, Inc.       McHenry, IL
Great Source Education Group, Div of Houghlin Mifflin Co. Wilmington, MA
Harcourt School Publishers           Orlando, FL
Houghton Mifflin Company              Boston, MA
Learning Links, Inc.                  New Hyde Park, NY
Mar-Co                                 Warminster, PA
McGraw Hill Companies                 York, PA
Nystrom Herff Jones Education Division Indianapolis, IN
Pearson Education, Inc./Pearson Learning Group Parsippany, NY
Pearson Education, Inc./Pearson Scott Foresman Glenview, IL
Perfection Learning                   Logan, IA
Perma-Bound Books/Hertzberg-New Method, Inc. Jacksonville, IL
Red Brick Learning                    Mankato, MN
Research Press Company
Rigby (Harcourt Education Company)
Steck-Vaughn
Textbook Brokers, Inc.
Textbook Exchange, Inc.
Textbook Warehouse
Zaner-Bloser, Inc.

Champaign, IL
Austin, TX
Austin, TX
Springfield, MO
Oklahoma City, OK
Alpharetta, GA
Columbus, OH

**Responsible school or office:** Offices of Science, Technology, Engineering, and Mathematics
Office of Humanities

**Contact person:** Hays B. Lantz
Kathleen M. McMahon

**Funding source:** Operating budget
u. **Contract:** eCatalog--Textbooks—High School  
**Contract #:** JMI-613-07

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**Bid issued:** February 8, 2007  
**Pre-bid meeting date:** N/A  
**Due date:** March 21, 2007  
**No. of vendors issued to:** 206  
**No. of no-bids received:** 4  
**No. of bids received:** 27

**Description:**

This contract consists of 3,787 textbook line items that are used in the curriculum. The textbooks are ordered on an as-needed basis.

**Recommendation:**

Award of contract is recommended to:

- AKJ Educational Services, Rockville, MD
- Advanced Educational Products, Inc., Buffalo, NY
- Barrons Educational Series Inc., Hauppauge, NY
- Bedford Freeman & Worth, Cranbury, NJ
- Borders Inc., Ann Arbor, MI
- Budgetext Corporation-, Fayetteville, AR
- Crizmac Art & Cultural Education Materials, Inc., Tucson, AZ
- Davis Publications, Inc., Worcester, MA
- EBAC Inc., Decatur, GA
- Follett Educational Services, Inc., Woodridge, IL
- Follett Library Resources, Inc., McHenry, IL
- Glencoe/McGraw-Hill, Columbus, OH
- Great Source Education Group, Div. of Houghton Mifflin Company, Wilmington, MA
- Holt, Rinehart and Winston, Div. of Harcourt, Inc., Austin, TX
- Learning Links, Inc., New Hyde Park, NY
- McDougal Littell, Div. of Houghton Mifflin Company, Evanston, IL
- Nystrom Herff Jones Education Division, Indianapolis, IN
- Pearson Education, Inc. as Pearson Prentice Hall, Upper Saddle River, NJ
- Perfection Learning, Logan, IA
- Perma-Bound Books/Hertzberg, Jacksonville, IL
- New Method, Inc., Champaign, IL
- Research Press Company, Austin, TX
- Steck-Vaughn, Springfield, MO
- Textbook Brokers, Inc., Oklahoma City, OK
Textbook Exchange, Inc.  
Alpharetta, GA
Textbook Warehouse  
North Clarendon, VT
Tuttle Publishing- Zaner-Bloser, Inc.  
Columbus, OH

Responsible school or office:  
Office of Humanities  
Offices of Science, Technology, Engineering and Mathematics

Contact person:  
Kathleen M. McMahon  
H.B. Lantz

Funding source:  
Operating budget
v. **Contract**: eCatalog--Textbooks - Middle School  
**Contract #:** JMI-612-07

**Term:** 1 year  
**Extension:** 0  
**Contract Ending Date:** 4/30/08

**Estimated annual award value:** N/A  
**Estimated total award value:** N/A

**Bid issued:** February 8, 2007  
**Pre-bid meeting date:** N/A  
**Due date:** March 21, 2007

**No. of vendors issued to:** 206  
**No. of no-bids received:** 3  
**No. of bids received:** 31

**Description:**

This contract consists of 2,456 textbook line items that are used in the curriculum. The textbooks are ordered on an as-needed basis.

**Recommendation:**

Award of contract is recommended to:

AKJ Educational Services  
Advanced Educational Products, Inc.  
Barrons Educational Series Inc.  
Borders, Inc.  
Budgetext Corporation  
Capstone Press, Inc.  
Crizmac Art & Cultural Education Materials, Inc.  
Davis Publications, Inc.  
EBAC, Inc.  
Follett Educational Services, Inc.  
Follett Library Resources, Inc.  
Glencoe/McGraw-Hill  
Great Source Education Group, Div. of Houghton Mifflin Company  
Holt, Rinehart and Winston, Div. of Harcourt, Inc.  
Houghton Mifflin  
McDougal Littell, Div. of Houghton Mifflin Company  
Nystrom Herff Jones Education Division  
Pearson Education, Inc./Pearson Learning Group  
Pearson Education, Inc. as Pearson Prentice Hall  
Pearson Education, Inc./Pearson Scott Foresman  
Perfection Learning  
Perma-Bound Books/Hertzberg-New Method, Inc.  
Red Brick Learning  
Research Press Company

Rockville, MD  
Buffalo, NY  
Hauppauge, NY  
Ann Arbor, MI  
Fayetteville, AR  
Mankato, MN  
Tucson, AZ  
Worcester, MA  
Decatur, GA  
Woodridge, IL  
McHenry, IL  
Columbus, OH  
Wilmington, MA  
Austin, TX  
Boston, MA  
Evanston, IL  
Indianapolis, IN  
Parsippany, NY  
Upper Saddle River, NJ  
Glenview, IL  
Logan, IA  
Jacksonville, IL  
Mankato, MN  
Champaign, IL
Saxon (Harcourt Education Company)  
Steck-Vaughn  
Textbook Brokers, Inc.  
Textbook Exchange, Inc.  
Textbook Warehouse  
Tuttle Publishing  
Zaner-Bloser, Inc.  

Norman, OK  
Austin, TX  
Springfield, MO  
Oklahoma City, OK  
Alpharetta, GA  
North Clarendon, VT  
Columbus, OH

**Responsible school or office:**  
Offices of Science, Technology, Engineering and Mathematics  
Office of Humanities

**Contact person:**  
Hays B. Lantz  
Kathleen M. McMahon

**Funding source:**  
Operating budget
w. Contract:  eCatalog--Textbooks - Special Education
   Contract #:  JMI-614-07

   Term:  1 year         Extension:  0         Contract Ending Date:  4/30/08
   Estimated annual award value:  N/A
   Estimated total award value:  N/A

   Bid issued:  February 8, 2007
   Pre-bid meeting date:  N/A
   Due date:  March 21, 2007
   No. of vendors issued to:  181
   No. of no-bids received:  8
   No. of bids received:  12

   Description:

   This contract consists of 918 textbook line items that are used in the curriculum.

   Recommendation:

   Award of contract is recommended to:

   Advanced Educational Products, Inc.  Buffalo, NY
   Barrons Educational Series, Inc.  Hauppage, NY
   Borders, Inc.  Ann Arbor, MI
   Budgetext Corporation  Fayetteville, AR
   EBAC, Inc.  Decatur, GA
   Follett Educational Services, Inc.  Woodridge, IL
   Follett Library Resources, Inc.  McHenry, IL
   Learning Services  Eugene, OR
   Perma-Bound Books/Hertzberg-New Method, Inc.  Jacksonville, IL
   Research Press Company  Champaign, IL
   Steck-Vaughn  Austin, TX
   Textbook Warehouse  Alpharetta, GA

   Responsible school or office:  Office of Special Education

   Contact person:  Judith E. Glass

   Funding source:  Operating budget
x. **Contract:** eCatalog--Unique Office Supplies  
**Contract #:** MBU-530-07

**Term:** 1 year  
**Extension:** 0  
**Contract Ending Date:** 4/30/08  
**Estimated annual award value:** N/A  
**Estimated total award value:** N/A

**Bid issued:** February 8, 2007  
**Pre-bid meeting date:** N/A  
**Due date:** March 21, 2007  
**No. of vendors issued to:** 76  
**No. of no-bids received:** 2  
**No. of bids received:** 5

**Description:**

This contract consists of 120 unique office supply items used throughout the year by all schools.

**Recommendation:**

Award of contract is recommended to:

- Printron Office Products  
  Baltimore, MD
- Quill Corporation  
  Lincolnshire, IL
- Reliable Reproduction Supply, Inc.  
  Baltimore, MD
- The Paper People  
  Lorton, VA
- Windtree Enterprises, Inc.  
  Pampano Beach, FL

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

**Contact person:** Richard Gay

**Funding source:** Operating budget
y. **Contract:** eCatalog--Vocal Music Supplies  
**Contract #:** MBU-528-07

**Term:** 1 year  
**Extension:** 0  
**Contract Ending Date:** 4/30/08

**Estimated annual award value:** N/A  
**Estimated total award value:** N/A

**Bid issued:** February 8, 2007  
**Pre-bid meeting date:** N/A  
**Due date:** March 21, 2007  
**No. of vendors issued to:** 28  
**No. of no-bids received:** 0  
**No. of bids received:** 7

**Description:**

This contract consists of 50 items of vocal music supplies used throughout the year by all schools.

**Recommendation:**

Award of contract is recommended to:

- Cascio Interstate Music, Dover, NJ
- Kunz Music, Baltimore, MD
- Peripole-Bergerault, Inc., Salem, OR
- Rhythm Band Instrument, Inc., Ft Worth, TX
- Stu’s Music Shop, Westminster, MD
- Washington Music Sales Center, Inc., Wheaton, MD
- Wenger Corporation, Owatonna, MN

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

**Contact person:** Angela Tanner

**Funding source:** Operating budget
7. **Contract**: Photocopiers  
**Contract #**: PCR-267-07 (Maryland State #001B7900157)

<table>
<thead>
<tr>
<th>Term:</th>
<th>4 years, 6 months</th>
<th><strong>Extension</strong>:</th>
<th>0</th>
<th><strong>Contract Ending Date</strong>:</th>
<th>10/12/11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated annual award value:</td>
<td>$100,000</td>
<td>Estimated total award value:</td>
<td>$450,000</td>
<td></td>
<td></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 no-bids received: N/A
- No. of bids received: N/A

**Description:**

This contract consists of leasing high-volume Xerox photocopiers, model 4590. It is intended for use in extremely high volume locations and carries no limit on the number of impressions.

BCPS 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:

- **Xerox Corporation**  
  Baltimore, MD

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

**Contact person:** Richard Gay

**Funding source:** Operating budget
8. **Contract Modification:** General Contractor Construction Services Contract – Kenwood High School Addition and Technology Wing Renovation  
**Contract #:** MWE-817-06

<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><strong>Estimated annual award value:</strong></td>
<td>$12,210,935</td>
<td><strong>Estimated modification amount:</strong></td>
<td>29,603</td>
<td><strong>Estimated total award value:</strong></td>
<td>$12,240,538</td>
</tr>
</tbody>
</table>

**Description:**

On March 28, 2006, the Board awarded a construction contract to James W. Ancel, Inc. (JWA). An additional sprinkler main is needed to meet county requirements.

**Recommendation:**

Award of contract modification is recommended to:

<table>
<thead>
<tr>
<th>James W. Ancel, Inc.</th>
<th>Towson, MD</th>
</tr>
</thead>
</table>

**Responsible school or office:** Department of Physical Facilities  
**Contact person:** Michael G. Sines  
**Funding source:** Capital budget
9. **Contract Modification:** General Contractor Construction Services Contract – Kenwood High School Addition and Technology Wing Renovation  
**Contract #:** MWE-817-06

<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>$12,240,538</td>
<td>Estimated modification amount:</td>
<td>22,358</td>
<td>Estimated total award value:</td>
<td>$12,262,896</td>
</tr>
</tbody>
</table>

**Description:**

On March 28, 2006, the Board awarded a construction contract to James W. Ancel, Inc. (JWA). This contract modification will provide a closed cell metal material, with roofing and drainage systems, for the canopy section of the new addition. This contract modification allocation represents an 11.5% contract modification allocation.

**Recommendation:**

Award of contract modification is recommended to:

James W. Ancel, Inc.  
Towson, MD

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

**Contact person:** Michael G. Sines

**Funding source:** Capital budget
10. **Contract Modification:** Site Construction Package 2B (Final Grading) – Windsor Mill Middle School

**Contract #:** PCR-274-05

<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>$2,972,860</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated modification amount:</td>
<td>27,040</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated total award value:</td>
<td>$2,999,900</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Description:**

On November 23, 2004, the Board approved the contract price of $2,702,600 and a 10% contract modification allocation of $270,260. Since that time, there have been five individually approved contract modifications that each exceeded $15,000. In requesting approval of individual contract modifications, however, a request to increase the overall contract modification allocation was not made. At this time, approval is requested to increase the contract modification allocation to $297,300, which represents an 11% contract modification allocation.

**Recommendation:**

Award of contract modification is recommended to:

- Urban N. Zink Contractor, Inc.  
  Chase, MD

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

**Contact person:** Michael G. Sines

**Funding source:** Capital budget
11. **Contract:** Construction Contract – Cockeysville Driver Training/Dispatch Building  
**Contract #:** JNI-776-07

**Term:** N/A  
**Extension:** N/A  
**Contract Ending Date:** N/A  
**Estimated annual award value:** $880,000  
**Estimated contingency amount:** 88,000  
**Estimated total award value:** $968,000

**Bid issued:** February 23, 2007  
**Pre-bid meeting date:** March 2, 2007  
**Due date:** March 23, 2007  
**No. of vendors issued to:** 15  
**No. of bids received:** 6  
**No. of no-bids received:** 2

**Description:**

This project consists of 3,840 square feet of a new one-story building, placed next to the existing wash-bay structure, at the Cockeysville Service Center. The building will house a new driver training classroom, offices, mock-up room, break room with kitchenette, dispatch offices, and restrooms.

**Recommendation:**

Award of contract is recommended to:

Jerry DeBar Construction, Inc.  
Reisterstown, MD

**Responsible school or office:** Department of Physical Facilities  
**Contact person:** Michael G. Sines  
**Funding source:** Capital budget

<table>
<thead>
<tr>
<th>Bidders’ Names</th>
<th>Jerry DeBar Construction</th>
<th>North Point Builders</th>
<th>CER Inc.</th>
<th>Kinsley Construction</th>
<th>Roy Kirby and Sons Inc.</th>
<th>JAK Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$880,000</td>
<td>$912,000</td>
<td>$983,800</td>
<td>$986,539</td>
<td>$1,028,815</td>
<td>$1,070,877</td>
</tr>
</tbody>
</table>
12. **Contract:** Chiller Installation – Perry Hall Elementary School  
**Contract #:** MWE-839-07

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

**Estimated annual award value:** $254,125  
**Estimated contingency amount:** 25,412  
**Estimated total award value:** $279,537

**Bid issued:** March 8, 2007  
**Pre-bid meeting date:** March 14, 2007  
**Due date:** April 5, 2007  
**No. of vendors issued to:** 11  
**No. of bids received:** 4  
**No. of no-bids received:** 1

**Description:**

This project consists of the installation of an air-cooled chiller and appropriate piping and support equipment.

**Recommendation:**

Award of contract is recommended to:

- Dynastics, Inc.  
  Baltimore, MD

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

**Contact person:** Michael G. Sines

**Funding source:** Capital budget

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base Bid</strong></td>
<td>$254,125</td>
<td>$281,700</td>
<td>$305,900</td>
<td>$327,500</td>
</tr>
</tbody>
</table>
13. **Contract**: Renovations – Pine Grove Middle School  
   **Contract #**: MBU-538-07

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

   **Estimated annual award value**: $9,238,300  
   **Estimated modification award value**: 923,830  
   **Estimated total award value**: $10,162,130

   **Bid issued**: February 22, 2007  
   **Pre-bid meeting date**: March 12, 2007  
   **Due date**: March 28, 2007  
   **No. of vendors issued to**: 18  
   **No. of bids received**: 4  
   **No. of no-bids received**: 0

**Description:**

This project consists of the renovation of Pine Grove Middle School and will include replacement of the HVAC equipment; electrical systems upgrades; elevator installation; ADA and toilet room upgrades; program enhancements to science; new ceilings; modification of existing sprinkler system and modifications to the existing fire alarm systems; and temporary installation of a modular classroom unit for the construction period.

**Recommendation:**

Award of contract is recommended to:

   Phillips Way, Inc.  
   Finksburg, MD

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

**Contact person**: Michael G. Sines

**Funding source**: Capital budget
**Contract:** Renovations – Pine Grove Middle School  
**Contract #:** MBU-538-07

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base Bid</strong></td>
<td>$7,693,000</td>
<td>$7,452,000</td>
<td>$8,970,000</td>
<td>$9,188,000</td>
</tr>
<tr>
<td><strong>Alternate No. 1 Add: Elevator</strong></td>
<td>195,000</td>
<td>192,000</td>
<td>186,000</td>
<td>175,000</td>
</tr>
<tr>
<td><strong>Alternate No. 2 Add: Gym AHUS Replace</strong></td>
<td>405,000</td>
<td>534,000</td>
<td>372,000</td>
<td>365,000</td>
</tr>
<tr>
<td><strong>Alternate No. 3 Add: Boiler Conversion</strong></td>
<td>97,000</td>
<td>99,000</td>
<td>117,000</td>
<td>120,000</td>
</tr>
<tr>
<td><strong>Alternate No. 4 Add: Kitchen Work</strong></td>
<td>294,000</td>
<td>225,000</td>
<td>292,000</td>
<td>300,000</td>
</tr>
<tr>
<td><strong>Alternate No. 5 Add: Paint Walls and Replace Chalkboards</strong></td>
<td>23,300</td>
<td>194,000</td>
<td>185,000</td>
<td>160,000</td>
</tr>
<tr>
<td><strong>Alternate No. 6 Add: Replace Exhaust Fans</strong></td>
<td>99,000</td>
<td>104,000</td>
<td>104,000</td>
<td>105,000</td>
</tr>
<tr>
<td><strong>Alternate No. 7 Add: Locker Replacement</strong></td>
<td>150,000</td>
<td>173,000</td>
<td>118,000</td>
<td>175,000</td>
</tr>
<tr>
<td><strong>Alternate No. 8 Add: Window Replacement</strong></td>
<td>57,000</td>
<td>58,000</td>
<td>57,000</td>
<td>40,000</td>
</tr>
<tr>
<td><strong>Alternate No. 9 Add: Exterior Door Replacement</strong></td>
<td>151,000</td>
<td>175,000</td>
<td>193,000</td>
<td>190,000</td>
</tr>
<tr>
<td><strong>Alternate No. 10 Add: Stage Lighting and Dimming</strong></td>
<td>54,000</td>
<td>55,000</td>
<td>55,000</td>
<td>60,000</td>
</tr>
<tr>
<td><strong>Alternate No. 11 Add: Re-Finish Gym Floor Finishing</strong></td>
<td>20,000</td>
<td>21,000</td>
<td>19,000</td>
<td>22,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$9,238,300</td>
<td>$9,282,000</td>
<td>$10,668,000</td>
<td>$10,900,000</td>
</tr>
</tbody>
</table>
BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 24, 2007
TO: BOARD OF EDUCATION
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: FY 2007 OPERATING BUDGET APPROPRIATION TRANSFER
ORIGINATOR: J. Robert Haines, Deputy Superintendent
RESOURCE PERSON(S): Barbara Burnopp, Chief Financial Officer
George Sarris, Director, Office of Budget and Reporting

RECOMMENDATION

That the Board of Education members approve the attached budget appropriation transfer.

********************************************************************************************

This budget appropriation transfer is a request to the county to re-appropriate funds between categories. Fiscal Services sets deadlines each spring to provide for a timely closure of financial books as of June 30. As part of that process, decisions are made to transfer funds between categories to balance general fund appropriations for the fiscal year.

Attachment I: Budget Appropriation Transfer Form
Attachment II: Summary of Increase/Decrease by Category
# BALTIMORE COUNTY PUBLIC SCHOOLS

## BUDGET APPROPRIATION TRANSFER

**Number:** 07  
**Date:** April 24, 2007  
**Fund:** General

### INCREASE

<table>
<thead>
<tr>
<th>Category</th>
<th>Present Appropriation</th>
<th>Amount to Transfer</th>
<th>New Appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Administration</td>
<td>28,101,010</td>
<td>617,130</td>
<td>28,718,140</td>
</tr>
<tr>
<td>02 Mid-level Administration</td>
<td>66,242,100</td>
<td>254,914</td>
<td>66,497,014</td>
</tr>
<tr>
<td>04 Instructional Textbooks and Supplies</td>
<td>23,590,302</td>
<td>3,000</td>
<td>23,600,302</td>
</tr>
<tr>
<td>07 Student Personnel</td>
<td>6,341,136</td>
<td>960,000</td>
<td>6,301,136</td>
</tr>
<tr>
<td>08 Student Health Services</td>
<td>10,302,540</td>
<td>311,000</td>
<td>10,613,540</td>
</tr>
<tr>
<td>09 Student Transportation</td>
<td>43,526,468</td>
<td>2,327,500</td>
<td>45,853,968</td>
</tr>
<tr>
<td>15 Capital Outlay</td>
<td>4,724,650</td>
<td>251,766</td>
<td>4,976,416</td>
</tr>
</tbody>
</table>

**Total Transfer**  
$4,902,330

### DECREASE

<table>
<thead>
<tr>
<th>Category</th>
<th>Present Appropriation</th>
<th>Amount to Transfer</th>
<th>New Appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td>06 Special Education</td>
<td>127,816,510</td>
<td>(700,000)</td>
<td>126,116,510</td>
</tr>
<tr>
<td>10 Operation of Plant</td>
<td>84,992,376</td>
<td>(3,802,330)</td>
<td>80,190,046</td>
</tr>
<tr>
<td>12 Fixed Charges</td>
<td>213,502,467</td>
<td>(400,101)</td>
<td>213,102,367</td>
</tr>
</tbody>
</table>

**Total Transfer**  
$(4,902,330)

### Explanation:

This budget appropriation transfer will align funds by category with projected year-end expenses. The transfer is necessary due mainly to the implementation of private bus contracts, legal settlements, and position reorganizations. Funds are primarily available due to savings in Operation of Plant. With the board's approval, this transfer will be submitted for County Council approval in June.

### Signatures Required:

- **Budget and Reporting:** Date
- **Fiscal Services:** Date
- **Superintendent:** Date
- **Board of Education:** Date
## BALTIMORE COUNTY PUBLIC SCHOOLS
### Budget Appropriation Transfer

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary of Increases by Category</strong></td>
<td></td>
</tr>
<tr>
<td>01-Administration</td>
<td>A transfer of $517,130 will fund legal settlements, benefits consulting fees, computer hardware, and public outreach communications.</td>
</tr>
<tr>
<td>02-Mid-level Administration</td>
<td>A transfer of $254,914 will fund unachieved turnover savings and office furnishings to move staff from Timonium to Pulaski.</td>
</tr>
<tr>
<td>04-Instructional Textbooks and Supplies</td>
<td>A transfer of $300,000 will fund materials purchased by schools.</td>
</tr>
<tr>
<td>07-Student Personnel</td>
<td>A transfer of $840,000 will fund social worker positions transferred from Special Education.</td>
</tr>
<tr>
<td>08-Student Health Services</td>
<td>A transfer of $311,000 will adequately fund nursing salaries that were understated in the final adopted budget.</td>
</tr>
<tr>
<td>09-Student Transportation</td>
<td>A transfer of $2,327,500 will fund private bus contracts implemented after the preparation of the adopted budget, summer overtime, and hazardous waste disposal.</td>
</tr>
<tr>
<td>15-Capital Outlay</td>
<td>A transfer of $251,786 will fund four reorganized positions from Maintenance of Plant.</td>
</tr>
<tr>
<td><strong>Summary of Decreases by Category</strong></td>
<td></td>
</tr>
<tr>
<td>06-Special Education</td>
<td>A transfer of $700,000 will fund social worker positions transferred from Special Education to Student Personnel.</td>
</tr>
<tr>
<td>10-Operation of Plant</td>
<td>A transfer of $3,802,330 in utility fee savings will be redirected to fund projected expenditures throughout the system.</td>
</tr>
<tr>
<td>12-Fixed Charges</td>
<td>A transfer of $400,000 from FICA savings and lower insurance premiums will be redirected to fund projected expenditures throughout the system.</td>
</tr>
</tbody>
</table>
Baltimore County Public Schools

DATE: April 24, 2007

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: FY2007 CAPITAL BUDGET SUPPLEMENTAL APPROPRIATION

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

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

RECOMMENDATION

That the Board approves the FY 2007 capital budget supplemental appropriation in the amount of $3,782,739 for the partial renovation at Deep Creek Middle School, and $4,954,183 for the partial renovation at Sudbrook Middle School. These funds are necessary due to projected increases in construction costs at these schools.

Attachment I – FY07 Capital Budget Supplemental Appropriation
This is a request for a supplemental appropriation of $8,736,922 from Baltimore County. These funds will be used for the partial renovation projects at Deep Creek MS and Sudbrook MS.
Summary of Increases by Category

13.0125 - Deep Creek MS
A supplement of $3,782,739 will provide the additional funds necessary for construction and related capital expenses associated with the partial renovation of Deep Creek MS.

13.0105 - Sudbrook MS
A supplement of $4,954,183 will provide the additional funds necessary for construction and related capital expenses associated with the partial renovation of Sudbrook MS.

Summary of Revenue Sources

Local Sources - County Appropriation

This request is for a supplemental appropriation of $8,736,922 from the County government.
NEW CONSTRUCTION: Designing

School Sites

1. Selection

The selection of new school sites shall be accomplished jointly by personnel from the [Division] DEPARTMENTS of Physical Facilities AND PLANNING AND SUPPORT OPERATIONS, and personnel from various Baltimore County departments grouped under a committee known as the Baltimore County Public Site [Planning] SELECTION Committee. Site location proposals by this committee shall be subject to approval by the Board of Education and the State of Maryland Interagency Committee on School Construction.

2. Acquisition

School sites shall be acquired with the assistance of THE BALTIMORE COUNTY BUREAU OF LAND ACQUISITION [a professional real estate consultant appointed by the Superintendent of Schools. Two appraisals shall be made by separate certified appraisers of the cost of each site.] The Baltimore County BUREAU OF LAND ACQUISITION [Office of Planning and Zoning] and the Baltimore County [Solicitor’s] LAW Office shall assist in all contractual matters associated with each acquisition. [The cost of acquiring school sites shall be shared by the Board of Education and the Department of Recreation and Parks under an arrangement wherein the cost of elementary and middle school sites shall be shared on an equal basis; the cost of high school sites shall be shared with the Board of Education contributing 60 percent and the Department of Recreation and Parks contributing 40 percent of the cost of the sites.]

3. Development

School sites shall be developed for joint use by the Board of Education and the Department of Recreation and Parks. [Wherever possible, a school site shall be developed a year before the award of a construction contract for the new school facility to be erected thereon. These improvements shall include the installation of outdoor health, physical education, and recreational facilities, as well as the installation of on-site fencing, utility lines, parking areas, and roads. This phase of site development shall also identify and improve the location of the school facility to be erected thereon. The total cost of developing school sites shall be shared by the Board of Education and the Department of Recreation and Parks, under the following percentage ratios: middle and high sites, Board of Education 85 percent – Department of Recreation and Parks 15 percent; elementary sites, Board of
Education 70 percent - Department of Recreation and Parks 30 percent. The Board of Education percentage will include funds from Baltimore County and State of Maryland in accordance with the applicable guidelines and regulations of the State of Maryland Interagency Committee on School Construction. [IF THE DEVELOPMENT AND CONSTRUCTION OF A SCHOOL AT A SITE IS IMMINENT (ONE TO FIVE YEARS), THE SITE SHALL BE PLANNED AND DEVELOPED AS PART OF THE OVERALL SCHOOL PLAN. IF SCHOOL CONSTRUCTION IS NOT IMMINENT (LONGER THAN FIVE YEARS) THE SITE MAY BE PLANNED AND DEVELOPED AS A RECREATIONAL FACILITY. LAND SHOULD BE SET ASIDE FOR THE ANTICIPATED FUTURE SCHOOL AND SHOULD NOT BE CONSIDERED AS BINDING RELATIVE TO THE LOCATION OF THE FUTURE SCHOOL AND SUPPORT INFRASTRUCTURE. DEVELOPMENT OF THE SITE AS A RECREATIONAL FACILITY WOULD REQUIRE 100 PERCENT FINANCING RESPONSIBILITY BY THE DEPARTMENT OF RECREATION AND PARKS. DEVELOPMENT IN THIS MANNER WOULD BE SUBJECT TO THE LIMITATIONS AS DESCRIBED ABOVE.

Rule
Approved: 9/25/69
Revised: 9/27/90
REVISED: _________

Superintendent of Schools
NEW CONSTRUCTION: Financing

Capital Projects that Are Funded By Private Donations

In accordance with Board of Education Policy 7330, requests by individuals, private organizations, parents, community groups, or businesses to provide funding for a capital project must comply with the following standards in order to be presented to the Board of Education for approval. This rule also details the respective roles of the principal, the Department of Physical Facilities, Department of Fiscal Services, Department of Planning and Support Operations, Law Office, and the prospective donor.

I. Proposals

Proposals to provide private donations for capital projects must be initially presented to the principal of [a] THE school BY A DONOR(S). Principals are also responsible for providing to any prospective donor or interested parties a copy of this rule and its accompanying policy.

Any proposal to provide private donations for a capital project must include [, at a minimum,] the following components:

A. Name of the private donor, group of donors, or organization
B. For in-kind donations, insurance carried by the donor or group of donors
C. Amount and manner of donation, AND EVALUATION OF PROVISIONS TO ACCOUNT FOR FUTURE MAINTENANCE OF EQUIPMENT NEEDS, IF ANY.
D. Disclosure of any and all business affiliations that the donor or group of donors has with the school and school system
E. Assurances that the individual or organization proposing this project shall not involve any schools, offices, or students in any fund-raising activities involving funding for this capital project
F. Capital project being recommended, with accompanying rationale and background information on the project and related site requirements
G. Ability of the project to meet engineering standards and sufficiency BY ENSURING FUNDS ARE INCLUDED FOR LICENSED PROFESSIONALS TO DESIGN, REVIEW, AND MANAGE WORK THROUGH COMPLETION.
H. Request for naming rights, if any (see Board Policy 7530 on naming of a
I. Indemnification of the Board of Education of Baltimore County and the Superintendent of Schools

J. The impact on enrollment at the school

K. The impact on students and the community

ADDITIONALLY, THE PRINCIPAL MUST:

L. CONTACT THE DEPARTMENT OF FISCAL SERVICES TO DISCUSS THE FUNDING AND DONATION REQUIREMENTS.


N. PRESENT ALL AGREEMENTS AND LEGAL DOCUMENTS TO THE LAW OFFICE FOR EVALUATION AND REVIEW FOR LEGAL SUFFICIENCY. ALL PRESENTATIONS SHOULD IDENTIFY THE SCOPE OF WORK, FUNDING MECHANISM, AND CONTRACT(S).

II. Projects

A. Examples of projects that may be considered, BUT NOT LIMITED TO, under this rule include:

1. Projects related to athletics, such as bleachers, stadium lights, or press boxes
2. Supplemental architectural, landscaping, or aesthetic enhancements
3. Recreational improvements, such as playgrounds and fields
4. Curriculum based projects, such as auditoriums and school signs

B. The [Executive Director] DEPARTMENT of Physical Facilities [will establish criteria for the review of any] STAFF SHALL REVIEW APPLICABLE proposed projectS presented under this rule. [Such criteria shall be provided to any interested party, and may] THE REVIEW SHALL include the following:

1. [The burden on the school system to maintain the capital project when completed] THE IMPACT ON THE MAINTENANCE BUDGET FOR PREVENTATIVE MAINTENANCE
2. Compliance with APPLICABLE building codes, [safety, and regulatory standards]

3. COMPLIANCE WITH [The impact on] safety, security, [or] school operations, AND REGULATORY POLICIES AND STANDARDS

4. CONSISTENCY OF compliance with expected standards followed for other BCPS projects of similar scope

5. The impact of the project on the implementation of county-supported programs

6. The eligibility of the project for funding from the State or County

7. The impact on students and the community

8. The impact on student enrollment capacity at the school

9. Ability of the project to meet engineering standards and sufficiency

10. The impact on the school site

11. THE DEPARTMENT OF PHYSICAL FACILITIES WILL PROVIDE THE PRINCIPAL AND/OR THE DONOR’S ENGINEER WITH THE APPROPRIATE REQUIREMENTS AND PROCEDURES TO IMPLEMENT CONSTRUCTION PROJECTS FUNDED BY PRIVATE DONATIONS OR IN-KIND SERVICES, PROVIDE GUIDANCE, AND HELP MONITOR THE PROJECT.

C. The Executive Director of Physical Facilities may reject any project failing to meet standards set forth in Section B.

D. The [Executive Director of Fiscal Services] CHIEF FINANCIAL OFFICER will confer with the Law Office on the adequacy of proposed funding. The [Executive Director of Fiscal Services] CHIEF FINANCIAL OFFICER may reject any project because of inadequate funding.

E. The Executive Director of Planning and Support Operations will review the proposal for impact on student enrollment. The Executive Director of Planning and Support Operations may reject any project because of a reduction in student enrollment capacity.

F. Once the proposal has been approved by the Executive Director of Physical Facilities, Executive Director of Planning and Support Operations, AND [Fiscal Services] CHIEF FINANCIAL OFFICER, the appropriate [Executive Director of Schools] AREA ASSISTANT SUPERINTENDENT shall present the project to the Superintendent and the Board of Education for approval. A SIGNED APPROVAL SHEET MUST ACCOMPANY THE PROPOSAL.
G. The Executive Director of Physical Facilities retains the authority, BUT IS NOT OBLIGATED, to manage any BCPS PRIVATELY FUNDED capital project.

H. Parties making the proposal will be given notification of a rejected proposal, with explanation if changes are requested. Rejected proposals may be resubmitted if they are [changed] MODIFIED TO COMPLY WITH THE POLICIES OF BCPS.

III. Final Approval

A. [Final approval of capital projects resides with the Board of Education of Baltimore County.] ALL RECOMMENDATIONS TO ACCEPT PRIVATELY FUNDED CAPITAL PROJECTS SHALL BE FORWARDED TO THE BOARD OF EDUCATION OF BALTIMORE COUNTY FOR FINAL APPROVAL.

Related Policies: Board of Education Policy 8362, Gifts to the Board of Education, Schools, and Offices Within the School System
Board of Education Policy 8363, Conflict of Interest
Board of Education Policy 7530, Naming of a Capital Project or Area of a School.

Rule Superintendent of Schools
Adopted: 3/08/05
REVISED: ________
# BALTIMORE COUNTY PUBLIC SCHOOLS

## PRIVATELY FUNDED CAPITAL PROJECT APPROVAL SHEET

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<th>Brief Project Description</th>
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<td>(Attach complete proposal with necessary project information as indicated in BCPS Policy 7330, Part I)</td>
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## Project Approval

*(Signatures Required)*

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DATE: April 24, 2007

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: THIRD PARTY BILLING ANNUAL REPORT – 2005-2006

ORIGINATOR: J. Robert Haines, Deputy Superintendent

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

INFORMATION

The attached is an update on the Office of Third Party Billing for the 2005 –2006 school year. Information provided includes a historical overview, major accomplishments, revenues and expenses, training reports, and next steps for the Third Party Billing Program.

Attachment I – Third Party Billing Annual Report Executive Summary
The Third Party Billing Program commenced in the spring of 1992 as a collaborative effort between Baltimore County Public Schools (BCPS) and the Baltimore County Department of Health. The Third Party Billing Program is a systemwide effort designed to recover health care costs from Medicaid for health care services rendered to BCPS students.

Funds recovered from the Third Party Billing Program supplement existing program budgets by funding staff positions, supplies, and equipment for several programs designed to enhance special education and health-related services.

The Office of Third Party Billing provides school-based training sessions to all service providers annually, offers incentive programs for schools designed to maximize the recovery of funds, conducts self-monitoring of the program to minimize audit findings, coordinates state monitoring visits conducted by the state health department and the Maryland State Department of Education (MSDE), coordinates visits by external Medicaid auditors, and works collaboratively with other school systems and MSDE on statewide issues that impact the Third Party Billing program.

For the 2005-2006 school year, the Third Party Billing Program had 5,326 students who qualified for the program. These students received approximately 145,000 services from BCPS providers that were billed to Medicaid.

The Office of Third Party Billing rewarded 140 schools with the Certificate of Achievement award. The Certificate of Achievement is given to each school that achieves a percentage of 95 or higher on submitting encounter data forms for case management services.

A facilitator position was also added to the Office of Third Party Billing. The primary role of the facilitator is to work collaboratively with schools and offices in order to ensure that all staff are trained in Third Party Billing Procedures. This individual has also reviewed all of the training material for the office and made changes that should improve compliance with the Medicaid regulations.

The Office of Third Party Billing collected $8.4 million in revenue for the 2005-2006 school year. This is a $1.4 million increase over the 2004-2005 school year revenue collections. The Office of Third Party Billing has worked successfully with schools, offices, principals, and families in order to decrease barriers to reimbursement that have been lodged against the program.
I. Historical Overview

The Third Party Billing Program began in 1992 as a collaborative effort between Baltimore County Public Schools (BCPS) and the Baltimore County Department of Health (BCDH). The Third Party Billing Program is designed to recover health care costs from Medicaid for health care services rendered to BCPS students. Related services are provided based upon the Individualized Education Plan (IEP) and submitted for billing by speech/language pathologists, occupational therapists, physical therapists, audiologists, psychologists, nurses, and social workers. Transportation services provided to special education students were added as a billable service in 1999. As of June 1, 2006, there were 5,326 eligible special education students identified for third party billing in BCPS. These students constitute 37.93% of the special education population and 4.87% of the students attending BCPS.

Medicaid approved regulations for the billing of case management services in the 1993. Case management data is submitted by special education teachers and speech/language pathologists who coordinate special education services for students. A portion of the case management funds is returned to each school participating in the program, based upon the number of correct case management encounter data forms submitted to the Office of Third Party Billing.

In 2002, the Maryland State Department of Education (MSDE), in conjunction with the Department of Health and Mental Hygiene (DHMH), developed and implemented the
Autism Waiver Program. The Autism Waiver Program is specifically designed to assist the most severely autistic children in our society. In order for a child to qualify for the program, the parents must be willing to institutionalize their child if the program is not successful and must also declare the child as a family of one. The autism waiver had 900 openings statewide for the 2005-2006 school year; BCPS had 120 students on the autism waiver as of June 1, 2006.

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

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<tr>
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II. Major Accomplishments of the Office of Third Party Billing

- Held school-based training sessions for special education teachers and administrators
- Revised and improved the Third Party Billing Encounter Data Form to facilitate compliance with state and federal regulations
- Conducted two training sessions for 164 IEP chairpersons regarding case management procedures
- Monitored all encounter data forms received from schools in order to determine compliance of schools
- Worked collaboratively with the Office of Internal Audit in order to perform annual monitoring of third party billing data
- Issued 140 Certificate of Achievement awards to schools
- Updated case management, related services, and infants and toddlers training manuals
- Provided all related services office heads with accountability reports detailing the number of forms submitted by provider
- Updated the Administrator’s Guide to Accessing Third Party Billing Funds.

III. Special Education Medicaid Population

Presently, BCPS has 5,326 Medicaid-eligible special education children for whom encounter data forms are collected and claims submitted to Medicaid. This figure constitutes 39.44% of the children currently receiving special education services. Exhibit A denotes the number of BCPS students who are eligible for the Third Party Billing Program by fiscal year. The Office of Third Party Billing has developed a plan to modify
internal procedures to assist in the Medicaid determination process. On a weekly schedule, the data in the student data tracking system is matched against the data in the third party billing system. The result is a report of students who are new to special education. This list is checked using the State of Maryland electronic verification system in order to determine Medicaid eligibility, schools are informed of the status of the student, and Encounter Data Forms are submitted for reimbursement. Exhibit B is the third party billing registration form that is sent home annually to the families of all special education students. Exhibit C charts the process for a third party billing registration form and parental consent.

IV. Training Sessions

In direct support of the Blueprint for Progress, Indicator 8.4, the Office of Third Party Billing provides an array of training sessions to BCPS employees. These sessions include related service provider training sessions, IEP chair training sessions, and school-based training sessions.

Related service provider training sessions are meetings designed to communicate new information regarding billing procedures to continuing employees. Separate training sessions are held at the new teacher induction for related service providers who are new to the school system. These training sessions are more intensive and are designed for employees who have a varied knowledge of billing requirements and procedures. Each attendee receives a Related Service Training Manual, which is revised annually in order to ensure accurate information for school-based staff. Exhibit D is a chart of the percentage of related service encounter data forms received by discipline. Exhibit E details the average
amount of reimbursement by discipline, based upon the percentage of encounter data forms submitted.

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

The Office of Third Party Billing also provides school-based training sessions, which allow the special education teachers and other service providers the opportunity to ask detailed questions in a small group setting. All meeting attendees receive a *Case Management Training Manual*, which is revised on an annual basis. Exhibit F delineates the training sessions provided during the 2005-2006 school year. Exhibit G details the percentage of case management services provided to students by type.

For the 2005-2006 school year, the Office of Third Party Billing provided its annual survey to all school-based training session participants. The results of the survey are attached as Exhibit H.

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

In May, 2006, the position of facilitator was filled. One of the critical functions of the position was to increase third party billing training sessions for schools. The intended goals were to ensure compliance with all third party billing requirements, stress record retention policies for audits, and determine mechanisms that can assist school-based staff to decrease errors on encounter data forms. To improve the encounter data form process, the form has been redesigned. Now, the pre-printed encounter data form is sent to providers and IEP chairs via e-mail as an Excel file. The provider can then use the tabs at the bottom of the screen in order to select the student’s name. Once the selection is made, the form will appear with the student identification number, student name, birth date, school name, school number, and school telephone number already completed. Most providers have been pleased with this form because it saves them time formerly spent rewriting the same information monthly. The new form should reduce the number of encounter data forms that need to be returned to schools for corrections.

VI. Third Party Billing Revenue

A graph of third party billing revenues is attached as Exhibit I. For fiscal year 2006, the Office of Third Party Billing generated a total of $8,448,866 in revenue including $90,333 in school-based health center reimbursement. Exhibit J details the amount of school-based health center reimbursement generated by year.
VII. Incentive Programs

The Office of Third Party Billing has a strong incentive program in place in order to increase the potential reimbursement for services and to hold schools and offices accountable for the documentation of services.

One of the largest components of the incentive program is the return of a portion of the case management funds to each school. The principal, IEP chair, and case managers are given the opportunity to determine how the returned funds can be utilized to support, expand, and enhance special education and health-related services in schools. In order to ensure accountability with the memorandum of understanding between the MSDE and BCPS, all requests for funds through the incentive program must be approved by the principal, the Office of Third Party Billing, and the area assistant superintendents. A copy of the Third Party Billing Action Plan is attached as Exhibit K. Third party billing funds are allocated based upon the percentage of the case management encounter data submitted. This process ensures equity in the distribution of funds based upon the number of special education Medicaid-eligible students at each school. Individual schools have received from $25 to $25,000 annually.

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

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

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

IX. Interagency Medicaid Monitoring Team

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

For fiscal year 2006, the following changes were instituted for the Third Party Billing Program and school-based providers:

1. The Case Management Activity Detail Log has been revised for school-based providers to include their credentials. By detailing their credentials, providers who do not meet the minimum requirements to bill Medicaid should be eliminated from the process. A sample of the Case Management Activity Detail Log is attached as Exhibit M.

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

3. Logs used by speech/language pathologists, occupational therapists, and physical therapists has been edited to include the signature of the provider on each page of the log.

The offices of Health, Counseling, Social Work, and Psychological Services will be developing a standardized form to be used by providers of their respective disciplines. The form will serve the purpose of a log to document that a service was provided to the student.
The document will be required to meet the minimum billing standards as set forth by Medicaid.

X. Internal Monitoring

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

Based upon the OIG audit, the MSDE has mandated that each local education agency set up a self-monitoring process and have it approved by the MSDE. The Office of Third Party Billing has worked collaboratively with the BCPS Office of Internal Audit and MSDE to develop a more comprehensive internal monitoring process.

The Office of Third Party Billing self-monitoring component is a collaborative effort with the Office of Internal Audit. Each year, the Office of Internal Audit determines the claims and students to be reviewed based upon findings in the IMMT report, as well as the previous internal monitoring report. By using this methodology, it is easy to see if process improvements are being made.

In the 2005-2006 school year, the IMMT visited BCPS on April 4, 2006. The BCPS team that participated in the review consisted of members from the Department of Teaching and Learning, the Department of Fiscal Services, the Department of Human Resources, the
Department of Planning and Support Operations, the Department of Student Support Services, and the Office of Internal Audit. The IMMT reviewed records for twenty (20) students that equated to 128 billable services. Most of the findings in the report were minor and will be addressed by the Office of Third Party Billing through training efforts in the upcoming school year.

XI. School-Based Health Center Billing

The school-based health centers are designed to be used to keep students who may have some health-related issues in school and functioning at a high level. The centers are typically used by students who may not receive health care due to a multitude of barriers, including the lack of health care coverage, parents without adequate transportation, as well as parents who may have to lose time from work in order to take the student to the doctor.

BCPS has been providing and billing for school-based health center services since 1995. BCPS bills private insurance companies and Medicaid annually for school-based health center services provided in the fourteen (14) sites. Exhibit N delineates the number of school-based health center visits by center during the 2005-2006 school year. Exhibit O details the funds generated by school-based health centers based upon the number of services provided to students. Since the billing process has been centralized, the revenue from the program has increased steadily with the exception of the 2005-2006 school year. The Office of Third Party Billing has determined that the decrease in reimbursement in that year can be attributed to insurance companies paying their bills after the close of the BCPS fiscal year.
XII. Medicaid Home and Community-based Autism Waiver Program

The Medicaid Home and Community-based Autism Waiver Program is a medical assistance program that was developed as a joint effort between the MSDE and DHMH in order to offer support at home and in the community to this extremely challenging population. Initially, this program offered services including day habilitation, intensive individual support services, respite care, environmental accessibility adaptations, family training, and residential habilitation. Eligibility for waiver services is determined by technical, financial, and medical criteria, and openings have been filled on a “first come, first served” basis. Originally begun with only 150 openings, the waiver program currently has over 900 participants statewide. There are no plans at this time for adding openings to the state cap. The openings only become available when a child reaches the age of 21, moves out of the state, or no longer meets eligibility requirements.

As of June 2006, there were 120 students participating in the waiver program. Many of the families of these students were able to receive services that were unavailable to them by any other means, improving their quality of life significantly. In other cases, parents were able to spend time doing homework with their non-disabled children while the student with autism worked with a technician at home on life skills. Many families have benefited from the behavioral support and family training that has been provided through the autism waiver. The children on the waiver have also experienced, in many cases, improved behavior and support with IEP goals because the home programs are working in tandem with school programs for the overall developmental improvement of these children. Exhibit P details the autism waiver services provided by type during the 2005-2006 school year.
In March 2006, the DHMH conducted an on-site review of the Medicaid Home and Community-based Autism Waiver Program, and representatives from the Inspection of Care (IOC) team selected 10 BCPS students as part of the statewide review. The IOC team reviews files, interviews parents, and visits students in their homes, and residential and school programs. The exit interview and subsequent information revealed that BCPS is doing “an excellent job with large participant load,” that all records were “present, in good order, well purged, with all essentials present,” and that questionable issues are primarily not at the local level, but are being addressed by the MSDE. Overall, the IOC team had praise for BCPS’ program. Suggestions made are being implemented.

The Office of Third Party Billing has been able to demonstrate that revenue can be generated through the autism waiver due to the manner in which it has been managed. In September 2004, BCPS was informed of a decision by the MSDE to not allow billing for day habilitation. This decision has decreased revenues. It was determined that billing for this service was in direct violation of IDEA regulations, and the billing was discontinued.
EXHIBITS
Students Eligible for the Third Party Billing Program by Fiscal Year

Fiscal Year

Number of Eligible Students

FY93 FY94 FY95 FY96 FY97 FY98 FY99 FY00 FY01 FY02 FY03 FY04 FY05 FY06

1,920 2,155 2,710 2,806 2,955 3,172 3,597 3,836 4,348 4,884 5,509 5,720 5,521 5,326
Dear Parent/Guardian:

The Baltimore County Public Schools are pleased to provide special education services to your child. In order to maintain the highest quality of special education services, we are requesting your assistance. The Baltimore County Public Schools are able to bill Medical Assistance for some services that may be provided to your child. There is no cost to your family. This will not affect or change your Medical Assistance benefits, and will help the Baltimore County Public Schools to obtain funds for children with special needs.

**EVEN IF YOUR CHILD DOES NOT HAVE MEDICAL ASSISTANCE, PLEASE COMPLETE AND RETURN THIS FORM TO YOUR CHILD’S SCHOOL. ALL INFORMATION WILL REMAIN CONFIDENTIAL AND WILL BE USED ONLY TO BILL MEDICAL ASSISTANCE FOR SERVICES PROVIDED TO YOUR CHILD.**

We appreciate your cooperation. If you have any questions, please feel free to contact the Office of Third Party Billing at 410-887-4130 or your child’s school.

Sincerely,

Principal

*All student and Case Manager information must be completed by the school.*

Student Name: ___________________________________________________________

Student Identification Number or Social Security number: _______________________

Student Date of Birth: __________________________

School Name: ___________________________________________________________

STUDENT MEDICAL ASSISTANCE NUMBER** (MA#)

______-______-______-______-______-______-______-______

**Depending on the Managed Care Organization (MCO) the Medical Assistance number can be located on this card in the following category:**

Amerigroup- Medicaid #

Diamond Plan- State ID#  

Helix Family Choice- MA ID#  

Jai Medical Systems- Member ID#  

Maryland Physicians Care- MA#  

Priority Partners- Recipient ID#  

I give permission for my child to receive Case Management services, and I approve of the Case Manager(s) for my child.

Case Manager ____________________________ 2nd Alternate Case Manager ____________________________

Alternate Case Manager ____________________________

_________________________  ___________________________
Signature of Parent/Guardian  Date

⇒ Please return this form to your child’s school tomorrow.

*School staff: Please forward all completed forms to the Office of Third Party Billing in Timonium.

| ACTIVE IEP: ______________ | Valid MA#  
| Date | ______________ |
| In-Active MA#  
| Invalid MA#  
| Invalid SS#  
| State Funded  
| Invalid Name Code |

| NO/ENDED IEP: ____________ / ______________ | Date | Date  
| Valid MA#  
| In-Active MA#  
| Invalid MA#  
| Invalid SS#  
| State Funded  
| Invalid Name Code |

05/05
Start

Registration form sent to schools from Third Party Billing.

Registration form sent to parents of special education students.

Parent indicates child has Medical Assistance.

NO

Stop

YES

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

School sends form to Third Party Billing.

Form held for 30 days and re-checked.

Does the student have an IEP?

NO

Stop

YES

Is the Medicaid number active?

NO

School-based providers submit Encounter Data Forms.

YES

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

Staff uploads data for next school report.

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

REVISED 3/20/07
Percentage of Related Service Encounter Data Forms Received by Discipline
2005-2006 School Year

- Speech Pathology: 67.1%
- Social Work: 11.3%
- Nursing: 3.4%
- Audiology: 0.1%
- Psychological: 2.1%
- Physical Therapy: 2.9%
- Occupational Therapy: 11.9%
Estimated Third Party Billing Reimbursement by Discipline
FY 06, based upon the percentage of encounter data forms submitted
### BALTIMORE COUNTY PUBLIC SCHOOLS
### THIRD PARTY BILLING STAFF DEVELOPMENT TRAINING SESSIONS
### 2005-2006 School Year

**Exhibit F**

<table>
<thead>
<tr>
<th>School Name</th>
<th>Contact Person</th>
<th>Title</th>
<th>Number of Staff Trained</th>
<th>Date of Meeting</th>
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</thead>
<tbody>
<tr>
<td>Arbutus Elementary</td>
<td>Brent Grabill</td>
<td>Assistant Principal</td>
<td>5</td>
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</tr>
<tr>
<td>Arbutus Middle</td>
<td>Meshia Sutton</td>
<td>IEP Chair</td>
<td>11</td>
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<tr>
<td>Baltimore Highlands Elementary</td>
<td>Rosemarie D. Kincannon</td>
<td>Principal</td>
<td>5</td>
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<tr>
<td>Battle Grove Elementary</td>
<td>Sabina Offley</td>
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<td>8</td>
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</tr>
<tr>
<td>Bedford Elementary</td>
<td>Stephen Coco</td>
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<td>5</td>
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</tr>
<tr>
<td>Berkshire Elementary</td>
<td>Sharon Marquette</td>
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<td>6</td>
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<tr>
<td>Campfield Eearly Childhood</td>
<td>Deabra Feaster</td>
<td>Principal</td>
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<tr>
<td>Carney Elementary</td>
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<tr>
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<tr>
<td>Catonsville Elementary</td>
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# BALTIMORE COUNTY PUBLIC SCHOOLS
## THIRD PARTY BILLING STAFF DEVELOPMENT TRAINING SESSIONS
### 2005-2006 School Year

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<tr>
<th>School Name</th>
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<th>Date of Meeting</th>
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<tr>
<td>Deep Creek Elementary</td>
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<tr>
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<td>Logan Elementary</td>
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<td>Heidi Miller</td>
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<tr>
<td>Oliver Beach Elementary</td>
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<tr>
<td>Oremes Elementary</td>
<td>Julia Olmedo</td>
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</table>
## BALTIMORE COUNTY PUBLIC SCHOOLS
### THIRD PARTY BILLING STAFF DEVELOPMENT TRAINING SESSIONS
#### 2005-2006 School Year

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<thead>
<tr>
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<th>Title</th>
<th>Number of Staff Trained</th>
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<tbody>
<tr>
<td>Overlea High</td>
<td>Mary Lou McHugh</td>
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<td>Special Education Department Chair</td>
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<td>Ridge Ruxton</td>
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<td>Anna Marie Costello</td>
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<td>Jason Feiler</td>
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<td>Stemmers Run Middle</td>
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<td>Timber Grove Elementary</td>
<td>Barbara Roberts</td>
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Total Staff Trained | 718
### BALTIMORE COUNTY PUBLIC SCHOOLS
### THIRD PARTY BILLING
### School Based Training Session Evaluation
### SUMMARY
### 2005-2006

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<thead>
<tr>
<th>Question</th>
<th>Yes</th>
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<td>1) Was this training session beneficial to you? If not, how could it be improved?</td>
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<td>2) Has the training session clarified your Third Party Billing responsibilities? If not, what is still confusing?</td>
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<td>3) Have you gained additional knowledge about Third Party Billing as a result of this session?</td>
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<td>4) Was the presenter knowledgeable about the subject?</td>
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<td>5) Did the presenter answer all of your questions? If not, please list your questions.</td>
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<td>6) Do you feel that the Case Management Training Manual is user friendly and will serve as a resource to you? If not, how can it be improved?</td>
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Overall, how would you rate this training session? *(please check one of the boxes)*

- Excellent 380
- Good 61
- Average 7
- No Rating 4
- Total surveys 445

### COMMENTS & SUGGESTIONS (SUMMARY):

- Mr. Tyler’s follow-up letter provided answers to teachers’ questions. (2)
- This session cleared up my understanding of my role as a case manager and which codes to use. (3)
- Charles is an amazing person with a wealth of knowledge on this topic and the ability to communicate that knowledge.
- Charles Tyler need to deem “I can see clearly now,” as his theme song. He continually presents third party billing information in a very easy to understand manner. He is an asset to Baltimore County Public Schools!!
- Your office is so helpful. The training was great! Thank you so much! (2)
- Thank you for paying our ASHA certification dues.
- Mr. Tyler presented his information in a clear, focused and concise manner. While I have facilitated third party billing for several years, it is always important to have a yearly personal site based update. This update was particularly useful due to the many changes to the third party billing mandates and the team at our school. Thank you so much! (5)
Thank you so much for such a wonderful training! Charles was an excellent instructor and it was well worth it for me to attend. (4)
Charles is always excellent! (5)
We love the pens (25)
As always Mr. Tyler makes the session informative. The manual should be given prior to the school year. (10)
I recommend yearly refresher and discussion of any changes. The manuals are very helpful resources.
Well done! (20)
Very thorough and well presented. All of our questions were addressed. (6)
The training was beneficial. I have never had to participate with third party billing so the information provided me with an understanding of my responsibility. Than you for the training. You are extremely knowledgeable and I will be sure to call with any questions. (8)
I really enjoyed the session. Mr. Tyler was very informative and personable. (7)
Charles is so knowledgeable and clear with his explanations that all new assistant principals would benefit from his explanation at a group of new assistant principals training session during the summer. This would save him from all the running as well.
Charles Tyler’s presentation was so helpful. He explained case management responsibilities in great detail, referring us to appropriate forms and pages in the manual. He patiently answered our questions and gave explanations based on his experience with the State and Federal government levels. (2)
As a new CFY, I had no idea how to handle third party billing. Thanks to Charles, now I have a clear understanding.
I love Mr. Tyler’s presentations! He has a great sense of humor and makes a late day meeting tolerable. He is also very clear and concise in his explanations. (3)
This was a very beneficial training session- especially the information regarding billing hours. The manual is very clear and user friendly, especially with the sample sheets. (3)
As a new teacher the manual is proving to be a great resource! (5)
The monthly newsletters are a great resource!
The training provided some clarification with the “Case Management Activity Detail Logs” we have to complete. Charles also reiterated the importance of completing the detail logs. (5)
We appreciated the scheduling flexibility so this could be accomplished on a professional day.
The “sample” notes were very helpful!
The trainer was very knowledgeable, as if he wrote the manual himself! (2)
Thanks Charles, as always I enjoyed hearing your third party billing updates. (3)
Charles was very knowledgeable, informative, and helpful! (83)
We reviewed information about the audits. This helped clear up many questions of why we do what we do.
Thank you for including printable encounter data forms and activity detail logs on your website!! (5)
More paperwork is not the answer. You will lose good teachers because we are tired of doing the work for no compensation or appreciation.
Charles is awesome! (1)
The manual is very comprehensive, straight forward, user friendly and easy to follow. (8)
Charles clarifies and answers all of my questions. (5)
Mr. Charles Tyler and Ms. Kay Crofoot seem to always be available through the school year to clarify information and answer questions. They have both been friendly, kind, knowledgeable and approachable.
• It was nice to learn we can e-mail parents as a contact. Charles explained in depth the responsibilities of e-mailing as a contact. (3)
• This was one of our most useful staff development sessions of the year!
• I already know a lot of the information. Maybe you could hold a separate session for new employees who need to learn the billing requirements from scratch and another session for “seasoned” teachers who already know third party and just need to learn the changes.
• Charles did a wonderful job educating our department. We appreciate his assistance. (3)
• Charles clarified changes and problems we were having last year.
• The forms we complete (encounter data forms) were changed. We were not notified and had to redo all of September forms and resubmit.
• Thank you! (18)
• Chocolate is preferred over life savers!
• Charles is wonderful. He is patient with answering our questions and explaining his position. We would really like to get 100% this year. If we have problems, we know we can rely on you and your staff.
• Very nice!!! We just need time allotted to do it! (2)
• It is good to know the forms are also translated in Spanish!
• Thanks Charles! (4)
• It is so nice to be able to sit down with someone so knowledgeable and have questions answered immediately! Reference was made to the training manual which was also very helpful! (9)
• We couldn’t get a better presenter!
• It is always a pleasure to have you in our school - not to mention informative! My third party pen made the visit complete! (6)
• Please send cookies with Mr. Tyler – not hard candies.
• Mr. Tyler knows the material. He “breathes” the material! (2)
• Do we need to be re-trained every year? I have been through this session about three times?
• Charles makes a very stressful task for the teachers very doable.
• Mr. Tyler always personalizes the sessions by referring to each member by name. He was able to clarify how I should handle session provided by my graduate intern.
• Charles was excellent! I feel much more confident that I am filing third party forms out correctly. The meeting made me feel like our department was communicating and working as a team.
• Charles was very thorough about all the information whether it was now or remained the same.
• Mr. Tyler is personable and professional. Thank you for your time.
• The session clearly presented the changes in the procedures and the updated forms. The step-by-step “how to” was very helpful for me. The manual will serve as a reference when questions arise. It will be easier to use since the presenter referred to pages during the presentation. The confusion is in selecting the appropriate code.
• Any changes in the system or revisions were presented clearly. (3)
• Mr. Tyler did an excellent job with keeping the training on task.
• This session helped me to understand the differences between the way we did it in the city and how it is suppose to be done. The case management training manual is helpful for forms and valued procedures.
• Charles always does an excellent job and always exhibits a positive attitude. In addition, he has a phenomenal memory.
• Being new, I would have liked to go just a little slower. However, I’m sure it was more than sufficient for the veteran teachers.
• Charles explained and clarified procedures and the reasoning behind certain procedures and policies.
• I especially like the model case management encounter data form and the question and answer format.
• When you have done this year after year, you only need the changes highlighted. The manual is thorough. The new teachers need “training.” I felt it should be optional for veterans – perhaps they could receive a “refresher instead?”
• Our training session was held later in the school year. It would be helpful to have this information earlier in the school year.
• Changes to the forms were presented; there was greater clarification given re: ink color (signatures) and certification.
• I would like on-line training examples as a follow-up covering the pertinent point of training. Example: it would be helpful especially for the third party billing Case Management Activity Detail Log.
• Charles makes the sessions tolerable and points out some needed additional information.
• Thanks for keeping us updated!
• I thought there would be “new” information from last school year. I felt there wasn’t anything new but it was helpful anyway.
• There is too much paperwork!
Billing of these services prior to the 1999-2000 school year was not consistent.
Centralized billing process began in the 2000-2001 school year.
Action Plan (For Computer Use)
For Use of Third Party Billing Case Management Funds

School Name: 

Salary Amount Requested: $0.00
  FICA 7.65% 0.00
  Workers Comp. 0.40% 0.00
Total Salary (including FICA & WC) Requested: 0.00

Non-Salary Items Requested:
  Supplies and Materials Amount: 0.00
  Staff Development Amount: 0.00
  Equipment Amount: 0.00
  Field Trips/Transportation 0.00
Total Non-Salary Items Requested: 0.00

Total Amount Requested $0.00

Provide the following:
1. Justification for requested funding by category and explanation of how funding will enhance special education and/or health related services. 7 typed lines allowed below. Use a separate sheet of paper for additional information.

2. Performance goal, indicator, and strategy number(s) indicating how this request supports the Superintendent’s Blueprint for Progress.

Principal’s Name: 

Principal’s Signature: 
  Date

Third Party Billing Signature: 
  Date

Area Asst. Superintendent’s Signature: 
  Date
Number of Schools Receiving the Third Party Billing Certificate of Achievement

Exhibit L
### Case Management Activity Detail Log

<table>
<thead>
<tr>
<th>Student ID#</th>
<th>Student Name</th>
<th>School Name</th>
<th>Date</th>
<th>Outcome Statement</th>
<th>Comments</th>
<th>Case Manager</th>
<th>Credentials</th>
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</tr>
</tbody>
</table>

#### Outcome Statements

A. Meeting with child regarding progress.  
B. Written note sent home to parent/guardian regarding child's progress.  
C. Telephone call to parent/guardian regarding child's progress.  
D. Email contact to parent/guardian regarding child's progress.  
E. Consulted with team members-progress/follow-up note sent home with child to parent/guardian.  
F. Meeting held with parent/guardian with child present regarding progress.  
G. Other: This statement must indicate the following: parent/guardian contacted, nature of contact, and any follow-up action.  
   The case manager must be the person making the contact.

PLACE IN STUDENT'S PERMANENT RECORD AT THE CLOSE OF THE SCHOOL YEAR,  
OR WHEN THE STUDENT TRANSFERS TO ANOTHER BCPS SCHOOL
School-Based Health Center Visits
2005-2006 School Year

Chesapeake High, 454
Bridge Center, 537
Woodlawn High, 420
Winfield Elementary, 431
Riverview Elementary, 364
Lansdowne Middle, 522
Lansdowne High, 654

Kenwood High, 554
Deep Creek Middle, 588
Glenmar Elementary, 262
Hawthorne Elementary, 217
Middlesex Elementary, 312
Mars Estates Elementary, 361
Martin Boulevard Elementary, 290
School-Based Health Center Funds Generated by School
2005-2006 School Year

Funds Generated

<table>
<thead>
<tr>
<th>School</th>
<th>Funds Generated</th>
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<tbody>
<tr>
<td>Bridge Center</td>
<td>$6,176.35</td>
</tr>
<tr>
<td>Woodlawn High</td>
<td>$4,428.80</td>
</tr>
<tr>
<td>Winfield Elementary</td>
<td>$6,187.52</td>
</tr>
<tr>
<td>Riverview Elementary</td>
<td>$6,355.33</td>
</tr>
<tr>
<td>Lansdowne Middle</td>
<td>$7,272.15</td>
</tr>
<tr>
<td>Lansdowne High</td>
<td>$8,966.35</td>
</tr>
<tr>
<td>Mars Estates Elementary</td>
<td>$9,084.19</td>
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<tr>
<td>Middlesex Elementary</td>
<td>$9,983.04</td>
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<tr>
<td>Martin Boulevard Elementary</td>
<td>$5,241.93</td>
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<tr>
<td>Hawthorne Elementary</td>
<td>$4,749.45</td>
</tr>
<tr>
<td>Glenmar Elementary</td>
<td>$6,807.74</td>
</tr>
<tr>
<td>Deep Creek Middle</td>
<td>$10,046.40</td>
</tr>
<tr>
<td>Kenwood High</td>
<td>$4,949.16</td>
</tr>
<tr>
<td>Chesapeake High</td>
<td></td>
</tr>
</tbody>
</table>

Exhibit O
Autism Waiver Services Provided by Type
2005-2006 School Year

- Monthly Ongoing Autism Waiver Case Management: 76%
- Initial Autism Waiver Assessment: 1%
- Periodic Autism Waiver Assessment: 23%

Legend:
- Yellow: Monthly Ongoing Autism Waiver Case Management
- Red: Initial Autism Waiver Assessment
- Blue: Periodic Autism Waiver Assessment
DATE: April 24, 2007

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: FINANCIAL REPORT – FOR THE MONTHS ENDING
FEBRUARY 28, 2006 AND 2007

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

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

INFORMATION


General Fund Comparison of FY2006 and FY2007 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 FY2006 and FY2007 General Fund Revenue Budget. Figure 2 provides an overview of the FY2007 General Fund Expenditure Budget. Figure 3 compares the percent of the budget obligated as of February 28, 2006 and 2007. Figure 4 is a comparative statement of budget to actual revenues, expenditures, and encumbrances.
Figure 1

**Year-to-Date Comparison**

- **Baltimore County** – The FY2007 county appropriation increased $14.6 million, 2.5% over the FY2006 budget. County funds are drawn based on cash flow requirements. Year-to-date county revenue recognized is $356.4 million, 58.8% of the budget, as compared to $331.1 million, 56.0% of the budget, for FY2006.

- **State of Maryland** – The FY2007 state appropriation increased $51.8 million, 13.4% over the FY2006 budget. The increase is the result of the fourth year of the Maryland *Bridge to Excellence in Public Schools Act*. 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 re-appropriations of funds from the prior year’s fund balance, out-of-county living arrangement payments from other local education agencies which are estimated to be $4 million and are generally collected at year-end, tuitions and sundry revenues. The year-to-date revenue includes the re-appropriation of $8.1 million of the prior year’s fund balance, including $5.3 million of budget supplements, which were approved by the county council to provide funding for the window replacement project at Lansdowne Elementary school, funding for two alternative academic programs and also the disaster recovery site being developed in partnership with the county government; tuition and other revenues of approximately $5.7 million.
Total expenditures and encumbrances – Year-to-date expenditures and encumbrances through February, 2007, are $692 million, 65.3% obligated, compared to $629 million, 63.6% obligated, for the same period in FY2006. 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 63% 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 Transportation) average 61.7% 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-time kindergarten and other programs. The non-salary expenditures are budgeted for an overall increase of $38.4 million, or 11% over the prior year. These projected increases are in a number of categories throughout the budget, including $3.7 million in the instructional textbook category, primarily related to planned math textbook purchases and reading materials for students in grades 7 and 8; $1.3 million increase in fuel cost in transportation; $11.9 million for expected increases in utilities cost and contractual services in operation of plant; $3.8 million in additional expenditures in maintenance of plant for planned repairs and replacement of building systems in a number of schools; an increase in fixed charges of $19.1 million resulting from additional payroll related costs, which increase as salaries are increased and cost increases in health insurances; and funds budgeted in capital outlay for the purchase of additional portable classrooms and the window replacement project at Lansdowne Elementary school. In addition to the above increases, approximately $1.6 million is budgeted to fund the expected costs of a 4-classroom modular unit and other start-up costs for Maryland’s Tomorrow/Advance Path Academy, which is a dropout prevention program housed at Chesapeake High School; and, $2.1 million is budgeted to provide funding for space rental, supplies and materials needed for the Secondary Academic Intervention Model servicing students in grades 6-10 in the eastern and central areas of Baltimore County. The budget also includes $300,000 for computer equipment, data and telephone cabling for the Disaster Recovery Center.
Administration and Mid-level administration – Year-to-date FY2007 administrative non-salary expenditures and encumbrances have decreased $2.1 million over those expended during the same period in FY2006. This decrease results primarily from a decrease in budgeted contracted services related to the upgrade in the Board’s financial system, which was substantially completed in FY2006. 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 $14.7 million in FY2007 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 and for special education kindergarten at 10 additional schools.

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 18.9% or approximately $4 million for the year. The increase in the budget includes $2.1 million county-wide expenditure for math textbooks and $2.2 million for reading materials for grades 7 and 8. To date, $17.2 million, 72.9% of the FY2007 budgeted textbook 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. The budgeted funds in this category were increased $1.2 million in January for expected costs for two new secondary academic intervention programs. To date, $6.8 million, 54.4% of the FY2007 budgeted funds has been committed. In the prior year, $8 million, 69.5% had been committed primarily because of $2 million of expenditures for new computer equipment that had been incurred at that time. 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 FY2007 salary budget includes increased funding for salary restructuring, step increases, and the cost of an additional 28 full-time employees to support expansion of kindergarten special education inclusion programs. $32.3 million (93.3%) of the FY2007 special education non-salary budget is for private placement of children in non-public schools. To date, 93.8% of the original budgeted funds for private placement, $30.3 million, have been committed, compared with 80% committed at February 2006. A supplemental appropriation has been submitted to the Board to reflect increased tuition costs of $1.5 million in excess of the budgeted amount. These excess costs will be funded entirely by additional state revenues. The total cost of non-public placements is projected to be approximately $33.8 million for the current year.

• **Student personnel and Health services** – Year-to-date FY2007 expenditures and encumbrances are currently in line with the budget.

• **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 $1.3 million, which can be attributed primarily to anticipated additional fuel cost and increased costs for parts and maintenance. It is anticipated that the expenditures for private bus contractors will be significantly in excess of the amount budgeted because of contractual increases in rates agreed to in the spring of 2006. As of February 2007, 94.4% of the non-salary budget has been committed, compared with 92% committed as of February 2006. Expenditures for salaries are in line with the budget and with prior year expenditures.
• **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 also included. The non-salary expenditure budget for this category has increased $13.9 million, 40.2%. This increase is largely attributable to additional cost of utilities of $6.3 million, resulting from the cost associated with the new Windsor Mill Middle school and also from overall projected price increases for supplies and services. Additionally, $2 million was budgeted in January to provide funding for the purchase of relocatable classrooms, space rental and build-out costs associated with two intervention programs. Encumbrances for utilities have been established for approximately the full amount of the budgeted annual costs of $31 million. It is anticipated that the expenditures for utilities will be less than budgeted as a result of the warmer weather experienced during much of this winter. Other expenditures in this category include the cost of building rent, $2.3 million; property insurance, $1.1 million; trash removal, $850,000, and related expenditures. As of February 2007, 93.1% of the non-salary budget has been committed, compared with 97.2% as of February 2006.

• **Maintenance of plant and capital outlay** – The maintenance category consists of activities related to the service and upkeep of building systems and grounds. The non-salary expenditure budget for this category increased $4.1 million or 35.5% over the prior year, including $300,000 added in January 2007 for the Disaster Recovery Center. These increases included $3.6 million for the planned repair and replacement of building systems at selected schools. The capital outlay category includes expenditures related to acquisition and construction of land, buildings and equipment. Capital outlay expenditures to date include approximately $600,000 for the acquisition of portable classrooms to provide facilities for the expansion of all day kindergarten programs. Additionally, a budget supplement of $1,292,000 was approved by the county council in November 2006 to provide funding for the completion of the window replacement project at Lansdowne Elementary school.  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 68% and 28% of the Fixed Charges budget, respectively. The FY2007 budget includes an increase of $11.8 million resulting from increases in premiums for health insurance. Year-to-date FY2007 expenditures and encumbrances are in line with the budget.
### Comparison of FY 2006 and FY 2007 Revenues, Expenditures, and Encumbrances
For the Periods Ended February, 2006 and 2007

#### General Fund

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<tr>
<th>Revenues</th>
<th>FY 2006</th>
<th>FY 2007</th>
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</thead>
<tbody>
<tr>
<td>Total Budget</td>
<td>Adjusted</td>
<td>Total Remaining</td>
</tr>
<tr>
<td>Baltimore County</td>
<td>$591,656,029</td>
<td>$331,156,933</td>
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<tr>
<td>State of Maryland</td>
<td>388,415,375</td>
<td>250,011,092</td>
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<tr>
<td>Other</td>
<td>11,816,983</td>
<td>7,177,211</td>
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<td>Total revenues</td>
<td>$989,888,387</td>
<td>$588,345,236</td>
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<table>
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<tr>
<th>Expenditures and encumbrances</th>
<th>FY 2006</th>
<th>FY 2007</th>
</tr>
</thead>
<tbody>
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<td>Total Salary</td>
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<td>$655,462,584</td>
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<tr>
<td>Total Non-Salary</td>
<td>344,453,935</td>
<td>236,825,657</td>
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<td>Total expenditures and encumbrances</td>
<td>$1,404,530,610</td>
<td>$892,288,241</td>
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**Figure 4**