MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, January 8, 2008
4:30 P.M.-Closed Session, 7:30 P.M.-Open Session
Educational Support Services Building

I. PLEDGE OF ALLEGIANCE

II. SILENT MEDITATION IN REMEMBRANCE

III. AGENDA
Consideration of the agenda for January 8, 2008

IV. MINUTES
Consideration of the Open and Closed Minutes of December 4, 2007

V. SELECTION OF SPEAKERS

VI. ADVISORY AND STAKEHOLDER GROUPS

VII. SUPERINTENDENT’S REPORT

VIII. SPECIAL ORDER OF BUSINESS – Recognition of the Department of Physical Facilities, 2007 Indoor Air Quality National Award

IX. RECOGNITION OF ADMINISTRATIVE APPOINTMENTS, ADVISORY COUNCIL APPOINTMENT, AND ETHICS REVIEW PANEL APPOINTMENT FROM DECEMBER 18, 2007

X. OLD BUSINESS
A. Consideration of the Proposed FY2009-2014 State and County Capital Budget Request

B. Consideration of the following Board of Education Policies (third reading):
   - Proposed Re-adoption of Policy 2352 – ADMINISTRATION: Administrative Operations-Accidents/Medical Emergencies
   - Proposed Re-adoption of Policy 3111 – NON-INSTRUCTIONAL SERVICES: Fiscal Services-Budget: Planning and Preparation
   - Proposed Re-adoption of Policy 3112 – NON-INSTRUCTIONAL SERVICES: Fiscal Services-Budget: Operating Budget
IX. OLD BUSINESS (cont)

- Proposed Re-adoption of Policy 3121 - NON-INSTRUCTIONAL SERVICES: Fiscal Services-Accounting and Cash Management: Funds Management (Ms. Harris) Exhibit F
- Proposed Changes to Policy 5160 – STUDENTS: Enrollment and Attendance-Transfers (Ms. Harris) Exhibit G
- Proposed Changes to Policy 5310 – STUDENTS: Activities-Awards of Achievement (Ms. Harris) Exhibit H

XI. REPORTS

A. Superintendent’s Proposed Operating Budget, Fiscal Year 2009 (exhibit to follow) (Dr. Hairston) Exhibit I

XII. NEW BUSINESS

A. Consideration of consent to the following personnel matters: (Dr. Peccia) Exhibit J
   1. Transfers
   2. Sabbatical Leaves
   3. Retirements
   4. Resignations
   5. Leaves of Absence

B. Consideration of consent to the following contract awards: (Mr. Gay/Mr. Sines) Exhibit O
   1. Computer-assisted Real-time (CART) Services
   2. Office Furniture and Equipment
   3. On-line Catalog Platform
   4. Research and Evaluation Services
   5. Video, Digital, and Audio Networking
   6. Memorandum of Understanding: Provide Health Services
   7. Contract Modification: On-Call Construction Management Services – Holabird Middle School and Loch Raven Technical Academy
   8. Contract Modification: On-Call Construction Management Services – Perry Hall Middle School and Lansdowne Middle School
   9. Chiller Replacement – Sandalwood Elementary School
   10. Request to Negotiate: Consultant Services – Architectural/Engineering (A/E) Services-Modernization of Air Distribution System for Perry Hall High School

Pulled

Pulled
XII. NEW BUSINESS (cont)

C. Consideration of Hearing Examiner’s Recommendation in Case #07-26

(P. Tyson Bennett, Esq.)

XIII. INFORMATION

A. FY08 Financial Report for months ending November 30, 2006 and 2007

B. MSDE Bi-annual Financial Status Report for Period Ending November 30, 2007

C. Revised Superintendent’s Rule 2352 – ADMINISTRATION: Administrative Operations-Accidents/Medical Emergencies
   • Form A – Bodily Injury Report Form for Visitors/General Public
   • Form B – First Report for Workers’ Compensation
   • Form C – Student Accident Report Form

D. Readopted Superintendent’s Rule 5160 – STUDENTS: Enrollment and Attendance-Transfers

XIV. ANNOUNCEMENTS

A. Public Comment on Proposed Changes to Policy 4000 – PERSONNEL: General-Equal Employment Opportunity (second reading)

B. Public Comment on Proposed Changes to Policy 4220 – PERSONNEL: Classified-Employment (second reading)

C. General Public Comment

Next Board Meeting
7:30 PM Tuesday, January 22, 2008 Greenwood
Exhibit A

TENTATIVE MINUTES

BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Tuesday, December 4, 2007

The Board of Education of Baltimore County, Maryland, met in open session at 4:29 p.m. at Greenwood. President JoAnn C. Murphy and the following Board members were present: Ms. Donna Flynn, Ms. Frances A. S. Harris, Mr. Earnest E. Hines, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Mr. H. Edward Parker, Jr., Ms. Joy Shillman, and Miss Audrey Dittman. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

Ms. Murphy reminded Board members of community functions and Board of Education events scheduled in December and January.

Board members, Ms. Mary-Margaret O’Hare and Mr. John A. Hayden, III, entered the room at 4:32 p.m.

Ms. Murphy shared with Board members the agenda for the December 11, 2007 work session.

Dr. Hairston shared with Board members a letter that the County Executive sent to the Interagency Committee (IAC) making a request concerning the FY 2009 capital budget.

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

Pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1), (a)(7), (a)(8), and (a)(9) and upon motion of Mr. Parker, seconded by Mr. Hayden, the Board commenced its closed session at 4:40 p.m.

CLOSED SESSION MINUTES

The Board of Education of Baltimore County, Maryland, met in closed session at 4:40 p.m. at Greenwood. President JoAnn C. Murphy and the following Board members were present: Ms. Donna Flynn, Ms. Frances A. S. Harris, Mr. John A. Hayden, III, Mr. Earnest E. Hines, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Ms. Mary-Margaret O’Hare, Mr. H. Edward Parker, Jr., Ms. Joy Shillman, and Miss Audrey Dittman. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and the following staff members were present: J. Robert Haines, Esq., Deputy Superintendent; Dr. Sonia Diaz, Chief Academic Officer, Mr. William Lawrence, Assistant Superintendent, Northwest Area; Dr. Robert Tomback, Assistant Superintendent, Northeast Area; Dr. Manuel Rodriguez, Assistant Superintendent, Southwest Area; Ms. Jean Satterfield, Assistant Superintendent, Southeast Area; Mr. Lyle Patzkowsky, Assistant Superintendent, Central Area; Margaret-Ann Howie, Esq., General Counsel; Dr. Donald Peccia, Assistant Superintendent, Human Resources and Governmental Relations; Dr. Alpheus Arrington, Director, Personnel Staffing; Mr. Daniel Capozzi, Staff Relations Manager;
CLOSED SESSION MINUTES (cont)

P. Tyson Bennett, Esq., Counsel to the Board of Education; and Ms. Brenda Stiffler, Administrative Assistant to the Board.

Ms. Barbara Burnopp, Chief Financial Officer, entered the room at 4:40 p.m.

Mr. Capozzi discussed with Board members the status of collective bargaining negotiations.

Mr. Capozzi and Ms. Burnopp exited the room at 5:16 p.m.

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

Mr. Bennett provided legal advice to the Board regarding hearing officers’ opinions in three cases to be considered this evening.

Mr. Bennett provided advice to Board members on pending litigation regarding a charter school.

At 6:18 p.m., Ms. Harris moved the Board adjourn for a brief dinner recess. The motion was seconded by Mr. Parker and approved by the Board.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 7:31 p.m. at Greenwood. President JoAnn C. Murphy and the following Board members were present: Ms. Donna Flynn, Ms. Frances A. S. Harris, Mr. John A. Hayden, III, Mr. Earnest E. Hines, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Ms. Mary-Margaret O’Hare, Mr. H. Edward Parker, Jr., Ms. Joy Shillman, and Miss Audrey Dittman. 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 Ms. Andrea Barr, followed by a period of silent meditation for those who have served education in the Baltimore County Public Schools.

Ms. Murphy 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, Ms. Murphy 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

Mr. Boyd Crouse, Coordinator of the Area Education Advisory Councils, announced that there will be a joint area education advisory council meeting on Thursday, January 24, 2008, at Greenwood. Topics include the progress and status of actions on the PDK audit and how the area advisory councils can support the recommendations.

Ms. Maggie Kennedy, Chair of the Baltimore County Education Coalition, reported on coalition’s visit to the Crossroads Center ribbon cutting ceremony. She also shared with Board members her role on the Superintendent’s Task Force.

Ms. Susan Katz, President of the PTA Council of Baltimore County, provided facts on the advantages of sound enhancement equipment in the classroom.

Ms. Cheryl Bost, President of the Teachers Association of Baltimore County, stated that conversations among Board members are not consistent and hopes that all programs that come into classrooms are reviewed. Ms. Bost announced that the TABCO/BACE Legislative Breakfast would be held on Saturday, January 5, 2008.

SUPERINTENDENT’S REPORT

Dr. Hairston announced that Ms. Rhonda Hoyman, Supervisor of Career and Technology, has been recognized as the Outstanding Career and Technology Educator for 2007.

Dr. Hairston also announced that Eastern Technical and Hereford high schools earned silver medals in *U.S. News & World Report*’s first ever ranking of America’s best high schools. *U.S. News & World Report* assessed schools based on their performance on state tests, success in educating disadvantaged students, and offerings of college-level coursework. Out of the almost 19,000 public high schools evaluated, the top 100 schools were awarded gold medals, the next 405 received silver medals, and an additional 1,086 were recognized with bronze medals.

Dr. Hairston informed the public that information on teacher tenure by school by geographical location is available to the public and is located on the table adjacent to the Board room.

Dr. Hairston stated that early indications are showing that local government and school systems will be negatively impacted in the upcoming budget process.
RECOGNITION OF ADMINISTRATIVE APPOINTMENTS

Dr. Donald Peccia, Assistant Superintendent of Human Resources and Governmental Relations, recognized the administrative appointments made at the November 20, 2007 Board meeting:

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<tr>
<th>NAME</th>
<th>FROM</th>
<th>TO</th>
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<tr>
<td>CHRISTINE W. KOTH</td>
<td>Johns Hopkins Bloomsberg School of Public Health</td>
<td>Specialist, Research Title I Programs</td>
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<td>(Effective November 21, 2007)</td>
<td>Department of Mental Health Assistant Scientist</td>
<td>Department of Humanities</td>
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<tr>
<td>J. KURT BUCKLER</td>
<td>Assistant Administrator, Engineering Department of Physical Facilities</td>
<td>Administrator Engineering and Construction Department of Physical Facilities</td>
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<td>(Effective February 1, 2008)</td>
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SPECIAL ORDER OF BUSINESS

Ms. Murphy announced that the BCPS Comprehensive Annual Financial Report (CAFR) is published annually after completion of the annual audit of the Board’s financial statements. The fiscal year 2007 CAFR includes the artwork of students from various schools for the 2006-2007 school year. Ms. Murphy recognized and thanked the students by presenting each student with a U.S. Savings Bond. The students were:

- Laurese Yvette Kelley – Woodlawn High School
- Kari Ann Opert – Patapsco High School & Center for the Arts
- Jeshua Peart – Randallstown High School
- Justin Aaron Sklar – George Washington Carver Center for Arts & Technology
- Angela Marie Watson – Perry Hall High School

REPORTS

The Board received the following reports:

A. **FY2007 Comprehensive Annual Finance Report and Single Audit Report** - Mr. Hayden presented the fiscal year 2007 financial and single audit report and the management letter to the Board. He noted that the auditing firm of Clifton and Gunderson had reviewed all the reports and findings in detail with the Budget and Audit Committee members and staff. Mr. Hayden stated that the Board received an “unqualified opinion” on the CAFR, which is the greatest level of assurance that an auditor can give to indicate that the financial statements of an organization are not materially misstated.
Although the Single Audit Report contained a single finding, Mr. Hayden stated that staff has already developed and/or implemented corrective action to address the finding. Mr. Hayden noted that BCPS has achieved the status of a “low risk auditee” for fiscal year 2008. Staff will provide updates at future Budget and Audit Committee meetings to report progress made in addressing the findings, and any unresolved concerns will be reported to the full Board.

B. **Curriculum Management Plan (CMP) Update** – Dr. Sonia Diaz, Chief Academic Officer, provided Board members with an update on the CMP and the actions of the Curriculum Management Committee (CMC), which included:

- Reviewing alignment of all curriculum work as supported by AIM
- Approving a proposed outline for the Comprehensive Assessment Plan
- Reviewing Curriculum Development Working Group plans consistent with curriculum guides to address curriculum Audit # 3
- Reviewing the Curriculum Development Working Group’s draft 3-5 year curriculum development plan
- Reviewing the pilot of a new professional development approval system proposed
- Adopting procedures to guide their meetings and those of the CMC Working Groups
- Adopting procedures for proposing updates to the Curriculum Management Plan
- Establishing an online workspace to house documents in progress
- Approving procedures for gathering data about assessments administered across the district to inform the assessment matrix in development by the Assessment, Monitoring and Evaluation Working Group.

Dr. Wesley Boykin, Executive Director of Research, Accountability, and Assessment, reviewed the progress to date of the assessment, monitoring, and evaluation work group. Board members received draft copy of the Comprehensive Assessment Plan. Assessments will be put in place to provide information on student learning that will inform teachers, principals, and other stakeholders about the level of student achievement and the instructional needs of the student.

Ms. O’Hare asked if the school system is going back and reviewing the short-cycle assessment and benchmark tests were currently have to ensure alignment with the proposal with Dr. Boykin responding affirmatively.
Ms. Flynn asked how the school system will determine the adequacy of special assessments with attention to teacher workload and preserving instructional time. Dr. Diaz responded that part of the data to be collected will be placed in a matrix that identifies all the assessments that teachers are responsible for to ensure testing is not driving the curriculum. Short-cycle assessments should help teachers create the lessons; benchmarks are what students should have learned. Dr. Boykin stated that once the data is collected, the school system can look at the predictability of these benchmarks in terms of how students are performing on state-mandated tests. Ms. Flynn asked whether the AIM objectives need to be assessed. Dr. Diaz responded that the AIM tool has been used to help BCPS realign the curriculum to ensure that what is being taught is directly related to the voluntary state curriculum and core learning goals.

Ms. Johnson asked how the school system will address the issue of students who have not mastered skills in previous grades. Dr. Diaz responded that as assessments are administered, the assessment should help identify student weaknesses. Ms. Johnson expressed a concern that there are students who have not mastered basic skills and are now required to pass the high school assessments (HSA) for graduation.

Mr. Hayden asked whether any program provides remediation opportunities at the high school level. Dr. Diaz responded that the data will show teachers where gaps exist and where teachers need to re-teach. There are interventions and programs are currently in place to support teaching at the classroom level.

Ms. Shillman asked whether retention was an option. Dr. Diaz responded that while retention is an option, research shows that students who are retained have a more difficult time regaining grade-level performance.

Ms. Verletta White, Executive Director of Professional Development, provided a brief review of the professional development workgroup and the comprehensive professional development plan that will address the recommendations of the PDK audit.

Mr. Hayden asked whether there has been an active solicitation of teachers and new hires to determine what they would like to see in professional development to improve their skills. Ms. White responded affirmatively with these inquiries resulting in new programs.

Ms. O’Hare asked if there will be a curriculum of professional development for new teachers. Ms. White responded there is a guide for all teachers who would be presented with new curriculum.
REPORTS (cont)

Ms. Yvonne Barhight, Acting Assistant Superintendent of Humanities, shared with Board members the progress of the curriculum management work group. This group has focused on developing a three- to five-year plan covering all areas identified in the PDK audit. The curriculum writing plan (CWP) for the 2007-2008 academic year highlights the curriculum revisions and the concomitant work. Still in the development is the timeline that will add dimension and specificity to the CWP.

With respect to differentiated lesson plans, Ms. O’Hare asked how specific the information would be for the classroom teachers. Ms. Barhight responded that there will be differentiation for enrichment, acceleration, and re-teaching.

Mr. Janssen asked whether the curriculum development group would require three to five years to develop and write the curriculum. Dr. Diaz responded affirmatively. The three- to five-year plan will address all the items in the PDK audit in a holistic way. Mr. Janssen asked whether a professional development approval system will be part of the plan. Dr. Diaz responded the comprehensive professional development plan specifies that professional development must be aligned with both the Blueprint for Progress and school improvement plans.

With respect to the curriculum writing plan, Mr. Janssen asked why no cost is assigned in the comments column marked “staff in office.” Dr. Diaz responded it is done by BCPS staff performed during the regular duty day. Mr. Janssen commented that the school system has a cost of under $500,000 attributed for this task. Dr. Hairston stated that the curriculum audit response does not require new dollars but will use existing funds.

Ms. Shillman asked for an update on the work of one of the school system’s consultants.

C. Legislative Update – Dr. Donald Peccia, Assistant Superintendent of Human Relations and Governmental Relations, provided a summary of the legislative special session as it related to public education funding.

- Thornton Formula – House Bill 1, Budget Reconciliation Act, establishes a supplemental grant that ensures at least one percent annual increase in state aid for each school system during the two years of the freeze. Baltimore County will receive an increase in funding of approximately 1% in 2008-2009 over current year.
- Budget Reductions – It is the intent of the General Assembly that the Governor make reductions in the 2008-2009 state budget of at least $550 million.
Further discussion of all budget reductions will occur when the 2008 General Session of the Maryland General Assembly convenes on January 9, 2008.

D. **Board of Education Policies** – Ms. Frances Harris, Chairperson of the Board Policy Committee, stated that the Board of Education’s Policy Committee met to consider the policies presented this evening, and that the committee is recommending approval of these policies. This is the first reading.

- Proposed Changes to Policy 2352 – ADMINISTRATION: Administrative Operations-Accidents/Medical Emergencies
- Proposed Changes to Policy 3111 – NON-INSTRUCTIONAL SERVICES: Fiscal Services-Budget: Planning and Preparation – Ms. Harris stated that a Board member recommended to her deleting the last sentence in the first paragraph, which states, “If any change in policy is necessary, the new policy shall be submitted to the Board [of Education] for approval.”
- Proposed Changes to Policy 3112 – NON-INSTRUCTIONAL SERVICES: Fiscal Services-Budget: Operating Budget – Ms. Johnson suggested deleting the words “if possible.”
- Proposed Changes to Policy 3121 – NON-INSTRUCTIONAL SERVICES: Fiscal Services-Accounting and Cash Management: Funds Management
- Proposed Changes to Policy 5160 – STUDENTS: Enrollment and Attendance-Transfers – Ms. Harris stated that a Board member recommended to her changing the word “local superintendent” to “superintendent or superintendent’s designee.”
- Proposed Changes to Policy 5310 – STUDENTS: Activities-Awards of Achievement

**PERSONNEL MATTERS**

On motion of Mr. Janssen, seconded by Mr. Parker, the Board approved the personnel matters as presented on Exhibits J, K, L, and M. (Copies of the exhibits are attached to the formal minutes).

**HEARING EXAMINER’S RECOMMENDATIONS**

On a motion of Mr. Hayden, seconded by Mr. Janssen, the Board approved that the hearing examiner’s opinions in cases #07-13, #07-41, and #08-02 be affirmed (favor-10; opposed-0).
BUILDING AND CONTRACT AWARDS

The Building and Contracts Committee, represented by Ms. Shillman, recommended approval of items 1-6 (Exhibit N).

The Board approved these recommendations.

1. MBU-592-06 Preventative Maintenance and Repair of Emergency Generator Systems
2. PCR-252-07 Vehicle Towing
3. JMI-612-08 School Buses
4. RGA-199-07 Architect/Engineer (A/E) Services for the Feasibility Study and Schematic Design Phase – Catonsville High School
5. RGA-196-06 On-Call Construction Management Services – General John Stricker Middle School
6. JMI-607-08 On-Call Construction Monitoring Services at Various Schools

INFORMATION

The Board received the following as information:

A. MBE/SBE Annual Report
C. Southwest Area Education Advisory Council Pre-budget Minutes of October 17, 2007

ANNOUNCEMENTS

Ms. Murphy made the following announcements:

• The Southwest Area Education Advisory Council will hold its next meeting on Wednesday, December 5, 2007, at 7:00 p.m. at Dogwood Elementary School.

• The Board of Education of Baltimore County will hold a work session on Tuesday, December 11, 2007, at Greenwood beginning at 7:00 p.m.

• The Board of Education of Baltimore County will hold its next regularly scheduled meeting on Tuesday, December 18, 2007, at Greenwood. The meeting will begin with an open session at approximately 4:30 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
ANNOUNCEMENTS (cont)

open sessions. The Board will host the officers of Baltimore County Education Coalition for dinner on December 18, 2007, from 6:00 until 7:30 p.m.

Ms. Murphy 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.

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

PUBLIC COMMENT ON RE-ADOPTION OF POLICY 6104

No one from the public signed up to speak on this policy.

GENERAL PUBLIC COMMENT

Dr. Bash Pharoan asked the Board for equal treatment of Muslim holidays.

Mr. Mohammad Jameel commented on the need to get proper resources into the schools.

ADJOURNMENT

At 9:28 p.m., Mr. Parker moved to adjourn the open session. The motion was seconded by Ms. Harris and approved by the Board.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

bls
DATE: January 8, 2008
TO: BOARD OF EDUCATION
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: ADOPTION OF FY 2009 STATE AND COUNTY CAPITAL BUDGET REQUEST
ORIGINATOR: J. Robert Haines, Deputy Superintendent
RESOURCE PERSON(S): Barbara Burnopp, Chief Financial Officer
Kevin Grabill, Fiscal Analyst, Budget and Reporting

RECOMMENDATION
That the Board of Education adopts the Superintendent’s FY 2009 County Capital Budget Request and the FY 2009 -2014 County Capital Budget.

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Attachment I– Proposed FY 2009 State and County Capital Budget Request
Attachment II – Proposed FY 2009 – 2014 County Capital Budget
### Baltimore County Public Schools

**Proposed FY 2009 State and County Capital Budget Request**

**December 7, 2007**

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<td>Old Court MS - Limited Renovation</td>
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**Subtotal:**

$63,532,000 $13,790,000 $20,412,000 $1,500,000
### Baltimore County Public Schools

#### Proposed FY 2009 State and County Capital Budget Request

**December 7, 2007**

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**Subtotal:** $3,510,000 $2,676,000 $30,283,000 $23,458,000
Baltimore County Public Schools
Proposed FY 2009 State and County Capital Budget Request
December 7, 2007

<table>
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<tr>
<th>Proj. #</th>
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<th>State Request</th>
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<td>County Request</td>
<td>County Adopted in FY 08 For FY 09</td>
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Subtotal: $0 $0 $20,250,000 $0
### Proposed FY 2009 State and County Capital Budget Request

**December 7, 2007**

#### Roof Replacements

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<tr>
<th>Proj. #</th>
<th>Roof Replacements</th>
<th>State Proposed Request</th>
<th>State Proposed As of (12/6/07)</th>
<th>County Request</th>
<th>Adopted in FY 08 For FY 09</th>
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**Subtotal:**

- **State Total:** $6,349,000
- **County Total:** $3,193,000
- **Total Adopted:** $2,292,000
- **Total For FY 09:** $0

#### Fuel Tank Replacements

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**Subtotal:**

- **State Total:** $0
- **County Total:** $0
- **Total Adopted:** $0
- **Total For FY 09:** $0

**Totals:**

- **State Total:** $73,391,000
- **County Total:** $19,659,000
- **Total Adopted:** $73,237,000
- **Total For FY 09:** $24,958,000
# Baltimore County Public Schools

## Proposed FY 2009 - FY 2014 County Capital Budget

**December 5, 2007**

### New Construction

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<th>School Type</th>
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<th>FY 10</th>
<th>FY 11</th>
<th>FY 12</th>
<th>FY 13</th>
<th>FY 14</th>
<th>Total for 6 Yr. Prog.</th>
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<th>FY 11</th>
<th>FY 12</th>
<th>FY 13</th>
<th>FY 14</th>
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## Baltimore County Public Schools

### Proposed FY 2009 - FY 2014 County Capital Budget

#### December 5, 2007

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<th>Additional Projects</th>
<th>FY 09</th>
<th>FY 10</th>
<th>FY 11</th>
<th>FY 12</th>
<th>FY 13</th>
<th>FY 14</th>
<th>6 Yr. Prog.</th>
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DATE: January 8, 2008

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent


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

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

RECOMMENDATION

In accordance with Superintendent’s Rule 8130, policy 3111 is scheduled for review in school year 2008. It is recommended that the Board of Education approve the re-adoption of Policy 3111 – NON-INSTRUCTIONAL SERVICES: Fiscal Services – Budget: Planning and Preparation. This is the third reading.

* * * *

- Attachment I – Policy Analysis 3111
- Attachment II – Policy 3111
Policy Analysis for the re-adoption of:
3111 – Budget: Planning and Preparation
3112 – Operating Budget
3121 – Funds Management

Statement of Issues Addressed By the Proposed Policy
In accordance with Superintendent’s Rule 8130, the above list of policies is scheduled for review in school year 2008. The Department of Fiscal Services has reviewed these policies and has no additional changes, and request that they be re-adopted.

Cost Analysis and Fiscal Impact on School System
There is no fiscal impact resulting from these policies.

Relationship to Other Board of Education Policies
Related policies listed on the individual policy are still current.

Legal Requirement
Legal requirements listed on the individual policy have been amended as necessary.

Similar Policies Adopted by Other School Systems
Most other LEAs have similar budget policies.

Draft of Proposed Policy and Rule (see attached)

Other Alternatives Considered by Staff
Staff reviewed the attached policies for changes and found them to be current.

First reader: December 4, 2007
Public comment (second reader): December 18, 2007
Board Vote (third reader): January 8, 2008
NON-INSTRUCTIONAL SERVICES: Fiscal Services

Budget: Planning and Preparation

The Superintendent [of Schools] shall prepare the annual operating and capital budgets to be submitted to the Board of Education OF BALTIMORE COUNTY (BOARD) in accordance with the Annotated Code of Maryland, rules and regulations of the Maryland State Board of Education, and the policies established by the Board [of Education of Baltimore County]. If any change in policy is necessary, the new policy shall be submitted to the Board [of Education] for approval.

In planning the funds to be included in the budget requests, the Superintendent [of Schools] shall identify the system goals by considering input from the community, the area educational advisory councils, staff, and other stakeholder groups.

Legal Reference: Annotated Code of Maryland, Education Article, §§4-205(k), 5-101 [§4-205(k) Powers and duties of county superintendent, annual budget; securing funds from local authorities §5-101 Annual school budget]
DATE: January 8, 2008

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent


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

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

RECOMMENDATION

In accordance with Superintendent's Rule 8130, policy 3112 is scheduled for review in school year 2008. It is recommended that the Board of Education approve the re-adoPTION of Policy 3112 – NON-INSTRUCTIONAL SERVICES: Fiscal Services – Budget: Operating Budget. This is the third reading.

* * * * *

- Attachment I – Policy Analysis 3112
- Attachment II – Policy 3112
BOARD OF EDUCATION OF BALTIMORE COUNTY
Policy Analysis for the re-adoption of:
3111 – Budget: Planning and Preparation
3112 – Operating Budget
3121 – Funds Management

Statement of Issues Addressed By the Proposed Policy
In accordance with Superintendent’s Rule 8130, the above list of policies is scheduled for review in school year 2008. The Department of Fiscal Services has reviewed these policies and has no additional changes, and request that they be re-adopted.

Cost Analysis and Fiscal Impact on School System
There is no fiscal impact resulting from these policies.

Relationship to Other Board of Education Policies
Related policies listed on the individual policy are still current.

Legal Requirement
Legal requirements listed on the individual policy have been amended as necessary.

Similar Policies Adopted by Other School Systems
Most other LEAs have similar budget policies.

Draft of Proposed Policy and Rule (see attached)

Other Alternatives Considered by Staff
Staff reviewed the attached policies for changes and found them to be current.

First reader: December 4, 2007
Public comment (second reader): December 18, 2007
Board Vote (third reader): January 8, 2008
NON-INSTRUCTIONAL SERVICES: Fiscal Services

Budget: Operating Budget

1. Proposed Budget

The budget document, as recommended by the Superintendent [of Schools], shall be submitted to the Board of Education OF BALTIMORE COUNTY (BOARD) in January, if possible. In their budget deliberations, the Board shall consider input from the community and other stakeholder groups through public hearings and/or other means. The Board [of Education] shall approve an operating budget for submission to the County Executive of Baltimore County not less than 45 days before the date for levying local taxes or ON an earlier date on or after March 1, as may be requested by the county fiscal authority.

2. Adopted Budget

Following action by the Baltimore County Council, the Board [of Education] shall adopt an operating budget for the fiscal year and forward a copy to the State Superintendent within 30 days after approval.

Legal Reference: Annotated Code of Maryland, Education Article, §§4-205(k), 5-101, 5-102, 5-103

[$4-205(k) Powers and duties of county superintendent, annual budget; securing funds from local authorities
§5-101 Annual school budget
§5-102 Submission of and reductions to budget
§5-103 Budget amount]
DATE: January 8, 2008

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: RE-ADOPTION OF POLICY 3121 – NON-INSTRUCTIONAL SERVICES: ACCOUNTING AND CASH MANAGEMENT: FUNDS MANAGEMENT

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

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

RECOMMENDATION

In accordance with Superintendent’s Rule 8130, policy 3121 is scheduled for review in school year 2008. It is recommended that the Board of Education approve the re-adoption of Policy 3121 – NON-INSTRUCTIONAL SERVICES: Accounting and Cash Management: Funds Management. This is the third reading.

* * * * *

- Attachment I – Policy Analysis 3121
- Attachment II – Policy 3121
BOARD OF EDUCATION OF BALTIMORE COUNTY
Policy Analysis for the re-adoptions of:
3111 – Budget: Planning and Preparation
  3112 – Operating Budget
  3121 – Funds Management

Statement of Issues Addressed By the Proposed Policy
In accordance with Superintendent’s Rule 8130, the above list of policies is scheduled for review in school year 2008. The Department of Fiscal Services has reviewed these policies and has no additional changes, and request that they be re-adopted.

Cost Analysis and Fiscal Impact on School System
There is no fiscal impact resulting from these policies.

Relationship to Other Board of Education Policies
Related policies listed on the individual policy are still current.

Legal Requirement
Legal requirements listed on the individual policy have been amended as necessary.

Similar Policies Adopted by Other School Systems
Most other LEAs have similar budget policies.

Draft of Proposed Policy and Rule (see attached)

Other Alternatives Considered by Staff
Staff reviewed the attached policies for changes and found them to be current.

First reader: December 4, 2007
Public comment (second reader): December 18, 2007
Board Vote (third reader): January 8, 2008
NON-INSTRUCTIONAL SERVICES: Fiscal Services

Accounting and Cash management: Funds Management

The Superintendent [of Schools], as Secretary- [and] Treasurer of the Board of Education OF BALTIMORE COUNTY (BOARD), shall develop procedures to ensure that all funds due the Board [of Education] are received and deposited in accordance with State law or regulation, and shall keep a full account of all monies received.

Legal Reference: Annotated Code of Maryland, Education Article, §4-102
[Annotated Code of Maryland, Treasurer Article 95, §22, Investment by County Commissioners and Others in United States Government Bonds, Obligations of Federal Government or Agencies or Savings Accounts in Maryland Banks. Annotated Code of Maryland, State Finance and Procurement Article 6, §222, Permissible Investments]
ANNOTATED CODE OF MARYLAND, STATE FINANCE AND PROCUREMENT ARTICLE, §6-222
MARYLAND ANNOTATED CODE OF 1957, ARTICLE 95, §22
BALTIMORE COUNTY PUBLIC SCHOOLS

Date: January 8, 2008

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 5160 - STUDENTS: ENROLLMENT AND ATTENDANCE, TRANSFERS

ORIGINATOR: Sonia Diaz, Chief Academic Officer

RESOURCE PERSON(S) Dale R. Rauenzahn, Executive Director, Student Support Services
Lynne Muller, Coordinator, Office of School Counseling

RECOMMENDATION

That the Board of Education considers the proposed changes to Policy 5160. This is the third reading of this policy.

Attachment I – Policy Analysis 5160
Attachment II – Policy 5160
Statement of Issues Addressed By the Revised Policy
The Department of Student Support Services is in the process of reviewing policies in the 5000 series. The department is recommending that revisions be made to Policy 5160 Students: Enrollment and Attendance, Transfers to reflect COMAR 13A.03.02.12. As revised, this policy will provide alternatives for evaluation for student placement absent of a transcript or record.

Cost Analysis and Fiscal Impact on School System
No fiscal impact.

Relationship to Other Board Policies
Policy 6152 Instruction: Grouping

Legal Requirement
Code of Maryland Regulation 13A.03.02.12

Similar Policies Adopted by Other School Systems
Howard County Public Schools-Policy 8030 Graduation Requirements
Montgomery County Public Schools-JEB-RA Placement, Promotion, Acceleration, Retention of Students.

Draft of Proposed Policy
A copy of Policy 5160 is attached.

Other Alternatives Considered by Staff
Leaving Policy 5160 as it was.

First reader: December 4, 2007
Public comment (second reader): December 18, 2007
Board Vote (third reader): January 8, 2008
STUDENTS: Enrollment and Attendance

Transfers

All students entering the Baltimore County Public Schools from private, parochial, or other public schools shall be placed on the grade levels to which they are certified BY THE SENDING SCHOOL. [In instances where students come from un-graded classes or schools, standardized test scores and the principal’s recommendation for grade placement shall be submitted to the appropriate Area Assistant Superintendent for approval.] IF THE TRANSCRIPT OR RECORD IS NOT AVAILABLE, A LOCAL SUPERINTENDENT SHALL DETERMINE THE APPROPRIATE PLACEMENT OF THE STUDENT BY AN EVALUATION THAT SHALL INCLUDE ONE OR MORE OF THE FOLLOWING: ADMINISTRATION OF STANDARDIZED TESTS AND EXAMINATIONS; INSPECTION OF REPORT CARDS AND OTHER DOCUMENTATION; OBSERVATION OF STUDENT IN A CLASSROOM SETTING, USE OF INTERVIEWS THAT ARE FOCUSED AROUND THE STUDENT’S DEMONSTRATION OF COURSE CONTENT KNOWLEDGE AND PERFORMANCE LEVELS.

[Also see policy and rule, “Grouping,” Series 6000, Instruction.]

LEGAL REFERENCE: COMAR 13A.03.02.12 [(4)]

RELATED POLICIES: BOARD OF EDUCATION POLICY 6152, GROUPING

Policy Board of Education of Baltimore County
Adopted: 11/21/68
REVISED:
DATE: January 8, 2008

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 5310 - STUDENTS: ACTIVITIES, AWARDS FOR ACHIEVEMENT

ORIGINATOR: Sonia Diaz, Chief Academic Officer

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

Lynne Muller, Coordinator, Office of School Counseling

RECOMMENDATION

That the Board of Education considers the proposed changes to Policy 5310. This is the third reading of this policy.

Attachment I – Policy Analysis 5310
Attachment II – Policy 5310
Statement of Issues Addressed By the Revised Policy
The Department of Student Support Services is in the process of reviewing policies in the 5000 series. The department is recommending that a revision be made to policy 5310 Students: Activities, Awards for Achievement, by deleting question number one, “Can the proposed award be considered free from motives of personal or corporate gain and publicity?” Several scholarships and awards for students are sponsored by businesses and those businesses do gain publicity (Comcast, Coca-Cola®), but the gain does not outweigh the benefit to students.

Cost Analysis and Fiscal Impact on School System
No fiscal impact.

Relationship to Other Board Policies
Policy and Rule 1320, Contests
Policy 8362, Gifts to the Board of Education, Schools, and Offices within the School System
Policy 8363, Conflict of Interest

Legal Requirement
None

Similar Policies Adopted by Other School Systems
Howard County Public Schools - Policy 10030, Participation in Contests
Montgomery County Public Schools - JIA-RA, Honors and Recognition

Draft of Proposed Policy
A copy of Policy 5310 is attached.

Other Alternatives Considered by Staff
Keep the current statement (number 1) and deny students access to scholarships sponsored by companies/businesses. Delete the current statement (number 1) acknowledging that most awards are publicized.

First reader: December 4, 2007
Public comment (second reader): December 18, 2007
Board Vote (third reader): January 8, 2008
STUDENT: Activities

Awards for Achievement

The Board of Education OF BALTIMORE COUNTY (BOARD) encourages the professional staff to maintain a set of criteria and procedures for presenting letters or other suitable awards to students for scholarship and distinguished service in any school activity. In all cases, the relationship between the award and the relevant goal or goals of the schools should be clear.

The professional staff is authorized to review and approve, or reject[,] proposed trophies, prizes, scholarships, or other awards from non-school donors. Acceptance shall require affirmative answers to the following questions:

1. Can the proposed award be considered free from motives of personal or corporate gain and publicity?

2. Are the criteria for making the award under the control of the professional staff, or acceptable to the staff?

3. Are the purposes, either implied or explicit, of the proposed award consistent with our schools’ goals?

[Also see policy and rules, “Contests,” Series 1000, Community Relations.]

RELATED POLICIES:

BOARD OF EDUCATION POLICY 1320, CONTESTS
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

Policy        Board of Education of Baltimore County
Adopted: 11/21/68
REVISED:
DATE: January 8, 2008

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: PROPOSED FY 2009 OPERATING BUDGET

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 superintendent’s proposed FY 2009 operating budget be introduced to the Baltimore County Board of Education.

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

The superintendent will introduce his proposed FY 2009 operating budget, which was developed based on the Master Plan and the Blueprint for Progress, to the Board of Education. Additional information will be available at the meeting. A public hearing on the operating budget is scheduled for January 15, 2008 (snow date January 16, 2008) at 7:00 p.m. at the Ridge Ruxton School. A work session of the board is scheduled for January 23, 2008 (snow date January 29, 2008). Adoption of the FY2009 operating budget request is scheduled for February 13, 2008.
SUPERINTENDENT’S RECOMMENDED FY2009 OPERATING BUDGET

Presentation
Board of Education
January 8, 2008
Dr. Joe A. Hairston
Variables That Influence Public Education in America

Executive
President
Secretary of Education

Legislative Congress

Courts

Higher Education

Local Government
Local School Board
Superintendent
Central Office
Principals
Schools

Community Values

State Economy

Employment Needs

Social Trends

International Market

Global Economy

Equity Issue

Tax Issue

Family Values

Community Local Economy

Future Work Force

Business Support

Economic Forecast

National Defense

National Confidence

Judicial Federal Courts

Global Society

Economic Forecast

Focused on Quality; Committed to Excellence January 8, 2008
Blueprint for Progress

- The *Blueprint for Progress* is the foundation of all that we do and provides the framework for the Master Plan.

- The Master Plan provides the framework for preparation of the FY09 operating budget.
BCPS Goals

- To improve achievement for all students
- To maintain a safe and orderly learning environment in every school
- To use resources effectively and efficiently
# General Fund - $1,184,361,788

## Proposed FY09 Operating Budget

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>FY08 Adj Budget</th>
<th>FY09 Proposed</th>
<th>+/-</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>County</td>
<td>$617,722,410</td>
<td>$669,082,108</td>
<td>$51,359,698</td>
<td>8.3%</td>
</tr>
<tr>
<td>State</td>
<td>506,997,547</td>
<td>504,286,680</td>
<td>(2,710,867)</td>
<td>-0.5%</td>
</tr>
<tr>
<td>Other</td>
<td>10,581,484</td>
<td>10,993,000</td>
<td>411,516</td>
<td>3.8%</td>
</tr>
<tr>
<td><strong>Total General Fund</strong></td>
<td><strong>$1,135,301,441</strong></td>
<td><strong>$1,184,361,788</strong></td>
<td><strong>$49,060,347</strong></td>
<td><strong>4.3%</strong></td>
</tr>
</tbody>
</table>
### Maintenance of Effort

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>MOE Amount</th>
<th>County Funding of MOE *</th>
<th>Amount Above MOE *</th>
<th>% Above MOE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1999</td>
<td>$429,773,428</td>
<td>$436,977,416</td>
<td>$7,203,988</td>
<td>1.7%</td>
</tr>
<tr>
<td>2000</td>
<td>442,769,950</td>
<td>459,187,424</td>
<td>16,417,474</td>
<td>3.7%</td>
</tr>
<tr>
<td>2001</td>
<td>461,914,141</td>
<td>498,576,934</td>
<td>36,662,793</td>
<td>7.9%</td>
</tr>
<tr>
<td>2002</td>
<td>501,272,835</td>
<td>534,529,052</td>
<td>33,256,217</td>
<td>6.6%</td>
</tr>
<tr>
<td>2003</td>
<td>536,427,807</td>
<td>547,711,788</td>
<td>11,283,981</td>
<td>2.1%</td>
</tr>
<tr>
<td>2004</td>
<td>555,761,919</td>
<td>560,272,491</td>
<td>4,510,572</td>
<td>0.8%</td>
</tr>
<tr>
<td>2005</td>
<td>565,205,034</td>
<td>570,494,248</td>
<td>5,289,214</td>
<td>0.9%</td>
</tr>
<tr>
<td>2006</td>
<td>566,984,118</td>
<td>585,426,077</td>
<td>18,441,959</td>
<td>3.3%</td>
</tr>
<tr>
<td>2007</td>
<td>585,260,390</td>
<td>600,315,484</td>
<td>15,055,094</td>
<td>2.6%</td>
</tr>
<tr>
<td>2008</td>
<td>596,089,774</td>
<td>610,260,480</td>
<td>14,170,706</td>
<td>2.4%</td>
</tr>
<tr>
<td>2009 Proposed</td>
<td>$605,029,059</td>
<td>$652,065,944</td>
<td>$47,036,885</td>
<td>7.8%</td>
</tr>
</tbody>
</table>

Average above the MOE increase, 1999-08 = 3.1%

*Excluding MSDE approved non-recurring costs.*
Comparison of State and County General Fund Revenues

<table>
<thead>
<tr>
<th>Year</th>
<th>County</th>
<th>State</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY99</td>
<td>67.4%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>FY00</td>
<td>56.5%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>FY01</td>
<td>31.1%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>FY02</td>
<td>31.1%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>FY03</td>
<td>42.6%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>FY04</td>
<td>56.5%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>FY05</td>
<td>42.6%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>FY06</td>
<td>42.6%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>FY07</td>
<td>42.6%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>FY08</td>
<td>42.6%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>FY09</td>
<td>42.6%</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

County: Red
State: Blue
Other: Green
# Highlights of Redirected Funding

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Decline to be Redirected</td>
<td>($9,873,500)</td>
</tr>
<tr>
<td>Salaries and Benefits for Positions Funded by Third Party Billing – Special Education</td>
<td>3,740,400</td>
</tr>
<tr>
<td>Salaries and Benefits for Positions Funded by Third Party Billing - Psychologists, Health Assistants, and Pupil Personnel Workers</td>
<td>2,673,700</td>
</tr>
<tr>
<td>Salaries and Benefits for Positions Funded by the Pass-through Grant</td>
<td>1,024,000</td>
</tr>
<tr>
<td>Salaries and Benefits Funded by the Pass-through Grant – Contracted Services</td>
<td>700,000</td>
</tr>
<tr>
<td>School-based Kindergarten Teachers Formula Round-up</td>
<td>1,735,400</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td><strong>-0-</strong></td>
</tr>
</tbody>
</table>
# Redirected Title I Funds Proposal

<table>
<thead>
<tr>
<th>Redirected Title I Funds</th>
<th>($5,465,950)</th>
</tr>
</thead>
<tbody>
<tr>
<td>37 FTEs to Support Instructional Coaches in Title I Schools</td>
<td>2,750,030</td>
</tr>
<tr>
<td>Professional Development to Support Title I Instructional Coaches and Gifted and Talented Catalysts Teachers</td>
<td>1,008,440</td>
</tr>
<tr>
<td>Expanded Title I Extended-day/ Extended-year Program</td>
<td>1,707,480</td>
</tr>
</tbody>
</table>

**Total Cost**  
-0-
## Redirected Title II Funds Proposal

<table>
<thead>
<tr>
<th>Redirected Title II Funds</th>
<th>($574,000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Academies Grades 4-8 for Teachers on Adolescent Literacy</td>
<td>103,000</td>
</tr>
<tr>
<td>Response to Intervention (RTI) Training</td>
<td>160,000</td>
</tr>
<tr>
<td>SpringBoard Training for Grade 8 Teachers</td>
<td>160,000</td>
</tr>
<tr>
<td>Summer Science Institutes for Elementary, Middle, and High School Teachers</td>
<td>66,000</td>
</tr>
<tr>
<td>Training in Effective Instruction for Students with Autism Spectrum Disorders</td>
<td>30,000</td>
</tr>
<tr>
<td>HSA Algebra I Training for General and Special Education Teachers</td>
<td>35,000</td>
</tr>
<tr>
<td>New Administrators Orientation</td>
<td>10,000</td>
</tr>
<tr>
<td>Leadership and Coaching Training for Department Chairmen</td>
<td>10,000</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td><strong>-0-</strong></td>
</tr>
</tbody>
</table>
## Summary of Recommendations

<table>
<thead>
<tr>
<th>Performance Goal</th>
<th>Percentage</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Goal 1</td>
<td>12.57%</td>
<td>$7,364,771</td>
</tr>
<tr>
<td>Performance Goal 2</td>
<td>0.28%</td>
<td>166,700</td>
</tr>
<tr>
<td>Performance Goal 3</td>
<td>45.59%</td>
<td>26,720,232</td>
</tr>
<tr>
<td>Performance Goal 4</td>
<td>4.45%</td>
<td>2,605,866</td>
</tr>
<tr>
<td>Performance Goal 5</td>
<td>3.95%</td>
<td>2,316,880</td>
</tr>
<tr>
<td>Performance Goal 6</td>
<td>0.03%</td>
<td>15,000</td>
</tr>
<tr>
<td>Performance Goal 7</td>
<td>1.26%</td>
<td>735,847</td>
</tr>
<tr>
<td>Performance Goal 8</td>
<td>2.72%</td>
<td>1,596,922</td>
</tr>
<tr>
<td>One-time, built-in, and other requests</td>
<td>29.16%</td>
<td>17,090,419</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100.0%</strong></td>
<td><strong>$58,612,637</strong></td>
</tr>
</tbody>
</table>
Proposed FY09 Revenue Sources
All Funds

$1,480,823,591

- Federal: $82,137,352 (5.5%)
- State: $586,321,462 (39.6%)
- Other: $39,159,659 (2.6%)
- Baltimore County: $773,205,118 (52.2%)
Public Hearing
January 15, 2008, 7 p.m.
Ridge Ruxton School

Board of Education Work Session
January 23, 2008, 7 p.m.
ESS Room 114
SUPERINTENDENT’S RECOMMENDED FY2009 OPERATING BUDGET

Presentation
Board of Education
January 8, 2008
Dr. Joe A. Hairston
Baltimore County Public Schools  
Towson, Maryland 21204  

January 8, 2008  

Recommended Transfers  

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve B. Buettnor</td>
<td>Principal on Assignment</td>
<td>Principal</td>
</tr>
<tr>
<td>(Effective January 9, 2008)</td>
<td>Office of Social Studies</td>
<td>Lutherville Laboratory</td>
</tr>
</tbody>
</table>

.6 year in current position
BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204

January 8, 2008

SABBATICAL LEAVES - Effective July 1, 2008

MAYAUGUST FINKENBERG – Meadowood Education Center
Years in Baltimore County: 12 years
Degree Status: Master +30
Effective School Year: 2008-2009; to obtain Doctorate of Education

REBECCA L. COLT-FERGUSON – Pine Grove Middle School
Years in Baltimore County: 13 years
Degree Status: Master
Effective School Year: 2008-2009; to obtain a Doctorate of Nursing Practice
### BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204

January 8, 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>Kathleen Poff</td>
<td>Principal</td>
<td>Lutherville Lab</td>
<td>30.0</td>
<td>01/01/08</td>
</tr>
</tbody>
</table>

As of 12/11/2007
BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204

January 8, 2008

RESIGNATIONS

ELEMENTARY – 1

Oliver Beach Elementary School
Lois A. Belbot, 12/01/07, 16.0 yrs.
Prekindergarten

Towson High School
Elizabeth N. Shapiro, 02/09/08, 12.0 yrs.
Library Science Media

SECONDARY – 4

Chesapeake High School
Natasha R. Howard, 12/13/07, 4.0 mos.
Special Education – Self-Contained

General John Stricker Middle School
Jane M. Dalton, 12/15/07, 2.0 yrs.
Special Education – Self-Contained

Kenwood High School
Elizabeth A. Holmberg, 12/22/07, 4.0 mos.
English
January 8, 2008

LEAVES

CHILD REARING LEAVES

AZELIA WORGEN – (Spanish) Pikesville High School
Effective December 20, 2007, through June 30, 2008
DATE: January 8, 2008
TO: BOARD OF EDUCATION
FROM: Dr. Joe A. Hairston, Superintendent
RE: RECOMMENDATIONS FOR AWARD OF CONTRACTS

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

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

RECOMMENDATION

That the Board of Education approves the following contract recommendations.

*****

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

RLG/caj

Appendix I – Recommendations for Award of Contracts – Board Exhibit
Recommendations for Award of Contracts  
Board Exhibit – January 8, 2008

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

1. Contract: Computer-assisted Real-time (CART) Services  
   Contract #: JMI-611-08

   Term: 5 years   Extension: 0   Contract Ending Date: 1/31/13
   Estimated annual award value: $200,000
   Estimated total award value: $1,000,000

   Bid issued: November 15, 2007
   Pre-bid meeting date: N/A
   Due date: December 6, 2007
   No. of vendors issued to: 4
   No. of bids received: 2
   No. of no-bids received: 1

Description:

This contract consists of providing computer-assisted real-time services to hearing-impaired students. The service provides for text interpreting through a stenographer-type reporter (also referred to as a transliterator or text interpreter, court reporter, or captioner) who transcribes voiced information to typed text format. As the information is being transcribed and re-formatted to text, it is continually being sent to the student’s laptop. The student is able to read, from their screen, what the instructor has spoken just seconds before. The service may be provided by the transliterator actually being present in the classroom, or being off-site.

Recommendation:

Award of contract is recommended to:

   Archive Reporting & Captioning Service, Inc.   Harrisburg, PA
   Court Reporting Concepts, Inc.   Timonium, MD

Responsible school or office: Office of Special Education, Related Services

Contact person: Patricia Lawton

Funding source: Operating budget

PDK Audit Alignment: None

Explanatory Details: The PDK audit does not address this item.
2. Contract: Office Furniture and Equipment  
   Contract #: JNI-714-08 (Howard County Bid #2008-01)

   Term: 4 years  Extension: 5 years  Contract Ending Date: 1/31/17
   Estimated annual award value: $1,500,000  
   Estimated total award value: $13,500,000

   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 providing for the purchase of school and office furniture from various school and office budgets. The bid was conducted by Howard County for the Baltimore Regional Cooperative Purchasing Committee. Forty-nine vendors were awarded various furniture and equipment items based on the lowest discount off the list price. Board of Education Policy 3210 and §5-112, Paragraph (3) of the Education Article of the Annotated Code of Maryland allows BCPS to utilize contracts awarded by other government agencies or by intergovernmental purchasing organizations if the lead agency for the contract follows the public bidding procedures.

Recommendation:

Award of contract is recommended to:

Various vendors

Responsibility school or office: Office of Purchasing  
Contact person: Richard Gay  
Funding source: Operating budget, capital budget  
PDK Audit Alignment: None  
Explanatory Details: The PDK audit does not address this item
3. **Contract:** On-line Catalog Platform  
   **Contract #:** RGA-163-08  

**Term:** 2 years  
**Extension:** 3 years  
**Contract Ending Date:** 1/31/13  
**Estimated annual award value:** $100,000  
**Estimated total award value:** $500,000

**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:**

In June 2000, the Board approved the renewal of the U.S. Bank Government Purchasing Card Program Agreement. Subsequent to that renewal, BCPS initiated a service agreement with U.S. Bank to deploy U.S. Bank’s on-line catalog ordering system, eCommerce Suite. On August 10, 2004, the Board approved a contract addendum, RGA-131-05, formalizing the relationship with U.S. Bank. The contract was to run until June 30, 2010, with a five-year extension to June 30, 2015. On July 30, 2007, BCPS received notification that U.S. Bank would be discontinuing eCommerce Suite, effective December 31, 2007. Negotiations, however, are ongoing with U.S. Bank. In order to maintain our current platform and to prevent a disruption in the purchasing operations, it is necessary for BCPS to contract with the eProcurement platform vendor Valu.net to continue this service. Since September 2001, BCPS has processed over 34,093 on-line transactions valued at over $12.5 million. The eCommerce Suite maintains 35 catalogs of instructional supplies, materials, and equipment, including: art, art photo, audiovisual, family studies, athletics, football, music vocal, music instruments, math, science, physical education, office supplies, classroom supplies, technology education, medical and first aide supplies, library media, elementary and secondary textbooks, and instructional media. The combined catalogs include over 450,000 line items.

The Office of Purchasing must consider this procurement an emergency under Superintendent’s Rule 3215 because the requirement to maintain current operations must be satisfied with immediate action that does not provide sufficient time to meet the statutory requirements for competition and award.

**Recommendation:**

Award of contract is recommended to:

   Valu.net  
   Reston, VA

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

**Contact person:** Richard Gay
Funding source: Operating budget

PDK Audit Alignment: The PDK Audit does not address this item.

Explanatory Details: None
4. **Contract**: Research and Evaluation Services  
   **Contract #**: RGA-162-08

**Term**: 9 months  
**Extension**: 0  
**Contract Ending Date**: 9/30/08

**Estimated annual award value**: $70,000  
**Estimated total award value**: $70,000

**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 research, evaluation, and editing services that have been underway since October 2007. These services include, but are not limited to: evaluating the performance of students and writing student performance reports; assisting staff with the coordination of results; updating the master plan; coordinating the curriculum management plan/assessment plan and the minority report; and assisting in the development and identification of major objectives/evaluation questions that will serve as the basis for the development of evaluation design and providing editing services.

**Recommendation**:

Award of contract is recommended to:

**GNJ Advisors, LLC**  
Winchester, VA

**Responsible school or office**: Research, Accountability, and Assessment

**Contact person**: Wesley L. Boykin

**Funding source**: Operating budget

**PDK Audit Alignment**: A.1.1, A.3.1, and A.5.1-A.5.11

**Explanatory Details**:

- (A.1.1) Provide expertise in the areas of assessment, systematic program evaluation, and facilitation of curriculum development and revision through use of student data to enable the Chief Academic Officer, Department of Research, Accountability, and Assessment, and other BCPS stakeholders to be fully accountable and successful in bringing about closure the
problem of the achievement gap and managed change in BCPS.

- (A.3.1) Assist the curriculum division and the Department of Research, Accountability, and Assessment in using student data from local, state, and national assessments to enhance curricular materials via the curriculum management plan.

- (A.5.1-A.5.11) Assist in the development of a comprehensive assessment plan that fosters sound instructional decision making based upon adequate and comprehensive feedback that uses short-cycle and benchmark assessments, as well as other local, state, and national measures, to monitor student achievement and promote progress toward measurable goals for all students.
5. **Contract**  Video, Digital, and Audio Networking
   **Contract #:** PCR-297-08

   **Term:** 2 years  **Extension:** 3 years  **Contract Ending Date:** 1/31/13
   **Estimated annual award value:** $350,000
   **Estimated total award value:** $1,750,000

   **Bid issued:** November 8, 2007
   **Pre-bid meeting date:** November 20, 2007
   **Due date:** November 28, 2007
   **No. of vendors issued to:** 20
   **No. of bids received:** 4
   **No. of no-bids received:** 1

**Description:**

This contract consists of providing services for the installation, maintenance, and repair of various video, digital, and audio networking equipment.

**Recommendation:**

Award of contract is recommended to:

- Caton Communications Group, Inc.  Baltimore, MD
- Plexus Communication Group, Inc.  Baltimore, MD

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

**Contact person:** Mike Goodhues

**Funding source:** Operating budget

**PDK Audit Alignment:** Recommendation A.9

**Explanatory Detail:** Develop and implement system planning focused on goals to ensure equal access for students to all comparable programs, services and opportunities for student success; take steps to eliminate the achievement gap among student groups; and act to allocate resources on the basis of need.
6. Memorandum of Understanding: Provide Health Services
   Contract #: JNI-712-08

   Term: 5 year   Extension: 0   Contract Ending Date: 8/30/12
   Estimated annual award value: $161,765
   Estimated total award value: $808,825

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 memorandum of understanding between the Baltimore County Local Management Board, the Board of Education of Baltimore County, and the Baltimore County Department of Social Services formalizes a partnership that began on September 2007 to remove health and social barriers to student achievement. Funds for this project are provided by the State of Maryland to the Local Management Board. This funding is then provided to the Department of Social Services for the provision of school-based health services in collaboration with Baltimore County Public Schools.

Recommendation:

Approval of Memorandum of Understanding is recommended to:

   Baltimore County Local Management Board   Towson, MD

   Responsible school or office: Student Support Services
   Contact person: Dale Rauenzahn
   Funding source: Operating budget
   PDK Audit Alignment: None
   Explanatory Details: The PDK audit does not address this item.
7. **Contract Modification**: On-call Construction Management Services – Holabird Middle School and Loch Raven Technical Academy

**Contract #**: RGA-196-06

**Term**: N/A  
**Extension**: N/A  
**Contract Ending Date**: N/A  
**Estimated annual award value**: $850,000  
**Estimated modification amount**: $500,000

**Description:**

On July 11, 2006, the Board approved the selection of The Whiting-Turner Contracting Company as an on-call construction management (CM) firm.

On August 22, 2006, the Board approved a contract for CM services during middle school renovation projects at Holabird Middle School and Loch Raven Technical Academy. These services will be needed for an additional eight months and nine months, respectively, which will increase the contract by $500,000.

**Recommendation:**

Award of contract modification is recommended to:

The Whiting-Turner Contracting Company  
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.
8. **Contract Modification:** On-call Construction Management Services – Perry Hall Middle School and Lansdowne Middle School  

**Contract #:** RGA-196-06  

**Term:** N/A  

**Extension:** N/A  

**Contract Ending Date:** N/A  

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

**Estimated modification amount:** $140,000  

**Description:**  
On July 11, 2006, the Board approved the selection of Oak Contracting Co., Inc., as an on-call construction management (CM) firm.  

On November 21, 2006, the Board approved a contract for CM services during middle school renovation projects at Perry Hall Middle School and Lansdowne Middle School. These services will be needed for an additional seven months which will increase the contract by $140,000.  

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

- Oak Contracting Co., 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:** Chiller Replacement – Sandalwood Elementary School  
**Contract #:** PCR-294-08

<table>
<thead>
<tr>
<th>Term: N/A</th>
<th>Extension: N/A</th>
<th>Contract Ending Date: N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated annual award value: $764,800</td>
<td>Estimated contingency amount: $76,480</td>
<td>Estimated total award value: $841,280</td>
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</tbody>
</table>

**Bid issued:** December 6, 2007  
**Pre-bid meeting date:** December 13, 2007  
**Due date:** December 20, 2007  
**No. of vendors issued to:** 5  
**No. of bids received:** 2  
**No. of no-bids received:** 0

**Description:**

This project consists of installing two new air handlers in the penthouses, a new chiller in the boiler room, three rooftop condenser units, new piping, controls, and electrical connections.

**Recommendation:**

Award of contract is recommended to:

Towson Mechanical, 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.

<table>
<thead>
<tr>
<th>Bidders’ Names</th>
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<tbody>
<tr>
<td>Towson Mechanical Inc.</td>
<td>Dynastics Inc.</td>
</tr>
<tr>
<td>Base Bid</td>
<td>$764,800</td>
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12
10. **Request to Negotiate:** Consultant Services – Architectural/Engineering (A/E) Services – Modernization of Air Distribution System for Perry Hall High School

**Contract #:** RGA-180-06/Project PS 06-01

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

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

**Description:**

Professional architectural/engineering (A/E) services will be required to: study the existing heating and cooling systems and the waterproofing of the penthouse mechanical room floor; make recommendations for corrective work; and prepare contract documents for bidding. The work will include preparing a study, design development documents and construction documents, with a construction cost estimate prepared for all three phases. Work will also include assistance during bidding and complete construction administration services.

On June 5, 2006, the Qualification Committee met and reviewed the “expressions of interest” submitted by five (5) consultants. This information was reviewed and graded with the Qualification Committee stating that the Selection Committee should consider the four (4) most qualified firms.

On December 12, 2007, the Selection Committee met and discussed the Qualification Committee’s report and interviewed each of the qualified firms. The second place firm declined to be interviewed so the Selection Committee met and held interviews with the remaining three (3) highest ranked firms. Based on their evaluations, the Selection Committee recommends that approval be granted to conduct contract negotiations with the recommended firm.

**Recommendation:**

Approval is recommended to negotiate with:

Johnson, Mirmiran & Thompson, Inc.  Sparks, 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.
DATE: January 8, 2008

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent


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 FY2007 and FY2008 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 FY2007 and FY2008 General Fund Revenue Budget. Figure 2 provides an overview of the FY2008 General Fund Expenditure Budget. Figure 3 compares the percent of the budget obligated as of November 30, 2006 and 2007. Figure 4 is a comparative statement of budget to actual revenues, expenditures and encumbrances.
General Fund Revenue Budget by Source

<table>
<thead>
<tr>
<th></th>
<th>FY2007 Adjusted</th>
<th>FY 2008 Adjusted</th>
<th>Change</th>
<th>Total Revenue</th>
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<td>Baltimore County</td>
<td>$806,237,744</td>
<td>$617,722,410</td>
<td>$11,484,666</td>
<td>$1,056,091,475</td>
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<tr>
<td>State of Maryland</td>
<td>$438,286,990</td>
<td>$506,997,547</td>
<td>$68,710,557</td>
<td>1,135,301,441</td>
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<tr>
<td>Other</td>
<td>$11,566,741</td>
<td>$10,581,484</td>
<td>$(985,257)</td>
<td>$79,209,966</td>
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<tr>
<td>Total Revenue</td>
<td>$1,056,091,475</td>
<td>1,135,301,441</td>
<td>79,209,966</td>
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</tr>
</tbody>
</table>

Figure 1

**Year-to-Date Comparison**

- **Baltimore County** – The FY2008 county appropriation increased $11.5 million, 1.9% over the FY2007 budget. County funds are drawn based on cash flow requirements. Year-to-date county revenue recognized is $190.4 million, 30.8% of the budget, as compared to $172.5 million, 28.5% of the budget, for FY2007.

- **State of Maryland** – The FY2008 state appropriation increased $68.7 million, 15.7% over the FY2007 budget. The increase is the result of the fifth year of the Maryland *Bridge to Excellence in Public Schools Act*. The majority of state funds are received bi-monthly in equal installments. As of November 2007, three of the state payments have been received.

- **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 $2.5 million of the prior year’s fund balance, and tuition and other revenues of approximately $2.6 million. The decrease in other revenue when compared to the prior year is the result of an additional appropriation of fund balance being approved in November 2006 of $1.3 million which was used for a renovation project at Lansdowne Elementary School.
**Total expenditures and encumbrances** – Year-to-date expenditures and encumbrances through November 2007, are $473 million, 41.7% obligated, compared to $410 million, 38.9% obligated, for the same period in FY2007. 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 40% 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 35% of budget, which is in line with the percentage of the school year that has elapsed. The increase in salary expenditures over the prior year is attributable to timing of payrolls, as we have had eleven pay dates this year compared to ten pay dates at this time last year.

The increase of $42 million in budgeted salary expense is attributable to salary restructuring for all employees, and costs for additional positions required to expand full-time kindergarten, the SAIM Crossroads School, and other new programs.

The non-salary expenditures are budgeted for an overall increase of $37.9 million, or 10% over the prior year. The increases in these expenditures are in a number of categories throughout the budget, including $5.6 million in Other Instructional Costs category related to replacing computer network equipment and software in all schools; an increase of $1.2 million in Mid-level Administration, which is the result of the expenditure for student assessment software; an increase of $2.1 million in Fixed Charges for additional reimbursements paid to teachers for tuition course work; an increase of $2 million in Transportation for increased fees to be paid to
private bus contractors because of increased rates; and, an increase of $3.6 million in non-public placement costs in Special Education to reflect costs increases resulting from changes in required administrative processes. Additionally, an increase has been budgeted in Fixed Charges of $17.1 million, due primarily to additional payroll related costs, which increase as salaries are increased; and cost increases in health insurances.

Figure 3

- **Administration and Mid-level administration** – Year-to-date FY2008 administrative non-salary expenditures and encumbrances are comparable with the prior year. Mid-level administration non-salary expenditures are budgeted for an increase due to the student assessment software. The expenditures for contracted services and for supplies as a percentage of the budget were greater last year than at this time in the current year.

- **Instructional salaries** – The budget for instructional salaries was increased by $20.6 million in FY2008 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, for the SAIM Crossroads School, and other programs.

- **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 decreased by 13.9%, or approximately $3.2 million for the year. The decrease was a result of a budget item in the prior year related to county-wide expenditure for math textbooks and for reading materials for grades 7 and 8. To date, $9.8 million, 48.9% of the FY2008 budgeted textbook funds has been committed; the remaining budget will be spent during the school 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 $6.5 million primarily relating to expenditures for computer network upgrades. To date, $11.3 million, 63.2% of the FY2008 budgeted funds have been committed. In the prior year, $5 million, 44.2% had been committed. The increase in expenditures in this fiscal year is the result of encumbrances for anticipated contractual services over the amount expended in the prior year. It is expected that the remaining funds will be utilized by year end.

• **Special education** – The special education category includes costs associated with the educational needs of students receiving special education services. The FY2008 salary budget includes increased funding for salary restructuring, step increases, and the cost of staff to support additional services. $36.4 million (92.6%) of the FY2008 special education non-salary budget is for private placement of children in non-public schools. To date, 76.2% of the budgeted funds for private placement, $27.3 million, have been committed, compared with 83.9% committed at November 2006. The decrease in the percentage of non-salary expenditures over the prior year is the result of the timing of recording encumbrances for private placement services.

• **Student personnel and Health services** – Year-to-date FY2008 non-salary expenditures for student personnel are currently over budget. The budget was misallocated during the final stages of approval and a budget appropriation transfer will occur before year end to provide additional funds in this category. Expenditures in health services 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 $2.1 million, which can be attributed primarily to additional expenditures for private bus contractors resulting from an increase in contractor rates. Year-to-date expenditures are in line with the budget and comparable to the prior year.

• **Operation of plant** – This category contains costs for custodial and grounds keeping salaries for care and upkeep of grounds and buildings. Additionally, costs of utilities (including telecommunications costs, gas and electric, fuel oil, sewer, and water) are also included. The non-salary expenditure budget for this category has increased $5.2 million, 11.1% over the prior year. This increase is attributable to anticipated additional cost of telephone services of $1 million for conversion to fiber optic technology; and for expected increase in utility costs of $2.6 million. Encumbrances for utilities have been established for approximately the full amount of the budgeted annual costs of $35 million. Other expenditures in this category include the cost of building rent, $3.6 million; property insurance, $1.6 million; trash removal, $1.2 million and other related expenditures. As of November 2007, 92.8% of the non-salary budget has been committed, which is comparable to the prior year.
• **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 $1.7 million or 11.6% over the prior year. This increase includes additional costs for contracted services to maintain and replace building systems throughout the schools. Year-to-date non-salary expenditures and encumbrances are $10.9 million, 63.8% of the budgeted amount, as compared with $9.4 million, 61.7% in the prior fiscal year. Capital Outlay non-salary expenditures are 19% expended at November 2007, as compared to 88.2% expended in November 2006. This decrease is attributable to the expenditures for relocatable units purchased early in the prior fiscal year.

• **Fixed charges** – This category includes the cost of employee benefits and other fixed costs. Health insurance and employer FICA consume 71% and 23% of the fixed charges budget, respectively. The FY2008 budget includes an increase of $12 million resulting from increases in premiums for health insurance and costs related to new positions. Year-to-date FY2008 expenditures and encumbrances are in line with the budget.
### Adjusted Rev/Exp/Enc. Budget Earned or Obligated

<table>
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<tr>
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<th>FY 2007</th>
<th>FY 2008</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Total Remaining</td>
<td>Percentage</td>
</tr>
<tr>
<td></td>
<td>as of 11/30/06</td>
<td>as of 11/30/07</td>
</tr>
<tr>
<td>Baltimore County</td>
<td>$ 606,237,744</td>
<td>$ 172,549,436</td>
</tr>
<tr>
<td>State of Maryland</td>
<td>438,286,990</td>
<td>213,110,198</td>
</tr>
<tr>
<td>Other</td>
<td>11,566,741</td>
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<tr>
<td>Total revenues</td>
<td>$ 1,056,091,475</td>
<td>$ 392,221,020</td>
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</table>

### Expenditures and encumbrances:

**Administration**

- **Salary**
  - FY 2007: $19,368,269
  - FY 2008: $21,844,285
- **Non-salary**
  - FY 2007: $9,732,841
  - FY 2008: $10,824,465

**Mid-level administration**

- **Salary**
  - FY 2007: $63,906,065
  - FY 2008: $68,818,100
- **Non-salary**
  - FY 2007: $5,321,035
  - FY 2008: $6,749,863

**Instruction**

- **Instructional salaries**
  - FY 2007: $408,507,122
  - FY 2008: $429,121,308
- **Instructional textbooks**
  - FY 2007: $23,255,928
  - FY 2008: $20,015,044
- **Other instructional costs**
  - FY 2007: $11,308,956
  - FY 2008: $17,857,803

**Special education**

- **Salary**
  - FY 2007: $92,926,790
  - FY 2008: $99,809,153
- **Non-salary**
  - FY 2007: $34,590,120
  - FY 2008: $39,341,393

**Student personnel**

- **Salary**
  - FY 2007: $5,156,410
  - FY 2008: $6,351,880
- **Non-salary**
  - FY 2007: $184,706
  - FY 2008: $22,306

**Health services**

- **Salary**
  - FY 2007: $10,728,840
  - FY 2008: $11,723,020
- **Non-salary**
  - FY 2007: $233,809
  - FY 2008: $356,189

**Transportation**

- **Salary**
  - FY 2007: $26,951,651
  - FY 2008: $28,584,825
- **Non-salary**
  - FY 2007: $16,574,814
  - FY 2008: $18,755,628

**Operation of plant**

- **Salary**
  - FY 2007: $35,828,432
  - FY 2008: $37,119,028
- **Non-salary**
  - FY 2007: $46,462,946
  - FY 2008: $51,649,601

**Maintenance of plant**

- **Salary**
  - FY 2007: $11,598,468
  - FY 2008: $11,745,239
- **Non-salary**
  - FY 2007: $15,336,156
  - FY 2008: $17,119,079

**Fixed charges**

- **Non-salary**
  - FY 2007: $213,502,467
  - FY 2008: $232,785,046

**Capital outlay**

- **Salary**
  - FY 2007: $2,266,455
  - FY 2008: $2,719,761
- **Non-salary**
  - FY 2007: $2,329,195
  - FY 2008: $1,285,465

**Total Salary**

- Total FY 2007: $677,258,502
  - Total FY 2008: $718,539,579
- Comparison: 30.9% increase

<table>
<thead>
<tr>
<th>Total Expenditures and Encumbrances</th>
<th>FY 2007: $1,056,091,475</th>
<th>FY 2008: $1,135,301,441</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Non-Salary</td>
<td>$ 410,486,076</td>
<td>$ 473,492,968</td>
</tr>
<tr>
<td>Total Expenditures and Encumbrances</td>
<td>$ 645,605,399</td>
<td>$ 661,808,473</td>
</tr>
</tbody>
</table>

Figure 4 Prepared by: Office of Accounting and Financial Reporting, December 7, 2007
DATE: January 8, 2008

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: MSDE BIANNUAL FINANCIAL STATUS REPORT FOR PERIOD ENDING NOVEMBER 30, 2007

ORIGINATOR: J. Robert Haines, Deputy Superintendent

RESOURCE Barbara Burnopp, Chief Financial Officer

PERSON(S): Patrick Fannon, Controller

INFORMATION

As a result of SB894, Baltimore County Public Schools is required to submit a biannual report of its financial status.

Attachment I – MSDE Biannual Financial Status Report – Superintendent’s Certification
Attachment II – MSDE Biannual Financial Status Report – Revenue and Expenditure Report
Biannual Reporting Requirements under Senate Bill 894
Superintendent’s Certification

Local School System: Board of Education of Baltimore County

___X___ Period Ending November 30, 2007 (report due to MSDE by December 31, 2007)

_____ Period Ending March 31, 2008 (report due to MSDE by April 30, 2008)

This report reflects the financial status of the system’s Current Expense Fund (General Fund).

Required elements:

- ✓ Revenues, by source (local, state, federal, other)
- ✓ Expenditures, by category (as defined in the Financial Reporting Manual)
  - o Current approved budget
  - o Year-to-date actual
  - o Encumbered or obligated expenditures
  - o Available balance
  - o Percent of budget spent or encumbered
- ✓ Explanations, as necessary, if there is a variance of more than ten percentage points in any category between percent of budget obligated or received to date and percent of fiscal year elapsed
  (Each system may submit the attached template or a similar document that contains all of the required elements listed above.)

Check all that apply:

___X___ The attached schedule of year-to-date revenues and expenditures accurately reflects the financial position of the Board of Education of Baltimore County.

___X___ Based on my knowledge of the system’s financial position, I do not anticipate any issues or problems associated with cash flow during this fiscal year.

___X___ Based on my knowledge of the system’s financial position, I do not anticipate any issues or problems associated with our ability to operate within our budgeted resources and avoid a deficit situation at the end of the fiscal year.

_____ Based on my knowledge of the system’s financial position, I do anticipate an issue or problem related to cash flow and/or deficit spending. I have attached a description of the possible problem(s) and a corrective action plan.

________________________________________________________________________
Superintendent’s signature                                      Date

________________________________________________________________________
Chair/President, Board of Education’s signature                   Date

________________________________________________________________________
Chief Financial Officer’s signature                               Date

Please submit certification and report to MSDE Audit Office, 200 West Baltimore St., Baltimore, MD 21201
**Local School System: Board of Education of Baltimore County**

**Biannual Reporting Required Under Senate Bill 894**

**Period Ending November 30, 2007**

**Percent of Fiscal Year Elapsed - 41.7%**

### TOTAL SUMMARY BY REVENUE SOURCE FOR CURRENT EXPENSE FUND (GENERAL FUND)

<table>
<thead>
<tr>
<th>Revenue Category</th>
<th>Approved Budget</th>
<th>Year-to-Date Revenues</th>
<th>Anticipated Revenues</th>
<th>Projected Total Revenues</th>
<th>Percent of Budget Received to Date</th>
<th>Variance from % of FY Elapsed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Appropriation</td>
<td>$617,722,410</td>
<td>$190,362,431</td>
<td>$427,359,979</td>
<td>$617,722,410</td>
<td>30.8%</td>
<td>-10.88%</td>
</tr>
<tr>
<td>Other Local Revenue</td>
<td>$8,081,484</td>
<td>$2,568,279</td>
<td>$5,513,205</td>
<td>$8,081,484</td>
<td>31.8%</td>
<td>-9.92%</td>
</tr>
<tr>
<td>State Revenue</td>
<td>$506,997,547</td>
<td>$245,622,422</td>
<td>$261,375,125</td>
<td>$506,997,547</td>
<td>48.4%</td>
<td>6.75%</td>
</tr>
<tr>
<td>Federal Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.0%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Other Resources/Transfers</td>
<td>$2,500,000</td>
<td>$2,500,000</td>
<td></td>
<td>$2,500,000</td>
<td>100.0%</td>
<td>58.30%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$1,135,301,441</strong></td>
<td><strong>$441,053,132</strong></td>
<td><strong>694,248,309</strong></td>
<td><strong>$1,135,301,441</strong></td>
<td><strong>38.8%</strong></td>
<td><strong>-2.85%</strong></td>
</tr>
</tbody>
</table>

### TOTAL EXPENDITURE SUMMARY BY CATEGORY FOR CURRENT EXPENSE FUND (GENERAL FUND)

<table>
<thead>
<tr>
<th>Category</th>
<th>Approved Budget</th>
<th>Year-to-Date Actual Expenditures</th>
<th>Encumbrances/Obligations</th>
<th>Available Balance</th>
<th>Percent of Budget Spent/Obligated</th>
<th>Variance from % of FY Elapsed</th>
</tr>
</thead>
<tbody>
<tr>
<td>201 Administration</td>
<td>$32,668,750</td>
<td>$12,178,797</td>
<td>$2,271,782</td>
<td>$18,218,171</td>
<td>44.2%</td>
<td>2.53%</td>
</tr>
<tr>
<td>202 Mid-level Administration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of the Principal</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Administration &amp; Supervision</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>203 Instructional Salaries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>204 Textbooks &amp; Instructional Supplies</td>
<td>$20,015,044</td>
<td>$9,040,308</td>
<td>$749,907</td>
<td>$10,224,829</td>
<td>48.9%</td>
<td>7.21%</td>
</tr>
<tr>
<td>205 Other Instructional Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>206 Special Education</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>207 Student Personnel Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>208 Health Services</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>209 Student Transportation</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Operation of Plant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>211 Maintenance of Plant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>212 Fixed Charges</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Service</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Community Services</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>215 Capital Outlay</td>
<td>$4,005,226</td>
<td>$1,149,842</td>
<td>$176,143</td>
<td>$2,679,241</td>
<td>33.1%</td>
<td>-8.59%</td>
</tr>
<tr>
<td>Undistributed Federal Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.0%</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>$1,135,301,441</strong></td>
<td><strong>$394,835,681</strong></td>
<td><strong>78,657,287</strong></td>
<td><strong>$661,808,473</strong></td>
<td><strong>41.7%</strong></td>
<td><strong>0.01%</strong></td>
</tr>
</tbody>
</table>

* Explanations are required where there is a variance in excess of 10 percentage points between Percent of Budget Received To Date and the percent of the fiscal year elapsed.
** Explanations are required where there is a variance in excess of 10 percentage points between Percent of Budget Spent/Obligated and the percent of the fiscal year elapsed.
Biannual Reporting Requirements under Senate Bill 894

Local School System: Board of Education of Baltimore County

Period Ending November 30, 2007 (report due to MSDE by December 31, 2007)

Report on Variances of More Than 10%

As of November 30, 2007, 42% of the fiscal year has elapsed and 30% of the 10-month school year has elapsed. The attached report shows that 39% of revenues have been received and that 42% of the expenditures have been incurred as of November 30, 2007. The overall activity reported is in line with the percentage of the year completed. There are a number of categories for which revenues received are not in line with the percent of the year completed; and where estimated expenditures for the year have been encumbered and once a year expenditures have been made. Therefore, these categories were higher or lower than the applicable percentage required. The following information is provided to explain these variances.

REVENUES

Local Appropriation:

The school board draws county funds based on actual year-to-date expenditures. As of November 30th, year-to-date actual expenditures were 42% of the total budget, and $190 million of the $618 million appropriated for the board had been received.

Other Resources:

This category represents the re-appropriation of prior year fund balance. The Board budgeted and received approval from the Baltimore County Council to utilize $2.5 million of the prior year’s fund balance, which was recorded as revenue by November 30th.
Biannual Reporting Requirements under Senate Bill 894

Local School System: Board of Education of Baltimore County

Period Ending November 30, 2007 (report due to MSDE by December 31, 2007)

OBLIGATIONS (EXPENDITURES AND ENCUMBRANCES)

205 Other Instructional Costs:

The budget in this category was increased $6.5 million to cover the anticipated costs of computer network upgrades in all schools. These expenditures were encumbered at November 30, 2007, which increased the overall percentage of the budgeted amount expended at that date.

209 Student Transportation:

This category includes all costs associated with providing school transportation services for students between home, school and school activities. Much of the transportation non-salary budget of $18.7 million is obligated early in the fiscal year to reflect the anticipated annual expenditures for private bus contractors, fuel for vehicles and cost of bus maintenance.

210 Operation of Plant:

The Operation of Plant category includes all custodial costs, utilities costs, facility rent, and insurance premiums. Every year many of these anticipated costs are fully encumbered at the beginning of the year. Therefore, $40.2 million has been expended/encumbered for these costs as of November 30, 2007. The category is 70% expended/obligated. At the same time last year, 68% of the category was expended.

211 Maintenance of Plant:

The Maintenance of Plant category contains salaries and other costs for care and upkeep of grounds and buildings. The timing of our pay dates resulted in one more pay in the current year. This additional pay date resulted in approximately $600,000 of pay expended at November 30, 2007, as compared to the similar pay being expended in December in the prior fiscal year. The timing of this payroll in November increased the percentage sufficiently enough to result in an explanation of the variance being required for this category. Additionally, a significant amount of expenditures have been encumbered for anticipated contractual services and maintenance supplies.
ADMINISTRATION: Administrative Operations

Accidents/Medical Emergencies

A. Definition

Medical emergency is any health-related episode that involves students, school employees, student teachers, student interns, volunteers, and visitors that occurs during the school or work day [and requires medical attention or that the individual be sent home or transported to a hospital or other source of emergency care] WHERE THE INDIVIDUAL IS TRANSPORTED TO A HOSPITAL OR IS REFERRED FOR IMMEDIATE MEDICAL CARE.

B. School nurses are responsible for rendering emergency care to all students, school employees, and visitors who need first aid and/or emergency care for health problems that occur on a school-site during the school day.

C. Students

1. A Baltimore County Public Schools Standard Accident Report Form, BEBCO [49-615-8] 49-5369-98, is to be completed after any accident [or medical emergency involving a student if the student is sent home from school following emergency care or seeks medical evaluation or treatment as a result of the accident or medical emergency, or misses more than a half-day of school as a result of the accident or medical emergency] IF THE STUDENT IS SENT HOME FROM SCHOOL FOLLOWING EMERGENCY CARE OR SEEKS MEDICAL EVALUATION OR TREATMENT AS A RESULT OF THE ACCIDENT, OR MISSES MORE THAN A HALF-DAY OF SCHOOL AS A RESULT OF THE ACCIDENT. IF A STUDENT EXPERIENCES A MEDICAL EMERGENCY REQUIRING TRANSPORTATION TO THE HOSPITAL BY EMERGENCY MEDICAL SERVICES/911, A STUDENT ACCIDENT REPORT FORM, BEBCO 49-5369-98, IS TO BE COMPLETED. The accident or medical emergency may occur in the school, on school property or school buses, during a field trip, or other school-sponsored activities.

2. Completion of the Student Accident Form is the responsibility of the [school administrator] PRINCIPAL or HIS/HER designee. The report shall be completed in accordance with procedures outlined in the Critical
A copy of the student’s accident report shall be filed in the student’s health record and maintained according to student records maintenance procedures.

The white copy of the form is to be used for the initial handwritten report. The canary copy is to be typed, signed, and retained in the student’s health record. The pink copy is to be forwarded to the Office of Risk Management within 72 hours of the accident or medical emergency.

The appropriate [executive director] AREA ASSISTANT SUPERINTENDENT, the Office of Risk Management, and the Office of Health Services shall be notified immediately or within 24 hours if the student or school employee is sent directly to the hospital by ambulance from school.

All students who are involved in an accident in a Baltimore County Public Schools’ owned or leased vehicle and do not meet the criteria for immediate medical attention should be referred to the school nurse by the [administrator] PRINCIPAL or HIS/HER designee to be assessed immediately or on the day the accident occurred or the next school day. The school shall complete the reporting form for vehicle accidents involving students and send it to the Office of Risk Management within 72 hours.

D. Employees, Volunteers, Student Teachers, and Student Interns

1. Workers’ Compensation procedures outlined in the Critical Response and School Emergency Safety Management Guide shall be followed for all employees, volunteers, student teachers, and student interns who have received first aid and/or medical intervention for a work-related accident or medical emergency.

2. During school/work hours

   - All accidents/medical emergencies in which the school nurse renders care or is consulted regarding care shall be reported to the [building administrator/designee] PRINCIPAL OR HIS/HER DESIGNEE OR APPROPRIATE OFFICE/SUPERVISORY PERSONNEL by the
school nurse. A First Report Form for Workers’ Compensation shall be completed by the designated site-based liaison and faxed to the Workers’ Compensation Claims Unit within 24 hours.

- All accidents/medical emergencies which do not involve the school nurse shall be reported to the [building administrator/designee] PRINCIPAL OR HIS/HER DESIGNEE OR APPROPRIATE OFFICE/SUPERVISORY PERSONNEL by the employee, volunteer, or student teachers/intern. A First Report Form for Workers’ Compensation shall be completed by the designated site-based liaison and faxed to the Workers’ Compensation Claims unit within 24 hours.

3. After school/work hours

- Accidents/medical emergencies shall be reported by the employee, volunteer, or student teacher/intern to the [building administrator/designee] PRINCIPAL OR HIS/HER DESIGNEE OR APPROPRIATE OFFICE/SUPERVISORY PERSONNEL within 24 hours. A First Report Form for Workers’ Compensation shall be completed by the designated site-based liaison and faxed to the Workers’ Compensation Claims Unit within 24 hours.

- The appropriate [executive director] AREA ASSISTANT SUPERINTENDENT, the Office of Health Services, and the Office of Risk Management shall be notified immediately or within 24 hours by the school nurse if the employee, volunteer, or student teacher/intern is sent directly to the hospital from school by ambulance.

E. Visitors

1. During school/work hours

- All accidents/medical emergencies in which the school nurse renders care or is consulted regarding care shall be reported to the [building administrator/designee] PRINCIPAL OR HIS/HER DESIGNEE OR APPROPRIATE OFFICE/SUPERVISORY PERSONNEL by the school nurse. All information shall be recorded on the Bodily Injury Report Form for Visitors/General Public. The completed form shall be mailed or faxed as soon as possible or no later than 24 hours to the Office of Risk Management. Visitors shall be given the telephone number of the Office of Risk Management by the [building administrator] PRINCIPAL or HIS/HER OR APPROPRIATE
OFFICE/SUPERVISORY PERSONNEL designee for any follow-up concerns.

• ALL ACCIDENTS/MEDICAL EMERGENCIES WHICH DO NOT INVOLVE THE SCHOOL NURSE SHALL BE REPORTED TO THE PRINCIPAL OR HIS/HER DESIGNEE OR APPROPRIATE OFFICE/SUPERVISORY PERSONNEL BY THE VISITOR OR BOARD OF EDUCATION EMPLOYEE PRESENT AT THE EMERGENCY. INFORMATION SHALL BE RECORDED ON THE BODILY INJURY REPORT FORM FOR VISITORS/GENERAL PUBLIC. THE COMPLETED FORM SHALL BE MAILED OR FAXED AS SOON AS POSSIBLE BUT NO LATER THAN 24 HOURS TO THE OFFICE OF RISK MANAGEMENT.

• The appropriate [executive director] AREA ASSISTANT SUPERINTENDENT, the Office of Health Services, and the Office of Risk Management shall be notified immediately or within 24 hours by the school nurse if the visitor is sent directly to the hospital from school by ambulance and by the building administrator/designee if the visitor is sent directly to the hospital from an office site by ambulance.

2. After school/work hours

• Accidents/medical emergencies shall be reported by the visitor or Board of Education employee who is present to the Office of Security. The Office of Security will then report all accidents to the building administrator OR PRINCIPAL or HIS/HER OR APPROPRIATE OFFICE/SUPERVISORY PERSONNEL designee within 24 hours of the accident. The Office of Security shall record all information on the Bodily Injury Report Form for Visitors/General Public and mail or fax within 24 hours to the Office of Risk Management. Visitors shall be given the telephone number of the Office of Risk Management by the Office of Security for any follow-up concerns.

• The appropriate [executive director] AREA ASSISTANT SUPERINTENDENT, the Office of Health Services, and the Office of Risk Management shall be notified by the building administrator/designee within 24 hours if the visitor is sent directly to the hospital from school or an office site by ambulance.
F. **Vehicular Accidents**

All vehicular accidents which occur with Board owned or leased vehicles shall be reported immediately to the Office of Transportation.
| Date of accident: | Time of accident: | School/Facility/Site: |

| Location at site where injury occurred: |

| Name of reporting person: | Phone: | Alternate phone: |

| Involvement by other outside agencies: |
| ☐ Police | ☐ Fire | ☐ None | ☐ Other, describe: | Was an ambulance called? ☐ Yes ☐ No |
| Name of outside agency contacts (if applicable): |

| Name of person(s) injured (if more than one person injured, use attached sheet to obtain information): | Age: | Sex ☐ M ☐ F |

| Address: | Phone: | Alternate phone: |

| If the injured person is a minor, indicate parent/guardian name: |

| Reason for injured being present at site: |

| Nature and extent of injuries: |

| Statement from injured: |

(Complete page two)
Action taken:

Name and address of physician or hospital involved:

Description of accident (Provide a detailed account of the accident):

Witness #1 name:
Witness #1 address:
Witness #1 phone:
Witness #1 relationship to injured:

Witness #2 name:
Witness #2 address:
Witness #2 phone:
Witness #2 relationship to injured:

Reporting person's signature Name printed Date submit

Return or fax this form to:
RISK MANAGER
Office of Risk Management and Employee Benefits
Timonium Office
Fax: 410-887-8247
page 6
FIRST REPORT FORM FOR WORKERS’ COMPENSATION
BALTIMORE COUNTY PUBLIC SCHOOLS

1. Call or fax the following information to the Baltimore County Claims Management Unit: phone(410-887-8400) fax(410-887-8426).

2. Maintain a copy for your records.

EMPLOYEE

Name: ___________________________ SSN#: ___________________________

Address: __________________________________________________________

_________________________________ Home Phone #: ___________________

DOB: ________ Sex: M F Marital Status: __________________________

Job Title: ___________________________ Full-Time: __ Part-Time: __

Work Phone #: ___________________________ Date Hired (M/Y): _____________

Supervisor’s Name: _____________________________

School/Office/Site Location: _____________________________

Date of Injury: ___________ Time Injury Occurred: ___________ AM/PM __

Type of Injury: _____________________________

Part of Body Injured: _____________________________

Describe How Injury Occurred: _____________________________

Where did injury occur (e.g., classroom, parking lot, hallway, etc.)? __________

Date Employer Notified: _______ _______ POTENTIAL LOST TIME __________

Name of Witness(es): ___________________________ Phone #: _____________

_________________________________________ Phone #: _____________

Name and Address of Physician/Health Care Provider/Medical Center: _____________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

PERSON COMPLETING THIS FORM: _____________________________

If employee does not seek medical attention at this time, please have employee sign: ___________ Employee’s Signature ___________
Baltimore County Public Schools Standard Student Accident Report Form

1. Name: ___________________________ Home Address: ___________________________

2. School: ___________________________ Sex: M □ F □ Age: _______ Grade or classification: _______

3. Time accident occurred: Hour ___ A.M. ___ P.M. Date: _____________ Date Accident Reported: _____________

4. Place of Accident: School Building ______ School Grounds ______ To or from School ______ School sponsored activity ______

5. Nature of Injury

<table>
<thead>
<tr>
<th>Body Part</th>
<th>Injury Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Abrasion</td>
<td>□ Fracture</td>
</tr>
<tr>
<td>☐ Amputation</td>
<td>□ Laceration</td>
</tr>
<tr>
<td>☐ Bruise</td>
<td>□ Puncture</td>
</tr>
<tr>
<td>☐ Burn</td>
<td>□ Scrapes</td>
</tr>
<tr>
<td>☐ Concussion</td>
<td>□ Sprain</td>
</tr>
<tr>
<td>☐ Cut</td>
<td></td>
</tr>
<tr>
<td>☐ Other</td>
<td>Specify</td>
</tr>
</tbody>
</table>

Description of the Accident

How did accident happen? What was student doing? Where was student? List specifically unsafe acts and unsafe conditions existing. Specify any tool, machine or equipment involved. ________________

Teacher's Statement: ________________

6. Teacher in charge when accident occurred (Enter name): ________________

Present at scene of accident: No: □ Yes: □

7. Action Taken

<table>
<thead>
<tr>
<th>Action</th>
<th>By (Name):</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-aid treatment</td>
<td></td>
</tr>
<tr>
<td>Sent to school nurse</td>
<td></td>
</tr>
<tr>
<td>Sent home</td>
<td></td>
</tr>
<tr>
<td>Sent to physician</td>
<td></td>
</tr>
<tr>
<td>Sent to hospital</td>
<td></td>
</tr>
</tbody>
</table>

Physician's Name: ___________________________
Name of hospital: ___________________________

8. Was a parent or other individual notified? No: □ Yes: □ When: ___________________________ How: ___________________________

Name of individual notified: ________________________________________________
By whom? (Enter name): _____________________________________________________

9. Location

- Mark the appropriate block and use the blank provided to specify activity.

<table>
<thead>
<tr>
<th>Location</th>
<th>Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic field</td>
<td>______________</td>
</tr>
<tr>
<td>Auditorium</td>
<td>______________</td>
</tr>
<tr>
<td>Classroom</td>
<td>______________</td>
</tr>
<tr>
<td>Corridor</td>
<td>______________</td>
</tr>
<tr>
<td>Dressing Room</td>
<td>______________</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>______________</td>
</tr>
<tr>
<td>Home Economics</td>
<td>______________</td>
</tr>
<tr>
<td>Laboratories</td>
<td>______________</td>
</tr>
<tr>
<td>School Grounds</td>
<td>______________</td>
</tr>
<tr>
<td>Shop</td>
<td>______________</td>
</tr>
<tr>
<td>Showers</td>
<td>______________</td>
</tr>
<tr>
<td>Restroom</td>
<td>______________</td>
</tr>
<tr>
<td>Stairs</td>
<td>______________</td>
</tr>
<tr>
<td>Other</td>
<td>______________</td>
</tr>
</tbody>
</table>

10. Bus

If this accident happened on a bus—complete the following: Bus No. _______ Bus Driver _______ Location No. _______

Signed: Principal: ___________________________ Teacher: ___________________________

Copy Distribution

1. Use WHITE copy for teacher's initial handwritten report.
2. Use YELLOW copy to type a report for the Student Health Folder.
3. Send the PINK copy to RISK MANAGEMENT, TIMONIUM OFFICE.
STUDENTS: Enrollment and Attendance

Transfers

Transfer students are entitled to grade placement as indicated on their transfer cards. If it is necessary to change grade placement, such a change shall be substantiated by achievement test results, other test results which are available, and the opinion of the classroom teacher and principal. Such a request for change in grade placement shall be submitted with the substantiating data to the area assistant superintendent.