

TENTATIVE, SUBJECT TO CHANGE

MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, September 18, 2007  
5:00 P.M.-Closed Session, 7:30 P.M.-Open Session  
Educational Support Services Building

- I. PLEDGE OF ALLEGIANCE
- II. SILENT MEDITATION IN REMEMBRANCE
- III. AGENDA  
Consideration of the agenda for September 18, 2007
- IV. SELECTION OF SPEAKERS
- V. ADVISORY AND STAKEHOLDER GROUPS
- VI. SUPERINTENDENT'S REPORT
- VII. RECOGNITION OF ADMINISTRATIVE APPOINTMENTS FROM SEPTEMBER 5, 2007 (Dr. Peccia)
- VIII. OLD BUSINESS
  - A. Consideration of the following Board of Education Policies:
    - INTENTIONALLY LEFT BLANK Exhibit A
    - Proposed Changes to Policy 7120 – NEW CONSTRUCTION: Planning-Patterns of Participation (third reading) (Mr. Sines) Exhibit B
    - Proposed Deletion of Policy 7450 – NEW CONSTRUCTION: Constructing-Supervision of Work in Progress (third reading) (Mr. Sines) Exhibit C
- IX. REPORTS
  - A. Report on Proposed FY09 State/ County Capital Budget Request (Ms. Burnopp) Exhibit D
  - B. Report on Proposed Concession Stand at Sparrows Point High School (first reading) (Ms. Satterfield) Exhibit E
- X. NEW BUSINESS

- A. Consideration of consent to the following personnel matters: (Dr. Peccia)
1. Retirements Exhibit F
  2. Resignations Exhibit G
  3. Leaves of Absence Exhibit H
  4. Administrative Appointments Exhibit I
  5. Advisory Council Appointment Exhibit J
- B. Consideration of consent to the following contract awards: (Mr. Gay/Mr. Sines)  
Exhibit K
1. Contract Modification: Special Education Therapy Services
  2. Contract Modification and Extension: Lamps and Bulbs
  3. Contract Modification and Extension: Lease Renewal for Meadowood Education Center
  4. Business Services Platform
  5. Early Intervention Services
  6. Memorandum of Understanding between Connections Academy and Baltimore County Public Schools
  7. Contract Modification: Window Replacement – Bear Creek Elementary School
  8. Contract Modification: Architect/Engineer (A/E) Services for the Feasibility Study and Schematic Design Phase – Catonsville Middle School
  9. Contract Modification: Architect/Engineer (A/E) Services for the Feasibility Study and Schematic Design Phase – Hillcrest Elementary School
  10. Contract Modification: General Contractor Construction Services Contract – Kenwood High School Addition and Technology Wing Renovation
  11. Contract Modification: General Contractor Construction Services Contract – Kenwood High School Addition and Technology Wing Renovation
  12. Contract Modification: Renovations – Loch Raven Technical Academy
  13. Off Hour Corridor Separations – Various Elementary Schools
- C. Consideration of Hearing Officer's Opinion in Case #07-03 and #07-29 (P. Tyson Bennett, Esq.)

XI. INFORMATION

- A. Board of Education Focus Areas for 2007-2008 Exhibit L
- B. Revised Superintendent's Rule 3125 – NON-INSTRUCTIONAL SERVICES: Fiscal Services: Accounting and Cash Management-School Activity Funds Exhibit M
- C. New Superintendent's Rule 3231 – NON-INSTRUCTIONAL SERVICES: Purchasing-Vendor Performance Evaluation Exhibit N
- D. New Superintendent's Rule 5510 – STUDENTS: Conduct-Positive Behavior Exhibit O
- E. Revised Superintendent's Rule 7120 – NEW CONSTRUCTION: Planning-Patterns of Participation Exhibit P
- F. Deletion of Superintendent's Rule 7450 – NEW CONSTRUCTION: Constructing-Supervision of Work in Progress Exhibit Q

XII. ANNOUNCEMENTS

- A. General Public Comment

Next Board Meeting  
7:30 PM

Tuesday, October 2, 2007  
Greenwood

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**Date:** September 18, 2007

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **PROPOSED CHANGES OF BOARD OF EDUCATION POLICY 7120**  
**NEW CONSTRUCTION: PLANNING**

**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 7120. This is the third reading of this policy.

Attachment I – Policy Analysis  
Attachment II – Proposed Policy 7120

**BOARD OF EDUCATION OF BALTIMORE COUNTY**  
**Policy Analysis for Proposed Revision to Policy 7120**  
**New Construction – Planning – Patterns of Participation**

Statement of Issues Addressed by the Proposed Policy Revision

Text has been modified to reflect current practices.

Cost Analysis

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

Relationship to Other Board of Education Policies

Revisions will not affect any other Board policy.

Legal Requirement

Revisions are not mandated by legal requirement.

Similar Policies Adopted by Other School Systems

Montgomery County Public Schools has a similar policy for school planning process. No other comparable policies were found.

Draft of Proposed Policy

See attached.

Other Alternatives Considered by Staff

No other alternative was considered.

NEW CONSTRUCTION: Planning

Patterns of Participation

The Superintendent [of Schools] shall establish administrative procedures [for the purpose of utilizing to the fullest extent all available resources in an effort to enrich and improve all aspects of the planning phase of new school construction] TO DIRECT COMPREHENSIVE PLANNING FOR NEW CONSTRUCTION PROJECTS.

Policy  
Adopted: 9/25/69  
REVISED:

Board of Education of Baltimore County

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**Date:** September 18, 2007

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **PROPOSED DELETION OF BOARD OF EDUCATION POLICY 7450 – NEW CONSTRUCTION: CONSTRUCTING**

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

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

**RECOMMENDATION**

That the Board of Education considers the deletion of Policy 7450. This is the third reading of this policy.

Attachment I – Policy Analysis  
Attachment II – Proposed Policy 7450

**BOARD OF EDUCATION OF BALTIMORE COUNTY**  
**Policy Analysis for Proposed Revision to Policy 7450**  
**New Construction – Supervision of Work in Progress**

Statement of Issues Addressed by the Proposed Policy Revision

Policy and Rule 7450 are being recommended for deletion. The information contained in these documents is already included in construction documents and, therefore, redundant.

Cost Analysis

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

Relationship to Other Board of Education Policies

Deletion will not affect any other Board policy.

Legal Requirement

Deletion does not affect legal requirements.

Similar Policies Adopted by Other School Systems

Policies for Montgomery County, Prince Georges County, Garrett County, Harford County, and Baltimore City Public Schools were reviewed and none have similar policies.

Draft of Proposed Policy

See attached.

Other Alternatives Considered by Staff

N/A



NEW CONSTRUCTION: Constructing

Supervision of Work in Progress

The Superintendent of Schools shall establish such administrative procedures as are required in the area of supervision to protect the interest of the Board of Education in the satisfactory completion of a new school project.

POLICY  
Adopted: 9/25/69]

Board of Education of Baltimore County

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** September 18, 2007

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **PROPOSED FY 2009 STATE CAPITAL BUDGET REQUEST**

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

**RESOURCE PERSON(S):** Barbara Burnopp, Chief Financial Officer  
Kevin Grabill, Fiscal Analyst, Office of Budget and Reporting

**RECOMMENDATION**

That the Board of Education reviews the superintendent’s proposed FY 2009 state capital budget recommendations in preparation for the work session on September 19, 2007, and for Board action on October 2, 2007. Ultimately, state-funded projects will require that county matching funds be verified before final state adoption in May.

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Attachment I – Proposed FY 2009 State Capital Budget Request by Priority Order

**Baltimore County Public Schools**

**Attachment I**

**Proposed FY 2009 State Capital Budget Request by Priority Order  
September 18, 2007**

Priority Order	School	Project	State Planning Approval Granted	Previous State Funding	State Funding to be Requested	Cumulative Total
1	Old Court MS - Planning	Renovation, Roof, Gym Ren.	No	\$0	\$0	\$0
2	Old Court MS	Renovation, Roof, Gym Ren.	No	0	8,530,000	8,530,000
3	Sandalwood ES	HVAC	NA	0	815,000	9,345,000
4	Catonsville HS	Boiler Replacement	NA	0	250,000	9,595,000
5	Joppa View ES	Roof Replacement	NA	0	686,000	10,281,000
6	Ridgley MS	Roof Replacement	NA	0	977,000	11,258,000
7	Riderwood ES	Window Replacement	NA	0	600,000	11,858,000
8	Cockeysville MS - Planning	Renovation, Roof & Windows	No	0	0	11,858,000
9	Cockeysville MS	Renovation, Roof & Windows	No	0	7,026,000	18,884,000
10	Loch Raven HS	HVAC	NA	0	1,925,000	20,809,000
11	Chesapeake HS	Boiler Replacement	NA	0	300,000	21,109,000
12	Arbutus ES	Roof Replacement	NA	0	354,000	21,463,000
13	Western Tech HS	Roof Replacement	NA	0	1,024,000	22,487,000
14	Chadwick ES	Window Replacement	NA	0	600,000	23,087,000
15	Pine Grove MS	Renovation	Yes	4,307,000	428,000	23,515,000
16	Hereford MS - Planning	Renovation	No	0	0	23,515,000
17	Hereford MS	Renovation	No	0	5,225,000	28,740,000
18	Shady Springs ES	Boiler Replacement	NA	0	250,000	28,990,000
19	Pinewood ES	Window Replacement	NA	0	600,000	29,590,000
20	Riderwood ES	Roof Replacement	NA	0	529,000	30,119,000
21	Kingsville ES	Roof Replacement	NA	0	514,000	30,633,000
22	Chesapeake HS	Air Handling System	NA	0	776,000	31,409,000
23	Red House Run ES	Window Replacement	NA	0	600,000	32,009,000
24	Woodbridge ES	Roof Replacement	NA	0	517,000	32,526,000
25	Perry Hall MS	Roof Replacement	NA	0	1,850,000	34,376,000
26	Pikesville MS	Roof Replacement	NA	0	1,306,000	35,682,000
27	Catonsville MS - Planning	New Addition	No	0	0	35,682,000
28	Catonsville MS	New Addition	No	0	2,110,000	37,792,000
29	Sandy Plains ES	Window Replacement	NA	0	600,000	38,392,000
30	Dagwood ES - Planning	New Addition	No	0	0	38,392,000
31	Cedarmere ES - Planning	New Addition	No	0	0	38,392,000
32	Loch Raven HS - Planning	New Addition	No	0	0	38,392,000
33	Mays Chapel Special Education - Plan.	New Construction	No	0	0	38,392,000
34	Hillcrest ES - Planning	New Addition	No	0	0	38,392,000
35	Hillcrest ES	New Addition	No	0	2,060,000	40,452,000
36	Carver Center - Planning	Renovation, New Auditorium	No	0	0	40,452,000
37	Carver Center	Renovation, New Auditorium	No	0	26,000,000	66,452,000

<b>Baltimore County Public Schools</b>						
<b>Proposed FY 2009 State Capital Budget Request by Priority Order</b>						
<b>September 19, 2007</b>						
Priority Order	School	Project	State Planning Approval Granted	Previous State Funding	State Funding to be Requested	Cumulative Total
38	Catonsville HS - Planning	Renovation	No	0	0	66,452,000
39	Catonsville HS	Renovation	No	0	26,000,000	92,452,000
40	Milford Mill Academy - Planning	Renovation	No	0	0	92,452,000
41	Woodlawn HS - Planning	Auditorium & Gym. Renovation	No	0	0	92,452,000
42	Woodlawn HS	Auditorium & Gym. Renovation	No	0	1,675,000	94,127,000
43	Sollers Point Technical HS	Renovation - Planning	No	0	0	94,127,000
44	Hereford HS	Renovation - Planning	No	0	0	94,127,000
45	Kenwood HS	Renovation - Planning	No	0	0	94,127,000
46	Parkville HS	Renovation - Planning	No	0	0	94,127,000
47	Dundalk HS	Renovation - Planning	No	0	0	94,127,000
48	Franklin HS	Renovation - Planning	No	0	0	94,127,000
<b>Totals:</b>				<b>\$4,307,000</b>	<b>\$94,127,000</b>	

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** September 18, 2007  
**TO:** **BOARD OF EDUCATION**  
**FROM:** Dr. Joe A. Hairston, Superintendent  
**SUBJECT:** **PROPOSED CONCESSION STAND AT SPARROWS POINT HIGH SCHOOL**

**ORIGINATOR:** Jean E. Satterfield, Assistant Superintendent, Southeast Area

**RESOURCE PERSON(S):** Rob Santacroce, Principal, Sparrows Point High School

**RECOMMENDATION**

That the Board of Education approves a Concession Stand to be built at Sparrows Point High School. This is the first reading.

In accordance with Superintendent's Rule #7330, Sparrows Point High School is proposing the installation of a Concession Stand be approved. This Concession Stand is being constructed with a private donation from Gail Parr, in memory of her son. The installation will be done by Free-State General Contractors, Inc.

The engineering firm, Bafitis & Associates, Inc., which is an approved BCPS vendor, presented a proposal for the installation of a Concession Stand and followed the procedure set forth in Superintendent's Rule #7330.

Students, as well as the total school community, will enjoy the Concession Stand while attending games at Sparrows Point High School.

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**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** September 18, 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.

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

RLG/caj

Appendix I – Recommendations for Award of Contracts – Board Exhibit

**Recommendations for Award of Contracts  
Board Exhibit – September 18, 2007**

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

- 1. Contract Modification:** Special Education Therapy Services  
**Contract #:** PCR-279-05

**Term:** N/A      **Extension:** N/A      **Contract Ending Date:** 5/23/10  
**Estimated annual award value:** N/A  
**Estimated total award value:** N/A

**Description:**

This contract modification is to add four providers to this contract. The initial contract for \$7.5 million over five years was approved by the Board in May 2005 for providers of speech, occupational and physical therapies, audiology, and education of the deaf/hard-of-hearing using sign language to students ranging in age from birth to 21. Services are provided in a variety of locations in the county.

Speech therapists provide screening, assessment, and treatment for direct and collaborative programming services to move toward an inclusive classroom model. Speech therapists also develop individual education plans (IEP), develop individual family service plans (IFSP) for infants and toddlers, and participate in admission, review, and dismissal (ARD) teams.

Physical and occupational therapists provide treatment and annual skill updating evaluation, assist in developing IEPs and IFSPs, and participate in ARD teams when appropriate.

**Recommendation:**

Award of contract modification is recommended to:

Frankly Communicating, Inc.	Westminster, MD
Supplemental Health Care, Inc.	Laurel, MD
Communication Solutions, Inc.	Centreville, MD
Therapy Needs, Inc.	Oella, MD

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

**Contact person:** Patricia Lawton

**Funding source:** Operating budget

**PDK Audit Alignment:** Recommendation A.9.1

**Explanatory Detail:**

Sub-contracting related-service providers will ensure that students with IEPs have equal access to qualified personnel in order to implement the services mandated by their IEPs; hence, supporting student achievement in the classroom setting. The contracting of these providers will also ensure that BCPS will maintain compliance as per the Individuals with Disabilities Education Act (IDEA) 2004.



**2. Contract Modification and Extension:** Lamps and Bulbs  
**Contract #:** JMI-605-05 (Montgomery County Public Schools [MCPS] #4095.2)  
**Term:** N/A      **Extension:** 1 year      **Contract Ending Date:** 8/23/08  
**Original total award value:** \$300,000  
**Estimated additional award value:** \$175,000  
**Estimated total award value:** \$475,000

**Description:**

On September 8, 2004, the Board approved the initial contract, and on August 22, 2006, the Board approved a one-year extension. This is an additional one-year extension of the contracts for \$175,000 for lamps and bulbs.

**Recommendation:**

Award of contract modification and extension is recommended to:

Allegheny Electronics	Hagerstown, MD
B&B Lighting Supply, Inc.	Baltimore, MD
C.N. Robinson Lighting Supply Co.	Baltimore, MD
Scott Electric	Greensburg, PA
United Electric Supply	Rockville, MD
Vantage Lighting, Inc.	San Rafael, CA
Vista, Inc.	Overland Park, KS

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

**Contact person:** Michael G. Sines

**Funding source:** Operating budget

**PDK Audit Alignment:** None

**Explanatory Details:** The PDK audit does not address this item.

**3. Contract Modification and Extension:** Lease Assignment and Renewal for Meadowood Education Center  
**Contract #:** RGA-146-08

**Term:** N/A      **Extension:** 5 years      **Contract Ending Date:** 7/31/13

**Estimated annual award value:** \$156,042 w/3% escalation clause to begin August 1, 2009  
**Estimated total award value:** \$1,837,832

**Description:**

On June 21, 1996, the Board entered into the initial lease agreement, and on August 13, 2002, the Board approved a five-year extension for August 1, 2003, through July 31, 2008.

This contract modification (assignment) and extension consists of the lease renewal of a 14,721 square foot facility that houses the Meadowood Education Center located at 1849 Gywnn Oak Avenue, Baltimore County, Maryland. Meadowood East Building, L.L.C., has acquired these assets from the original vendor, A & E Partners, Limited.

**Recommendation:**

Award of contract assignment and extension is recommended to:

Meadowood East Building, L.L.C.      Baltimore, MD

**Responsible school or office:** Department of Planning and Support Operations

**Contact person:** Don Dent

**Funding source:** Operating budget

**PDK Audit Alignment:** None

**Explanatory Details:** The PDK audit does not address this item.



**5. Contract** Early Intervention Services  
**Contract #:** PCR-281-08

**Term:** 2 years    **Extension:** 2 years    **Contract Ending Date:** 9/30/11  
**Estimated annual award value:** \$ 500,000  
**Estimated total award value:** \$2,000,000

**Bid issued:** July 12, 2007  
**Pre-bid meeting date:** August 2, 2007  
**Due date:** August 15, 2007  
**No. of vendors issued to:** 19  
**No. of bids received:** 5  
**No. of no-bids received:** 0

**Description:**

This contract consists of speech pathology, occupational and physical therapies, and physical instruction services for the students in the infants and toddlers program (ITP).

Services include special instruction, speech-language pathology, occupational therapy, physical therapy, social work, psychology, nursing, audiology, and service coordination. The services are provided in typical settings, such as the home or day care, for children of this age group. The ITP goal is to support the family within the community as they facilitate their child's learning and development.

**Recommendation:**

Award of contract is recommended to:

Care Resources, Inc.	Baltimore, MD
County Therapy Associates, Inc.	Whiteford, MD
PACT, Inc.	Baltimore, MD
Progressus Therapy, LLC	Tampa, FL
The Maryland Therapy Network, Inc.	Bel Air, MD

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

**Contact person:** Patricia Lawton

**Funding source:** Operating budget

**PDK Audit Alignment:** Recommendation A.9.1

**Explanatory Detail:**

Sub-contracting related-service providers will ensure that students with IEPs have equal access to qualified personnel in order to implement the services mandated by their IEPs; hence, supporting student achievement in the classroom setting. The contracting of these providers will also ensure that BCPS will maintain compliance as per the Individuals with Disabilities Education Act (IDEA), 2004.

**6. Contract:** Memorandum of Understanding between Connections Academy and BCPS  
**Contract #:** RGA-150-08

**Term:** 1 year      **Extension:** N/A      **Contract Ending Date:** 09/30/08  
**Estimated annual award value:** N/A  
**Estimated total award value:** N/A

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

**Description:**

This contract consists of allowing BCPS to create a pilot technology-based, full-time instructional program that students may attend from home or another location outside of a BCPS classroom. Connections Academy will provide innovative educational services outside the traditional classroom emphasizing accountability and performance for students and staff. Connections Academy will provide to BCPS a non-assignable limited license for the use of its Learning Management System by administrative staff, teachers, students, learning coaches, and other individuals required to access the system, including individuals designated by the BCPS, to provide the educational services. The list of materials and courses will be updated regularly and will meet the requirements of Maryland State standards and such BCPS standards as are applicable for other technology-based or home instruction programs operated by BCPS. Each student will receive a personalized learning plan and assessments according to Connections Academy protocols. During the initial year of the pilot program, Connections Academy shall employ an individual who shall be designated as the pilot program “principal.” In the event that BCPS elects to extend the term of the pilot program during any extension period, BCPS may elect to employ the principal.

The principal shall be responsible for supervising teachers, managing the operations of the pilot program according to Connections Academy protocols, and any BCPS or state regulatory requirements. For the initial year of the pilot program, Connections Academy may also employ one or more persons who shall be designated as assistant principals or other administrative or clerical staff, if such individuals are approved by BCPS.

For the initial year of the pilot program, teachers will be employees of Connections Academy subject to approval by BCPS and confirmation of a valid Maryland teaching license. In the event that BCPS elects to extend the term of the program during any extension period, BCPS may elect to employ any or all teaching staff. For teachers employed by Connections Academy, Connections Academy shall be responsible for recruiting, training, and assigning teachers. For teachers employed by BCPS, Connections Academy shall only be responsible for training teachers in the operation of the pilot program. Teachers employed by the BCPS shall be subject to any bargaining agreement with the BCPS.

For any teachers employed by Connections Academy, Connections Academy shall be responsible for the payment of all compensation and benefits. BCPS shall be responsible for the development of the individualized education program (IEP) and any outside services or equipment. Connections Academy's responsibility shall be limited to providing teachers with training in order to modify the instructional plan and curriculum materials to meet the needs of the student's IEP.

All students will be required to participate in any standardized testing required by BCPS. BCPS will be responsible for providing locations and staffing required for the administration of any proctored in-person standardized tests required by BCPS or by the state of Maryland.

**Recommendation:**

Award of contract is recommended to:

Connections Academy	Baltimore, MD
<b>Responsible school or office:</b>	Office of Alternative Education
<b>Contact person:</b>	Dale Rauenzahn
<b>Funding source:</b>	N/A
<b>PDK Audit Alignment:</b>	None
<b>Explanatory Details:</b>	The PDK audit does not address this item.

**7. Contract Modification:** Window Replacement – Bear Creek Elementary School  
**Contract #:** JMI-602-07

**Term:** N/A      **Extension:** N/A      **Contract Ending Date:** N/A  
**Estimated annual award value:** \$1,240,307  
**Estimated modification amount:** \$28,600

**Description:**

On November 21, 2006, the Board approved a contract with E. Pikounis Construction Co., Inc. This contract modification will provide for secondary entrance replacements not included in the base bid. The contractor has agreed to complete this work as described in Alternate No. 1 at the same cost offered in the bid package.

**Recommendation:**

Award of contract modification is recommended to:

E. Pikounis Construction Co., Inc.      Baltimore, MD

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

**Contact person:** Michael G. Sines

**Funding source:** Capital budget

**PDK Audit Alignment:** None

**Explanatory Details:** The PDK audit does not address this item.



**8. Contract Modification:** Architect/Engineer (A/E) Services for the Feasibility Study and Schematic Design Phase – Catonsville Middle School  
**Contract #:** RGA-101-07

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

**Estimated annual award value:** \$79,598

**Estimated modification amount:** \$319,683

**Description:**

On November 21, 2006, the Board approved a contract with Rubeling & Associates, Inc., for a feasibility study and the schematic design for an addition to Catonsville Middle School. Consultant fees for the design development phase, construction document phase, and assistance throughout the bidding and construction administration have been determined.

**Recommendation:**

Award of contract modification is recommended to:

Rubeling & Associates, Inc.                      Towson, MD

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

**Contact person:** Michael G. Sines

**Funding source:** Capital budget

**PDK Audit Alignment:** None

**Explanatory Details:** The PDK audit does not address this item.

**9. Contract Modification:** Architect/Engineer (A/E) Services for the Feasibility Study and Schematic Design Phase – Hillcrest Elementary School  
**Contract #:** RGA-101-07

**Term:** NA      **Extension:** NA      **Contract Ending Date:** NA

**Estimated annual award value:** \$79,598

**Estimated modification amount:** \$313,873

**Description:**

On November 21, 2006, the Board approved a contract with Rubeling & Associates, Inc., for a feasibility study and the schematic design for an addition to Hillcrest Elementary School. Consultant fees for the design development phase, construction document phase, and assistance throughout the bidding and construction administration have been determined.

**Recommendation:**

Award of contract modification is recommended to:

Rubeling & Associates, Inc.                      Towson, MD

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

**Contact person:** Michael G. Sines

**Funding source:** Capital budget

**PDK Audit Alignment:** None

**Explanatory Details:** The PDK audit does not address this item.







**13. Contract:** Off Hour Corridor Separations – Various Elementary Schools  
**Contract #:** MBU-555-08

**Term:** N/A      **Extension:** N/A      **Contract Ending Date:** N/A  
**Estimated annual award value:** \$297,000  
**Estimated contingency amount:** 29,700  
**Estimated total award value:** \$326,700

**Bid issued:** August 9, 2007  
**Pre-bid meeting date:** August 16, 2007  
**Due date:** August 30, 2007  
**No. of vendors issued to:** 5  
**No. of bids received:** 4  
**No. of no-bids received:** 0

**Description:**

This project consists of the addition of security doors within corridors to give the Department of Recreation and Parks access to only the gymnasiums and restrooms in various elementary schools during non-duty school hours.

**Recommendation:**

Award of contract is recommended to:

Huntington & Hopkins, Inc.      Hunt Valley, MD

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

**Contact person:** Michael G. Sines

**Funding source:** Capital budget

**PDK Audit Alignment:** None

**Explanatory Details:** The PDK audit does not address this item.

	Bidders' Names			
	Huntington & Hopkins, Inc.	Mirabile Construction Co., Inc.	Most Incorporated	RWC Contracting Corporation
Base Bid	\$297,000	\$302,147	\$324,405	\$393,800



## Board of Education Mission

The Board of Education of Baltimore County serves as the liaison to the community and is committed to providing a quality education for all students in safe and orderly schools by developing and implementing policies reflective of community values and ensuring the efficient and effective use of fiscal and human resources.

## Focus Areas 2007-08

Every year, the Baltimore County Public Schools Board of Education identifies specific focus areas. This document highlights the Board's focus areas for 2007-08 and shows how they are aligned with the school system's foundational *Blueprint for Progress* and the recent curriculum audit.



Performance Goals from the Baltimore County Public Schools *Blueprint for Progress*

Board of Education Focus Areas for 2007-08

### Performance Goal 1

By 2012, all students will reach high standards, as established by the Baltimore County Public Schools and state performance level standards, in reading/language arts, mathematics, science, and social studies.

### Performance Goal 2

By 2012, all English Language Learners will become proficient in English and reach high academic standards in reading/language arts, mathematics, science, and social studies.

### Performance Goal 5

All students will graduate from high school.

### Student Achievement

Through increased rigor and data-driven decision-making, promote continued advancement of student achievement in Baltimore County Public Schools.

1. Monitoring the success of programs through performance data.
2. Preparing middle school students for high school.
3. Using "feedback mechanisms" (e.g., DIBELS) to provide teachers with ongoing assessments of students' learning needs.
4. Ensuring that "average" students (i.e., those not in special education or gifted and talented programs) receive the support and attention needed to excel.
5. Expanding participation in Advanced Placement and SAT programs.
6. Integrating art, music, and physical education into curriculum.
7. Ensuring that resources are directed to schools where they are most needed.

### Performance Goal 3

All students will be taught by highly qualified teachers.

### Staffing

Continue to demonstrate to Baltimore County Public Schools employees that they are the school system's most important resource.

1. Striving to place the most qualified and experienced teachers and instructional assistants into underperforming classrooms.
2. Providing effective professional development and resources to teachers, incorporating curriculum audit recommendations for differentiation.

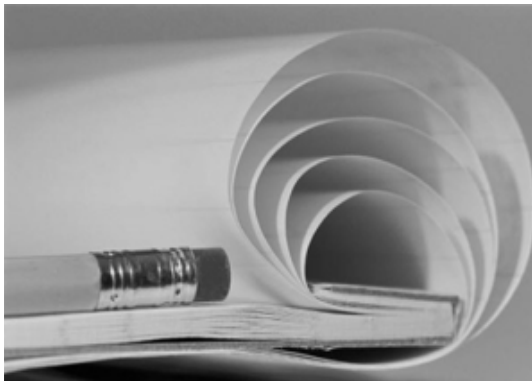
The Baltimore County Public Schools  
Board of Education

6901 Charles Street  
Towson, MD 21204  
www.bcps.org  
410-887-4126

*continued on other side*

**Performance Goal 4**

All students will be educated in school environments that are safe and conducive to learning.



**Facilities**

Build and maintain facilities in the Baltimore County Public Schools system that are conducive to teaching and learning.

1. Increasing maintenance-related budgets and maintaining all buildings to specified standards.
2. Continuing to acquire land for expansion, especially for a high school in the Central/Northeast area.
3. Exploring alternatives for additional school sites.

**Safe Schools**

Ensure that Baltimore County public schools provide safe learning environments.

**Performance Goal 6**

Engage parents/guardians, business, and community members in the educational process.

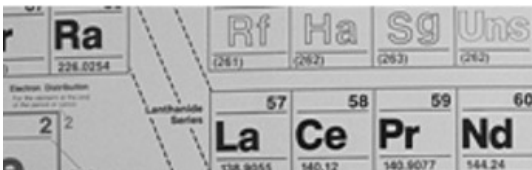
**Performance Goal 7**

Involve principals, teachers, staff, stakeholders, and parents/guardians in the decision-making process.

**Communications and Marketing**

Promote Baltimore County Public Schools and enhance Board communications.

1. Increasing effective Board communications (e.g., including executive summaries in Board reports; sharing Board committee reports; refocusing constituent reports at Board meetings to emphasize Board areas of focus).
2. Using multiple vehicles and strategies to promote BCPS accomplishments to general public and to elected officials.
3. Developing a legislative agenda, and sharing it with Board constituent groups.
4. Meeting with the County Executive and County Council.
5. Lobbying more effectively in Annapolis.
6. Exploring new ways of engaging families and communities to join with us in promoting student achievement.



**Performance Goal 8**

All students will receive a quality education through the efficient and effective use of resources and the delivery of business services.

**Fiscal Management**

Ensure that Baltimore County Public Schools remains a model of public sector fiscal management.

1. Continuing initiatives to enrich Board knowledge in fiscal areas.
2. Basing fiscal decisions on hard data and Board priorities.
3. Continuing to vigilantly monitor health care cost containment and grants/program management.



## NON-INSTRUCTIONAL SERVICES: Fiscal Services

Accounting and Cash Management: School Activity Funds

## Management of Funds

1. The financial management of all school activity funds shall be the responsibility of the school principal. Financial management shall include maintaining sound accounting practices, recording the receipt and expenditure of funds using a uniform chart of accounts, authorizing expenditures, reporting to school administration, parents, and students on the use of student activity funds, and compliance with regulations issued by the internal revenue service and the comptroller of Maryland, sales and use tax division.
2. All funds collected by school employees and by student treasurers shall be receipted, accounted for, and directed, without delay, to the proper location of deposit on a daily basis. All schools shall provide for making bank deposits after regular banking hours in order to avoid leaving money in the school overnight. In no case shall funds be left overnight in schools, except in safes provided for safekeeping of valuables. School activity funds may not be disbursed as cash payments under any circumstances.
3. Schools are encouraged to maintain school activity funds in a single checking/savings account. Funds not needed to meet current obligations may be invested by the department of fiscal services.
4. Funds belonging to external organizations such as parent-teacher associations and booster clubs are not considered school activity funds and shall not be commingled with school funds.
5. External organizations may not conduct fund raising activities or establish an admission fee schedule that supersedes or diminishes a school's claim to receipts generated by school sponsored activities.
6. External organizations may contribute funds to schools, which are then deposited into school activity funds.
7. Cafeteria funds are not considered school activity funds and shall be maintained by the office of food and nutrition services.

8. GUIDELINES FOR JUDGING THE APPROPRIATENESS OF ANY FUND RAISING ACTIVITY SHALL INCLUDE THE FOLLOWING:
  - A. THE ACTIVITY SHALL BE OPEN TO ALL STUDENTS
  - B. THE ACTIVITY SHOULD NOT BE HELD ON SCHOOL TIME
  - C. THE ACTIVITY SHALL NOT USE STUDENTS TO SELL PRODUCTS IN THE COMMUNITY
  - D. THE ACTIVITY SHALL NOT INVOLVE PHYSICAL COMPETITION (CONTACT SPORTS) BETWEEN STUDENTS AND FACULTY
  - E. ACTIVITIES MUST NOT PLACE UNDUE BURDENS ON STUDENTS OR STAFF
  - F. COST OF PARTICIPATION IN THE ACTIVITY MUST BE NOMINAL

The department of fiscal services shall maintain The Accounting Manual for School Activity Funds to guide the management of these funds.

Related policies: Policy 2211, School Personnel, school-Based Administrators: Principal

Rule  
approved: 7/11/06  
Revised: 9/18/07

Superintendent of Schools

NON-INSTRUCTIONAL SERVICES: Purchasing

VENDOR PERFORMANCE EVALUATION

I. VENDOR PERFORMANCE EVALUATION

IN ORDER TO FACILITATE MANAGEMENT OF VENDORS DOING BUSINESS WITH THE BALTIMORE COUNTY PUBLIC SCHOOLS, THE OFFICE OF PURCHASING SHALL ESTABLISH PROCEDURES FOR EVALUATING, DOCUMENTING, AND REPORTING VENDOR PERFORMANCE UNDER A CONTRACT FOR PURCHASE OF GOODS, PERFORMANCE OF SERVICES, CONSULTING, CONSTRUCTION, CONSTRUCTION MANAGEMENT, BUILDING RENOVATION, OR IMPROVEMENT OF FACILITIES. THESE PROCEDURES SHALL INCLUDE A PROCESS FOR PERFORMANCE APPRAISAL, COMMUNICATION OF FEEDBACK TO VENDORS, FORMS AND DOCUMENTATION REQUIREMENTS, A PROCESS FOR SUSPENSION OR DEBARMENT OF UNSATISFACTORY VENDORS, AND A VENDOR APPEAL PROCESS.

A. NON-CONSTRUCTION CONTRACTS

1. ALL BCPS CONTRACTS, EXCLUDING CONSTRUCTION, CONSTRUCTION MANAGEMENT, RENOVATION, AND BUILDING IMPROVEMENT, THAT EXCEED \$500,000 SHALL REQUIRE A VENDOR PERFORMANCE EVALUATION WITHIN 30 DAYS OF COMPLETION OF THE CONTRACT. VENDOR PERFORMANCE EVALUATIONS SHOULD BE COMPLETED SEMI-ANNUALLY BY THE SPONSORING OFFICE FOR OPEN ENDED CONTRACTS OR PURCHASE ORDERS. THE OFFICE OF PURCHASING MAY REQUEST A VENDOR PERFORMANCE EVALUATION MORE FREQUENTLY, AND FOR ANY CONTRACT WITH A VALUE LESS THAN \$500,000.
2. SCHOOL AND OFFICE STAFF THAT USE BCPS SYSTEM-WIDE CONTRACTS MAY FORWARD INFORMATION REGARDING VENDOR PERFORMANCE TO THE OFFICE OF PURCHASING AT ANY TIME. THE OFFICE OF PURCHASING MAY SURVEY USERS OF SYSTEM-WIDE CONTRACTS IN ORDER TO GATHER FEEDBACK ON VENDOR PERFORMANCE.

B. CONSTRUCTION CONTRACTS

VENDOR PERFORMANCE EVALUATIONS ARE REQUIRED FOR ALL BCPS CONTRACTS FOR CONSTRUCTION, CONSTRUCTION

MANAGEMENT, BUILDING RENOVATION, OR FACILITY IMPROVEMENT THAT EXCEED \$500,000. VENDOR PERFORMANCE EVALUATIONS SHALL BE COMPLETED SEMI-ANNUALLY BY THE OFFICE OF PHYSICAL FACILITIES THROUGHOUT THE DURATION OF THE CONTRACT, AND A FINAL EVALUATION SHALL BE PREPARED WITHIN 30 DAYS OF SUBSTANTIAL COMPLETION OF THE CONTRACT. MORE FREQUENT EVALUATIONS MAY BE SUBMITTED IF NECESSARY TO FACILITATE PROPER MANAGEMENT OF THE VENDOR. THE OFFICE OF PURCHASING MAY REQUEST A VENDOR PERFORMANCE EVALUATION FOR ANY CONTRACT WITH A VALUE LESS THAN \$500,000.

C. DOCUMENTATION

COGNIZANT SCHOOL AND OFFICE STAFF SHALL SUBMIT VENDOR PERFORMANCE COMMENTS TO THE OFFICE OF PURCHASING IN ACCORDANCE WITH ESTABLISHED FORMS AND PROCEDURES.

D. COMMUNICATION WITH VENDORS

1. VENDOR PERFORMANCE EVALUATIONS SHALL BE COMMUNICATED TO THE VENDOR BY THE OFFICE OF PURCHASING.
2. ALL VENDORS SHALL BE MONITORED CONSISTENTLY AND FAIRLY IN ACCORDANCE WITH THE CONTRACT REQUIREMENTS.

E. SUSPENSION AND DEBARMENT

1. PURPOSE

THE PURPOSE OF SUSPENSION AND/OR DEBARMENT IS TO PROTECT THE BCPS FROM RISKS ASSOCIATED WITH AWARDING CONTRACTS TO PERSONS OR FIRMS HAVING EXHIBITED AN INABILITY OR UNWILLINGNESS TO FULFILL CONTRACTUAL OBLIGATIONS, AND TO PROTECT BCPS INTERESTS AND THE INTEGRITY OF THE PROCUREMENT PROCESS BY PREVENTING INDIVIDUALS OR FIRMS WHO HAVE DISPLAYED IMPROPER CONDUCT FROM PARTICIPATING ON BCPS REQUIREMENTS FOR SPECIFIC PERIODS OF TIME.

2. CAUSES FOR SUSPENSION OR DEBARMENT

AN INDIVIDUAL OR FIRM MAY BE SUSPENDED OR DEBARRED FOR ANY OF THE FOLLOWING REASONS:

- A. BREACH OF CONTRACT WITH BCPS.
  - B. AN UNWILLINGNESS OR INABILITY TO HONOR A BINDING BID.
  - C. FALSIFYING OR MISREPRESENTING MANUFACTURER'S SPECIFICATIONS IN RESPONSE TO A BID OR REQUEST FOR PROPOSAL (RFP).
  - D. CONFERRING OR OFFERING TO CONFER ANY GIFT, GRATUITY, FAVOR, OR ADVANTAGE UPON ANY EMPLOYEE OF BCPS WHO EXERCISES ANY RESPONSIBILITY FOR A BID, RFP, OR SELECTION OF VENDORS FOR A CONTRACT.
  - E. CONVICTION FOR ANY CRIMINAL OFFENSE INVOLVING PUBLIC CONTRACTING.
  - F. CONVICTION FOR ANY OFFENSES INDICATING A LACK OF BUSINESS INTEGRITY
  - G. FAILURE TO PAY ANY COSTS INCURRED BY BCPS PURSUANT TO A CONTRACT TERMINATION FOR DEFAULT.
  - H. ANY CAUSE INDICATING THAT THE INDIVIDUAL OR FIRM IS NOT A RESPONSIBLE VENDOR.
  - I. SUSPENSION OR DEBARMENT BY ANOTHER PUBLIC ENTITY.
  - J. A RECENT RECORD OF FAILURE TO PERFORM OR UNSATISFACTORY PERFORMANCE IN ACCORDANCE WITH THE TERMS OF ONE OR MORE CONTRACTS.
  - K. FAILURE TO REPLACE INFERIOR OR DEFECTIVE PRODUCTS WITHIN A REASONABLE PERIOD OF TIME AFTER NOTIFICATION BY BCPS.
  - L. COLLUSION OR COLLABORATION WITH ANOTHER BIDDER IN AN ATTEMPT TO RESTRAIN COMPETITION OR FIX PRICES.
  - M. ANY OTHER CAUSE THAT BCPS DETERMINES TO BE SO SERIOUS AND COMPELLING AS TO AFFECT RESPONSIBILITY AS A BCPS VENDOR.
3. TERM

THE MANAGER OF THE OFFICE OF PURCHASING MAY SUSPEND A

RULE 3231

VENDOR IF THERE IS PROBABLE CAUSE FOR DEBARMENT FOR A PERIOD NOT TO EXCEED NINETY (90) DAYS WHILE DEBARMENT PROCEEDINGS CONTINUE.

THE MANAGER OF THE OFFICE OF PURCHASING MAY DEBAR A VENDOR FOR A PERIOD OF UP TO THREE (3) YEARS.

ANY BIDS OR PROPOSALS SUBMITTED BY THE VENDOR DURING THE SUSPENSION OR DEBARMENT PERIOD SHALL NOT BE CONSIDERED.

4. NOTIFICATION

THE MANAGER OF THE OFFICE OF PURCHASING SHALL MAIL (CERTIFIED) A NOTICE OF SUSPENSION OR DEBARMENT TO THE VENDOR INDICATING THE REASON(S), AND THE EFFECTIVE PERIOD.

5. APPEAL

A DEBARRED OR SUSPENDED VENDOR MAY APPEAL THE SUSPENSION OR DEBARMENT BY SENDING A WRITTEN REQUEST WITHIN TEN (10) WORKING DAYS AFTER RECEIPT OF THE NOTICE OF SUSPENSION/DEBARMENT TO THE CHIEF FINANCIAL OFFICER, DEPARTMENT OF FISCAL SERVICES.

THE VENDOR MUST PROVIDE SPECIFIC EVIDENCE TO SHOW WHY THE SUSPENSION OR DEBARMENT IS UNWARRANTED. BASED UPON THIS INFORMATION, THE SUSPENSION/DEBARMENT MAY BE MODIFIED, RESCINDED, OR AFFIRMED BY THE CHIEF FINANCIAL OFFICER. THE DECISION OF THE CHIEF FINANCIAL OFFICER IS FINAL.

THE CHIEF FINANCIAL OFFICER, DEPARTMENT OF FISCAL SERVICES SHALL MAIL (CERTIFIED) A NOTICE OF THE RESULTS OF THE APPEAL OF SUSPENSION OR DEBARMENT TO THE VENDOR INDICATING THE CONCLUSIONS AND REASONS.

RULE  
APPROVED: 9/18/07

SUPERINTENDENT OF SCHOOLS

STUDENTS: CONDUCT

POSITIVE BEHAVIOR

POSITIVE BEHAVIOR IN SCHOOL IS EXTREMELY IMPORTANT TO THE MAINTENANCE OF SAFE AND ORDERLY LEARNING ENVIRONMENTS FOR ALL STUDENTS. WITHOUT POSITIVE BEHAVIOR IN SCHOOL, STUDENTS WILL NOT REACH EXPECTED ACHIEVEMENT STANDARDS.

DISCIPLINE

DISCIPLINE IS TEACHING STUDENTS HOW TO MAKE GOOD CHOICES BY USING GOOD DECISION-MAKING SKILLS AND KNOWN CONSEQUENCES WHEN STUDENTS CHOOSE TO BEHAVE INAPPROPRIATELY. STUDENTS SHALL BE TAUGHT THAT THERE ARE BEHAVIOR LIMITS WITHIN THE LAW AND THAT THE GOAL IS FOR THEM TO BECOME GOOD LAW-ABIDING CITIZENS.

THE GOAL IN THE DISCIPLINE PROCESS IS TO CONTINUE TO MAINTAIN SAFE, ORDERLY, AND NURTURING LEARNING ENVIRONMENTS THAT ARE CONDUCIVE TO POSITIVE LEARNING EXPERIENCES IN ALL SCHOOLS SO THAT ALL STUDENTS WILL REACH EXPECTED ACHIEVEMENT STANDARDS. THE FOCUS IS TO PREVENT AND/OR MODIFY UNACCEPTABLE STUDENT BEHAVIOR WITH SUPPORT SERVICES AND APPROPRIATE INTERVENTIONS. PARENTS/GUARDIANS SUPPORT SHALL BE SOLICITED TO HELP STUDENTS BEHAVE APPROPRIATELY AND SUCCEED ACADEMICALLY. THE DISCIPLINE PROCESS SHALL BE PROACTIVE WITH THE EMPHASIS ON TEAMWORK.

THE FOLLOWING INTERVENTIONS AND SUPPORTS ARE RECOMMENDED TO TEACH STUDENTS HOW TO BEHAVE AND TO ENCOURAGE STUDENTS TO BEHAVE APPROPRIATELY IN SCHOOL:

1. STUDENT/TEACHER CONFERENCES
2. APPROPRIATE STUDENT PLACEMENT IN CLASSES
3. TEACHER/PARENT/STUDENT CONFERENCES
4. TEACHER/STUDENT/SCHOOL COUNSELOR CONFERENCES
5. PEER MEDIATION PROGRAM

6. CONFLICT RESOLUTION PROGRAM
7. MENTORING PROGRAM
8. STUDENT SUPPORT TEAM INTERVENTIONS
9. FUNCTIONAL BEHAVIOR ASSESSMENTS
10. INDIVIDUAL STUDENT BEHAVIOR PLANS

THE FOLLOWING DISCIPLINE CONSEQUENCES ARE RECOMMENDED WHEN INTERVENTIONS AND SUPPORTS DO NOT RESULT IN POSITIVE STUDENT BEHAVIOR:

1. ADMINISTRATIVE REFERRALS FOR DISCIPLINE
2. IN-SCHOOL SUSPENSIONS
3. SUSPENSIONS FROM SCHOOL UP TO TEN DAYS
4. SUSPENSIONS TO PUPIL PERSONNEL WORKERS FOR SUPPORT
5. SUSPENSIONS TO THE SUPERINTENDENT'S DESIGNEES
6. ALTERNATIVE PROGRAM ASSIGNMENTS
7. EXPULSIONS AND ALTERNATIVE PROGRAM PLACEMENTS.

RULE  
ADOPTED:

SUPERINTENDENT OF SCHOOLS



RULE 7120

NEW CONSTRUCTION: Planning

Patterns of Participation

1. Staff and Other School Personnel

It shall be the responsibility of the [Division] DEPARTMENT of Physical Facilities to fully utilize the services and counsel of school and staff personnel in the planning process for new construction.

- a. The [Department] OFFICE of STRATEGIC Planning shall establish lines of communication with staff personnel, school principals, and the Board of Education in determining such [things] ISSUES as the [pupil] STUDENT capacity of a school building, enrollment projections for individual school districts, and changes in school boundaries.
- b. The [Departments of Planning] OFFICE OF ENGINEERING and Construction shall [involve staff and school personnel, including teachers] CONSULT WITH THE SCHOOL STAFF in such [things] ISSUES as the functional and practical aspects of school design, materials, and systems of construction.
- c. The [Department] OFFICE of MAINTENANCE AND Grounds [Maintenance and Operations] shall [involve staff and school personnel] CONSULT WITH THE SCHOOL STAFF in such [things] ISSUES as the functional and practical aspects of site development design as well, as the selection of equipment and materials.
- d. The [Department] OFFICE of Purchasing shall [involve staff and school personnel] CONSULT WITH THE SCHOOL STAFF in such [things] ISSUES as the selection of furniture and equipment.

2. Other School Systems

It shall be the responsibility of the [Division] DEPARTMENT of Physical Facilities to periodically visit and observe similar operations in other school systems, both in Maryland and throughout the nation. Such visits and observations [shall] SHOULD provide opportunities for interchanges of operational views and ideas with the express purposes of improving planning and functions in the respective offices.

RULE 7120

3. Consultants

It shall be the [prerogative] RESPONSIBILITY of the [Associate Superintendent, Division] EXECUTIVE DIRECTOR of Physical Facilities to recommend the employment of consultants when it is deemed advisable and proper by the Superintendent of Schools that such services are required to revise, enlarge, or improve any phase of the overall planning process for new construction.

Rule

Approved: 9/25/69

Revised: 9/27/90

REVISED:

Superintendent of Schools

NEW CONSTRUCTION: Constructing

Supervision of Work in Progress

1. Administrative Staff

a. County Funded

Members of the staff of the Division of Physical Facilities of the Board of Education shall be responsible for the periodic inspection of the progress of work on a new school project to see that the provisions and terms of the contract documents, and any addenda thereto, are being satisfactorily fulfilled. In the event the contract conditions are not being fulfilled, the Associate Superintendent, Division of Physical Facilities, shall be notified and shall take such steps as are necessary to have the contract fulfilled or declared in default.

b. State Funded

Compliance of work-in-progress with the contract terms shall be in accordance with the prescribed procedures of the State of Maryland Interagency Committee on School Construction.

2. Architect/ENGINEER

The architect for a new school is compensated for, and shall serve as the Board of Education representative, in making periodic inspections of the progress of work on a new school project to see that the provisions and terms of the contract documents, and any addenda thereto, are satisfactorily fulfilled.

3. Contractor

The contractor shall supervise and direct the progress of construction of a new school project using her/his best skill and attention. Furthermore, the contractor shall be responsible for the supervision of all employees, all subcontractors, their agents and employees; and all other persons performing any of the work under the terms of the contract documents and any addenda thereto.

Rule

Superintendent of Schools

Approved: 9/25/69

Revised: 7/14/77]