

TENTATIVE, SUBJECT TO CHANGE

MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, October 7, 2008  
6:00 P.M.-Closed Session, 7:30 P.M.-Open Session  
Educational Support Services Building

- I. PLEDGE OF ALLEGIANCE
- II. SILENT MEDITATION IN REMEMBRANCE
- III. AGENDA  
Consideration of the agenda for October 7, 2008
- IV. MINUTES  
Consideration of the Open and Closed Minutes of September 9, 2008; and the Report on the Work Session of September 16, 2008 Exhibit A
- V. SELECTION OF SPEAKERS
- VI. ADVISORY AND STAKEHOLDER GROUPS
- VII. SUPERINTENDENT'S REPORT
- VIII. RECOGNITION OF ADMINISTRATIVE APPOINTMENTS FROM SEPTEMBER 9, 2008 AND SEPTEMBER 23, 2008 (Dr. Peccia)
- IX. SPECIAL ORDER OF BUSINESS – Presentation of Governor's Commission to James Coleman, Valerie Roddy, David Uhlfelder, and Annette Karanja (Ms. Murphy)
- X. OLD BUSINESS
  - A. Consideration of the following Board of Education Policies (third reading): (Ms. Harris)
    - Proposed Changes to Policy 8314 – INTERNAL BOARD POLICIES: Meetings: Agendas Exhibit B
    - Proposed Changes to Policy 8315 – INTERNAL BOARD POLICIES: Meetings: Participation by the Public Exhibit C
    - Proposed Changes to Policy 8366 – ETHICS CODE: Ethics Review Panel Exhibit D

XI. NEW BUSINESS

- A. Consideration of consent to the following personnel matters: (Dr. Peccia)
1. Retirements Exhibit E
  2. Resignations Exhibit F
  3. Leaves of Absence Exhibit G
  4. Administrative Appointments Exhibit H
  5. Advisory Council Appointments Exhibit I
- B. Consideration of Hearing Officers' Opinions in Case #08-16, #08-30, and #08-33 (P. Tyson Bennett, Esq.)
- C. Consideration of consent to the following contract awards: (Mr. Gay/Mr. Sines) Exhibit J
1. 403(b) Retirement Plan Providers
  2. AVID-based Schools' Tutoring Program
  3. School Attendance Monitoring System
  4. Telephone Equipment Repair and Maintenance
  5. Memorandum of Understanding—School Resource Officer Program
  6. Boiler Replacement – Catonsville High School
  7. Window, Blind, and Door Replacement – Eastwood Center
  8. Construction Contract – Elevator Addition-Greenwood Human Resources
  9. Replacement of Windows, Blinds, and Doors – Hernwood Elementary School
  10. Replacement of Windows, Blinds, and Doors – Middleborough Elementary School
  11. Replacement of Windows, Blinds, Doors – Pinewood Elementary School
  12. Fee Acceptance: Design Services – Transportation Building Renovations at the Arbutus Bus Lot
  13. Fee Acceptance: Architecture/Engineering (A/E) Services – George Washington Carver Center for Arts and Technology School Replacement
  14. Fee Acceptance: Construction Management (CM) Services – George Washington Carver Center for Arts and Technology School Replacement
  15. Fee Acceptance: Design Services – Steam Canopy Feasibility Study-Kenwood Bus Lot

XI. NEW BUSINESS (cont)

16. Fee Acceptance: Construction Management (CM) Services –  
New Construction-Towson West Elementary School
17. Fee Acceptance: Design Services – Wabash Bus  
Maintenance Facility Addition
18. Request to Negotiate: On-call Weatherization Design Services

XII. ANNOUNCEMENTS

- A. General Public Comment

Next Board Meeting  
6:30 PM

Tuesday, October 21, 2008  
Greenwood

**TENTATIVE MINUTES****BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND**

Tuesday, September 9, 2008

The Board of Education of Baltimore County met in open session at 5:59 p.m. at Greenwood. President JoAnn C. Murphy and the following Board members were present: Mr. James E. Coleman, Mr. Earnest E. Hines, Mr. Rodger C. Janssen, Ms. Mary-Margaret O'Hare, Mr. Joseph J. Pallozzi, Mr. H. Edward Parker, Ms. Valerie A. Roddy, Mr. David Uhlfelder, and Miss Annette Karanja. 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 September and October.

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

Pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1), (a)(7), (a)(8), and (a)(9) and upon motion of Mr. Janssen, seconded by Mr. Pallozzi, the Board commenced its closed session at 6:05 p.m.

**CLOSED SESSION MINUTES**

The Board of Education of Baltimore County, Maryland, met in closed session at 6:05 p.m. at Greenwood. President JoAnn C. Murphy and the following Board members were present: Mr. James E. Coleman, Mr. Earnest E. Hines, Mr. Rodger C. Janssen, Ms. Mary-Margaret O'Hare, Mr. Joseph J. Pallozzi, Mr. H. Edward Parker, Ms. Valerie A. Roddy, Mr. David Uhlfelder, and Miss Annette Karanja. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and the following staff members were present: J. Robert Haines, Esq., Deputy Superintendent; Ms. Rita Fromm, Chief of Staff; 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; Dr. Donald Peccia, Assistant Superintendent, Human Resources; Dr. Alpheus Arrington, Director, Human Resources; Mr. Daniel Capozzi, Staff Relations Manager; Ms. Barbara Burnopp, Chief Financial Officer; P. Tyson Bennett, Esq., Counsel to the Board of Education; and Ms. Brenda Stiffler, Administrative Assistant to the Board.

Mr. Capozzi discussed with Board members the supplement agreement to be considered on the evening's agenda.

Kenneth Hoffman, Esq., Venable LLP, entered the room at 6:09 p.m.

### CLOSED SESSION MINUTES (cont)

Mr. Hoffman and Mr. Capozzi explained to the Board federal regulatory changes affecting Baltimore County Public School's (BCPS) 403(b) program.

Mr. Hoffman and Mr. Capozzi exited the room at 6:34 p.m.

Ms. Howie provided legal advice to the Board regarding the transfer of property. Ms. Howie updated the Board on the impasse proceedings with a collective bargaining unit.

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

At 6:51 p.m., Ms. O'Hare moved the Board adjourn closed session. The motion was seconded by Mr. Pallozzi and approved by the Board.

Mr. Haines, Ms. Fromm, Dr. Tomback, Dr. Rodriguez, Ms. Satterfield, Mr. Lawrence, Mr. Patzkowsky, and Ms. Howie exited the room at 6:51 p.m.

### ADMINISTRATIVE FUNCTION

Board members discussed the format of Board work sessions.

At 6:55 p.m., the Board adjourned for a brief dinner recess.

### OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 7:33 p.m. at Greenwood. President JoAnn C. Murphy and the following Board members were present: Mr. James E. Coleman, Ms. Frances A. S. Harris, Mr. Earnest E. Hines, Mr. Rodger C. Janssen, Ms. Mary-Margaret O'Hare, Mr. Joseph J. Pallozzi, Mr. H. Edward Parker, Ms. Valerie A. Roddy, Mr. David Uhlfelder, and Miss Annette Karanja. 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 Ben Ames, a student at Hillcrest Elementary School, followed by a period of silent meditation for those who have served education in the Baltimore County Public Schools.

Hearing no additions or corrections to the Report on the Board of Education Retreat of August 9, 2008, and the Open and Closed Minutes of August 12, 2008, Ms. Murphy declared the minutes approved as presented on the Web site.

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

Ms. Jasmine Shriver, Coordinator of the Area Education Advisory Councils, reiterated the council's mission statement, which is, "To improve the quality of education in Baltimore County and to strengthen the relationship between the school and community by serving as informed advisors to the Board of Education on issues that affect students, families, communities, and schools." Ms. Shriver announced that there would be a joint advisory council meeting on Thursday, September 18, 2008, at 7:00 p.m. in room 114 of the ESS building.

Mr. John Desmone, Executive Director of the Council of Administrative and Supervisory Employees, commended the Board on its focus areas and the renewed commitment in maintaining confidentiality as noted in the Board's proposed norms.

Ms. Nancy Ostrow, President of the PTA Council of Baltimore County, announced its PTA Fall Reception and Workshop to be held on Thursday, October 23, 2008, at New Town High School.

Ms. Cheryl Bost, President of the Teachers' Association of Baltimore County, thanked the Board for allocating funding for a new parking lot at White Oak School. She requested that a study be conducted to place air conditioning in all schools. On behalf of TABCO, Ms. Bost asked the Board not to go to a single vendor for the 403(b) program.

### SUPERINTENDENT'S REPORT

Dr. Hairston reported that as of Monday, September 8, BCPS enrollment reached 104,028 students, which is slightly over the projection. The official enrollment count will be recorded on September 30, 2008.

Dr. Hairston stated that earlier this evening, the Board's Building and Contracts Committee reviewed plans for the new Towson West elementary school. The schematic design, as presented to the Building and Contracts Committee, is available on BCPS' Web site.

RECOGNITION OF ADMINISTRATIVE APPOINTMENTS

Dr. Donald Peccia, Assistant Superintendent of Human Resources, recognized the administrative appointments made at the August 12, 2008 Board meeting:

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
<u>CHARLES CHRISTIAN, JR.</u> (Effective August 13, 2008)	Behavior Interventionist/Special Education Woodlawn High School	Pupil Personnel Worker Department of Student Support Services
<u>WILMA L. DEYAMPERT</u> (Effective August 13, 2008)	Reading Specialist Loch Raven Technical Academy	Assistant Principal Imagine Discovery Public Charter School
<u>PATRICK A. HANCOCK</u> (Effective August 13, 2008)	Risk Management Specialist Office of Risk Management	Manager, Risk Management Office of Risk Management
<u>BONNIE K. LAMBERT</u> (Effective August 13, 2008)	Assistant Principal Loch Raven High School	Principal Loch Raven High School
<u>ANDREA H. PARRISH</u> (Effective August 13, 2008)	Teacher/Special Education–Inclusion Office of Special Education	Specialist, Area Support Special Education
<u>MICHELE R. STANSBURY</u> (Effective August 13, 2008)	Mentor Powhatan Elementary School	Specialist, Instructional Coach Elementary
<u>JOHARI TOE</u> (Effective August 13, 2008)	Teacher Specialist Professional Growth and Development Anne Arundel County Public Schools	Specialist, Instructional Coach Elementary
<u>MATTHEW N. AMES</u> (Effective August 13, 2008)	Teacher/Art Patapsco High School and Center for the Arts	Assistant Principal Franklin High School
<u>MARK E. MATTHEWS</u> (Effective August 13, 2008)	Director of Education/Principal Board of Child Care – Strawbridge School	Assistant Principal Loch Raven High School
<u>MARY V. WOJNOWSKI</u> (Effective August 13, 2008)	Specialist of Research Department of Research, Accountability, and Assessment	Supervisor Department of Research, Accountability and Assessment
<u>LINDA A. MARCHINECK</u> (Effective August 13, 2008)	Specialist in Research Department of Research, Accountability, and Assessment	Coordinator Department of Research, Accountability, and Assessment
<u>T. NICOLE TUCKER-SMITH</u> (Effective August 13, 2008)	Supervisor, Parent Support Services Department of Professional Development	Coordinator Department of Professional Development

### REPORTS

The Board received the following reports:

- A. **Report on Proposed FY10 State/County Capital Budget Request** – Ms. Barbara Burnopp, Chief Financial Officer, provided a brief overview of the proposed FY2010 capital budget request and the state budget process. The budget will be discussed in detail at the work session on Tuesday, September 16, 2008.

Ms. O'Hare asked for clarification on "additional 200 seats Dogwood Elementary School cluster." Ms. Burnopp responded that a description of each cluster would be available to the Board at its work session.

### PERSONNEL MATTERS

On motion of Mr. Janssen, seconded by Mr. Pallozzi, the Board approved the personnel matters as presented on exhibits D, E, F, G, and H (Copies of the exhibits are attached to the formal minutes).

### SUPPLEMENT TO THE BACE MASTER AGREEMENT

On motion of Mr. Pallozzi, seconded by Mr. Janssen, the Board approved the Supplement to the BACE Master Agreement, as presented in exhibit I. Miss Karanja, student representative, did not vote on this item.

### BUILDING AND CONTRACT AWARDS

The Building and Contracts Committee, represented by Mr. Pallozzi, recommended approval of items 1-9 (exhibit J).

The Board approved these recommendations.

1. RGA-111-09 Contract Modification: Charter School Agreement
2. JNI-717-09 Augmentative Communication Devices
3. JNI-722-09 College Preparatory Support Program
4. JNI-716-09 English Textbooks and Related Materials for Non-Title I Elementary Schools
5. JNI-718-09 Optical Mark Reader/Scanner
6. RGA-113-09 Resident Teacher Coach Program
7. JNI-719-09 Scheduler's Trainer (Contractual)



BUILDING AND CONTRACT AWARDS (cont)

8. RGA-116-09 Request to Move Forward for Conveyance of Property:  
Overlea High School
9. JMI-645-08 Request to Negotiate: Construction Management (CM)  
Services – Towson West Elementary School – New  
Construction

BOARD NORMS

On motion of Mr. Pallozzi, seconded by Mr. Parker, the Board approved the Board of Education's Norms, as presented in exhibit K.

FOCUS AREAS FOR 2008-2009

On motion of Mr. Pallozzi, seconded by Ms. Harris, the Board approved its focus areas for 2008-2009, as presented in exhibit L.

INFORMATION

The Board received the following as information:

- A. Opening of Schools
- B. Deletion of Superintendent's Rule 6200 – INSTRUCTION: School Libraries-Relationship of Media Specialists or Librarians to the School Faculty

ANNOUNCEMENTS

Ms. Murphy made the following announcements:

- On Tuesday, September 16, 2008, the Board of Education of Baltimore County will hold a work session on the Proposed FY10 Capital State Budget. The meeting will take place in room 114 of the ESS Building at 7:00 p.m. The meeting is open to the public.
- The Southwest Area Education Advisory Council will meet on Wednesday, September 17, 2008, at Lansdowne High School beginning at 7:00 p.m.
- There will be a joint Area Education Advisory Council meeting on Thursday, September 18, 2008, at Greenwood in the ESS Building, room 114, beginning at 7:00 p.m.

ANNOUNCEMENTS (cont)

- The Northeast Area Education Advisory Council will hold its operating pre-budget hearing on Wednesday, September 24, 2008, at Eastern Technical High School beginning at 7:00 p.m.
- The Central Area Education Advisory Council will meet on Thursday, September 25, 2008, at Dumbarton Middle School beginning at 7:00 p.m.
- The Board of Education of Baltimore County will hold its next meeting on Tuesday, September 23, 2008, at Greenwood. The meeting will begin with an open session at approximately 5:30 p.m. The Board will then adjourn to meet in closed session. The open session will reconvene at approximately 6:30 p.m. The public is welcome to all open sessions.

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.

GENERAL PUBLIC COMMENT

Ms. Laura Mullen expressed concern over the stifling classrooms at Ridgely Middle School. She asked that a policy be enacted to govern closing of non-air conditioned schools on hot days.

Ms. Kathleen Palencar was disheartened that the community was not given the opportunity to ask questions related to the schematic design presented to the Board's Building and Contracts Committee earlier this evening.

Ms. Kris Culp reiterated what the previous speaker had stated. She asked the Board to "go back to the drawing board" regarding the new Towson West elementary school.

GENERAL PUBLIC COMMENT (cont)

Ms. Mohammed Jameel believes that limiting public comment is a violation of free speech. He stated that public comment should be increased rather than decreased.

Ms. Janet Morton asked the Board for a uniform policy that allows teachers to head early morning gym programs.

Mr. Tommy Wesselhoff, a student, asked the Board to consider bringing the Baltimore County Virtual Instruction Program (BCVIP) back.

Ms. Amy Sparks asked the Board to bring back the BCVIP for students.

Ms. Victoria Airey asked the Board to consider funding for the BCVIP.

Ms. Margaret Fonshell Ward believes that the Board is not receiving complete and accurate information with respect to the new Towson West elementary school. She stated that her association had asked to be placed on the September 23, 2008 Board agenda.

Ms. Kathryn Kuwabara asked the Board to permit the early morning gym program at Pot Springs Elementary School to continue as it has been run in the past.

ADJOURNMENT

Since there was no further business, the Board adjourned its meeting at 8:33 p.m.

Respectfully submitted,

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Joe A. Hairston  
Secretary-Treasurer

/bls

## TENTATIVE MINUTES

### REPORT OF THE WORK SESSION ON THE PROPOSED FISCAL YEAR 2010 CAPITAL BUDGET RECOMMENDATIONS

Tuesday, September 16, 2008  
Greenwood

The Board of Education of Baltimore County, Maryland, met in open session at 7:00 p.m. at Greenwood. President JoAnn C. Murphy and the following Board members were present: Ms. Frances A. S. Harris, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Ms. Mary-Margaret O'Hare, Mr. Joseph J. Pallozzi, Mr. H. Edward Parker, and Ms. Valerie A. Roddy. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

Ms. Murphy stated the purpose of the work session and thanked staff for its work in preparing the information presented at the meeting.

Ms. Barbara Burnopp, Chief Financial Officer, reviewed the project priority order and provided background information on the capital budget process noting that there are two requests to the state: planning and funding. She stated that the Board will take action at its September 23 meeting on the state capital request. However, projects involving county funds will be discussed in December and action taken at a January Board meeting. The superintendent recommends requesting \$117,151,000 in state funding. Ms. Burnopp provided Board members a summary of capital budget funding for FY 1997 through FY 2010. She noted that item 29, State Relocatable Movement, is where Baltimore County Public Schools' (BCPS) needs to remove all state relocatables.

Ms. Michele Prumo, Executive Director of Planning and Support Operations, reviewed with Board members the capital planning priorities and recommended timelines for FY 2010 through FY 2013. This list indicates where BCPS may need increased capacity including planning, funding, and additional seats. Ms. Prumo stated that a "cluster" is the grouping of schools based on geography and feeder-school patterns.

Ms. O'Hare asked whether air conditioning was incorporated into the limited renovation projects. Mr. Sines responded that air conditioning is incorporated in the scope of work. Mr. Sines also noted that once funding is available and the contract is approved by the Board, air conditioning will be included in limited renovations. Ms. O'Hare asked for the definition of "systemic renovation." Mr. Sines responded systemic renovation means "single system" renovation, such as roofs, windows, and electrical items. Ms. O'Hare asked if replacement windows can open sufficiently to get air into the classroom. Mr. Sines stated replacement windows are more energy efficient and are equal to the existing window systems in operable mass. All schools that have undergone renovations have had an increase in the movement of air through the mechanical system. BCPS is routinely increasing the percentage above the existing mass structure of future window design. Mr. Sines stated that the Department of Physical Facilities will provide a report to the Board in November on the status of physical facilities with a focus on air conditioning.

Ms. Roddy asked what is included in the five limited renovation projects. Mr. Sines responded limited renovations include a minimum of five major systems, such as plumbing, electrical, roof, and/or windows. It is site specific and is based upon the feasibility study for that particular school. Ms. Roddy reiterated that she would like a more detailed description of the schools listed for limited renovations.

Ms. Roddy asked if the school system is continuing to use the Perks-Reutter study from the 1990's, with Mr. Sines responding negatively. Ms. Roddy asked which schools currently have partial or no air conditioning. Mr. Sines responded that information regarding air conditioning would be provided to the Board in November. He also noted that every project that is eligible for air conditioning is included in the scope of work. Any local project not listed would require local funding. Ms. Roddy stated that she hopes the report includes an estimate or range of the cost for air conditioning these schools. Mr. Sines stated that since the Perks-Reutter program, BCPS has invested over \$1 billion in infrastructure. The high schools program currently underway is projected to cost approximately \$1 billion. For the school system to revisit half of the buildings that do not have air conditioning, and to regroup and pick up where the Perks-Reutter program left off, it could easily cost \$1 billion.

Ms. Johnson asked that, if the school system receives less funding than requested, will the items on the list be reprioritized. Mr. Sines responded that Catonsville High School did receive state planning approval and partial funding; therefore, it would remain first on the priority list. Ms. Johnson stated that the Board may need to eliminate other projects to address the air conditioning issue. Mr. Sines noted that feasibility studies are being conducted on the high schools and that, as recommendations are received, the school system will move towards school-need bases. In the case of Dundalk High School, item 11, Mr. Sines stated that the school system must address the structural defects and mechanical deficiencies. If the issues are not addressed, it is possible that BCPS would go from a renovation project to razing the building. He stated that the feasibility study showed the building was not worth rebuilding, which is the reason for being on the priority list. Ms. Johnson stated that the Board needs this type of information to make the tough decisions.

Mr. Pallozzi asked for clarification on future funding for other projects. Mr. Sines stated that this exhibit is for state funding and that county funding would come before the Board later this year. Mr. Pallozzi asked whether county projects would include air conditioning for other schools. Mr. Sines responded that there are no county projects slated for air conditioning that are not part of the state funding.

Mr. Janssen asked if the Dundalk High School feasibility study would include razing the school. Mr. Sines responded that the feasibility study for Dundalk High is under review by staff and that the study recommends razing portions of the building. Mr. Janssen asked whether that option would be presented to the Board. Mr. Sines responded that part of the feasibility study makes a determination as to the best solution for that school.

Mr. Janssen asked whether the school system would replace seats once the state relocatables were removed. Mr. Sines responded that these relocatables were units from the state in order to execute construction projects. BCPS no longer will need the seats.

Ms. O'Hare asked whether a policy needs to be developed related to when schools should be renovated. Mr. Sines responded that the state has an administrative manual to address this issue.

Ms. Murphy asked how the school system will continue to look at the clusters to ensure accurate projections. Ms. Prumo responded that BCPS can project out firmly for five years based on how the number of kindergarten students. The school system also has ten-year projections; however, those are soft numbers.

Ms. Johnson asked if "green" standards would be a cost savings to the system. Mr. Sines responded that "green" building principles does have cost benefits. He also noted that legislation requiring certification will cost money with no return or benefit.

Ms. Roddy asked, that since the Perks-Reutter report is outdated, how were high schools assessed, how were the schools prioritizing, and is there a preliminary list of those schools. Mr. Sines responded that BCPS is in the best position to executive the high school projects. High school feasibility studies are being conducted based on age, adjusting the prioritization based on needs and the study. To date, seven feasibility studies are complete, and the school system is anticipating conducting five to seven more this school year.

Ms. O'Hare asked how large would Stoneleigh Elementary School following this addition. Ms. Prumo stated Stoneleigh Elementary would go from 490 seats to 690 seats. Ms. O'Hare asked whether Stoneleigh Elementary would have sufficient common space. Mr. Sines responded that, if the school system goes into this project as an addition, the goal would be to eliminate relocatables and bring the building up to standard.

Mr. Janssen asked whether this document is the final product. Mr. Sines responded this is a "living" document and that the school system would continue to ensure accuracy of the numbers.

With respect to the Hampton Elementary School addition, Ms. Roddy asked whether 300 seats are needed. Ms. Prumo responded that BCPS is looking at the entire Towson overcrowding issue. She stated that by 2012 the school system would need approximately 600 to 700 seats along this cluster.

Ms. Johnson asked if the Board would receive a revised priority list should state funding change. Mr. Sines responded that, should the state modify the capital budget funding, the revised priority list, along with funding amounts, would come back to the Board for review and approval.

ADJOURNMENT

The work session adjourned at 7:57 p.m.

Respectfully submitted,

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Joe A. Hairston  
Secretary-Treasurer

/bls

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** October 7, 2008

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

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

**SUBJECT:** **CONSIDERATION OF BOARD OF EDUCATION POLICY 8314 –  
INTERNAL BOARD POLICIES: MEETINGS: AGENDAS**

**ORIGINATOR:** Frances A. S. Harris

**RESOURCE  
PERSON(S):** Ms. Margaret-Ann F. Howie, Esq., General Counsel  
Mr. Edward J. Novak, Esq., Associate General Counsel

**RECOMMENDATION**

That the Board of Education approves the proposed changes to Policy 8314. This is the third reading.

\* \* \* \* \*

Attachment I – Policy Analysis  
Attachment II – Policy 8314



**Policy Analysis for  
Board of Education Policy 8314  
Meetings: Agenda**

Statement of Issues or Questions to be Addressed

Board of Education Policy 8314 was revised to reflect current practice and terminology.

Cost Analysis and Fiscal Impact on School System

No fiscal impact is anticipated by this revision.

Relationship to other Board of Education Policies

Board of Education Policy 8311, *Meetings*

Board of Education Policy 8312, *Meetings: Times and Place*

Legal Requirements

*Annotated Code of Maryland*, Education Article §4-107

*Annotated Code of Maryland*, State Government §10-506(a)

Similar Policies Adopted by Other Local School Systems

1. Prince George's County Policy 9362.2, *Advance Delivery of Meeting Materials*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Board

None.

INTERNAL BOARD POLICIES: Operations

Meetings: Agenda

- I. The business conducted by the Board of Education OF BALTIMORE COUNTY (BOARD) at any regular meeting will be limited to those matters included on the agenda. Additional items may be added to the agenda by the unanimous consent of the Board members present. HOWEVER, PROPOSED regular agenda items are to be submitted FOR CONSIDERATION to the BOARD'S Secretary-TREASURER by 4:45 p.m. eight (8) days preceding the regular meeting BY BOARD MEMBERS OR BY THE APPROPRIATE STAFF MEMBER.
  
- II. The [Superintendent] SECRETARY-TREASURER AND THE BOARD OFFICERS shall prepare the agenda which, with the minutes of the prior meeting, shall be [mailed] PROVIDED to the Board members [five (5) days] prior to each regular Board meeting.

LEGAL REFERENCES: *ANNOTATED CODE OF MARYLAND*, STATE GOVERNMENT ARTICLE, §10-506(A)  
*ANNOTATED CODE OF MARYLAND*, EDUCATION ARTICLE, §4-107

Policy  
Adopted: 4/13/72  
REVISED: \_\_\_\_\_

Board of Education of Baltimore County

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** October 7, 2008

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

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

**SUBJECT:** **CONSIDERATION OF BOARD OF EDUCATION POLICY 8315 –  
INTERNAL BOARD POLICIES: MEETINGS: PARTICIPATION BY  
THE PUBLIC**

**ORIGINATOR:** Frances A. S. Harris

**RESOURCE  
PERSON(S):** Margaret-Ann F. Howie, Esq., General Counsel  
Edward J. Novak, Esq., Associate General Counsel

**RECOMMENDATION**

That the Board of Education approves the proposed changes to Policy 8315. This is the third reading.

\* \* \* \* \*

Attachment I – Policy Analysis  
Attachment II – Policy 8315

**Policy Analysis for  
Board of Education Policy 8315  
Meetings: Participation by the Public**

**Statement of Issues or Questions Addressed**

Board of Education Policy 8315 describes the manner in which the public is invited to participate at Board of Education meetings. The policy has been amended to clarify that public comment will be solicited at business meetings of the Board and to define the term “stakeholder.”

**Cost Analysis and Fiscal Impact on School System**

No fiscal impact is anticipated by the revision of this policy.

**Relationship to Other Board of Education Policies**

Board of Education Policy 8311, *Meetings*

Board of Education Policy 8312, *Meetings: Time and Places*

Board of Education Policy 8313, *Meetings: Notice*

Board of Education Policy, 8314, *Meetings: Agenda*

Board of Education Policy 8330, *Minutes*

Board of Education Policy 1220, *Citizens’ Advisory Groups*

**Legal Requirements**

None

**Similar Policies Adopted by Other Local Schools Systems**

1. Allegany County Policy, BDDH, *Public Participation at Board Meetings*
2. Anne Arundel County, Policy 202.02, *Public Participation at Board Meetings*
3. Baltimore City Policy, Article I – Section 103.05, *Public Participation at Board Meetings*
4. Calvert County Policy, 1110, *Regarding Board of Education Meetings*
5. Caroline County Policy, XII.120.40, *Sounding Board Session*
6. Carroll County Policy, BEDH, *Citizen Participation at Board Meetings*
7. Cecil County Policy, BDD, *Procedures for the Board of Education Meetings*
8. Charles County Policies, P-1131, P-1133, and Rules R-1131, *Communication with the Public: Board of Education Meetings, Public Forums, Public Hearings and Public Participation: Public Forum*
9. Dorchester County, Policies 180.5 *Public Attendance*; 180.6 *Public Comment*; 180.7 *Public Presentations*
10. Frederick County, Policy 102, *Meetings*
11. Garrett County, Policy 103.1, *Public Meeting Procedures*
12. Harford County, Policy 22-0008-000, *Public Participation at Board Open Meetings or Public Hearings*
13. Howard County Policy 2040 *Public Participation in Meetings of the Board*
14. Kent County, Policy Section BED, *Public Participation in Open Meetings of the Board*
15. Montgomery County, Board of Education Web site, *Public Participation*
16. Prince George’s County, Policy 8345, *Public Comment and Board of Education Member Participation at Board of Education Meetings*

17. St. Mary's County, Policy BEDH, *Public Participation at Board Meetings*
18. Somerset County, Policy 100-10 *Request for Audience Discussion or Presentation of Proposal(s) to the Board of Education and Policy 100-12 Public Participation*
19. Talbot County, Policy BDDH, *Public Participation at Board Meetings*
20. Washington County, Policy BDDE, *Rules of Order for Meetings*
21. Wicomico County, *Board of Education Meetings*
22. Worcester County, Policy A-3, *Organization and Meetings*

**Draft of Proposed Policy**

Attached

**Other Alternatives Considered by Board**

No other alternatives were considered.

INTERNAL BOARD POLICIES: Operations

Meetings: Participation by the Public

- I. Citizens of the county have the expressed right and are encouraged to attend all public meetings of the Board OF EDUCATION OF BALTIMORE COUNTY (BOARD) and to observe the deliberation of its members. [The following procedures are adopted to preserve the orderly transaction of business of the Board and to provide proper opportunities for legitimate and objective discussion and analysis of educational issues within the Board’s jurisdiction:]
- II. [1.] Any citizen who wishes to address the Board at one of its BUSINESS [public] meetings must complete the requisite sign-in form prior to the opening of each meeting, and provide the AGENDA ITEM OR EDUCATIONAL topic he/she wishes to discuss.
- III. [2.] It is the practice of the Board to [invite the public to address the Board of Education] PROVIDE AN OPPORTUNITY FOR STAKEHOLDER GROUPS TO REPORT THE RESULTS OF THEIR MEETINGS AND GROUP ACTIVITIES at each of its [regularly scheduled public] BUSINESS meetings. FOR THE PURPOSE OF THIS POLICY, STAKEHOLDER GROUPS ARE IDENTIFIED AS THOSE EXISTING AS OF THE 2008-2009 SCHOOL YEAR.

Policy  
Adopted: 4/13/72  
Revised: 2/20/07  
REVISED: \_\_\_\_\_

Board of Education of Baltimore County

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** October 7, 2008

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

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

**SUBJECT:** **CONSIDERATION OF BOARD OF EDUCATION POLICY 8366 –  
ETHICS CODE: ETHICS REVIEW PANEL**

**ORIGINATOR:** Frances A. S. Harris

**RESOURCE  
PERSON(S):** Margaret-Ann F. Howie, Esq., General Counsel  
Edward J. Novak, Esq., Associate General Counsel

**RECOMMENDATION**

That the Board of Education approves the proposed changes to Policy 8366. This policy has been reviewed and approved by the State Ethics Committee. This is the third reading.

\* \* \* \* \*

Attachment I – Policy Analysis  
Attachment II – Policy 8366

**Policy Analysis for  
Board of Education Policy 8366  
Ethics Review Panel**

Statement of Issues or Questions to be Addressed

Board of Education Policy 8366 was revised to include recommendations that were made by the State Ethics Committee.

Cost Analysis and Fiscal Impact on School System

No fiscal impact is anticipated by this revision.

Relationship to other Board of Education Policies

Board of Education Policy 8339, *Hearing Before Hearing Examiner*

Legal Requirements

*Annotated Code of Maryland*, State Government Article §15-101 - §15-105, §15-811 - §15-815

Similar Policies Adopted by Other Local School Systems

None

Draft of Proposed Policy

Attached

Other Alternatives Considered by Board

None.



ETHICS CODE: Ethics Review Panel

1. PANEL MEMBERS

- A. The Ethics Review Panel of the Baltimore County Public Schools (BCPS) will consist of five (5) members appointed by the Board of Education OF BALTIMORE COUNTY (BOARD). At least one (1) member must be an attorney duly licensed to practice law in the State of Maryland and who is in good standing with the State Court of Appeals.
- B. All members will serve five-year terms and until their successors are appointed and qualify. Terms will be staggered to assure continuity and political independence. The initial terms of appointees will be staggered by the Board to provide that each year one (1) of the members' terms is concluded.
- C. A member of the Panel will be replaced in the event of:
  - [·](i) Death;
  - [·](ii) Resignation;
  - [·](iii) just cause[.], WHICH MAY INCLUDE FAILURE TO ATTEND, WITHOUT GOOD CAUSE, MORE THAN FIFTY PERCENT OF THE PANEL'S SCHEDULED MEETINGS IN ONE CALENDAR YEAR OR THREE CONSECUTIVE ABSENCES SUBJECT TO THE DISCRETION OF THE PANEL.
- D. Vacancies occurring on the ETHICS REVIEW Panel shall be filled by the Board for the remainder of the unexpired term only. An individual may be reappointed by the Board for a maximum of one (1) additional term.

[1.]2. Qualifications of Panel Members

- A. Every person who resides in Baltimore County and is at least eighteen (18) years of age is eligible to serve on the Ethics Review Panel if that person:
  - (i)[(a)] Is a U.S. citizen;
  - (ii)[(b)] Does not hold any elected or appointed office, is not a candidate for an office of the United States, the State, any political subdivision or incorporated municipality of the State, or in any political party;

(iii)[(c)] Is not an incumbent member of the Board, an employee, OR employed by a business entity subject to the authority of the Board.[,or the spouses of such persons]

(iv)[(d)] Is not a registered lobbyist for any organization in the State that may create a conflict of interest.

[b]B. PANEL MEMBERS MAY NOT PARTICIPATE IN THE DECISIONS OR DISCUSSION OF ANY MATTER INVOLVING HIS/HER IMMEDIATE FAMILY.

[2]3. Role of the Ethics Review Panel

A.(i) The Ethics Review Panel shall serve as an advisory body to the Board [of Education of Baltimore County].

(ii) The Ethics Review Panel shall be responsible for interpreting this Ethics Code and advising persons subject to these policies as to their applications.

B.(i) The Ethics Review Panel shall be responsible for accepting, hearing, or initiating any complaints as deemed necessary in accordance with these policies. The Ethics Review Panel shall provide hearings in accordance with the Board's currently adopted Policy 8339 (*Appeal Before Hearing Examiner*).

(ii) The Ethics Review Panel will provide the opportunity for a hearing on any complaint deemed viable, after a review, regarding an alleged violation of these Ethics policies.

(iii) The Ethics Review Panel shall issue a written report on each case heard to the Board [of Education].

(iv) From the time a complaint is filed until there is a final determination by the Board [of Education of Baltimore County], all actions and information shall be treated as confidential, in accordance with the laws of the State of Maryland.

- C. The Ethics Review Panel shall recommend exceptions or modifications to the provisions of these Ethics policies if it is determined that there would be an unreasonable invasion of privacy, that there would be a significant reduction of the availability of qualified individuals for public service, and if it is deemed not necessary to preserve the purposes of these Ethics policies. Recommendations for exceptions are not approved or rejected until the Board acts.

[3.]4. Administration of the Panel

The Ethics Review Panel will develop rules and procedures in consultation with the Office of Law of the Board [of Education of Baltimore County].

- A. The Chair of the Ethics Review Panel will be selected by members of the Panel. The term of the Chair will be one (1) year.
- B. The Ethics Review Panel will meet regularly on a quarterly basis and will submit minutes to the Board [of Education]. However, any Member of the Panel may call a meeting of all members should an unexpected circumstance arise.
- C. An affirmative vote of at least three (3) members of the Panel is required for any and all action of the Ethics Review Panel.
- D. Members of the Ethics Review Panel will receive no compensation for their services. They will, however, be reimbursed for reasonable and necessary expenses incurred in the discharge of their official duties.
- E. The ETHICS REVIEW Panel will administer the provisions of this Ethics Code.
- F.(i) The Office of Ombudsperson shall provide administrative support to the Ethics Review Panel.
  - (ii) The Superintendent shall ensure that the Office of Law has the needed budgetary support to provide legal, technical, and clerical staff support for the Ethics Review Panel.
  - (iii) As an advisory body to the Board [of Education], the Ethics Review Panel may be assisted in carrying out its responsibilities by the Board's attorney and/or internal auditor.

- G.(i) The members of the Ethics Review Panel shall be insulated by the defense of sovereign immunity as provided by the laws of the State of Maryland.
- (ii) The Board [of Education] shall provide, in accordance with Maryland law, inclusion for the Ethics Review Panel and each of its members comprehensive liability insurance coverage (either through the Board's policy or otherwise) from any personal or joint civil liability action arising out of and in the course of the performance of their duties.

[4.]5. Advisory Opinions

Any Board member, employee, volunteer, or other person subject to the provisions of the policies of the Ethics Code may request that the Ethics Review Panel issue an advisory opinion concerning the applications of these policies. The Panel will respond promptly to such requests, providing interpretations of the policies contained in the Code based on the facts provided or reasonably available to it. Copies of these interpretations, with the identity of the subject deleted, will be made available to the Board, the Superintendent, and the public in accordance with applicable State law regarding public records.

[5.]6. Complaints

Any person may file with the Ethics Review Panel a complaint alleging a violation of any of the provisions of the Ethics Code.

- A. All complaints must be submitted in writing, must contain a signature(s) of the individual(s) with knowledge of the complaint, and may be referred to the Board's attorney to obtain the necessary investigative services.
- B. If--after the Ethics Panel review of any investigation that may have taken place--the Panel determines that there are insufficient facts upon which to base a determination of violation, the Ethics Review Panel shall dismiss the complaint.
- C. If there is reasonable basis for believing a violation has occurred, the individual who is the subject of the complaint will get a chance for a hearing conducted in accordance with the Board's hearing procedures (Board Policy 8339) for actions on the record.
- D. Hearings

- (i)[•] For purposes of the Ethics Review Panel hearings, the Panel will act as the hearing examiner and conduct the opportunity hearing. After a complaint is filed and until there is a final determination by the Board, all actions regarding a complaint will be treated confidentially, in accordance with the laws of the State of Maryland. For purposes of the hearing, a member of the Ethics Review Panel will act as hearing chairperson to conduct the hearing and provide for its efficient administration. The ETHICS REVIEW Panel will be advised by an attorney from the Office of Law OR SUCH OTHER COUNSEL THAT MAY BE ENGAGED AT THE BOARD'S EXPENSE FOR SUCH PURPOSE regarding the rule on motions, objections, and issues of law.
- (ii)[•] All evidence will be presented on the record and a written transcript of the hearing will be produced.
- (iii)[•] All testimony will be taken under oath and all parties will be provided with the right to cross-examine witnesses.
- (iv)[•] The Ethics Review Panel will produce a written report to the Board in every case. The report will state, where appropriate, dismissal of the complaint, that a determination was reached, that a violation of the Ethics Code had occurred, or that evidence was inconclusive and the Panel was unable to reach a final determination.
- (v)[•] Any final determination resulting from the hearing will include written findings of fact, a statement of alleged violation, a conclusion of law, and recommendations, which may include: recommendations for corrective action, disciplinary or other appropriate personnel action, or termination.
- (vi)[•] The ETHICS REVIEW Panel will have the right to demand the appearance of any employee of the Board of Education at any meeting or hearing. The Panel will have the right to inspect and/or have copies produced of any relevant document, paper, ELECTRONIC MEDIA, or other tangible object in the possession of the BCPS[Baltimore County Public Schools] and/or the Board [of Education].
- (vii)[•]The Ethics Review Panel does not have the right to issue subpoenas.

[6.]7. Rules of Procedure

- A. The provisions of Board Policy 8339 will be followed, except that the Panel will act as hearing examiner.
- B. A majority vote of the Panel consists of three (3) or more votes.
- C. A quorum consists of three (3) members present.
- D. The ETHICS REVIEW Panel will adopt rules for the transaction of its business.
- E. The ETHICS REVIEW Panel will keep a file of the minutes of its proceedings.
- F. All official actions and decisions of the Ethics Review Panel will be in writing.

[7.]8. Sanctions

- A. Violations of the Ethics Code by any Board member, employee, or volunteer will constitute grounds for discipline or personnel action, or termination where provided by law, consistent with procedures set forth in the Education Article of the *Annotated Code of Maryland* and the policy manual of the Board [of Education of Baltimore County].
- B. Persons or organizations found in violation of the lobbying provisions of the Ethics Code shall be publicly identified and subject to other penalties as provided by law.

Legal Reference: *Annotated Code of Maryland*, State Government Article, [§10-611 et seq.] §§15-101 to -105, 15-811 to -815

RELATED POLICIES: BOARD OF EDUCATION POLICY 8339, *HEARING BEFORE HEARING EXAMINER*

Policy

Board of Education of Baltimore County

Adopted: 10/8/96

Revised: 8/12/97

REVISED: \_\_\_\_\_

State Ethics Commission Responses-4/21/2008:

New language: **UPPERCASE BOLD UNDERLINE**

Deleted language: ~~redlined~~

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

**October 7, 2008**

**RETIREMENTS**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SCHOOL/OFFICE</u></b>	<b><u>YRS. OF SERVICE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Mary Boegner	Kindergarten Teacher	Fifth District Elementary	23.0	07/01/08
Elaine Boram	Classroom Teacher	Pine Grove Elementary	29.6	01/01/09
Kenneth Bradshaw	Tech Ed Teacher	Catonsville High	33.6	10/01/08
Dian Brewer	Special Ed Teacher	Ridgely Middle	17.4	01/01/09
Richard Cole	Guidance Counselor	Crossroads Center	31.0	07/01/08
Janet Dziejwanowski	Kindergarten Teacher	Prettyboy Elementary	18.0	07/01/08
Donna Fine	Special Ed Teacher	Joppa View Elementary	34.0	09/01/08
Patricia Hartman	Programmer Analyst	Timonium/IMS	23.2	11/01/08
Mary Jackson	Bus Attendant	Transportation	18.2	05/01/08
Janet Johnson	Clerk III	Timonium/Accounting	19.7	09/01/08
Theresa Lipira	Bus Attendant	Transportation	7.0	07/01/08
Donna Long	Speech/Lang Patholog	ESS/Office of Humanities	32.1	10/01/08
Charles Scott	Business Education	Chesapeake High	6.7	01/01/09
Christine Watts	Bus Driver	Transportation	16.0	07/01/08

As of 9/23/2008



**BALTIMORE COUNTY PUBLIC SCHOOLS  
TOWSON, MARYLAND 21204  
October 7, 2008**

**RESIGNATIONS**

**ELEMENTARY – 1**

Janet M. Anderson, 10/02/08, 9.0 yrs.  
Grade 2 & 3 (split position)

**SECONDARY – 12**

Deep Creek Middle School  
Kelly Coston, 08/26/08, 16.0 yrs.  
Crisis Interventionist

Franklin Middle School  
Lori Palmieri, 08/20/08, 4.0 yrs.  
Spanish

Golden Ring Middle School  
Erika A. Palazzo, 09/27/08, 1.0 yr., 1.0 mo.  
Physical Education

Lansdowne Middle School  
Margaret A. Leist, 09/25/08, 2.0 yrs.  
English

Milford Mill Academy  
Norberto R. Dizon, 09/09/08, 1.0 yr., 4.0 mos.  
Science

Overlea High School  
Otis Jones, 09/06/08, 12.0 yrs.  
ROTC

Ridgely Middle School  
Jean Brumbley, 08/30/08, 4.0 yrs.  
Mathematics

Towson High School  
Julianne Lockwood, 08/23/08, 14.0 yrs.  
Guidance

Windsor Mill Middle School  
Lucinda Burgess, 08/23/08, 8.0 yrs.  
Social Studies

Woodlawn Middle School  
Shawn Rollins, 08/30/08, 1.0 yr.  
Health

Tiombe M. Olumiji, 11/01/08, 1.0 yr., 3.0 mos.  
Special Education - Inclusion

Woodlawn High School  
Rishawd A. Watson, 09/06/08, 1.0 yr.  
Social Studies

**SEPARATIONS FROM LEAVE – 1**

Melissa Folus, granted Child Rearing Leave, 08/09/06-06/30/08, resigning 07/01/08, 14.0 yrs.

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

**October 7, 2008**

**LEAVES**

**CHILD REARING LEAVES**

CHERYL BAUER ADAM – (Elementary) Oakleigh Elementary School  
Effective September 24, 2008, through June 30, 2010

KRISTINE THOMPSON FOSKEY – (Resource) Baltimore Highland Elementary School  
Effective October 15, 2008, through June 30, 2010

BRITTANY WALROD MCCOMAS – (Paraeducator) Red House Run Elementary School  
Effective August 18, 2008, through June 30, 2010

**EDUCATIONAL LEAVE**

APRIL R. SCOTT – (Paraeducator) Crossroads Center  
Effective August 25, 2008, through December 31, 2008

**PERSONAL ILLNESS LEAVE**

TERESA G. BARDROFF – (Bus Attendant) Rosedale Lot\*  
Effective August 18, 2008, through June 30, 2009

**UNUSUAL OR IMPERATIVE LEAVE**

ODELLIA GOREN - (Reading) Windsor Mill Middle School  
Effective September 22, 2008, through June 30, 2009

\*Non-member Maryland State Retirement System & Pension System

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**RECOMMENDED APPOINTMENTS**

**October 7, 2008**

**Name**

**From**

**To**

**RANDY C. ALESHEVICH**  
(Effective October 8, 2008)

Teacher/Resource  
Department of Research,  
Accountability and Assessment

Data Specialist  
Department of Research,  
Accountability and Assessment

(Redefined position)

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** October 7, 2008

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

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

**SUBJECT:** **APPOINTMENT TO THE NORTHEAST AREA EDUCATION  
ADVISORY COUNCIL**

**ORIGINATOR:** Robert Tomback, Assistant Superintendent, Northeast Area

**RESOURCE  
PERSON(S):**

**RECOMMENDATION**

That Mr. Aaron Moore be appointed as a student member of the  
Northeast Area Education Advisory Council.

\*\*\*\*\*

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** October 7, 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 G. 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 – October 7, 2008**

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

- 1. Contract:** 403(b) Retirement Plan Providers  
**Contract #:** PCR-212-08

**Term:** 5 years      **Extension:** 5 years      **Contract Ending Date:** 12/31/18  
**Estimated annual award value:** varies  
**Estimated total award value:** varies

**Bid issued:** May 1, 2008  
**Pre-bid meeting date:** May 20, 2008  
**Due date:** June 4, 2008  
**No. of vendors issued to:** 26  
**No. of bids received:** 7  
**No. of no-bids received:** 1

**Description:**

This contract consists of providing 403(b) retirement plan services to BCPS employees.

BCPS hired the financial analyst consulting firm Bolton Partners, Inc., to evaluate proposals submitted by interested vendors. These proposals were evaluated based upon screening criteria and also on several quantitative and qualitative attributes: including accuracy, completeness, and competitiveness of the proposals; credentials of the bidders; assets of the bidders; record keeping and IRS code compliance; communication and implementation support; customer service requirements; marketing options; depth and quality of investment options; fees; and financial viability.

**Recommendation:**

Award of contract is recommended to:

Lincoln Financial Group	Fort Wayne, IN
<b>Responsible school or office:</b>	Department of Human Resources
<b>Contact person:</b>	Dr. Donald Peccia
<b>Funding source:</b>	No BCPS funding involved.
<b>PDK Audit Alignment:</b>	None
<b>Explanatory Detail:</b>	The PDK audit does not address this item.

**2. Contract:** AVID-based Schools' Tutoring Program  
**Contract #:** JN1-725-09

**Term:** 1 year      **Extension:** 2 years      **Contract Ending Date:** 10/31/11  
**Estimated annual award value:** \$180,000  
**Estimated total award value:** \$540,000

**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:**

On August 9, 2005, the Board approved a three-year contract with Civic Works to provide tutors for the AVID schools. There is an ongoing need for quality tutors in AVID-based schools, as well as other schools, to increase academic achievement. AmeriCorp has approved Civic Works as a provider of tutoring services.

Civic Works will provide 42 tutors to work in 26 AVID high and middle schools. Each tutor will provide 675 hours, a total of 28,350 hours. Their services include: in-class and tutorial academic support for the AVID program; monitoring of student behavior in classes; discussion of college readiness and standards for college success; and other support for AVID program activities.

**Recommendation:**

Award of contract is recommended to:

Civic Works

Baltimore, MD

**Responsible school or office:**

Division of Curriculum and Instruction

**Contact person:**

Dr. Jonathan Brown

**Funding source:**

Operating budget

**PDK Audit Alignment:**

Recommendation: 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 allocated resources on the basis of need.

**3. Contract:** School Attendance Monitoring System  
**Contract #:** JMI-603-09

**Term:** N/A      **Extension:** N/A      **Contract Ending Date:** Until Replaced  
**Estimated annual award value:** \$100,000  
**Estimated total award value** N/A

**Bid issued:** July 31, 2008  
**Pre-bid meeting date:** August 12, 2008  
**Due date:** August 21, 2008  
**No. of vendors issued to:** 19  
**No. of bids received:** 1  
**No. of no-bids received:** 1

**Description:**

This contract consists of providing various quantities, as needed, of student attendance monitoring systems and associated equipment. The system contains both standalone and web-based components. The standalone component consists of mobile student attendance data collection stations designed to effectively and efficiently collect student data upon entering school. The web-based components are hosted by the award bidder and provide the ability for authorized users to view and/or edit student attendance data.

**Recommendation:**

Award of contract is recommended to:

WebIDcard, Inc.  
d/b/a Swipe K12 School Solutions

Perry Hall, MD

**Responsible school or office:** Individual schools  
**Contact person:** School principal or designee  
**Funding source:** Operating budget  
**PDK Audit Alignment:** None  
**Explanatory Details:** The PDK audit does not address this item.



**4. Contract Telephone Equipment Repair and Maintenance**  
**Contract #:** PCR-228-09

**Term:** 2 years      **Extension:** 3 years      **Contract Ending Date:** 10/31/13  
**Estimated annual award value:** \$ 50,000  
**Estimated total award value:** \$250,000

**Bid issued:** June 26, 2008  
**Pre-bid meeting date:** July 17, 2008  
**Due date:** July 31, 2008  
**No. of vendors issued to:** 55  
**No. of bids received:** 3  
**No. of no-bids received:** 1

**Description:**

This contract consists of providing repair, maintenance, modification (e.g., moves, adds, changes), wiring, and installation of new or replacement telephone equipment. The contract may also be used to provide wiring for computer local area networks.

**Recommendation:**

Award of contract is recommended to:

ATS, Inc.  
Cabling Concepts, LLC

Baltimore, MD  
Severna Park, MD

**Responsible school or office:**

Department of Technology

**Contact person:**

Michael Goodhues

**Funding source:**

Operating budget

**PDK Audit Alignment:**

None

**Explanatory Detail:**

The PDK audit does not address this item.

**5. Contract:** Memorandum of Understanding--School Resource Officer Program  
**Contract #:** RGA-117-09

**Term:** 4 years    **Extension:** 0    **Contract Ending Date:** 6/30/12  
**Estimated annual award value:** N/A  
**Estimated total award value:** N/A

**Description:**

This Memorandum of Understanding (MOU) consists of the continuation of the School Resource Officer Program in the Baltimore County Public Schools. The Baltimore County Police Department provides sworn police officers to selected secondary schools. The school resource officers provide law-related education, law-related mentoring, and law enforcement.

**Recommendation:**

Approval of MOU is recommended to:

Baltimore County Police Department      Towson, Maryland

**Responsible school or office:**      Division of Curriculum and Instruction

**Contact person:**      Mr. Dale Rauenzahn

**Funding source:**      Baltimore County Police Department budget

**PDK Audit Alignment:**      None

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



**7. Contract:** Window, Blind, and Door Replacement – Eastwood Center  
**Contract #:** MWE-801-09

**Term:** N/A      **Extension:** N/A      **Contract Ending Date:** N/A  
**Estimated annual award value:** \$ 479,464  
**Estimated contingency amount:** 47,946  
**Estimated total award value:** \$527,410

**Bid issued:** August 7, 2008  
**Pre-bid meeting date:** August 19, 2008  
**Due date:** September 9, 2008  
**No. of vendors issued to:** 14  
**No. of bids received:** 7  
**No. of no-bids received:** 0

**Description:**

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

**Recommendation:**

Award of contract is recommended to:

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

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

**Contact person:** Michael G. Sines

**Funding source:** Capital budget

**PDK Audit Alignment:** None

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

**Contract:** Window, Blind, and Door Replacement – Eastwood Center  
**Contract #:** MWE-801-09

<b>Bidders' Names</b>				
	E. Pikounis Construction Co.	Phillips Way, Inc.	R. J. Crowley, Inc.	North Point Builders, Inc.
Base Bid	\$479,464	\$496,242	\$510,000	\$519,000

<b>Bidders' Names</b>			
	RWC Contracting Corp.	Maryland Construction, Inc.	Most, Inc.
Base Bid	\$531,800	\$609,000	\$642,389

**8. Contract:** Construction Contract – Elevator Addition – Greenwood Human Resources Building

**Contract #:** MWE-807-09

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

**Estimated annual award value:** \$795,000

**Estimated contingency amount:** 79,500

**Estimated total award value:** \$874,500

**Bid issued:** July 31, 2008

**Pre-bid meeting date:** August 7, 2008

**Due date:** September 11, 2008

**No. of vendors issued to:** 9

**No. of bids received:** 2

**No. of no-bids received:** 1

**Description:**

This project consists of the addition of a new elevator, ADA-compliant men’s and women’s toilet rooms, and replacement of existing fire exit stairs with new steel stairs. The addition of a fire alarm system strobe and horns will be Add Alternate No. 1.

**Recommendation:**

Award of contract is recommended to:

Warwick Supply & Equipment Co. 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.

**Contract:** Construction Contract – Elevator Addition – Greenwood Human Resources Building  
**Contract #:** MWE-807-09

	Bidders' Names	
	Warwick Supply & Equipment Co., Inc.	Jerry DeBar Construction, Inc.
Base Bid	\$780,000	\$787,900
Alternate No. 1 ADD: fire alarm system strobos and horns	\$15,000	\$21,500
<b>Total</b>	<b>\$795,000</b>	<b>\$809,400</b>

**9. Contract:** Replacement of Windows, Blinds, and Doors – Hernwood Elementary School  
**Contract #:** PCR-221-08

**Term:** N/A      **Extension:** N/A      **Contract Ending Date:** N/A  
**Estimated annual award value:** \$297,618  
**Estimated contingency amount:** 29,761  
**Estimated total award value:** \$327,379

**Bid issued:** August 14, 2008  
**Pre-bid meeting date:** August 26, 2008  
**Due date:** September 9, 2008  
**No. of vendors issued to:** 10  
**No. of bids received:** 4  
**No. of no-bids received:** 0

**Description:**

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

**Recommendation:**

Award of contract is recommended to:

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

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

**Contact person:** Michael G. Sines

**Funding source:** Capital budget

**PDK Audit Alignment:** None

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



**Contract:** Replacement of Windows, Blinds, and Doors – Hernwood Elementary School  
**Contract #:** PCR-221-08

	<b>Bidders' Names</b>			
	E. Pikounis Construction Co., Inc	Phillips Way, Inc.	RWC Contracting Corporation	North Point Builders, Inc.
Base Bid	\$269,618	\$280,560	\$298,800	\$310,000
ADD Alternate 1: Remove the existing aggregate panels and hollow metal stops and replace with new insulated panel and metal stops.	\$28,000	\$19,630	\$17,100	\$17,000
Total	\$297,618	\$300,190	\$315,900	\$327,000

**10. Contract:** Replacement of Windows, Blinds, and Doors – Middleborough Elementary School  
**Contract #:** JNI-731-08

**Term:** N/A      **Extension:** N/A      **Contract Ending Date:** N/A  
**Estimated annual award value:** \$818,800  
**Estimated contingency amount:** 81,880  
**Estimated total award value:** \$900,680

**Bid issued:** July 31, 2008  
**Pre-bid meeting date:** August 14, 2008  
**Due date:** September 11, 2008  
**No. of vendors issued to:** 16  
**No. of bids received:** 4  
**No. of no-bids received:** 0

**Description:**

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

**Recommendation:**

Award of contract is recommended to:

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

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

**Contact person:** Michael G. Sines

**Funding source:** Capital budget

**PDK Audit Alignment:** None

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

	<b>Bidders' Names</b>			
	E. Pikounis Construction Co., Inc	Phillips Way, Inc.	Chilmar Corporation	North Point Builders, Inc.
Base Bid	\$769,000	\$845,000	\$1,012,000	\$1,058,000
ADD Alternate 1: Remove and replacement of the existing fascia.	\$49,800	\$54,000	\$53,000	\$65,000
<b>Total</b>	<b>\$818,800</b>	<b>\$899,000</b>	<b>\$1,065,000</b>	<b>\$1,123,000</b>

**11. Contract:** Replacement of Windows, Blinds, and Doors – Pinewood Elementary School  
**Contract #:** PCR-220-08

**Term:** N/A      **Extension:** N/A      **Contract Ending Date:** N/A  
**Estimated annual award value:** \$334,600  
**Estimated contingency amount:** 33,460  
**Estimated total award value:** \$368,060

**Bid issued:** August 7, 2008  
**Pre-bid meeting date:** August 25, 2008  
**Due date:** September 4, 2008  
**No. of vendors issued to:** 15  
**No. of bids received:** 5  
**No. of no-bids received:** 0

**Description:**

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

**Recommendation:**

Award of contract is recommended to:

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

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

**Contact person:** Michael G. Sines

**Funding source:** Capital budget

**PDK Audit Alignment:** None

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

<b>Bidders' Names</b>					
	E. Pikounis Construction Co., Inc.	Chilmar Corporation	North Point Builders	Most, Inc.	R.J. Crowley, Inc.
Base Bid	\$334,600	\$368,800	\$398,300	\$436,168	\$440,000

**12. Fee Acceptance:** Design Services – Transportation Building Renovations at the Arbutus Bus Lot

**Contract #:** PCR-292-08 (Project 08-01)

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

**Estimated annual award value:** \$60,700

**Estimated modification amount:** 1,300

**Estimated total award value:** \$62,000

**Description:**

On November 6, 2007, the Board gave approval for the Department of Physical Facilities to conduct contract negotiations with URS Corporation for various transportation project architectural/engineering design drawings. Renovations will include alterations and the upgrade of the existing structure; and replacement of existing HVAC, plumbing, and electrical systems.

**Recommendation:**

Award of contract is recommended to:

URS Corporation

Hunt Valley, MD

**Responsible school or office:**

Department of Physical Facilities

**Contact person:**

Michael G. Sines

**Funding source:**

Capital budget

**PDK Audit Alignment:**

None

**Explanatory Details:**

The PDK audit does not address this item.

**13. Fee Acceptance:** Architecture/Engineering (A/E) Services – George Washington Carver Center for Arts and Technology School Replacement

**Contract #:** JMI-631-08 (PS-08-05)

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

**Estimated annual award value:** \$4,278,973

**Estimated modification amount:** 90,000

**Estimated total award value:** \$4,368,973

**Description:**

On March 11, 2008, the Board gave approval for the Department of Physical Facilities to conduct contract negotiations with Grimm + Parker Architects, Inc., for the design of the George Washington Carver Center for Arts and Technology school replacement.

On May 6, 2008, the Board approved the expenditure of \$454,413 to Grimm + Parker for the development of educational specifications, schematic building design, and the site-design for permitting.

A fee of \$4,112,481 has been negotiated for services that include preparation of the schematic design phase, design development phase, and construction document phase documents with submissions to the state; assistance with the advertising/bidding of construction packages; along with construction administration phase services. There has also been an additional fee of \$166,492 negotiated to prepare the necessary documentation for registering and filing for LEED certification.

**Recommendation:**

Award of contract is recommended to:

Grimm + Parker Architects, Inc.	Calverton, MD
<b>Responsible school or office:</b>	Department of Physical Facilities
<b>Contact person:</b>	Michael G. Sines
<b>Funding source:</b>	Capital budget
<b>PDK Audit Alignment:</b>	None
<b>Explanatory Details:</b>	The PDK audit does not address this item.

**14. Fee Acceptance:** Construction Management (CM) Services – George Washington Carver Center for Arts and Technology School Replacement

**Contract #:** JMI-645-08 (PS 08-08)

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

**Estimated annual award value:** \$3,631,574

**Estimated modification amount:** 75,000

**Estimated total award value:** \$3,706,574

**Description:**

On August 12, 2008, the Board approved a request to conduct negotiations with Oak Contracting Corporation for construction management (CM) services on the George Washington Carver Center for Arts and Technology school replacement.

A fee of \$3,268,574 has been negotiated for the CM services that will include pre-construction (estimates, phasing development, constructability review, construction package development) and construction (scheduling, management of multiple contractors, coordination, proposal reviews) services. There has also been an additional fee of \$363,000 negotiated to document, throughout construction, information required in submitting for LEED certification.

**Recommendation:**

Award of contract is recommended to:

Oak Contracting Corporation	Towson, MD
<b>Responsible school or office:</b>	Department of Physical Facilities
<b>Contact person:</b>	Michael G. Sines
<b>Funding source:</b>	Capital budget
<b>PDK Audit Alignment:</b>	None
<b>Explanatory Details:</b>	The PDK audit does not address this item.

**15. Fee Acceptance:** Design Services – Steam Canopy Feasibility Study – Kenwood Bus Lot  
**Contract #:** PCR-292-08 (Project 08-01)

**Term:** N/A      **Extension:** N/A      **Contract Ending Date:** N/A  
**Estimated annual award value:** \$2,350  
**Estimated modification amount:** N/A  
**Estimated total award value:** N/A

**Description:**

On November 6, 2007, the Board gave approval for the Department of Physical Facilities to conduct contract negotiations with URS Corporation for various transportation project architectural/engineering design drawings. The consultant will perform a feasibility study for the installation of the canopy over the existing vehicle steam wash area.

**Recommendation:**

Award of contract is recommended to:

URS Corporation	Hunt Valley, MD
<b>Responsible school or office:</b>	Department of Physical Facilities
<b>Contact person:</b>	Michael G. Sines
<b>Funding source:</b>	Capital budget
<b>PDK Audit Alignment:</b>	None
<b>Explanatory Details:</b>	The PDK audit does not address this item.

**16. Fee Acceptance:** Construction Management (CM) Services – New Construction –  
Towson West Elementary School

**Contract #:** JMI-645-08 (PS 08-08)

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

**Estimated annual award value:** \$1,493,142

**Estimated modification amount:** 30,000

**Estimated total award value:** \$1,523,142

**Description:**

On September 9, 2008, the Board approved a request to conduct negotiations with Oak Contracting Corporation for construction management (CM) services on the Towson West elementary school project.

A fee of \$1,295,842 has been negotiated for the CM services that will include pre-construction (estimates, phasing development, constructability review, construction package development) and construction (scheduling, management of multiple contractors, coordination, proposal reviews) services. There has also been an additional fee of \$197,300 negotiated to document, throughout construction, information required in submitting for LEED certification.

**Recommendation:**

Award of contract is recommended to:

Oak Contracting Corporation	Towson, MD
<b>Responsible school or office:</b>	Department of Physical Facilities
<b>Contact person:</b>	Michael G. Sines
<b>Funding source:</b>	Capital budget
<b>PDK Audit Alignment:</b>	None
<b>Explanatory Details:</b>	The PDK audit does not address this item.



**17. Fee Acceptance:** Design Services – Wabash Bus Maintenance Facility Addition  
**Contract #:** PCR-292-08 (Project 08-01)

**Term:** N/A      **Extension:** N/A      **Contract Ending Date:** N/A  
**Estimated annual award value:** \$35,199  
**Estimated modification amount:** 1,000  
**Estimated total award value:** \$36,199

**Description:**

On November 6, 2007, the Board gave approval for the Department of Physical Facilities to conduct contract negotiations with URS Corporation for various transportation project architectural/engineering design drawings. The addition to the building will include an office, break area, and toilet rooms.

**Recommendation:**

Award of contract is recommended to:

URS Corporation	Hunt Valley, MD
<b>Responsible school or office:</b>	Department of Physical Facilities
<b>Contact person:</b>	Michael G. Sines
<b>Funding source:</b>	Capital budget
<b>PDK Audit Alignment:</b>	None
<b>Explanatory Details:</b>	The PDK audit does not address this item.

**18. Request to Negotiate:** On-call Weatherization Design Services  
**Contract #:** MBU-503-09 (PS 08-09)

**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:**

To address numerous needs for designing renovations to the building envelop, weatherization projects, the Department of Physical Facilities requires the use of architectural consultants on an “on-call” basis. In order to obtain these services, the Office of Purchasing advertised a request for proposals for on-call weatherization design services. All procedures in the Board of Education’s policy and rule, Section 3250, were followed to advertise, qualify, and select consultants.

On September 4, 2008, the Qualification Committee met and reviewed the “expressions of interest” submitted by twelve (12) consultants. This information was reviewed and graded with the Qualification Committee stating that the Selection Committee should consider seven (7) qualified firms. The Selection Committee met on September 9, 2008, to discuss the Qualification Committee’s report and ranking of the consulting firms. The Selection Committee recommends that approval be given for contract negotiations, as needed, with the following firms:

**Recommendation:**

Approval is recommended to negotiate with:

Gale Associates, Inc	Baltimore, MD
Colimore Thoemke Architects	Baltimore, MD
GWWO, Inc. / Architects	Baltimore, MD
Gannett Fleming	Baltimore, MD
URS Corporation	Hunt Valley, MD
Sanders Design, P.A.	Cockeysville, MD
Hord-Coplan-Macht	Baltimore, MD

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

**Contact person:** Michael G. Sines

**Funding source:** Capital budget

**PDK Audit Alignment:** None

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