MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, January 13, 2009
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 January 13, 2009

IV. MINUTES
Consideration of the Report on the Board of Education Work Session of
November 19, 2008; and the Open and Closed Minutes of December 2,
2008
Exhibit A

V. SELECTION OF SPEAKERS

VI. ADVISORY AND STAKEHOLDER GROUPS

VII. SUPERINTENDENT’S REPORT

VIII. SPECIAL ORDER OF BUSINESS – Recognition of Ethics Review Panel
Member
(Ms. Murphy)

IX. RECOGNITION OF ADVISORY COUNCIL APPOINTMENTS FROM
DECEMBER 2, 2008
(Dr. Peccia)

X. OLD BUSINESS
A. Consideration of consent to the following Board of Education Policies (third reading):
(Ms. Harris)
- Proposed Changes to Policy 2000 – ADMINISTRATION: Administrative and Supervisory Personnel
Exhibit B
- Proposed Changes to Policy 2111 – ADMINISTRATION: Superintendent of Schools
Exhibit C
- Proposed Deletion of Policy 2112 – ADMINISTRATION: Deputy Superintendent
Exhibit D
X. OLD BUSINESS (cont)

- Proposed Deletion of Policy 2113 – ADMINISTRATION: Associate Superintendent  
  Exhibit E
- Proposed Deletion of Policy 2114 – ADMINISTRATION: Assistant Superintendent  
  Exhibit F
- Proposed Deletion of Policy 2120 – ADMINISTRATION: Directors, Coordinators, and Supervisors  
  Exhibit G
- Proposed Deletion of Policy 2131 – ADMINISTRATION: Assistant to Superintendent  
  Exhibit H
- Proposed Changes to Policy 2132 – ADMINISTRATION: Consultant  
  Exhibit I
- Proposed Deletion of Policy 2134 – ADMINISTRATION: Office of Research  
  Exhibit J
- Proposed Deletion of Policy 2211 – ADMINISTRATION: Principal  
  Exhibit K
- Proposed Deletion of Policy 2212 – ADMINISTRATION: Assistant Principal  
  Exhibit L
- Proposed Deletion of Policy 2221 – ADMINISTRATION: Elementary School Administrative Assistant  
  Exhibit M
- Proposed Deletion of Policy 2222 – ADMINISTRATION: Principal’s Administrative Staff: Department Chair  
  Exhibit N
- Proposed Deletion of Policy 2230 – ADMINISTRATION: Helping Teacher  
  Exhibit O
- Proposed Deletion of Policy 4157 – PERSONNEL: Professional-Vacations  
  Exhibit P
- Proposed Changes to Policy 5110 – STUDENTS: Enrollment and Attendance-Admission  
  Exhibit Q
- Proposed Changes to Policy 5120 – STUDENTS: Enrollment and Attendance-Attendance and Excuses  
  Exhibit R
- Proposed Deletion of Policy 5160 – STUDENTS: Enrollment and Attendance-Transfers  
  Exhibit S
- Proposed Changes to Policy 5450 – STUDENTS: Services to Students-Accident Insurance (renumber to 3151)  
  Exhibit T
- Proposed Changes to Policy 8360 – ETHICS CODE: Definitions  
  Exhibit U
X. OLD BUSINESS (cont)

B. Adoption of FY 2010 State and County Capital Budget Request (Ms. Burnopp)

Exhibit V

XI. REPORTS

A. Report on the Superintendent’s Proposed FY 2010 Operating Budget (exhibit to follow) (Dr. Hairston)

Exhibit W

XII. NEW BUSINESS

A. Consideration of consent to the following personnel matters: (Dr. Peccia)

1. Sabbatical Leaves
2. Retirements
3. Resignations
4. Leaves of Absence
5. Advisory Council Appointments
6. Ethics Review Panel Appointments

Exhibit X
Exhibit Y
Exhibit Z
Exhibit AA
Exhibit BB
Exhibit CC

B. Consideration of consent to the following contract awards: (Mr. Gay/Mr. Sines)

1. Contract Modification: Flexible Benefits Administrator
2. Centrex and Plain Old Telephone Service (POTS)
3. On-line Catalog Platform
4. School Buses
5. Uniform Shirts – Food and Nutrition Services
6. Uniforms – Utility
7. Contract Modification: Renovations – Arbutus Transportation Building
10. Limited Renovations – Catonsville High School
11. Replacement of Windows, Blinds, Doors – Dumbarton Middle School
12. Consultant Prequalification: Architectural Consultants
13. Consultant Prequalification: Civil/Structural Engineering Consultants

Exhibit DD
XII. NEW BUSINESS (cont)

C. Consideration of the following Curriculum Programs: (Ms. Johnson)  
   - Proposed Mathematics Programs  
   - Proposed Science Programs  
   - Proposed World Language Programs  

D. Consideration of the FY2009 Capital Budget Appropriation Transfer (BAT) (Ms. Burnopp)  

XIII. INFORMATION

A. Deletion of Superintendent’s Rule 2112 – ADMINISTRATION: Deputy Superintendent  

B. Deletion of Superintendent’s Rule 2113 – ADMINISTRATION: Associate Superintendent  

C. Deletion of Superintendent’s Rule 2114 – ADMINISTRATION: Assistant Superintendent  

D. Deletion of Superintendent’s Rule 2120 – ADMINISTRATION: Directors, Coordinators, and Supervisors  

E. Deletion of Superintendent’s Rule 2134 – ADMINISTRATION: Office of Research  

F. Deletion of Superintendent’s Rule 2211 – ADMINISTRATION: Principal  

G. Deletion of Superintendent’s Rule 2212 – ADMINISTRATION: Assistant Principal  

H. Deletion of Superintendent’s Rule 2221 – ADMINISTRATION: Elementary School Administrative Assistant  

I. Deletion of Superintendent’s Rule 2222 – ADMINISTRATION: Principal’s Administrative Staff: Department Chair  

J. Deletion of Superintendent’s Rule 2230 – ADMINISTRATION: Helping Teacher  

K. Deletion of Superintendent’s Rule 4157 – PERSONNEL: Professional-Vacations  

L. Revised Superintendent’s Rule 5110 – STUDENTS: Enrollment and Attendance-Admission  

M. Revised Superintendent’s Rule 5120 – STUDENTS: Enrollment and Attendance-Attendance and Excuses
XIII. INFORMATION (cont)

N. Deletion of Superintendent’s Rule 5160 – STUDENTS: Enrollment and Attendance-Transfers

Exhibit TT

XIV. ANNOUNCEMENTS

A. Public Comment on the following Board of Education Policies:

- Proposed Changes to Policy 1200 – COMMUNITY RELATIONS: Community Involvement
- Proposed Deletion of Policy 7130 – NEW CONSTRUCTION: Planning-Relationships with the Public
- Proposed Deletion of Policy 7140 – NEW CONSTRUCTION: Planning-Relations with Other Governmental and Education Units
- Proposed Deletion of Policy 7320 – NEW CONSTRUCTION: Financing-Payments to Contractors
- Proposed Changes to Policy 8132 – INTERNAL BOARD POLICIES: Organization-Formulation of Policies: Control and Communications

B. General Public Comment

Next Board Meeting Tuesday, January 27, 2009
6:30 PM Greenwood
TENTATIVE MINUTES
BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Wednesday, November 19, 2008

The Board of Education of Baltimore County met in open session at 5:30 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. Ramona N. Johnson, Mr. H. Edward Parker, and Miss Annette Karanja. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

Pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1) and (a)(9) and upon motion of Mr. Parker, seconded by Mr. Hines, the Board commenced its closed session at 5:39 p.m.

CLOSED SESSION MINUTES

The Board of Education of Baltimore County, Maryland, met in closed session at 5:39 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. Ramona N. Johnson, Mr. H. Edward Parker, and Miss Annette Karanja. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and the following staff members were present: Ms. Rita Fromm, Chief of Staff; Dr. Patricia Abernethy, Chief Academic Officer; Mr. William Lawrence, Assistant Superintendent, Northwest 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; Mr. Daniel Capozzi, Staff Relations Manager; Anjanette Dixon, Esq., Associate General Counsel; Edward Novak, Esq., Associate General Counsel; Judy Bresler, Esq., Attorney; and Ms. Brenda Stiffler, Administrative Assistant to the Board.

Miss Karanja exited the room at 5:39 p.m.

Mr. Capozzi updated Board members on negotiations with collective bargaining units.

Mr. Capozzi exited the room at 5:55 p.m.

Miss Karanja entered the room at 5:55 p.m.

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

At 5:57 p.m., Mr. Parker moved the Board adjourn its closed session for a brief dinner. The motion was seconded by Mr. Coleman and approved by the Board.
OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 6:30 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. Ramona N. Johnson, Mr. H. Edward Parker, 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 Ryan Schemltz and Jack Kahle, 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.

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 2008 CAFR includes the artwork of students from various schools for the 2007-2008 school year. Ms. Murphy recognized and thanked the students by presenting each student with a U.S. Savings Bond. The students were:

- Kyle Berman – Fort Garrison Elementary School
- Amanda Borsa – Norwood Elementary School
- Caroline Spiccioli – Lutherville Laboratory
- Katie Thor Straten – Catonsville Elementary School
- Julie Tran – Harford Hills Elementary School

PERSONNEL MATTERS

On motion of Mr. Janssen, seconded by Mr. Parker, the Board approved the personnel matters as presented on exhibits A and A1 (Copies of the exhibits are attached to the formal minutes).
REPORTS

The Board received the following reports:

A. **Report on NSBA Technology and Leadership (T+L^2) Conference** – Mr. Hines shared with Board members roundtable discussions and workshops he and Ms. O’Hare attended in October. The T+L^2 Conference, hosted by the National School Boards Association’s (NSBA) Education Technology Department, is recognized as the premier national event for decision-makers who choose and use technology in schools.

Speak Up 2008, a national online research project, gives parents, teachers, and students the opportunity to share their viewpoints about key educational issues. Mr. Hines shared a few results from the survey noting that:

- Thirty percent (30%) of Kindergarten through Grade 3 students have cell phones.
- Sixty percent (60%) of all students own or have access to a cell phone.
- Students who regularly play games on a cell phone score five to seven points higher on core courses.
- Seventy percent (70%) of all students want their own laptop as their number one device.
- From 2000 to 2008, Internet usage is up 900% in Africa and Asia.
- Online learning is up 24%.
- Students desire more virtual learning opportunities supplemented with field trips.

Mr. Janssen asked if there was any discussion on virtual academies. Mr. Hines responded in the affirmatively. The discussions revolved around fewer instructors and more virtual learning capabilities so that students can learn at their own pace.

B. **Report on NSBA Councils of Urban Boards of Education (CUBE) Conference** – Ms. Johnson reported on the annual CUBE conference noting this year’s theme focused on equipping urban schools with 21st century skills. Various work sessions held included workforce opportunities for youth, fostering healthy and successful students, and strategies for addressing the dramatic dropout rate faced by urban schools. Ms. Johnson noted subset sessions such as challenges youth face when they are unprepared for the workforce, lack of skills in education limits ability to earn a decent wage, and continuing to improve what is offered students in the classroom. Ms. Johnson stated that additional reports and publications are available online at [http://www.nsba.org/CUBE](http://www.nsba.org/CUBE).
C. **Board of Education Policies** – Mr. H. Edward Parker, a representative of the Board’s 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 2000 – ADMINISTRATION: Administrative and Supervisory Personnel
- Proposed Changes to Policy 2111 – ADMINISTRATION: Superintendent of Schools
- Proposed Deletion of Policy 2112 – ADMINISTRATION: Deputy Superintendent
- Proposed Deletion of Policy 2113 – ADMINISTRATION: Associate Superintendent
- Proposed Deletion of Policy 2114 – ADMINISTRATION: Assistant Superintendent
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- Proposed Deletion of Policy 5160 – STUDENTS: Enrollment and Attendance-Transfers
- Proposed Changes to Policy 5450 – STUDENTS: Services to Students-Accident Insurance (renumber to 3151)
REPRESENTS (cont)

D. **FY2007 Comprehensive Annual Financial Report and Single Audit Report** - Mr. Rodger Janssen, Chair of the Budget and Audit Committee, presented the fiscal year 2008 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. Janssen 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 two findings, Mr. Janssen stated that staff has already developed and/or implemented corrective action to address the findings. Mr. Janssen noted that BCPS has achieved the status of a “low risk auditee” for fiscal year 2009. 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.

E. **Update on Performance Goals** – Ms. Jean Satterfield, Assistant Superintendent for the Southeast Area, shared with Board members the area assistant superintendents’ role in performance goals. The daily work of the area offices is to manage and support all schools to ensure student achievement and success. Ms. Satterfield reviewed activities and tasks the area offices are involved in throughout the year.

Mr. Lyle Patzkowsky, Central Area Assistant Superintendent, reviewed the organizational planning phase, school improvement plans (SIP), and staff development, all of which occurs between August and October.

Mr. William Lawrence, Northwest Area Assistant Superintendent, reviewed program development, which includes school visits, principals’ meetings, school organization, and ongoing professional development. Weekly readiness meetings are held in July in preparation for the opening of schools in August.

Dr. Manuel Rodriguez, Southeast Area Assistant Superintendent, focused on information related to restructured schools. Three important points noted were:

- *Blueprint for Progress* is the framework for BCPS; continuous improvement efforts utilizing the service model and alignment.
- All students can and will achieve regardless of ethnicity, zip code, gender, socio-economic status.
- Restructuring plans have elements in place that have systemically been used across the school system (i.e. highly qualified teachers, master schedules, principals’ cabinets, short-cycle assessments, and benchmarking).
REPORTS (cont)

Area Assistant Superintendents reviewed their respective MSA data for elementary, middle, and high schools. All areas experienced percentage point gains in mathematics and reading.

In terms of middle and high schools, Ms. Johnson asked which school showed the most significant gain. Mr. Lawrence responded that all middle and high schools made gains; however, Deer Park Middle Magnet School and Milford Mill Academy made significant gains. Mr. Lawrence also noted that Milford Mill Academy made AYP and has been removed from the State’s school improvement list. Ms. Johnson asked whether performance plans vary by school. Mr. Lawrence responded that the school improvement plans (SIP) are web-based using a standard template. The SIP is driven by data unique to the individual school.

Mr. Hines asked if there is anything the Board can do in addition to visiting schools. Ms. Satterfield responded that the Board can support PTA functions, approve capital and operating budgets, and listening to stakeholders and the public.

INFORMATION

The Board received the following as information:


ANNOUNCEMENTS

Ms. Murphy made the following announcements:

- The Central Area Education Advisory Council will hold its next meeting on Thursday, November 20, 2008, at Pot Spring Elementary School beginning at 7:00 p.m.

- The Board of Education of Baltimore County will host a dinner meeting with the Baltimore County Executive and Baltimore County Council on Tuesday, November 25, 2008, at approximately 6:00 p.m. The dinner will be held in the Administrative Building on the Greenwood Campus.

- The Board of Education of Baltimore County will hold its next business meeting on Tuesday, December 2, 2008, at Greenwood. The meeting will begin with an open session at approximately 5:00 p.m. The Board will then adjourn to meet in closed session. The open session will reconvene at approximately 7:30 p.m. The public is welcome to all open sessions.
Since there was no further business, the Board adjourned its meeting at 7:41 p.m.

Respectfully submitted,

___________________
Joe A. Hairston
Secretary-Treasurer
/bls
The Board of Education of Baltimore County met in open session at 3:34 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. Ramona N. Johnson, Mr. Joseph J. Pallozzi, Mr. H. Edward Parker, Mr. David Uhlfelder, and Miss Annette Karanja. In addition, J. Robert Haines, Esquire, Deputy Superintendent, and staff members were present.

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

Pursuant to the Annotated Code of Maryland, State Government Articles, §§10-508(a)(1), (a)(7), and (a)(9) and upon motion of Mr. Janssen, seconded by Mr. Pallozzi, the Board commenced its closed session at 3:37 p.m.

Miss Karanja exited the room at 3:37 p.m.

The Board of Education of Baltimore County, Maryland, met in closed session at 3:37 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. Ramona N. Johnson, Mr. Joseph J. Pallozzi, Mr. H. Edward Parker, and Mr. David Uhlfelder. In addition, J. Robert Haines, Esquire, Deputy Superintendent, and the following staff members were present: J. Robert Haines, Esq., Deputy Superintendent; 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; Dr. Donald Peccia, Assistant Superintendent, Human Resources; Dr. Alpheus Arrington, Director, Human Resources; Mr. Daniel Capozzi, Staff Relations Manager; Margaret-Ann Howie, Esq., General Counsel; Edward J. Novak Esq., Associate General Counsel; P. Tyson Bennett, Esq., Counsel to the Board of Education; and Ms. Brenda Stiffler, Administrative Assistant to the Board.

Mr. Capozzi updated Board members on negotiations with collective bargaining units.

Board member, Ms. Mary-Margaret O’Hare entered the room at 3:39 p.m.

Mr. Capozzi exited the room at 3:47 p.m. Miss Karanja re-entered the room at 3:48 p.m.

Dr. Peccia reviewed with Board members personnel matters to be considered on the evening’s agenda.
Dr. Peccia and Dr. Arrington exited the room at 3:50 p.m.

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

On motion of Mr. Janssen, seconded by Ms. Johnson, the Board adjourned at 4:02 p.m.

The Board of Education of Baltimore County met in closed session at 4:09 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. Ramona N. Johnson, Ms. Mary-Margaret O’Hare, Mr. Joseph J. Pallozzi, Mr. H. Edward Parker, and Mr. David Uhlfelder. In addition, J. Robert Haines, Esquire, Deputy Superintendent, and staff members were present.

The Board entertained oral argument in Hearing Examiner’s Case #09-13. The matter was heard in closed session.

In addition to the above listed Board members, the following persons were present for oral argument: the Appellant; Dr. Carol R. Batoff, Superintendent’s Designee and Ombudsman; Margaret-Ann F. Howie, Esquire, General Counsel; Anjanette Dixon, Esquire, Associate General Counsel; Edward J. Novak, Esquire, Associate General Counsel; Mr. Carl S. Love, Homeless Education Liaison; P. Tyson Bennett, Esquire, Legal Counsel to the Board of Education; and Ms. Brenda Stiffler, Administrative Assistant to the Board of Education.

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

Board members deliberated on the case.

The deliberation was concluded at 5:04 p.m.

On motion of Mr. Parker, seconded by Mr. Pallozzi, the Board adjourned at 5:04 p.m.
OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 7:30 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. Ramona N. Johnson, 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 Aiden Piper and Meg Piper, 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 Work Session of October 21, 2008; and the Open and Closed Minutes of November 5, 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

Mr. Daniel Breidenbaugh, Baltimore County Student Council President and member of the Superintendent’s Student Council Advisory Group, reported on the second general assembly meeting and the middle school workshop, which was a huge success. Mr. Breidenbaugh announced that the third general assembly meeting would be held on December 12. Former student Board member, Ms. Gabrielle Wyatt, will be speaking at that meeting.

Ms. Jasmine Shriver, Coordinator of the Area Education Advisory Councils, stated that Baltimore County Public Schools (BCPS) must remain competitive in attracting and retaining top quality employees. She also stated that BCPS has made great progress in achievement for all students.
ADVISORY AND STAKEHOLDER COMMENTS (cont)

Ms. Laura Mullen, Chair of the Central Area Education Advisory Council, reported on the council’s November 20 meeting. Topics of concern were overcrowding, effects of BRAC in the central area, and returning Cromwell Valley Magnet to a regular school.

Dr. Joy Hervey, a representative of the Diversity and Achievement Steering Committee, reported on the committee’s November 13 meeting, where a list of questions was developed for discussion with the Superintendent. Dr. Hervey announced that the next meeting will be held on December 11, 2008.

Ms. Nancy Ostrow, President of the PTA Council of Baltimore County, reported on the Maryland PTA Fall Convention held November 14-15, 2008. Ms. Ostrow stated that Mr. Sam Macer, a parent activist in the southwest area, was elected as President-elect.

SUPERINTENDENT’S REPORT

Dr. Hairston noted that the schematic designs for the George Washington Carver Center for Arts and Technology were presented to the building and contracts committee earlier this evening and that the presentation is available on the Web site.

Dr. Hairston reported on various activities, which included a presentation at Virginia Tech on BCPS’ successes, a meeting with the Board of Directors of the Chamber of Commerce, and an interviewed with Scholastic Administr@tor magazine.

Dr. Hairston introduced Mr. Rob Windsor, president of First Financial Federal Credit Union, who talked about financial literacy for students. First Financial Federal Credit Union is partnering with BCPS – having opened student-run credit union branches in Dundalk and Lansdowne high schools – and is committed to helping young people succeed in money management.

RECOGNITION OF ADMINISTRATIVE APPOINTMENTS

Dr. Donald Peccia, Assistant Superintendent of Human Resources, recognized the administrative appointments made at the November 5, 2008, and the November 19, 2008, Board meeting:

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<tr>
<th>NAME</th>
<th>FROM</th>
<th>TO</th>
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<tbody>
<tr>
<td>DEBORAH M. PIPER</td>
<td>Director, Master of Arts in Teaching (MAT) Program Towson University</td>
<td>Coordinator, Teacher and Paraeducator Development Department of Professional Development</td>
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RECOGNITION OF ADMINISTRATIVE APPOINTMENTS (cont)

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<thead>
<tr>
<th>NAME</th>
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<tbody>
<tr>
<td>TIMOTHY RUALO</td>
<td>Teacher/Social Studies Middle River Middle School</td>
<td>Supervisor Office of Secondary Social Studies</td>
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<td>JUDITH A. SULLIVAN</td>
<td>Middle Years Program Coordinator/ Specialist Administrative Intern Prince George’s County Public Schools</td>
<td>Specialist Office of Language Arts</td>
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<tr>
<td>THOMAS W. RHOADES</td>
<td>Director Office of Comprehensive Planning and School Support Maryland State Department of Education</td>
<td>Executive Director Department of Research, Accountability, and Assessment</td>
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OLD BUSINESS

The Board Policy Committee, represented by Ms. Harris, recommended approval of two policies. This is the third reading.

On motion of Mr. Parker, seconded by Mr. Pallozzi, the Board approved the following policies:

- Proposed Changes to Policy 8360 – ETHICS CODE: Definitions
- Proposed Changes to Policy 8364 – ETHICS CODE: Financial Disclosure

With regards to Policy 8360, Ms. Roddy recommended amending this policy to include the definition of lobbying/lobbyist as noted on the State Ethics Commission Web site.

Upon advice of Board’s counsel, Ms. O’Hare moved that the Board reconsider approving Policies 8360 and 8364. The motion was seconded by Mr. Pallozzi and unanimously approved by the Board.

Ms. Roddy motioned to refer Policy 8360 back to the Policy Review Committee. The motion was seconded by Ms. O’Hare and unanimously approved by the Board.

On motion of Ms. O’Hare, seconded by Mr. Pallozzi, the Board unanimously approved Policy 8364 – ETHICS CODE: Financial Disclosure.
PERSONNEL MATTERS

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

HEARING EXAMINERS’ RECOMMENDATIONS

On a motion of Mr. Janssen, seconded by Mr. Pallozzi, the Board approved that the hearing examiner’s opinion in case #08-52 be affirmed (favor-11). Student Board member, Miss Karanja, did not vote.

On a motion of Mr. Janssen, seconded by Ms. Harris, the Board approved that the hearing examiner’s opinion in case #08-59 be affirmed (favor-11). Miss Karanja did not vote.

On a motion of Mr. Janssen, seconded by Ms. Harris, the Board approved that the hearing examiner’s opinion in case #09-03 be affirmed (favor-10; opposed-1). Ms. Roddy opposed this item. Miss Karanja did not vote.

On a motion of Mr. Janssen, seconded by Mr. Parker, the Board approved that the hearing examiner’s opinion in case #08-36 be affirmed (favor-7; opposed-0). Mr. Coleman, Mr. Hines, Mr. Pallozzi, and Ms. Roddy were not present at the oral argument. Miss Karanja did not vote.

On a motion of Mr. Parker, seconded by Ms. Harris, the Board rejected the hearing examiner’s opinion in case #09-13 and granted the appeal (favor-10). Ms. Roddy was not present for the oral argument. Miss Karanja did not vote.

BUILDING AND CONTRACT AWARDS

The Building and Contracts Committee, represented by Mr. Pallozzi, recommended approval of items 1-24 (exhibit J). Ms. Johnson separated item 5 for further discussion, and Ms. Roddy separated item 14.

The Board unanimously approved items 1 through 4, 6 through 13, and 15 through 24.

1. MBU-566-08 Contract Modification: Food Service Products
2. MBU-563-08 Contract Modification: eCatalog: Unique Office Supplies
3. PCR-281-08 Contract Modification: Therapy Services Infants and Toddlers
   PCR-279-05 Contract Modification: Therapy Services Occupational
   PCR-297-05 Contract Modification: Nursing Services
   PCR-279-07 Contract Modification: Personal Assistants
BUILDING AND CONTRACT AWARDS (cont)

6. MWE-802-09  Air Filters for HVAC Equipment
7. RGA-120-09  Baltimore County Public Schools Principals’ Academy
8. JMI-621-09  Commercial Off-the-Shelf (COTS) Software
9. JNI-723-09  Diplomas, Diploma Covers and Certificates
10. MBU-510-09 eCatalog: Periodicals
11. MBU-506-09  Modular Classrooms – Leasing
12. MBU-505-09  Modular Classrooms – Purchase
13. JMI-612-09  Network Components (Baltimore County Government ITB# 206567)
15. JMI-615-09  Western States Contracting Alliance Purchasing Consortium
17. JMI-628-08  Contract Modification: Consultant Services – Architectural/Engineering (A/E) Services – Hereford High School
18. JMI-651-05  Contract Modification: Consultant Services – Architectural/Engineering (A/E) Services - Pine Grove Middle School
19. JNI-720-09  Window, Blind, and Door Replacement – Chadwick Elementary School
20. JMI-614-09  Roof Design and Contract Administration Services – Loch Raven Technical Academy, Colgate Elementary School, and Bear Creek Elementary School
21. PCR-231-09  Air Distribution Modernization Phase II – Perry Hall High School
22. JMI-607-09  Roof Replacement – Riderwood Elementary School
23. MBU-509-09  Off-hour Corridor Separations – Various Elementary Schools
24. MBU-503-09  Fee Acceptance – On-call Weatherization Design Services
BUILDING AND CONTRACT AWARDS (cont)

Item #5

Ms. Johnson asked for an update on the Teaching American History project. Mr. Rex Shepard, Coordinator for Social Studies, responded that BCPS continues to work with teachers at all levels; teachers are attending Saturday sessions and working on projects with master teachers and with historians who specialize in the time period that the teachers deal with. Elementary teachers are working with colonial history, middle school teachers are working with history prior to the civil war, and high school teachers are working on post-World War II history. Lesson plans are being developed as well as presentations and cooperative ventures. Ms. Johnson asked whether the plans developed would be included into the standard curriculum. Mr. Shepard responding that, in some cases, that has happened.

The Board unanimously approved item 5.

5. JNI-734-06 Contract Extension: Teaching American History

Item #14

The Board approved item 14 (favor-11; abstained-1). Ms. Roddy abstained from voting on this item.

14. PCR-234-09 Voluntary 403(b) Plan

ANNOUNCEMENTS

Ms. Murphy made the following announcements:

• The Board of Education of Baltimore County will hold its next meeting on Tuesday, December 16, 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.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 2000

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

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 2111

No one from the public signed up to speak on this policy.
PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 2112
No one from the public signed up to speak on this policy.

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 2113
No one from the public signed up to speak on this policy.

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 2114
No one from the public signed up to speak on this policy.

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 2120
No one from the public signed up to speak on this policy.

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 2131
No one from the public signed up to speak on this policy.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 2132
No one from the public signed up to speak on this policy.

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 2134
No one from the public signed up to speak on this policy.

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 2211
No one from the public signed up to speak on this policy.

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 2212
No one from the public signed up to speak on this policy.
PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 2221

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

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 2222

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

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 2230

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

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 4157

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

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 5110

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

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 5120

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

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 5160

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

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 5450

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

GENERAL PUBLIC COMMENT

Ms. Carol Anne Sparks asked the Board to consider bringing back the Baltimore County Virtual Instruction Program (BCVIP).
GENERAL PUBLIC COMMENT (cont)

Ms. Bonnie Wesselhoff expressed disappointment that the bidding process for the virtual school was cancelled. She asked the Board to bring back the BCVIP.

Ms. Mary Pat Kahle was disappointed that the Boy Scouts, who attended the November 19, 2008 Board work session, did not hear anything of value.

Mr. Nathan Airey asked the Board to consider bringing back the BCVIP.

Ms. Kia Cummings expressed concern that the bidding process for the BCVIP was cancelled. She asked the Board to offer the program in 2009-2010.

Ms. Amy Sparks asked the Board to request funding for the BCVIP so that no child would be left behind.

Ms. Victoria Airey expressed her disappointment that the bid proposal for the BCVIP was cancelled and asked the Board to fund this program.

Dr. Bash Pharoan asked the Board to recognize COMAR only holidays or apply the rights of the holiday’s accommodations to all minorities.

Mr. Mohammad Jameel asked the Board to “leapfrog” prejudice and treat Muslim students equally.

ADJOURNMENT

Since there was no further business, the Board adjourned its meeting at 8:54 p.m.

Respectfully submitted,

___________________
Joe A. Hairston
Secretary-Treasurer

/bls
DATE: January 13, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED CHANGES TO POLICY 2000 – ADMINISTRATION: ADMINISTRATIVE AND SUPERVISORY PERSONNEL

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

RESOURCE PERSON(S): Donald Peccia, Assistant Superintendent, Human Resources

RECOMMENDATION

That the Board of Education reviews the proposed revisions in Policy 2000. This is the third reading of this revised policy.

***

Attachment I – Policy Analysis 2000
Attachment II – Policy 2000
Policy Analysis for  
Board of Education Policy 2000  
Administrative and Supervisory Personnel

Statement of Issues or Questions Addressed
Board of Education Policy 2000 was adopted in 1968 and has never been revised. The revisions provide for the continuation of the administrative and supervisory appointment process currently used by the Board of Education of Baltimore County and the Superintendent of Schools.

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 2305, *School Based Management*

Legal Requirements
*Annotated Code of Maryland*, Education Article §6-201  
COMAR 13A.02.03

Similar Policies Adopted By Other School Systems
1. Montgomery County, Policy GEA-RA, *Selection and Appointment of Administrators, Supervisors, and Interns*
2. Prince George’s County, Policy 4112, *Appointment of Personnel*

Draft of Proposed Policy
Attached.

Other Alternatives Considered By Staff
No other alternatives were considered.

Timeline:
  First reading – November 19, 2008
  Public comment – December 2, 2008
  Third reading – January 13, 2009
ADMINISTRATION: [Administrative and Supervisory Personnel]

ADMINISTRATIVE AND SUPERVISORY PERSONNEL
[All administrative and supervisory positions in the school system are established initially by the Board of Education or by State law, or by both.]

I. It is the intent of the Board of Education OF BALTIMORE COUNTY (BOARD) to activate such ADMINISTRATIVE AND SUPERVISORY positions as necessary to promote the attainment of [our] THE school[s’] SYSTEM’S goals AND FOR THE SAFE, EFFECTIVE, AND EFFICIENT OPERATION OF THE SCHOOL SYSTEM.

II. APPOINTMENTS OF ADMINISTRATIVE AND SUPERVISORY PERSONNEL SHALL BE MADE BY THE BOARD UPON RECOMMENDATION OF THE SUPERINTENDENT.

[In each case, the Board will approve the broad purpose and function of the position in harmony with State laws and regulations, approve a statement of job requirements as recommended by the Superintendent of Schools, and delegate to the Superintendent the task of writing, or causing to be written, a job description of the position.

The Board wishes the Superintendent of Schools to maintain continuously a comprehensive, coordinated set of job descriptions for all such positions so as]

III. IN ORDER to [promote] ENABLE SAFETY, efficiency, and economy in the staff’s operations, THE BOARD DIRECTS THE SUPERINTENDENT TO MAINTAIN CURRENT JOB DESCRIPTIONS FOR ALL ADMINISTRATIVE AND SUPERVISORY POSITIONS.

LEGAL REFERENCES: ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §6-201
COMAR 13A.02.03
BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: January 13, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED CHANGES TO POLICY 2111 – ADMINISTRATION: CENTRAL OFFICE PERSONNEL

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

RESOURCE PERSON(S): Donald Peccia, Assistant Superintendent, Human Resources

RECOMMENDATION

That the Board of Education reviews the proposed revisions in Policy 2111. This is the third reading of this revised policy.

* * * * *

Attachment I – Policy Analysis 2111
Attachment II – Policy 2111
Policy Analysis for
Board of Education Policy 2111
Superintendent

Statement of Issues or Questions Addressed
Board of Education Policy 2111 was adopted in 1968 and has never been revised. The recommended revisions do not change the substance of the policy and are consistent with other policies in regards to terminology and format.

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 2000, Administrative and Supervisory Personnel

Legal Requirements
Annotated Code of Maryland, Education Articles §4-102, §4-201, §4-204

Similar Policies Adopted By Other School Systems
1. Anne Arundel County, Policy 301.01, Qualifications - Superintendent
2. Anne Arundel County, Policy 301.02, Powers, Duties, and Responsibilities - Superintendent
3. Baltimore City, Rule Article 2, Section 201, Chief Executive Officer
4. Harford County, Policy 22-0006, Duties of Board Officers
5. Prince George’s County, Policy 8265, Evaluating the Superintendent

Draft of Proposed Policy
Attached.

Other Alternatives Considered By Staff
No other alternatives were considered.

Timeline:
First reading: November 19, 2008
Public comment: December 2, 2008
Third reading: January 13, 2009
I. APPOINTMENT

A. It shall be the responsibility of the Board of Education OF BALTIMORE COUNTY (BOARD) to appoint the Superintendent [of Schools]. He/she shall meet the certification requirements as prescribed by law and shall be responsible directly to the Board [of Education] and subject to its control and decisions.

II. DUTIES/RESPONSIBILITIES AND DELEGATION

A. The Superintendent shall [see] ENSURE that the laws relating to the schools, the enacted and published bylaws and policies of the State Board of Education, and the rules and regulations and the policies of the Board [of Education of Baltimore County] are [carried into effect.] FOLLOWED.

B. The Superintendent [of Schools] shall[, as frequently as practicable, and] upon the request of the Board, transmit written or verbal reports [on] REGARDING STUDENTS’, SCHOOLS’, AND OFFICES’ [the general condition of the schools, the work of the several departments,] measures of progress and the results of the administration of the Board's policies.

C. In executing the policies of the Board and otherwise in performing the duties as prescribed herein, the Superintendent [of Schools] HAS THE RESPONSIBILITY AND AUTHORITY TO DIRECT THE WORK OF ALL SCHOOL EMPLOYEES. [is empowered to require the necessary assistance of other school employees. Insofar as practicable, the same principle of delegated responsibility and authority is to be observed by the Superintendent in the organization and operation of the several departments, activities, and schools throughout the system.]
POLICY 2111

Legal References:  *Annotated Code of Maryland, Education Article*
§4-102 [County Superintendent],
§4-201 [Appointment; term; qualifications; vacancy; removal],
§4-204 [Administration of office of county superintendent; general duties]
DATE: January 13, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED DELETION OF POLICY 2112 – ADMINISTRATION: DEPUTY SUPERINTENDENT

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

RESOURCE PERSON(S): Donald Peccia, Assistant Superintendent, Human Resources

RECOMMENDATION

That the Board of Education reviews the proposed deletion of Policy 2112. This is the third reading of this revised policy.

* * * * *

Attachment I – Policy Analysis 2112
Attachment II – Policy 2112
Policy Analysis for
Board of Education Policy 2112
Deputy Superintendent

Statement of Issues or Questions Addressed
Board of Education Policy 2112 is addressed in Policy 2000, Administrative and Supervisory Personnel, and therefore can be deleted. The policy specifically addresses the deputy superintendent position, while Policy 2000 covers all administrative and supervisory positions.

Cost Analysis and Fiscal Impact on School System
No fiscal impact is anticipated by the deletion of this policy.

Relationship to Other Board of Education Policies
Board of Education Policy 2000, Administrative and Supervisory Personnel

Legal Requirements
Annotated Code of Maryland, Education Article §6-201

Similar Policies Adopted By Other School Systems
None.

Draft of Proposed Policy
Attached.

Other Alternatives Considered By Staff
No other alternatives were considered.

Timeline:
First reading – November 19, 2008
Public comment – December 2, 2008
Third reading – January 13, 2009
ADMINISTRATION: Central Office Personnel

Superintendents: Deputy Superintendent

The Deputy Superintendent shall be appointed by the Board of Education upon recommendation of the Superintendent of Schools. He/she shall meet the certification requirements as presented by law.

The Deputy Superintendent shall be second in authority to the Superintendent of Schools. He/she has for his/her primary concern the administrative operations of all the schools in the county. The Deputy Superintendent exercises line authority over supervisory and administrative personnel and through them provides advisory guidance to the building principal and the classroom teacher. Within the framework of policies and administrative regulations of the Board and the Superintendent of Schools, the Deputy Superintendent is responsible to see that the system functions effectively, and that these policies and regulations are implemented. In this role, the Deputy Superintendent relieves the Superintendent of Schools of as much responsibility for detail as may be consistent with state statutes, and as may be delegated by the Superintendent of Schools.

During an extended absence of the Superintendent of Schools, or when the Office of the Superintendent is vacated, the Deputy Superintendent is responsible to the Board of Education for the functions and responsibilities outlined for the Superintendent of Schools.

Policy Adopted: 9/18/68]
DATE: January 13, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED DELETION OF POLICY 2113 – ADMINISTRATION: ASSOCIATE SUPERINTENDENT

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

RESOURCE PERSON(S): Donald Peccia, Assistant Superintendent, Human Resources

RECOMMENDATION

That the Board of Education reviews the proposed deletion of Policy 2113. This is the third reading of this revised policy.

* * * * *

Attachment I – Policy Analysis 2113
Attachment II – Policy 2113
Statement of Issues or Questions Addressed
Board of Education Policy 2113 is addressed in Policy 2000, Administrative and Supervisory Personnel and therefore can be deleted. The policy specifically addresses the associate superintendent position, while Policy 2000 covers all administrative and supervisory positions.

Cost Analysis and Fiscal Impact on School System
No fiscal impact is anticipated by the deletion of this policy.

Relationship to Other Board of Education Policies
Board of Education Policy 2000, *Administrative and Supervisory Personnel*

Legal Requirements
*Annotated Code of Maryland*, Education Article §6-201

Similar Policies Adopted By Other School Systems
None.

Draft of Proposed Policy
Attached.

Other Alternatives Considered By Staff
No other alternatives were considered.

Timeline:
- First reading – November 19, 2008
- Public comment – December 2, 2008
- Third reading – January 13, 2009
ADMINISTRATION: Central Office Personnel

Superintendents: Associate Superintendent

Associate Superintendent positions will be created by the Board of Education as needed to assist the Superintendent of Schools in the operation of the school system.

Associate Superintendents shall be appointed by the Board of Education upon recommendation of the Superintendent of Schools.

Such personnel shall meet the certification requirements as prescribed by law and shall be responsible to the Superintendent of Schools or the Deputy Superintendent as determined by the Superintendent of Schools.

Policy Adopted: 9/18/68

Board of Education of Baltimore County
BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: January 13, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED DELETION OF POLICY 2114 – ADMINISTRATION: ASSISTANT SUPERINTENDENT

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

RESOURCE PERSON(S): Donald Peccia, Assistant Superintendent, Human Resources

RECOMMENDATION

That the Board of Education reviews the proposed deletion of Policy 2114. This is the third reading of this revised policy.

* * * * *

Attachment I – Policy Analysis 2114
Attachment II – Policy 2114
Policy Analysis for
Board of Education Policy 2114
Assistant Superintendent

Statement of Issues or Questions Addressed
Board of Education Policy 2114 is addressed in Policy 2000, Administrative and Supervisory Personnel and therefore the policy can be deleted. The policy specifically addresses the assistant superintendent position, while Policy 2000 covers all administrative and supervisory positions.

Cost Analysis and Fiscal Impact on School System
No fiscal impact is anticipated by the deletion of this policy.

Relationship to Other Board of Education Policies
Board of Education Policy 2000, Administrative and Supervisory Personnel

Legal Requirements
Annotated Code of Maryland, Education Article §6-201

Similar Policies Adopted By Other School Systems
None.

Draft of Proposed Policy
Attached.

Other Alternatives Considered By Staff
No other alternatives were considered.

Timeline:
First reading – November 19, 2008
Public comment – December 2, 2008
Third reading – January 13, 2009
ADMINISTRATION: Central Office Personnel

Superintendents: Assistant Superintendent

Assistant Superintendents shall be appointed by the Board of Education upon recommendation of the Superintendent of Schools. They shall assist the Superintendent of Schools in the operation of the school system.

Such personnel shall meet the certification requirements as prescribed by law and shall be responsible to the appropriate Associate Superintendent or the Deputy Superintendent as determined by the Superintendent of Schools.
DATE: January 13, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED DELETION OF POLICY 2120 – ADMINISTRATION: DIRECTORS, COORDINATORS, AND SUPERVISORS

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

RESOURCE PERSON(S): Donald Peccia, Assistant Superintendent, Human Resources

RECOMMENDATION

That the Board of Education reviews the proposed deletion of Policy 2120. This is the third reading of this revised policy.

* * * * *

Attachment I – Policy Analysis 2120
Attachment II – Policy 2120
Policy Analysis for
Board of Education Policy 2120
Directors, Coordinators, and Supervisors

Statement of Issues or Questions Addressed
Board of Education Policy 2120 is addressed in Policy 2000, Administrative and Supervisory Personnel and therefore can be deleted. The policy specifically addresses the director, coordinator, and supervisor positions, while Policy 2000 covers all administrative and supervisory positions.

Cost Analysis and Fiscal Impact on School System
No fiscal impact is anticipated by the deletion of this policy.

Relationship to Other Board of Education Policies
Board of Education Policy 2000, Administrative and Supervisory Personnel

Legal Requirements
Annotated Code of Maryland, Education Article §6-201

Similar Policies Adopted By Other School Systems
1. Montgomery County, Policy GEA-RA, Selection and Appointment of Administrators, Supervisors, and Interns
2. Princes George’s County, Policy 4112, Permanent Personnel: Appointment of Personnel

Draft of Proposed Policy
Attached.

Other Alternatives Considered By Staff
No other alternatives were considered.

Timeline:
First reading – November 19, 2008
Public comment – December 2, 2008
Third reading – January 13, 2009
ADMINISTRATION: Central Office Personnel

Directors, Coordinators, and Supervisors

Directors, coordinators, and supervisors may be appointed by the Board of Education as needed. Appointments to such positions will be made only upon recommendation of the Superintendent of Schools. Such personnel shall be responsible to the Superintendent of Schools.

Directors, coordinators and supervisors shall be responsible to the Superintendent of Schools for overall improvement, maintenance and coordination of the educational program. Their duties will be detailed by the Superintendent so as best to achieve the following objectives:

1. Translation of county and school system educational goals into an educational program
2. Reporting the extent of achievement of such goals
3. Recommending to the Superintendent of Schools, through the appropriate department or division head, policies, regulations and action to eliminate any discovered weakness in goal achievement.

Also see policy and rule on this subject, Series 4100, Personnel: Professional.

Legal Reference: Annotated Code of Maryland, Education Article 6-201 Appointment, tenure, and qualifications.
Baltimore County Public Schools

Date: January 13, 2009

To: Board of Education

From: Dr. Joe A. Hairston, Superintendent

Subject: Consideration of the Proposed Deletion of Policy 2131 – Administration: Assistant to Superintendent

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

Resource Person(s): Donald Peccia, Assistant Superintendent, Human Resources

Recommendation

That the Board of Education reviews the proposed deletion of Policy 2131. This is the third reading of this revised policy.

* * * * *

Attachment I – Policy Analysis 2131
Attachment II – Policy 2131
Policy Analysis for
Board of Education Policy 2131
Assistant to Superintendent

Statement of Issues or Questions Addressed
Board of Education Policy 2131 is addressed in Policy 2000, Administrative and Supervisory Personnel and therefore can be deleted. The policy specifically addresses the assistant to superintendent position, while Policy 2000 covers all administrative and supervisory positions.

Cost Analysis and Fiscal Impact on School System
No fiscal impact is anticipated by the deletion of this policy.

Relationship to Other Board of Education Policies
Board of Education Policy 2000, Administrative and Supervisory Personnel

Legal Requirements
Annotated Code of Maryland, Education Article §6-201

Similar Policies Adopted By Other School Systems
None.

Draft of Proposed Policy
Attached.

Other Alternatives Considered By Staff
No other alternatives were considered.

Timeline:
  First reading – November 10, 2008
  Public comment – December 2, 2008
  Third reading – January 13, 2009
Administration: Central Office Personnel

Other Personnel: Assistant to Superintendent

Upon recommendation of the Superintendent of Schools, the Board of Education will appoint such Administrative Assistants to the Superintendent of Schools or the Deputy Superintendent as are required to conduct the business of the Superintendent's office.
DATE: January 13, 2009
TO: BOARD OF EDUCATION
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: CONSIDERATION OF THE PROPOSED CHANGES TO POLICY 2132 – ADMINISTRATION: CENTRAL OFFICE PERSONNEL
ORIGINATOR: J. Robert Haines, Esq., Deputy Superintendent
RESOURCE PERSON(S): Donald Peccia, Assistant Superintendent, Human Resources

RECOMMENDATION

That the Board of Education reviews the proposed revisions in Policy 2132. This is the third reading of this revised policy.

* * * * *

Attachment I – Policy Analysis 2132
Attachment II – Policy 2132
Statement of Issues or Questions Addressed
Board of Education Policy 2132 relates to the use of consultants. No changes in the policy are recommended.

Cost Analysis and Fiscal Impact on School System
No fiscal impact is anticipated by this policy.

Relationship to Other Board of Education Policies
None.

Legal Requirements
None.

Similar Policies Adopted By Other School Systems
None.

Draft of Proposed Policy
Attached.

Other Alternatives Considered By Staff
No other alternatives were considered.

Timeline:
   First reading: November 19, 2008
   Public comment: December 2, 2008
   Third reading: January 13, 2009
ADMINISTRATION: Central Office Personnel

Other Personnel: Consultant

I. Consultants [whether they be temporary, part-time or full-time workers] shall exercise no administrative authority over the work of employees of the Board of Education OF BALTIMORE COUNTY (BOARD), but shall act only as advisers in those fields in which they are qualified to offer expert assistance.

II. All administrative supervision of BOARD OR BALTIMORE COUNTY PUBLIC SCHOOLS’ (BCPS) employees IS THE RESPONSIBILITY OF THOSE EMPLOYEES TO WHOM THE [shall be in the hands of those to whom such] responsibility has been [specifically] delegated.

Policy Board of Education of Baltimore County
Adopted: 9/18/68
REVISED _________
DATE: January 13, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED DELETION OF POLICY 2134 – ADMINISTRATION: OFFICE OF RESEARCH

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

RESOURCE PERSON(S): Donald Peccia, Assistant Superintendent, Human Resources
Tamela Hawley, Director, Research, Accountability, And Assessment

RECOMMENDATION

That the Board of Education reviews the proposed deletion of Policy 2134. This is the third reading of this revised policy.

* * * * *

Attachment I – Policy Analysis 2134
Attachment II – Policy 2134
Statement of Issues or Questions Addressed
Board of Education Policy 2134 is addressed in Policy 2000, Administrative and Supervisory Personnel and therefore can be deleted. The policy specifically addresses the Office of Research, while Policy 2000 covers all administrative and supervisory positions.

Cost Analysis and Fiscal Impact on School System
No fiscal impact is anticipated by the deletion of this policy.

Relationship to Other Board of Education Policies
Board of Education Policy 2000, Administrative and Supervisory Personnel

Legal Requirements
Annotated Code of Maryland, Education Article §6-201

Similar Policies Adopted By Other School Systems
Board of Education Policy 2000, Administrative and Supervisory Personnel

Draft of Proposed Policy
Attached.

Other Alternatives Considered By Staff
No other alternatives were considered.

Timeline:
  First reading – November 19, 2008
  Public comment – December 2, 2008
  Third reading – January 13, 2009
ADMINISTRATION: Central Office Personnel

Other Personnel: Office of Research

An Office of Research may be established by the Board of Education to assist the Superintendent of Schools in measuring the progress and the results of the administration of the Board's policies.

Personnel will be appointed by the Board of Education as needed to carry out the responsibilities of this office.

Policy
Adopted: 4/9/81]

Board of Education of Baltimore County
DATE: January 13, 2009
TO: BOARD OF EDUCATION
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: CONSIDERATION OF THE PROPOSED DELETION OF POLICY 2211 – ADMINISTRATION: PRINCIPAL
ORIGINATOR: J. Robert Haines, Esq., Deputy Superintendent
RESOURCE PERSON(S): Donald Peccia, Assistant Superintendent, Human Resources

RECOMMENDATION

That the Board of Education reviews the proposed deletion of Policy 2211. This is the third reading of this revised policy.

* * * * *

Attachment I – Policy Analysis 2211
Attachment II – Policy 2211
Policy Analysis for
Board of Education Policy 2211
Principal

Statement of Issues or Questions Addressed
Board of Education Policy 2211 are addressed in Policy 2000, Administrative and Supervisory Personnel and therefore can be deleted. The policy and rule specifically address the principal position, while Policy 2000 covers all administrative and supervisory positions.

Cost Analysis and Fiscal Impact on School System
No fiscal impact is anticipated by the deletion of this policy.

Relationship to Other Board of Education Policies
Board of Education Policy 2000, Administrative and Supervisory Personnel

Legal Requirements
Annotated Code of Maryland, Education Article §4-102, §6-201
COMAR 13A.02.01.02B

Similar Policies Adopted By Other School Systems
1. Anne Arundel County, Policy CE 304, Duties and Responsibilities of the Principal
2. Anne Arundel County, Policy CEA 304.01, Provisions for Duties of Absent Principal
3. Baltimore City, Rule Article 3, Section 301, Principals: General Duties and Responsibilities
4. Prince George’s County, Policy 4113, Community Involvement in the Principal Selection Process

Draft of Proposed Policy
Attached.

Other Alternatives Considered By Staff
No other alternatives were considered.

Timeline:
First reading – November 19, 2008
Public comment – December 2, 2008
Third reading – January 13, 2009
ADMINISTRATION: School Personnel

School-Based Administrators: Principal

The principal is responsible for serving as the instructional and administrative leader of the school and assumes the major role in directing and evaluating the school's programs and activities.

The principal is responsible for establishing a climate which permits responsiveness to the needs of students, local community, and the school system.

The principal shall designate to a person or persons, in writing, the right to deny access to the buildings or grounds of his/her school to any person who is not a bona fide, currently registered student, or staff or faculty member, and who does not have lawful business to pursue or who acts in a manner that disrupts or disturbs the normal educational functions of the school.

In the event of the absence of the principal and the assistant principal, the principal shall designate a member of the professional staff of the school to assume administrative responsibility.

Principals shall be appointed by the Board of Education upon recommendation of the Superintendent of Schools.

Also see policy and rule on this subject, Series 4100, Personnel: Professional.

Legal Reference: Annotated Code of Maryland, Education Article
4-102 School personnel
6-201 Appointment, tenure, and qualifications.
State Board of Education Bylaw
13A.02.01.02B Absence of Principal.

Policy       Board of Education of Baltimore County
Adopted: 9/18/68
Revised: 12/13/79
Revised: 7/14/83
Revised: 6/13/91]
DATE: January 13, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED DELETION OF POLICY 2212 – ADMINISTRATION: ASSISTANT PRINCIPAL

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

RESOURCE PERSON(S): Donald Peccia, Assistant Superintendent, Human Resources

RECOMMENDATION

That the Board of Education reviews the proposed deletion of Policy 2212. This is the third reading of this revised policy.

* * * * *

Attachment I – Policy Analysis 2212
Attachment II – Policy 2212
Policy Analysis for
Board of Education Policy 2212
Assistant Principal

Statement of Issues or Questions Addressed
Board of Education Policy 2212 is addressed in Policy 2000, Administrative and Supervisory Personnel, and therefore can be deleted. The policy specifically addresses the assistant principal position, while Policy 2000 covers all administrative and supervisory positions.

Cost Analysis and Fiscal Impact on School System
No fiscal impact is anticipated by the deletion of this policy.

Relationship to Other Board of Education Policies
Board of Education Policy 2000, Administrative and Supervisory Personnel

Legal Requirements
None.

Similar Policies Adopted By Other School Systems
Board of Education Policy 2000, Administrative and Supervisory Personnel

Draft of Proposed Policy
Attached.

Other Alternatives Considered By Staff
No other alternatives were considered.

Timeline:
First reading – November 19, 2008
Public comment – December 2, 2008
Third reading – January 13, 2009
ADMINISTRATION: School Personnel

School-Based Administrators: Assistant Principal

Assistant principals shall be appointed by the Board of Education upon recommendation of the Superintendent of Schools.

Also see policy and rules on this subject, Series 4100, Personnel: Professional.
DATE: January 13, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED DELETION OF POLICY 2221 – ADMINISTRATION: ELEMENTARY SCHOOL ADMINISTRATIVE ASSISTANT

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

RESOURCE PERSON(S): Donald Peccia, Assistant Superintendent, Human Resources

RECOMMENDATION

That the Board of Education reviews the proposed deletion of Policy 2221. This is the third reading of this revised policy.

* * * * *

Attachment I – Policy Analysis 2221
Attachment II – Policy 2221
Policy Analysis for
Board of Education Policy 2221
Elementary School Administrative Assistant

Statement of Issues or Questions Addressed
Board of Education Policy 2221 and Superintendent’s Rule 2221 should be deleted as the position of elementary school administrative assistant no longer exists.

Cost Analysis and Fiscal Impact on School System
No fiscal impact is anticipated by the deletion of the policy.

Relationship to Other Board of Education Policies
Board of Education Policy 2000, Administrative and Supervisory Personnel

Legal Requirements
None.

Similar Policies Adopted By Other School Systems
Board of Education Policy 2000, Administrative and Supervisory Personnel

Draft of Proposed Policy
Attached.

Other Alternatives Considered By Staff
No other alternatives were considered.

Timeline:
  First reading – November 19, 2008
  Public comment – December 2, 2008
  Third reading – January 13, 2009
ADMINISTRATION: School Personnel

Principal’s Administrative Staff: Elementary School Administrative Assistant

Elementary school administrative assistants shall be appointed by the Board of Education upon the recommendation of the Superintendent of Schools in accordance with the current staffing guidelines for elementary schools.
DATE: January 13, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED DELETION OF POLICY 2222 – ADMINISTRATION: SCHOOL PERSONNEL-PRINCIPALS’ ADMINISTRATIVE STAFF: DEPARTMENT CHAIRMAN

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

RESOURCE PERSON(S): Donald Peccia, Assistant Superintendent, Human Resources

RECOMMENDATION

That the Board of Education reviews the proposed deletion of Policy 2222. This is the third reading of this revised policy.

* * * * *

Attachment I – Policy Analysis 2222
Attachment II – Policy 2222
Policy Analysis for
Board of Education Policy 2222
Principal’s Administrative Staff: Department Chair

Statement of Issues or Questions Addressed
Board of Education Policy 2222 is addressed in the Master Agreement and therefore can be deleted.

Cost Analysis and Fiscal Impact on School System
No fiscal impact is anticipated by the deletion of this policy.

Relationship to Other Board of Education Policies
None.

Legal Requirements
*Annotated Code of Maryland*, Education Article §6-201

Similar Policies Adopted By Other School Systems
None.

Draft of Proposed Policy
Attached.

Other Alternatives Considered By Staff
No other alternatives were considered.

Timeline:
  - First reading – November 19, 2008
  - Public comment – December 2, 2008
  - Third reading – January 13, 2009
ADMINISTRATION: School Personnel

Principal’s Administrative Staff: Department Chairman

Whenever within a secondary school there are two or more teachers in a department, a chairman may be appointed.

Also see policy and rule on this subject, Series 4100, Personnel: Professional.

Legal Reference: Annotated Code of Maryland, Education Article 6-201 Appointment, tenure, and qualifications
DATE: January 13, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED DELETION OF POLICY 2230 – ADMINISTRATION: HELPING TEACHER

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

RESOURCE PERSON(S): Donald Peccia, Assistant Superintendent, Human Resources

RECOMMENDATION

That the Board of Education reviews the proposed deletion of Policy 2230. This is the third reading of this revised policy.

* * * * *

Attachment I – Policy Analysis 2230
Attachment II – Policy 2230
Policy Analysis for
Board of Education Policy 2230
Helping Teacher

Statement of Issues or Questions Addressed
Board of Education Policy 2230 should be deleted as the position of helping teacher no longer exists.

Cost Analysis and Fiscal Impact on School System
No fiscal impact is anticipated by the deletion of this policy.

Relationship to Other Board of Education Policies
None.

Legal Requirements
Annotated Code of Maryland, Education Article §4-102, §6-201
COMAR 13A.02.01.02B

Similar Policies Adopted By Other School Systems
None.

Draft of Proposed Policy
Attached.

Other Alternatives Considered By Staff
No other alternatives were considered.

Timeline:
  First reading – November 19, 2008
  Public comment – December 2, 2008
  Third reading – January 13, 2009
Helping Teacher

Helping teachers to assist in various instructional areas shall be appointed by the Board of Education upon recommendation of the Superintendent of Schools.

Also see rule, “Assignment, Transfer and Promotion,” Series 4100, Personnel: Professional.
Baltimore County Public Schools

DATE: January 13, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED DELETION OF POLICY 4157 – PERSONNEL: PROFESSIONAL-ABSENCES, LEAVES, VACATIONS, AND HOLIDAYS

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

RESOURCE PERSON(S): Donald Peccia, Assistant Superintendent, Human Resources

RECOMMENDATION

That the Board of Education reviews the proposed deletion of Policy 4157. This is the third reading of this revised policy.

* * * * *

Attachment I – Policy Analysis 4157
Attachment II – Policy 4157
Policy Analysis for
Board of Education Policy 4157
Vacations

Statement of Issues or Questions Addressed
Board of Education Policy 4157 and Superintendent’s Rule 4157 are being recommended for deletion because vacations are a legal subject of collective bargaining.

Cost Analysis and Fiscal Impact on School System
No fiscal impact is anticipated by the deletion of this policy and rule.

Relationship to Other Board of Education Policies
Board of Education Policy 4150, Attendance, Leave, and Holidays

Legal Requirements
None

Similar Policies Adopted by Other Local School Systems
None

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline:
  First reading: November 18, 2008
  Public comment: December 2, 2008
  Third reading: January 13, 2009
PERSONNEL: Professional

Absences, Leaves, Vacations, and Holidays: Vacations

All twelve-month exempt employees shall be entitled to accrue twenty (20) duty days of vacation each fiscal year. Vacation accruals will be pro-rated based upon the employee’s full-time equivalency and date of appointment to the twelve-month exempt position.
TO: BOARD OF EDUCATION
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 5110 – STUDENTS: ENROLLMENT AND ATTENDANCE, ADMISSION

ORIGINATOR: Patricia Abernethy, Chief Academic Officer

RESOURCE PERSON(S): Dale R. Rauenzahn, Executive Director, Student Support Services
Sharon Ochs, Coordinator, Pupil Personnel Services

RECOMMENDATION

That the Board of Education considers the proposed changes to Policy 5110. This is the third reading of this policy.

*****

Attachment I – Policy Analysis
Attachment II – Policy 5110
Policy Analysis for
Board of Education Policy 5110
Admission

Statement of Issues or Questions Addressed
Board of Education Policy 5110 is being recommended for revisions to comply with COMAR provisions regarding attendance and enrollment.

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 5120, Attendance and Excuses.

Legal Requirements
Annotated Code of Maryland, Education Article §7-101
COMAR
  13.A.08.01.01
  13A08.01.02B
  13A.08.01.02-2

Similar Policies Adopted by Other Local School Systems
1. Harford County Policy 02-0001-000, Student Attendance
2. Howard County Policy 9010, Attendance

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline:
  First reading: November 19, 2008
  Public comment: December 2, 2008
  Third reading: January 13, 2009
STUDENTS: Enrollment and Attendance

I. Admission

A. [Children who are five (5) years of age on or before October 31, 2004 for the 2004-2005 school year, and September 30, 2005 for the 2005-2006 school year shall be enrolled in kindergarten. Thereafter,] Children who are five (5) years of age on or before September 1 shall be enrolled in kindergarten.

B. ALL STUDENTS ENTERING THE BALTIMORE COUNTY PUBLIC SCHOOLS FROM PRIVATE, PAROCHIAL, OR OTHER PUBLIC SCHOOLS SHALL BE PLACED IN THE GRADE LEVELS TO WHICH THEY ARE CERTIFIED BY THE SENDING SCHOOL. THIS IS PROVIDED THE CHILD IS AGE ELIGIBLE OR TRANSFERRING FROM A NONPUBLIC PROGRAM CERTIFIED BY THE MARYLAND STATE DEPARTMENT OF EDUCATION. ALL OTHER TRANSFER STUDENTS ARE ENTITLED TO GRADE PLACEMENT AS INDICATED ON THEIR TRANSFER RECORDS. IF IT IS NECESSARY TO CHANGE GRADE PLACEMENT, SUCH CHANGE SHALL BE SUBSTANTIATED BY ACHIEVEMENT TEST RESULTS, OTHER TEST RESULTS THAT ARE AVAILABLE, AND THE OPINIONS OF THE CLASSROOM TEACHER AND PRINCIPAL. A REQUEST FOR CHANGE IN GRADE PLACEMENT SHALL BE SUBMITTED WITH THE SUBSTANTIATING DOCUMENTATION TO THE AREA ASSISTANT SUPERINTENDENT.

C. TRANSFER STUDENTS ARE ENTITLED TO GRADE PLACEMENT AS INDICATED ON THEIR TRANSFER CARDS PROVIDED THE CHILD IS AGE ELIGIBLE.

D. Parents wishing an exception to this requirement may complete the Waiver for KINDERGARTEN (Level of Maturity), place the child in an approved alternative setting, initiate home instruction, or follow the procedures in the Guidelines for Applying for Early Enrollment into Kindergarten.

E. Every parent/guardian must present [his/her] THE child’s birth certificate or other satisfactory evidence of age at [his/her] THE first enrollment in a county public school.
Legal References:  *Annotated Code of Maryland*, Education Article, §7-101, [Admission of Students.] §7-301 [Compulsory Attendance]

[Code of Maryland Regulations ("COMAR")]

13A.08.01.02 [Age for School Attendance]
13A.08.02.02B [Age for School Attendance, Kindergarten]
13A.08.01.02-2 [Exceptions to Kindergarten Attendance Requirement]
KINDERGARTEN LEVEL OF MATURITY WAIVER

A child who resides in this State and is 5 years old may be exempted from mandatory school attendance for 1 year if the child’s parent or guardian believes that a delay in school attendance is in the best interest of the child and the parent or guardian files a written request with the local superintendent of schools asking that the child’s attendance be delayed due to the child’s level of maturity. (COMAR 13A.08.01.02-2)

I am requesting a one (1) year waiver of kindergarten attendance for:

Name of Child: ____________________________ Date of Birth: __________

This request is for the __________ school year. ____________________

I understand that my child must be registered for enrollment, and attend a kindergarten program during the following school year.

Name of Parent/Guardian (please print): ____________________________

Address: __________________________________________________________________

Telephone: __________________________________________________________________

Signature of Parent/Guardian: ____________________________ Date: __________

Your request to waive mandatory kindergarten attendance for your child has been granted for the __________ school year. Please be advised that your child must be registered for enrollment, and attend kindergarten the following school year.

School: __________________________________________________________________

Signature of Principal: ____________________________ Date: __________

Directions for parent or guardian:
1. Complete, sign, and return form to your child’s Baltimore County Public School.

Directions for school:
1. Retain original form in school
2. Send duplicate copy to the Office of Early Childhood Programs
Baltimore County Public Schools

Date: January 13, 2009

To: Board of Education

From: Dr. Joe A. Hairston, Superintendent

Subject: Consideration of the Proposed Changes to Board of Education Policy 5120 – Students: Enrollment and Attendance, Attendance and Excuse

Originator: Patricia Abernethy, Chief Academic Officer

Resource Person(s): Dale R. Rauenzahn, Executive Director, Student Support Services
Sharon Ochs, Coordinator, Pupil Personnel Services

Recommendation

That the Board of Education considers the proposed changes to Policy 5120. This is the third reading of this policy.

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Attachment I – Policy Analysis
Attachment II – Policy 5120
Policy Analysis for
Board of Education Policy 5120
Attendance and Excuses

Statement of Issues or Questions Addressed
Board of Education Policy 5120 is being recommended for revisions to comply with COMAR provisions regarding attendance and enrollment.

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 5110, Attendance and Enrollment.

Legal Requirements
Annotated Code of Maryland, Education Article §7-101, §7-303
COMAR
13A.08.01.01
13A.08.01.02
13A.08.01.03
13A.08.01.04
14A.08.01.05

Similar Policies Adopted by Other Local School Systems
1. Harford County Policy 02-0001-000, Student Attendance
2. Howard County Policy 9010, Attendance

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline:
First reading: November 19, 2008
Public comment: December 2, 2008
Third reading: January 13, 2009
STUDENTS: Enrollment and Attendance

I. Attendance and Excuses

[1.] A. Age of Attendance

1. All individuals who are five (5) years old by [December 31] SEPTEMBER 1 or TURNING [up to] twenty-one (21) AFTER THE FIRST DAY OF SCHOOL [upon entering the senior year] may enroll in the public schools [until graduation]. SENIORS, WHO TURN 21, MUST BE ELIGIBLE FOR GRADUATION BY THE END OF THAT SCHOOL YEAR.

2. Children admitted to a pre-kindergarten program in the public schools shall be four (4) years old on or before [December 31] SEPTEMBER 1 of the year they apply for entrance.

[2.] B. Regularity of Attendance

1. The Board of Education OF BALTIMORE COUNTY (BOARD) emphasizes the value of regular attendance in enabling students to [profit] BENEFIT from the school program. The teachers, the school administration, and the Department of Student SUPPORT Services will work cooperatively to reduce the problems of absenteeism. The Superintendent [of Schools] shall develop procedures for the review of the attendance of all students.

Legal References: Annotated Code of Maryland, Education Article, §7-101, §7-302
[Admission of Students]
[Report of absences and maladjustment]
[State Board of Education Bylaws] COMAR
13A.08.01.04
13A.08.01.05
13A.08.01.02 [Attendance]
13A.08.02.03 [Lawful Absence]
13A.08.01.01 [Attendance]
Policy
Adopted: 11/21/68
Revised: 12/6/84
Revised: 6/27/95
REVISED: __________
Baltimore County Public Schools

Date: January 13, 2009

To: Board of Education

From: Dr. Joe A. Hairston, Superintendent

Subject: Consideration of the Proposed Deletion of Board of Education Policy 5160 – Students: Enrollment and Attendance, Transfers

Originator: Patricia Abernethy, Chief Academic Officer

Resource Person(s): Dale R. Rauenzahn, Executive Director, Student Support Services
Sharon Ochs, Coordinator, Pupil Personnel Services

Recommendation

That the Board of Education considers the proposed deletion of Policy 5160. This is the third reading.

*****

Attachment I – Policy Analysis
Attachment – Policy 5160
Policy Analysis for
Board of Education Policy 5160
Transfers

Statement of Issues or Questions Addressed
Board of Education Policy 5160 is being recommended for deletion as the policy is being replaced by Board of Education Policy 5110.

Cost Analysis and Fiscal Impact on School System
No fiscal impact is anticipated by the deletion of this policy.

Relationship to Other Board of Education Policies
Board of Education Policy and Rule 5110, Admission.

Legal Requirements
COMAR 13A.03.02.12

Similar Policies Adopted by Other Local School Systems
1. Harford County Policy 02-0001-000, Student Attendance
2. Howard County Policy 9010, Attendance

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline:
  First reading: November 19, 2008
  Public comment: December 2, 2008
  Third reading: January 13, 2009
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. If the transcript or record is not available, the superintendent or superintendent’s designee 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.

Legal Reference: COMAR 13A.03.02.12

Related Policies: Board of Education Policy 6152, Grouping

Policy Adopted: 11/21/68]
DATE: January 13, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 5450 (RENUMBERED TO 3151) – STUDENTS: ACCIDENT INSURANCE

ORIGINATOR: J. Robert Haines, Deputy Superintendent

RESOURCE PERSON(S): Michele Prumo. Executive Director, Department of Planning and Support Operations

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 5450 (renumbered to 3151). This is the third reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 5450 (3151)
Policy Analysis for
Board of Education Policy 5450 (renumbered to 3151)
Accident Insurance

Statement of Issues or Questions Addressed
Board of Education Policy 3151 addresses the availability of a student accident insurance program, the requirement of accident insurance for students who play interscholastic sports, as well as accident reporting. Baltimore County Public Schools does not pay student’s medical bills for accidents that occur on BCPS property where there is no negligence on the part of the Board, nor does it pay for injuries that occur during interscholastic sports. Therefore, parents and guardians or their health insurance carrier are responsible for paying the medical costs associated with the accident. The proposed revisions are intended to reflect current policies.

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 2352, Accidents/Medical Emergencies
Superintendent’s Rule 2352, Accidents/Medical Emergencies

Legal Requirements
None

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel County Policy 702.01, School Insurance Program
2. Harford County Policy 0023-000, Student Insurance

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline:
First reading: November 18, 2008
Public comment: December 2, 2008
Third reading: January 13, 2009
STUDENTS: NON-INSTRUCTIONAL Services

Accident Insurance

I. AVAILABILITY

A. A student accident insurance program shall be made available to parents/guardians of students enrolled in Baltimore County Public Schools (BCPS). The parent/GUARDIAN shall pay the premium directly to the company and the contract shall be between the parent/GUARDIAN and the insurance company. THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) WILL NOT HAVE ANY ROLE OR RESPONSIBILITY REGARDING INSURANCE PURCHASED BY A PARENT/GUARDIAN.

II. INTERSCHOLASTIC SPORT[S] REQUIREMENTS

A. [REQUIREMENT]

Each student participating in interscholastic sports must have insurance coverage either through a parent’s/guardian’s CURRENT EFFECTIVE policy or through the purchase of the available student accident insurance.

B. [STUDENTS PLAYING FOOTBALL]

FOR A STUDENT PARTICIPATING IN INTERSCHOLASTIC FOOTBALL, THE PARENT/GUARDIAN PURCHASING THE AVAILABLE STUDENT ACCIDENT INSURANCE MUST INCLUDE THE FOOTBALL COVERAGE OPTION.

[Accident insurance for football players will be made available to all parents/guardians of students participating in interscholastic football. Each student participating in interscholastic football must have insurance coverage, either through a parent’s/guardian’s policy or through the purchase of the available student accident insurance, football coverage option.]

C. Students shall not be denied an opportunity to try out for an interscholastic athletic team because of economic status. [Efforts shall be made to find ways to maximize participation by interested and qualified students in interscholastic athletic activities.]
III. ACCIDENT REPORTING

ALL [A]ccidents, REGARDLESS OF THE TYPE OF INSURANCE COVERAGE, must [also] be reported on the Baltimore County Public Schools Standard Student Accident Report form (BEBCO 49-615-98). Accidents [requiring the use of an ambulance] shall be reported [immediately by telephone to the appropriate office] consistent with ESTABLISHED procedures. IF APPLICABLE, student accidents must be reported on the appropriate form provided by the STUDENT ACCIDENT insurance company for this purpose.

Related Policies: Board of Education Policy 2352, Accidents/Medical Emergencies  
Superintendent Rule 2352, Accidents/Medical Emergencies
DATE: January 13, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 8360 – ETHICS CODE: DEFINITIONS

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 8360. This policy has been reviewed and approved by the State Ethics Commission. This is the third reading.

* * * * *

Attachment I – Policy Analysis
Attachment II – Policy 8360
Policy Analysis for
Board of Education Policy 8360
Ethics Code: Definitions

Statement of issues or questions to be addressed by the proposed policy history
State law requires that the provisions of such local board policies follow the Public Ethics Law. Md. State Gov’t Code Ann., §15-811. Beginning in November of 2007, the Board charged its Policy Review Committee and the Ethics Review Panel to recommend changes to the Board’s Ethics Code policies. These revisions were first presented to the Board in February of 2008, and subsequently adopted by the Board at its March 11, 2008 meeting. Approval by the State Ethics Commission is required prior to adoption of any local school board’s ethics rules or policies.

Current Issues Presented
Following the requisite review and comment by the State Ethics Commission, the Board was scheduled to adopt Policy 8360 at its December 2, 2008 meeting. Because of questions posed at that Board meeting regarding the definition of “lobbyist,” the Policy Review Committee met on December 10, 2008 to discuss possible revisions. It is the Committee’s recommendation that the definition of “lobbyist” should remain unchanged, and that the Policy be adopted by the Board.

Fiscal Impact on the school system
No fiscal impact is anticipated or contemplated by these revisions.

Relationship to other Board of Education Policies
Policy 8360 is the first in the Ethics Code policy series, and establishes definitions that govern all other Ethics Code Policies.

Similar Policies adopted by other local school systems
ANNE ARUNDEL COUNTY BOARD OF EDUCATION
Policy 200.05, Code of Ethics
http://www.aacps.org/aacps/boe/board/newpolicy/Sections/section_200/policy200.05.pdf

CALVERT COUNTY BOARD OF EDUCATION
Policy Number 1740. Ethics.

CARROLL COUNTY BOARD OF EDUCATION
Policy BC, Ethics

FREDERICK COUNTY BOARD OF EDUCATION
Policy 109, Ethics
109.05 Lobbying Disclosure
MONTGOMERY COUNTY BOARD OF EDUCATION
Policy BBB, Ethics

Section 4, Lobbying Disclosure

PRINCE GEORGE’S COUNTY BOARD OF EDUCATION
Board Policy 0107, Ethics
Board Policy 0107.1, Ethics - Definitions
Board Policy 0109, Conflict of Interest
Board Policy 0112, Lobbying Disclosure

HOWARD COUNTY BOARD OF EDUCATION
Ethics Regulations
http://www.hcpss.org/board/ethicsregs.pdf

WASHINGTON COUNTY BOARD OF EDUCATION
Policy BBFB, Ethics
Policy BBF, Code of Ethics for School Board Members
Policy BBFA, Conflict of Interest

Legal Requirements, such as federal, state or local laws or regulations

A draft of the proposed policy
See attached

Timeline
Approval by the State Ethics Commission (already secured)
First Reader, October 21, 2008
Second Reader, November 5, 2008
Third Reader, December 2, 2008
Subsequent Review by the Policy Review Committee, December 10, 2008
Adoption by the Board, January 13, 2009
ETHICS CODE: Definitions

The following terms used within the Ethics Code are defined as follows:

(A) **Board of Education** means the local Board of Education of Baltimore County.

(B) **Business entity** means any individual or organization, regardless of form, including but not limited to a corporation, general[,] or limited partnership, sole proprietorship (including a private consultant operation), joint venture, unincorporated association or firm, institution, trust, foundation, or other organization, whether or not operated for profit.

(C) **Compensation** means any money or thing of value, regardless of form, received or to be received by any individual covered by this title from an employer for service rendered. If lobbying is only a portion of a person’s employment, “compensation” means a prorated amount based on the time devoted to other employment duties. For reporting purposes, a prorated amount shall be labeled as such.

(D) **Doing business with** means having or negotiating a contract that involves the commitment (either in a single or combination of transactions) of school system funds; or being subject to the authority of the school system; [or] being registered as a lobbyist [in accordance] with THE BOARD OF EDUCATION OF BALTIMORE COUNTY [Section 8 of] the State Ethics Commission; OR PURSUING COMMERCIAL FINANCIAL TRANSACTIONS WITH THE SCHOOL SYSTEM.

(E) **Economic value** means when a good is useful and its worth can be measured in financial terms.

(F) **Employee** means an individual whose compensation is paid in whole or part by the Board and/or is a student teacher for the school system.

(G) **Ethics Review Panel** means the advisory board designated to serve the Board of Education of Baltimore County with the responsibility for interpreting the Ethics Code.

(H) **Gift** means the transfer of anything of economic value, regardless of the form, without adequate and lawful consideration. “Gift” does not include the solicitation, acceptance, receipt, or regulation of political campaign contributions regulated in accordance with the provisions of the Annotated Code of Maryland, [Article 33, Section 26-1, et seq.,] ELECTION LAW ARTICLE, TITLE 13 SUBTITLE 2 or any
other provision of state or local law regulating the conduct of elections or the receipt of political campaign contributions. As used in this Code, gift excludes non-cash recognition for professional, educational, athletic or scholastic achievements AND/OR SCHOLARSHIPS.

(I) **Immediate family** means father, mother, brother, sister, husband, wife, son, daughter, grandmother, and grandfather by blood (not marriage), grandson, granddaughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, equivalent stepfamily members, legal dependent of the employee, or a person residing as a member of the household where the employee is making his or her home.

(J) **Lobbying** means communicating in the presence of a Board member or employee with the intent to influence any official action of that Board member or employee, where money is spent for food, entertainment, or other gifts during the calendar year in furtherance of this activity; or engaging in activities having the express purpose of soliciting others to communicate with a Board member or employee with the intent to influence that Board member or employee, where money is expended in furtherance of this activity.

(K) **Outside employment** means any supplementary employment, including teaching and secondary employment within State service and excluding service in the military reserves or National Guard, for which the employee receives remuneration or other economic gain.

(L) **Person** means an individual or business entity.

(M) **Personal benefit** means anything that promotes or enhances the well being of the individual, or his/her immediate family, or accrues to the personal advantage of that individual, or his/her immediate family.

(N) **School system** means the educational system under the authority of any Board of Education.

(O) **Superintendent** means any person [designated] DEFINED as such WITHIN THE MEANING OF [in] the Education Article, §[1-101(e)] 4-102, *Annotated Code of Maryland*.

(P) **Tutoring** means any private additional, special or remedial instruction performed for compensation.
(Q) **Volunteer** *means* any person who provides a service or performs a duty or responsibility for the school system without compensation.

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: January 13, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: ADOPTION OF FY 2010 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 2010 County Capital Budget Request.

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

Attachment I– Proposed FY 2010 State and County Capital Budget Request
<table>
<thead>
<tr>
<th>Proj. #</th>
<th>Miscellaneous Projects</th>
<th>State Request</th>
<th>State Recommended as of (12/9/08)</th>
<th>County Request</th>
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### Major Maintenance

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<th>County Request</th>
<th>County Adopted in FY 09 For FY 10</th>
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Subtotal: $4,114,000 $2,821,000 $10,226,000 $18,914,000

### Alterations/Code Updates/Restoration

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<th>Proj. #</th>
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Subtotal: $0 $0 $5,425,000 $3,000,000
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**Baltimore County Public Schools**  
**Proposed FY 2010 State and County Capital Budget Request**  
**December 16, 2008**

### Site Improvements

<table>
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<tr>
<th>Proj. #</th>
<th>Site Improvements</th>
<th>State Request</th>
<th>State Recommended as of (12/9/08)</th>
<th>County Request</th>
<th>County Adopted in FY 09 For FY 10</th>
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<tr>
<td>13.672</td>
<td>Perry Hall HS - Repair Rear Parking Lot Drainage System &amp; Slopes</td>
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**Subtotal:** $0 $0 $21,350,000 $3,000,000

### Roof Replacements

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<td>0</td>
</tr>
<tr>
<td>13.671</td>
<td>Loch Raven Technical Academy</td>
<td>0</td>
<td>0</td>
<td>4,365,000</td>
<td>0</td>
</tr>
<tr>
<td>13.671</td>
<td>Colgate ES</td>
<td>400,000</td>
<td>400,000</td>
<td>538,000</td>
<td>0</td>
</tr>
<tr>
<td>13.671</td>
<td>Bear Creek ES</td>
<td>925,000</td>
<td>0</td>
<td>1,242,000</td>
<td>0</td>
</tr>
<tr>
<td>13.671</td>
<td>Battle Grove ES</td>
<td>961,000</td>
<td>961,000</td>
<td>1,291,000</td>
<td>0</td>
</tr>
<tr>
<td>13.671</td>
<td>Carney ES</td>
<td>923,000</td>
<td>809,000</td>
<td>1,352,000</td>
<td>0</td>
</tr>
<tr>
<td>13.671</td>
<td>Halstead Academy</td>
<td>828,000</td>
<td>828,000</td>
<td>1,112,000</td>
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<tr>
<td>13.671</td>
<td>Pot Spring ES</td>
<td>773,000</td>
<td>774,000</td>
<td>1,038,000</td>
<td>0</td>
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<tr>
<td>13.671</td>
<td>Prettyboy ES</td>
<td>379,000</td>
<td>0</td>
<td>632,000</td>
<td>0</td>
</tr>
<tr>
<td>13.671</td>
<td>Seventh District ES</td>
<td>702,000</td>
<td>592,000</td>
<td>1,053,000</td>
<td>0</td>
</tr>
<tr>
<td>13.671</td>
<td>Miscellaneous Projects</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>6,500,000</td>
</tr>
</tbody>
</table>

**Subtotal:** $6,789,000 $5,262,000 $13,827,000 $6,500,000

**Totals:** $84,457,000 $21,521,000 $165,494,000 $111,749,000
SUPERINTENDENT’S
RECOMMENDED FY2010
OPERATING BUDGET

Presentation
Board of Education
January 13, 2009
Dr. Joe A. Hairston
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 FY10 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 - $1,249,397,948
Proposed FY10 Operating Budget

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>FY09 Adj Budget</th>
<th>FY10 Proposed</th>
<th>+/-</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>County</td>
<td>$646,094,092</td>
<td>$721,683,540</td>
<td>$75,589,448</td>
<td>11.7%</td>
</tr>
<tr>
<td>State</td>
<td>515,328,633</td>
<td>516,644,408</td>
<td>1,315,775</td>
<td>0.3%</td>
</tr>
<tr>
<td>Other</td>
<td>10,993,000</td>
<td>11,070,000</td>
<td>77,000</td>
<td>0.7%</td>
</tr>
<tr>
<td>Total General Fund</td>
<td>$1,172,415,725</td>
<td>$1,249,397,948</td>
<td>$76,982,223</td>
<td>6.6%</td>
</tr>
</tbody>
</table>

Focused on Quality; Committed to Excellence

January 13, 2009
Comparison of State and County General Fund Revenues

- County: 67.4% (FY99) to 57.8% (FY10 Proposed)
- State: 31.1% (FY99) to 41.3% (FY10 Proposed)
- Other: (minimal changes per year)
### 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</td>
<td>600,139,002</td>
<td>634,536,045</td>
<td>34,397,043</td>
<td>5.7%</td>
</tr>
<tr>
<td>2010</td>
<td>$629,494,374</td>
<td>$702,129,525</td>
<td>$72,635,151</td>
<td>11.5%</td>
</tr>
</tbody>
</table>

Average above the MOE increase, 1999-09 = 3.4%

* Excluding MSDE approved non-recurring costs.
### Highlights of Redirected Funding

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum and Instruction Printing</td>
<td>($203,970)</td>
</tr>
<tr>
<td>Crossroads Center Positions</td>
<td>(480,108)</td>
</tr>
<tr>
<td>Teachers for School Restructuring</td>
<td>252,000</td>
</tr>
<tr>
<td>AVID Teachers and Materials for Existing Class Progression for Grades 9-12</td>
<td>176,000</td>
</tr>
<tr>
<td>Teachers for Homeland Security and Air Traffic Controller, Diesel Mechanics, and Allied Health Programs</td>
<td>144,108</td>
</tr>
<tr>
<td>Two Chinese Language Teachers</td>
<td>84,000</td>
</tr>
<tr>
<td>Chinese Language Leadership Conference</td>
<td>24,970</td>
</tr>
<tr>
<td>Fulbright Hays Summer Teacher Exchange</td>
<td>3,000</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>4.01%</td>
<td>$3,625,528</td>
</tr>
<tr>
<td>Performance Goal 2</td>
<td>0.31%</td>
<td>278,442</td>
</tr>
<tr>
<td>Performance Goal 3</td>
<td>56.13%</td>
<td>50,797,179</td>
</tr>
<tr>
<td>Performance Goal 4</td>
<td>1.64%</td>
<td>1,482,334</td>
</tr>
<tr>
<td>Performance Goal 5</td>
<td>0.20%</td>
<td>177,112</td>
</tr>
<tr>
<td>Performance Goal 6</td>
<td>0.00%</td>
<td>-0-</td>
</tr>
<tr>
<td>Performance Goal 7</td>
<td>0.08%</td>
<td>74,037</td>
</tr>
<tr>
<td>Performance Goal 8</td>
<td>0.01%</td>
<td>5,000</td>
</tr>
<tr>
<td>One-time, built-in, and other requests</td>
<td>37.62%</td>
<td>34,037,172</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100.0%</td>
<td><strong>$90,476,804</strong></td>
</tr>
</tbody>
</table>
Proposed FY10 Revenue Sources

All Funds

$1,639,136,735

Focused on Quality; Committed to Excellence

January 13, 2009
Public Hearing
January 14, 2009, 7:00 p.m.
Ridge Ruxton School

(Snow Date)
January 15, 2009, 7:00 p.m.
Ridge Ruxton School
SUPERINTENDENT’S RECOMMENDED FY2010 OPERATING BUDGET

Presentation
Board of Education
January 13, 2009
Dr. Joe A. Hairston
## Proposed Budget by Performance Goals

<table>
<thead>
<tr>
<th>Program Description</th>
<th>FTE</th>
<th>Salary</th>
<th>Non-Salary</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Performance Goal 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant principal for Sparrows Point MS</td>
<td>0.5</td>
<td>47,099</td>
<td></td>
<td>47,099</td>
</tr>
<tr>
<td>Temporary annexation of students from Rodgers Forge ES to Dumbarton MS</td>
<td>2.0</td>
<td>50,352</td>
<td></td>
<td>50,352</td>
</tr>
<tr>
<td>Towson West principal and secretary for one-half year</td>
<td>2.0</td>
<td>65,439</td>
<td></td>
<td>65,439</td>
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<tr>
<td>Central Individualized Education Program</td>
<td>1.1</td>
<td>76,865</td>
<td></td>
<td>76,865</td>
</tr>
<tr>
<td>Eighteen (18) selected secondary schools - technology upgrade</td>
<td></td>
<td></td>
<td>84,780</td>
<td>84,780</td>
</tr>
<tr>
<td>Virtual classroom at Chesapeake HS</td>
<td>80,000</td>
<td></td>
<td>25,371</td>
<td>105,371</td>
</tr>
<tr>
<td>Salaries for instructional assistants previously funded by Third Party Billing</td>
<td>10.0</td>
<td>280,000</td>
<td></td>
<td>280,000</td>
</tr>
<tr>
<td>STEM program at Chesapeake HS, previously grant funded</td>
<td>198,700</td>
<td>120,371</td>
<td></td>
<td>319,071</td>
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<tr>
<td>Instrumental music teachers</td>
<td>7.2</td>
<td>330,674</td>
<td></td>
<td>330,674</td>
</tr>
<tr>
<td>2% increase in per pupil allocation for non-salary school expenditures</td>
<td></td>
<td></td>
<td>352,781</td>
<td>352,781</td>
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<tr>
<td>Positions for schools in restructuring</td>
<td>10.5</td>
<td>441,191</td>
<td></td>
<td>441,191</td>
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<tr>
<td>Imagine Discovery Charter School</td>
<td>44.0</td>
<td></td>
<td>1,471,905</td>
<td>1,471,905</td>
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<td><strong>Subtotal, Performance Goal 1</strong></td>
<td>77.3</td>
<td>1,570,320</td>
<td>2,055,208</td>
<td>3,625,528</td>
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<tr>
<td><strong>Performance Goal 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESOL teachers</td>
<td>6.0</td>
<td>275,562</td>
<td>2,880</td>
<td>278,442</td>
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<tr>
<td><strong>Subtotal, Performance Goal 2</strong></td>
<td>6.0</td>
<td>275,562</td>
<td>2,880</td>
<td>278,442</td>
</tr>
<tr>
<td><strong>Performance Goal 3</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary increments per union agreement (step-increases)</td>
<td></td>
<td>11,627,456</td>
<td></td>
<td>11,627,456</td>
</tr>
<tr>
<td>Salary restructuring for full-time employees</td>
<td></td>
<td>23,477,812</td>
<td></td>
<td>23,477,812</td>
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<tr>
<td>Salary restructuring for hourly employees</td>
<td></td>
<td>1,857,435</td>
<td></td>
<td>1,857,435</td>
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<tr>
<td>Cost increase for benefits for full-time employees and retirees</td>
<td></td>
<td>12,709,437</td>
<td></td>
<td>12,709,437</td>
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<tr>
<td>Employee benefits for new positions</td>
<td></td>
<td>1,125,039</td>
<td></td>
<td>1,125,039</td>
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<tr>
<td><strong>Subtotal, Performance Goal 3</strong></td>
<td>36,962,703</td>
<td>13,834,476</td>
<td></td>
<td>50,797,179</td>
</tr>
<tr>
<td><strong>Performance Goal 4</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff development for school resource officers</td>
<td></td>
<td>22,500</td>
<td></td>
<td>22,500</td>
</tr>
<tr>
<td>Funding for the Baltimore County Health Department previously funded by Third Party Billing</td>
<td></td>
<td>149,849</td>
<td></td>
<td>149,849</td>
</tr>
<tr>
<td>Mechanics and maintenance workers class upgrade</td>
<td></td>
<td>203,476</td>
<td></td>
<td>203,476</td>
</tr>
<tr>
<td>Building service workers class upgrade</td>
<td></td>
<td>1,106,509</td>
<td></td>
<td>1,106,509</td>
</tr>
<tr>
<td><strong>Subtotal, Performance Goal 4</strong></td>
<td>1,309,985</td>
<td>172,349</td>
<td></td>
<td>1,482,334</td>
</tr>
<tr>
<td><strong>Performance Goal 5</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department of Corrections teacher, previously grant funded</td>
<td>1.0</td>
<td>82,563</td>
<td></td>
<td>82,563</td>
</tr>
<tr>
<td>Homeless student liaison, previously grant funded</td>
<td>1.0</td>
<td>91,549</td>
<td>3,000</td>
<td>94,549</td>
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<tr>
<td><strong>Subtotal, Performance Goal 5</strong></td>
<td>2.0</td>
<td>174,112</td>
<td>3,000</td>
<td>177,112</td>
</tr>
<tr>
<td><strong>Performance Goal 7</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISO Quality Management Systems</td>
<td></td>
<td>28,500</td>
<td>45,537</td>
<td>74,037</td>
</tr>
<tr>
<td><strong>Subtotal, Performance Goal 7</strong></td>
<td>28,500</td>
<td>45,537</td>
<td></td>
<td>74,037</td>
</tr>
<tr>
<td><strong>Performance Goal 8</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation for student council</td>
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<td>5,000</td>
<td></td>
<td>5,000</td>
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<td><strong>Subtotal, Performance Goal 8</strong></td>
<td>5,000</td>
<td>5,000</td>
<td></td>
<td>5,000</td>
</tr>
</tbody>
</table>
## Proposed Budget by Performance Goals

### Redirected Funds

<table>
<thead>
<tr>
<th>Program Description</th>
<th>FTE</th>
<th>Salary</th>
<th>Non-Salary</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fulbright Hays summer teacher exchange</td>
<td>3.0</td>
<td>3,000</td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td>Chinese language leadership conference</td>
<td></td>
<td>24,970</td>
<td></td>
<td>24,970</td>
</tr>
<tr>
<td>AVID expansion</td>
<td>3.0</td>
<td>166,000</td>
<td>10,000</td>
<td>176,000</td>
</tr>
<tr>
<td>Curriculum &amp; Instruction central printing</td>
<td></td>
<td>(203,970)</td>
<td>(203,970)</td>
<td></td>
</tr>
<tr>
<td>Two additional teachers for Chinese language program</td>
<td>2.0</td>
<td>84,000</td>
<td></td>
<td>84,000</td>
</tr>
<tr>
<td>Teachers for homeland security, diesel mechanics and allied health</td>
<td>3.0</td>
<td>144,108</td>
<td></td>
<td>144,108</td>
</tr>
<tr>
<td>Positions for schools in restructuring</td>
<td>6.0</td>
<td>252,000</td>
<td></td>
<td>252,000</td>
</tr>
<tr>
<td>Positions at Crossroads Center</td>
<td>(11.0)</td>
<td>(480,108)</td>
<td>(480,108)</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal, Redirected funds</strong></td>
<td>3.0</td>
<td>166,000</td>
<td>(166,000)</td>
<td>-</td>
</tr>
</tbody>
</table>

### Subtotal, Mid-year add positions

<table>
<thead>
<tr>
<th></th>
<th>FTE</th>
<th>Salary</th>
<th>Non-Salary</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-time requests</td>
<td>9.8</td>
<td>93,262</td>
<td></td>
<td>93,262</td>
</tr>
<tr>
<td>Technology upgrade for eighteen (18) selected secondary schools</td>
<td></td>
<td>9,164,074</td>
<td>9,164,074</td>
<td></td>
</tr>
<tr>
<td>Professional development for technology upgrade</td>
<td>1,260,000</td>
<td>1,260,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Textbooks</td>
<td></td>
<td>3,288,813</td>
<td>3,288,813</td>
<td></td>
</tr>
<tr>
<td>Professional Development for textbooks</td>
<td></td>
<td>532,000</td>
<td></td>
<td>532,000</td>
</tr>
<tr>
<td>System upgrades for Advantage HR (Human Resources)</td>
<td></td>
<td>2,000,000</td>
<td>2,000,000</td>
<td></td>
</tr>
<tr>
<td>Towson West ES start-up costs</td>
<td></td>
<td>730,727</td>
<td></td>
<td>730,727</td>
</tr>
<tr>
<td>School remote wiring closet UPS (uninterruptible power supplies) units</td>
<td></td>
<td>642,936</td>
<td>642,936</td>
<td></td>
</tr>
<tr>
<td>Safari Montage school server replacements</td>
<td></td>
<td>378,102</td>
<td></td>
<td>378,102</td>
</tr>
<tr>
<td>Virtual classroom at Chesapeake HS</td>
<td></td>
<td>921,497</td>
<td></td>
<td>921,497</td>
</tr>
<tr>
<td>Precision cooling Data Center upgrade</td>
<td></td>
<td>323,154</td>
<td></td>
<td>323,154</td>
</tr>
<tr>
<td>Fire suppression Data Center upgrade</td>
<td></td>
<td>216,212</td>
<td></td>
<td>216,212</td>
</tr>
<tr>
<td>Annexation of students from Rodgers Forge ES to Dumbarton MS</td>
<td></td>
<td>121,908</td>
<td></td>
<td>121,908</td>
</tr>
<tr>
<td>Elementary microscopes</td>
<td></td>
<td>47,495</td>
<td></td>
<td>47,495</td>
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<tr>
<td>Aerial platform lift replacement program</td>
<td></td>
<td>45,000</td>
<td></td>
<td>45,000</td>
</tr>
<tr>
<td>Safari Montage WAN server</td>
<td></td>
<td>34,765</td>
<td></td>
<td>34,765</td>
</tr>
<tr>
<td>STEM program at Chesapeake HS, previously grant funded</td>
<td></td>
<td>30,260</td>
<td></td>
<td>30,260</td>
</tr>
<tr>
<td>ISO Quality Management Systems</td>
<td></td>
<td>8,500</td>
<td></td>
<td>8,500</td>
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<tr>
<td>Kiln maintenance and replacement</td>
<td></td>
<td>7,000</td>
<td></td>
<td>7,000</td>
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<tr>
<td><strong>Subtotal, One-time requests</strong></td>
<td></td>
<td>1,792,000</td>
<td>17,960,443</td>
<td>19,752,443</td>
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</table>

### Subtotal, Other built-in requests and enrollment growth

<table>
<thead>
<tr>
<th></th>
<th>FTE</th>
<th>Salary</th>
<th>Non-Salary</th>
<th>TOTAL</th>
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<tr>
<td>42.1</td>
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<td>2,241,234</td>
<td>11,950,233</td>
<td>14,191,467</td>
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### Total Request

<table>
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<tr>
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<th>FTE</th>
<th>Salary</th>
<th>Non-Salary</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>140.2</td>
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<td>44,613,678</td>
<td>45,863,126</td>
<td>90,476,804</td>
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</table>
BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204

January 13, 2009

SABBATICAL LEAVES - Effective July 1, 2009

BONNIE L. WILSON – Perry Hall High School
Years in Baltimore County: 12 years
Degree Status: MS Equivalent
Effective School Year: 2009-2010; to obtain a Master of Science in Nursing
Baltimore County Public Schools  
Towson, Maryland 21204  

January 13, 2009  

**RETIREMENTS**  

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>SCHOOL/Office</th>
<th>YRS. OF SERVICE</th>
<th>EFFECTIVE DATE</th>
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</thead>
<tbody>
<tr>
<td>Lynne Edel</td>
<td>Lib Sci Media</td>
<td>Middle River Middle</td>
<td>26.4</td>
<td>01/01/09</td>
</tr>
<tr>
<td>Janice Ellis</td>
<td>Office Secretary</td>
<td>Southwest Student Supp. Svcs</td>
<td>34.0</td>
<td>11/01/08</td>
</tr>
<tr>
<td>Leslie Gfrerer</td>
<td>Phys Ed Teacher</td>
<td>Middlesex Elementary</td>
<td>33.4</td>
<td>01/01/09</td>
</tr>
<tr>
<td>Nancy Killian</td>
<td>Retirement Rep II</td>
<td>Timonium/Personnel Srvcs</td>
<td>26.0</td>
<td>12/01/08</td>
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<tr>
<td>Barbara Klein</td>
<td>Admin Secretary III</td>
<td>ESS/Office of Humanities</td>
<td>24.8</td>
<td>01/01/09</td>
</tr>
<tr>
<td>Brenda Ricketson</td>
<td>Speech/Lang Patholog</td>
<td>White Oak School</td>
<td>20.1</td>
<td>01/01/09</td>
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<tr>
<td>Marjorie Ripke</td>
<td>Classroom Teacher</td>
<td>Relay Elementary</td>
<td>39.8</td>
<td>02/01/09</td>
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<tr>
<td>Eva Robinson</td>
<td>Office Secretary</td>
<td>Red House Run Elementary</td>
<td>16.2</td>
<td>11/01/08</td>
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As of 12/09/2008
RESIGNATIONS

ELEMENTARY – 6

Carney Elementary School
Anna T. Tinker, 01/06/09, 4.0 mos.
Special Education – Self-Contained

Dundalk Elementary School
Charla R. Helmers, 02/06/09, 5.0 yrs., 7.0 mos.
Library Science Media

Hernwood Elementary School
Kelly N. Gist, 11/20/08, 1.0 mo.
Occupational Therapist

Sandy Plains Elementary School
Lauren K. Bivona, 12/08/08, 4.0 mos.
Grade 4

Scotts Branch Elementary School
Danita L. Paulis, 11/07/08, 1.0 yr., 2.0 mos.
Grade 2

Bradley F. Wentt, 11/17/08, 3.0 mos.
Grade 4

SECONDARY - 6

Pikesville High School
Lisa J. Gartrell, 01/06/09, 1.0 yr., 5.0 mos.
Secondary Nurse

Lansdowne Middle School
Rachel R. Gribbin, 12/23/08, 4.0 mos.
Spanish

Meghan M. Von Geis, 12/23/08, 4.0 mos.
Science

Loch Raven High School
Elizabeth C. Nenortas, 12/03/08, 1.0 yr., 4.0 mos.
Science

Parkville High School
Jennifer A. Michella, 12/23/08, 4.0 mos.
English
Woodlawn High School
Amy J. Greco, 11/26/08, 3.0 mos.
Science

CENTRAL OFFICES – 3

Department of Human Resources – Office of Investigations
Lawrence B. Ames, 01/05/09, 1.0 yr., 9.0 mos.
Investigations Analyst

Department of Professional Development
Diane M. Rymer, 12/19/08, 2.0 yrs., 4.0 mos.
Supervisor

Office of Instructional Technology
Judith S. Campf, 01/06/09, 13.0 yrs.
Supervisor

SEPARATION FROM LEAVE – 1
Jennifer M. Terza, granted Child Rearing Leave, 04/18/07-04/17/09, resigning 04/18/09, 6.0 yrs., 8.0 mos.
January 13, 2009

LEAVES

CHILD REARING LEAVE

ALEXANDRA TYSON CLOUGH – (Resource) Formerly Johnnycake Elementary School
Effective December 16, 2008, through June 30, 2010

DENA DEFLORA TZITZOURIS – (Elementary) Carroll Manor Elementary School
Effective January 18, 2009, through June 30, 2011

UNUSUAL OR IMPERATIVE LEAVES

NINO LESELIDZE – (Art) Carver Center
Effective January 26, 2009, through June 30, 2009

DALILA MORENO – (Secretary) Golden Ring Middle School
Effective November 1, 2008, through June 30, 2009

DEBRA L.B. STRONG – (Special Education) Maiden Choice School
Effective January 5, 2009, through June 30, 2009

CANCELLATION OF CHILD REARING LEAVE

SALLY CRAMER NZELIBE – (Kindergarten) Hebbville Elementary School
Effective January 22, 2009, through June 30, 2009
BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: January 13, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: APPOINTMENT TO THE CENTRAL AREA EDUCATION ADVISORY COUNCIL

ORIGINATOR: Lyle Patzkowsky, Assistant Superintendent, Central Area

RESOURCE PERSON(S):

RECOMMENDATION

That Ms. Donna W. Sibley be appointed as a new member of the Central Area Education Advisory Council.

*****
DATE: January 13, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: APPOINTMENT TO THE NORTHEAST AREA EDUCATION ADVISORY COUNCIL

ORIGINATOR: Robert Tomback, Area Assistant Superintendent, Northeast

RESOURCE PERSON(S)

RECOMMENDATION

That Mr. J. Ronald Zimmerman be reappointed as a member to the Northeast Area Educational Advisory Council.

*****
DATE: January 13, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: APPOINTMENTS TO THE ETHICS REVIEW PANEL

ORIGINATOR: Carol R. Batoff, Ombudsman/Administrative Liaison for the Ethics Review Panel

RESOURCE PERSON(S):

RECOMMENDATION

That the Board of Education appoints Philip Abraham, Esquire, and Mr. Nikhil M. Divecha to the Ethics Review Panel.

*****
DATE: January 13, 2009
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 – January 13, 2009

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

1. **Contract Modification:** Flexible Benefits Administrator
   **Contract #:** PCR-227-09, MABE Contract

   **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
   **New estimated total award value:** $ N/A

   **Board meeting date:** January 13, 2009

**Description:**

The Board approved this contract on July 8, 2008. This contract modification consists of HFS Benefits assuming Alliance Benefits’ current contract to provide flexible benefits administration for health care and dependent care spending accounts. HFS Benefits will provide this service as currently provided under the existing contract.

**Recommendation:**

Award of contract modification is recommended to:

   HFS Benefits  
   Hunt Valley, MD

**Responsible school or office:** Department of Human Resources

**Contact person:** Donald Peccia

**Funding source:** N/A
2. **Contract:** Centrex and Plain Old Telephone Service (POTS)  
   **Contract #:** PCR-229-09

   **Term:** 3 years  
   **Extension:** 7 years  
   **Contract Ending Date:** 6/30/19

   **Estimated annual award value:** $750,000  
   **Estimated total award value:** $7,500,000

   **Board meeting date:** January 13, 2009  
   **Bid issued:** October 16, 2008  
   **Pre-bid meeting date:** October 30, 2008  
   **Due date:** November 25, 2008  
   **No. of vendors issued to:** 20  
   **No. of bids received:** 3  
   **No. of no-bids received:** 0

   **Description:**

   This contract consists of providing Centrex and POTS services for BCPS, Baltimore County Government, and Baltimore County Public Libraries. The solicitation was issued and managed by BCPS. Analog and Voice Over Internet Protocol proposals were considered as part of the solicitation. Verizon was chosen as the best overall value. Verizon provides the existing service at a reduced cost and has the most extensive successful experience with the federal eRate program, which provides BCPS with a 59 percent reimbursement for this expense. This contract begins July 1, 2009.

   **Recommendation:**

   Award of contract is recommended to:

   Verizon Business  
   Hanover, MD

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

   **Contact person:** Michael Goodhues

   **Funding source:** Operating budget
3. **Contract:** Online Catalog Platform  
**Contract #:** RGA-112-09 (Texas Cooperative Purchasing Network Contract #R4755)

**Term:** N/A  
**Extension:** N/A  
**Contract Ending Date:** Until replaced  
**Estimated annual award value:** $145,000

**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 is for the use of eSchoolmall’s online procurement platform. On February 14, 2008, the Board approved an emergency procurement contract with Valu.net in order to allow the Office of Purchasing the opportunity to maintain its current online catalog system. Since February 2008, the Office of Purchasing has conducted a thorough evaluation of the Valu.net platform and several other platforms that would meet BCPS’ needs now and in the future. eSchoolmall was the first entrant in this market in 1999. Their platform was designed and built specifically for the K-12 market and has over 240 successful client implementations. Their vendor base is over 7,000+ registered K-12 vendors. The solution is solely Web-based and supports automated transactions between buyer and supplier throughout the entire purchasing process, including electronic submission of purchase orders via email, fax, or XML into a vendor’s order entry system. BCPS will provide training in person or over the Web.

This is a piggyback contract. Board of Education Policy 3210 encourages BCPS to utilize contracts awarded or negotiated by other government agencies as well as §5-112, Paragraph (3) of the Education Article of the Annotated Code of Maryland allows BCPS to participate in contracts for goods or commodities that are awarded by other public 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:

- **eSchoolmall** Horsham, PA

**Responsible school or office:** Department of Fiscal Services

**Contact person:** Barbara Burnopp

**Funding source:** Operating funds
4. **Contract:** School Buses  
   **Contract #:** JMI-611-09

<table>
<thead>
<tr>
<th>Term:</th>
<th>6 months</th>
<th><strong>Extension:</strong></th>
<th>N/A</th>
<th><strong>Contract Ending Date:</strong></th>
<th>7/31/09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated total award value:</td>
<td>$6,778,196</td>
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<td></td>
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</tbody>
</table>

**Board meeting date:** January 13, 2009  
**Bid issued:** October 30, 2008  
**Pre-bid meeting date:** November 3, 2008  
**Due date:** November 20, 2008  
**No. of vendors issued to:** 6  
**No. of bids received:** 3  
**No. of no-bids received:** 1

**Description:**

This contract consists of a one-time purchase of 88 replacement school buses:

- 80 of GROUP I - buses that accommodate 64 walk-on passengers - $75,998 each
- 4 of GROUP III - buses that accommodate 20 walk-on passengers and 3 wheelchair passengers; with flat floor, orthopedic lift, and factory-installed air conditioning - $90,789 each
- 4 of GROUP I-A - buses that accommodate 60 walk-on passengers and 1 wheelchair passenger; with orthopedic lift - $83,800 each

**Recommendation:**

Award of contract is recommended to:

- American Bus Sales & Services  
  K. Neal International Trucks, Inc.  
  Annapolis, MD  
  Hyattsville, MD

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

**Contact person:** Michele Prumo

**Funding source:** Operating budget
5. **Contract:** Uniform Shirts – Food and Nutrition Services  
**Contract #:** MBU-520-09

**Term:** 1 year  
**Extension:** 2 years  
**Contract Ending Date:** 12/31/11  
**Estimated annual award value:** $40,000  
**Estimated total award value:** $120,000

**Board meeting date:** January 13, 2009  
**Bid issued:** November 14, 2008  
**Pre-bid meeting date:** N/A  
**Due date:** December 3, 2008  
**No. of vendors issued to:** 59  
**No. of bids received:** 7  
**No. of no-bids received:** 3

**Description:**

This contract consists of providing uniform shirts for school-based Food and Nutrition Services’ personnel.

**Recommendation:**

Award of contract is recommended to:

Avalon Industries, Inc.  
Baltimore, MD

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

**Contact person:** Michele Prumo

**Funding source:** Operating budget
6. **Contract:** Uniforms – Utility  
   **Contract #:** JMI-624-09 (Baltimore County Government ITB# 206535)

**Term:** 1 year  
**Extension:** 4 years  
**Contract Ending Date:** 1/31/14  
**Estimated annual award value:** $35,000  
**Estimated total award value:** $175,000

**Board meeting date:** January 13, 2009  
**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 the purchase of general purpose uniforms including trousers, coveralls, trousers, shirts, and jackets for grounds and maintenance personnel.

This is a *piggyback* contract. Board of Education Policy 3210 encourages BCPS to utilize contracts awarded or negotiated by other government agencies as well as §5-112, Paragraph (3) of the Education Article of the Annotated Code of Maryland allows BCPS to participate in contracts for goods or commodities that are awarded by other public 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:

ARAMARK  
Philadelphia, PA

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

**Contact person:** Michael G. Sines

**Funding source:** Operating budget
7. **Contract Modification:** Renovations – Arbutus Transportation Building  
   **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:** $3,800  
   
   **Board meeting date:** January 13, 2009  
   
   **Description:**  
   On October 7, 2008, the Board approved this contract for the design of the Arbutus transportation building renovations.  
   This contract modification is for additional design services to include ADA toilet room renovations. The construction administrator has reviewed the proposal and found it to be reasonable.  
   
   **Recommendation:**  
   Award of contract modification is recommended to:  
   
   URS Corporation, Inc.  
   Hunt Valley, MD  
   
   **Responsible school or office:** Department of Physical Facilities  
   
   **Contact person:** Michael G. Sines  
   
   **Funding source:** Capital budget
8. **Contract Modification:** Feasibility and Design Services for High School Renovations – Catonsville High School  
   **Contract #:** RGA-199-07  
   **Term:** N/A  
   **Extension:** N/A  
   **Contract Ending Date:** N/A  
   **Estimated contract value:** $49,000  
   **Estimated modification amount:** $92,000  
   **Board meeting date:** January 13, 2009  

**Description:**  
On August 14, 2007, the Board approved this contract for the design of the limited renovations of Catonsville High School. This modification provides for the preparation of a separate bid package for the roofing of the new additions and replacement of the existing roof, along with design work not included in the preliminary feasibility study (kitchen upgrades, IP camera system, various security/safety systems, new front entrance, relocation of the Family Studies area to meet code, and locker room alterations).  

**Recommendation:**  
Award of contract modification 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
9. **Contract Modification:** Memorandum of Understanding – Hereford High School  
**Contract #:** RGA-122-09  
**Term:** N/A  
**Extension:** N/A  
**Contract Ending Date:** N/A  
**Estimated contract value:** $288,739  
**Estimated modification amount:** $103,097  
**Board meeting date:** January 13, 2009

**Description:**

On November 4, 2002, the Board approved a Memorandum of Understanding between the State Highway Administration and Baltimore County Public Schools for improvements to York Road and enhancements to the Hereford High School driveway and parking lot. Under this agreement, Baltimore County Public Schools agreed to provide the State Highway Administration with the necessary funding to pay for our portion of the estimated design costs and construction costs associated with the enhancements to the Hereford High School site.

This contract modification is to cover the actual cost of design modification, increased construction inspection costs, and overhead charges.

**Recommendation:**

Award of contract modification is recommended to:

- **State Highway Administration**  
  Baltimore, MD

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

**Contact person:**  
Michael G. Sines

**Funding source:**  
Capital budget
   Contract #: MWE-811-09

   Term: N/A   Extension: N/A   Contract Ending Date: N/A
   Initial estimated contract value: $ 13,931,800
   Estimated contingency amount: $ 1,393,180
   Estimated total award value: $ 15,324,980

   Board meeting date: January 13, 2009
   Bid issued: November 20, 2008
   Pre-bid meeting date: December 3, 2008
   Due date: December 23, 2008
   No. of vendors issued to: 19
   No. of bids received: 8
   No. of no-bids received: 1

   Description:

   This project consists of limited renovations to Catonsville High School including: air conditioning; ADA-compliant toilet rooms; elevator replacement; window replacement; new cafeteria serving line; new building entrance; site improvements, including replacement of curbs, road paving, ADA access to athletic fields, and lighting; activities room addition; and cafeteria addition.

   Recommendation:

   Award of contract is recommended to:

   Towson Mechanical, Inc. (TMI) Timonium, MD

   Responsible school or office: Department of Physical Facilities
   Contact person: Michael G. Sines
   Funding source: Capital budget
**Contract:** Limited Renovations – Catonsville High School  
**Contract #:** MWE-811-09

<table>
<thead>
<tr>
<th>Bidders’ Names</th>
<th>Towson Mechanical, Inc.</th>
<th>Keller Brothers</th>
<th>Tuckman Barbee</th>
<th>James W. Ancel, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base Bid:</strong></td>
<td>$12,628,000</td>
<td>$12,900,000</td>
<td>$12,969,000</td>
<td>$13,279,000</td>
</tr>
<tr>
<td><strong>Alt. #2 Add:</strong> Elevator Upgrades (Price incl. an allowance for Industrial Hygienist services of $5,750)</td>
<td>$171,800</td>
<td>$224,200</td>
<td>$180,000</td>
<td>$174,000</td>
</tr>
<tr>
<td><strong>Alt. #3 Add:</strong> Corridors Locker Replace. (Price incl. an allowance for Industrial Hygienist services of $11,500)</td>
<td>$95,800</td>
<td>$157,700</td>
<td>$174,000</td>
<td>$155,000</td>
</tr>
<tr>
<td><strong>Alt. #4 Add:</strong> Classrm. Floor Replace. (Price incl. an allowance for Industrial Hygienist services of $107,175)</td>
<td>$342,300</td>
<td>$408,100</td>
<td>$312,000</td>
<td>$305,000</td>
</tr>
<tr>
<td><strong>Alt. #5 Add:</strong> Mat Hoist in Gym. (Price incl. an allowance for Industrial Hygienist services of $4,325)</td>
<td>$27,000</td>
<td>$34,425</td>
<td>$26,800</td>
<td>$26,000</td>
</tr>
<tr>
<td><strong>Alt. #6 Add:</strong> Outdoor Pathway Lighting (to Athletic Fields)</td>
<td>$30,800</td>
<td>$35,758</td>
<td>$32,000</td>
<td>$31,000</td>
</tr>
<tr>
<td><strong>Alt. #7 Add:</strong> New Faculty Parking Lot</td>
<td>$128,000</td>
<td>$128,246</td>
<td>$192,000</td>
<td>$97,000</td>
</tr>
<tr>
<td><strong>Alt. #8 Add:</strong> Outdoor Pathway Lighting (to Tennis Courts)</td>
<td>$26,000</td>
<td>$24,195</td>
<td>$30,000</td>
<td>$26,000</td>
</tr>
<tr>
<td><strong>Alt. #9 Add:</strong> Outdoor Pathway Lighting (to Football Field)</td>
<td>$43,900</td>
<td>$28,285</td>
<td>$46,000</td>
<td>$38,000</td>
</tr>
<tr>
<td><strong>Alt. #10 Add:</strong> Translucent Wall Panel System (Price incl. an allowance for Industrial Hygienist services of $54,000)</td>
<td>$438,200</td>
<td>$363,000</td>
<td>$387,000</td>
<td>$405,000</td>
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<tr>
<td><strong>Total</strong></td>
<td>$13,931,800</td>
<td>$14,303,909</td>
<td>$14,348,800</td>
<td>$14,536,000</td>
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</table>
**Contract:** Limited Renovations – Catonsville High School  
**Contract #:** MWE-811-09

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base Bid:</strong></td>
<td>$13,697,000</td>
<td>$13,990,000</td>
<td>$14,298,000</td>
<td>$16,800,000</td>
</tr>
<tr>
<td>Alt. #2 Add: Elevator Upgrades (Price incl. an allowance for Industrial Hygienist services of $5,750)</td>
<td>$183,000</td>
<td>$181,000</td>
<td>$235,000</td>
<td>$265,000</td>
</tr>
<tr>
<td>Alt. #3 Add: Corridors Locker Replace. (Price incl. an allowance for Industrial Hygienist services of $11,500)</td>
<td>$189,000</td>
<td>$140,000</td>
<td>$187,000</td>
<td>$150,000</td>
</tr>
<tr>
<td>Alt. #4 Add: Classrm. Floor Replace. (Price incl. an allowance for Industrial Hygienist services of $107,175)</td>
<td>$355,000</td>
<td>$460,000</td>
<td>$338,000</td>
<td>$315,000</td>
</tr>
<tr>
<td>Alt. #5 Add: Mat Hoist in Gym. (Price incl. an allowance for Industrial Hygienist services of $4,325.00)</td>
<td>$23,000</td>
<td>$25,000</td>
<td>$27,000</td>
<td>$24,000</td>
</tr>
<tr>
<td>Alt. #6 Add: Outdoor Pathway Lighting (to Athletic Fields)</td>
<td>$31,000</td>
<td>$41,000</td>
<td>$50,000</td>
<td>$31,000</td>
</tr>
<tr>
<td>Alt. #7 Add: New Faculty Parking Lot</td>
<td>$99,000</td>
<td>$98,000</td>
<td>$150,000</td>
<td>$100,000</td>
</tr>
<tr>
<td>Alt. #8 Add: Outdoor Pathway Lighting (to Tennis Courts)</td>
<td>$26,000</td>
<td>$25,000</td>
<td>$40,000</td>
<td>$27,000</td>
</tr>
<tr>
<td>Alt. #9 Add: Outdoor Pathway Lighting (to Football Field)</td>
<td>$44,000</td>
<td>$30,000</td>
<td>$45,000</td>
<td>$39,000</td>
</tr>
<tr>
<td>Alt. #10 Add: Translucent Wall Panel System (Price incl. an allowance for Industrial Hygienist services of $54,000)</td>
<td>$386,000</td>
<td>$443,000</td>
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<td><strong>$15,715,000</strong></td>
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11. **Contract:** Replacement of Windows, Blinds, and Doors – Dumbarton Middle School  
   **Contract #:** PCR-232-09

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

   **Estimated annual award value:** $3,138,000  
   **Estimated contingency amount:** $313,800  
   **Estimated total award value:** $3,451,800

   **Board meeting date:** January 13, 2009  
   **Bid issued:** November 6, 2008  
   **Pre-bid meeting date:** November 19, 2008  
   **Due date:** December 11, 2008  
   **No. of vendors issued to:** 17  
   **No. of bids received:** 10  
   **No. of no-bids received:** 0

**Description:**

This project consists of removal and replacement of the school's exterior curtain wall, storefront, windows, exterior doors, window blinds, and other associated work.

**Recommendation:**

Award of contract is recommended to:

Phillips Way, Inc.  
Finksburg, MD

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

**Contact person:** Michael G. Sines

**Funding source:** Capital budget
**Contract:** Replacement of Windows, Blinds, and Doors – Dumbarton Middle School  
**Contract #:** PCR-232-09

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(Price includes an allowance for industrial hygienist services of $25,000.)
12. **Consultant Prequalification:** Architectural Consultants  
**Contract #:** MBU-519-09  

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**Board meeting date:** January 13, 2009  

**Description:**  
On August 12, 2008, the Board adopted a new Policy/Rule 3250 to prequalify consultants for architectural services to assist Baltimore County Public Schools with new projects.  

On December 11, 2008, the Qualification Committee met and reviewed the “Expressions of Interest” submitted by twenty-eight (28) consultants. This information was reviewed and each consultant was determined to be either qualified or unqualified based on the evaluation criteria. The Qualification Committee recommends, based on the results of the review, that approval be granted to prequalify the top twenty-two (22) consultants for the next three (3) years.  

**Recommendation:**  
Approval of consultant prequalification is recommended to:  

- A S Architects, Inc. Linthicum, MD  
- Arel Architects Inc. Baltimore, MD  
- Bignell Watkins Hasser Architects, P.C. Annapolis, MD  
- Buck Simpers Architect & Associates, Inc. Wilmington, DE  
- Cochran, Stephenson & Donkervoet, Inc. Baltimore, MD  
- Colimore Thoemke Architects, Inc. Baltimore, MD  
- Frederick Ward Associates, Inc. Belair, MD  
- Gannett Fleming Baltimore, MD  
- Gilbert Architects Inc. Owings Mills, MD  
- Grimm + Parker Architects Calverton, MD  
- GWWO, Inc./Architects Baltimore, MD  
- Hayes Large Architects Hunt Valley, MD  
- Hord, Coplan, Macht Baltimore, MD  
- JRS Architects, Inc. Baltimore, MD  
- Murphy & Dittenhafer, Inc. Baltimore, MD  
- Penza Bailey Architects, Inc. Baltimore, MD  
- Rubeling & Associates, Inc. Towson, MD  
- SHW Group LLP Reston, VA  
- Studio Jaed Wilmington, DE  
- URS Hunt Valley, MD
Wheeler Goodman Masek & Associates, Inc.    Annapolis, MD
Whitman, Requardt & Associates, LLP      Baltimore, MD

Responsible school or office: Department of Physical Facilities
Contact person: Michael G. Sines
Funding source: Capital budget
13. **Consultant Prequalification:** Civil/Structural Engineering Consultants  
**Contract #:** JNI-738-09

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**Board meeting date:** January 13, 2009

**Description:**

On August 12, 2008, the Board adopted a new Policy/Rule 3250 to prequalify consultants for architectural services to assist Baltimore County Public Schools with new projects.

On December 11, 2008, the Qualification Committee met and reviewed the “Expressions of Interest” submitted by twenty-five (25) consultants. This information was reviewed and each consultant was determined to be either qualified or unqualified based on the evaluation criteria. The Qualification Committee recommends, based on the results of the review, that approval be granted to prequalify the top eleven (11) consultants for the next three (3) years.

**Recommendation:**

Approval of consultant prequalification is recommended to:

- Adtek Engineers, Inc. Frederick, MD
- Brudis & Associates, Inc. Columbia, MD
- Carroll Engineering, Inc. Hunt Valley, MD
- Johnson, Mirmiran and Thompson Sparks, MD
- KCI Technologies Hunt Valley, MD
- Morris & Richie Associates, Inc. Towson, MD
- Morton Thomas and Associates Baltimore, MD
- URS Corporation Hunt Valley, MD
- Whitman, Requardt & Associates, LLP Baltimore, MD
- Whitney, Bailey, Cox and Magnani Baltimore, MD

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

**Contact person:** Michael G. Sines

**Funding source:** Capital budget
14. **Consultant Prequalification:** Mechanical/Electrical Engineering Design Consultants  
**Contract #:** JMI-622-09

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**Board meeting date:** January 13, 2009

**Description:**

On August 12, 2008, the Board adopted a new Policy/Rule 3250 to prequalify consultants for mechanical/electrical engineering design services to assist Baltimore County Public Schools with new projects.

On December 4, 2008, the Qualification Committee met and reviewed the “Expressions of Interest” submitted by thirty-one (31) consultants. This information was reviewed and each consultant was determined to be either qualified or unqualified based on the evaluation criteria. The Qualification Committee recommends, based on the results of the review, that approval be granted to prequalify the top eighteen (18) consultants for the next three (3) years.

**Recommendation:**

Approval of consultant prequalification is recommended to:

- Allen & Shariff Engineering, Columbia, MD
- Burdette, Koehler, Murphy & Associates Inc., Baltimore, MD
- Century Engineering Inc., Hunt Valley, MD
- EBL Engineers LLC, Baltimore, MD
- GIPE Associates Inc., Baltimore, MD
- James Posey Associates, Inc., Baltimore, MD
- Johnson, Mirmiran & Thompson, Sparks, MD
- KCI Technologies, Hunt Valley, MD
- KIBART Inc., Towson, MD
- MIN Engineering Inc., Pikesville, MD
- Schlenger/Pitz & Associates Inc., Timonium, MD
- SIDHU Associates Inc., Hunt Valley, MD
- Siegel, Rutherford, Bradstock & Ridgway Inc., Catonsville, MD
- Spears/Votta & Associates Inc., Baltimore, MD
- United Consultants, Inc., Baltimore, MD
- URS Corporation, Hunt Valley, MD
- Weigand Associates, Inc., Gaithersburg, MD
- Whitman, Requardt & Associates LLP, Baltimore, MD
Responsible school or office: Department of Physical Facilities
Contact person: Michael G. Sines
Funding source: Capital budget
DATE: January 13, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: CONSIDERATION OF CURRICULUM

ORIGINATOR: Patricia E. Abernethy, Chief Academic Officer

RESOURCE PERSON(S): Jonathan D. Brown, Associate Superintendent, Curriculum and Instruction

RECOMMENDATION

That the Board of Education reviews and approves the following new/revised curriculum:

Mathematics
  Kindergarten Math
  Grade 1 Math
  Grade 2 Math
  Grade 3 Math
  Grade 4 Math
  Grade 5 Math
  Grade 6 Math
  Sets Functions Probability
  College Readiness
  College Algebra
  Trigonometry

Science
  Earth Science
  Physics

World Languages
  Chinese
  French
  Spanish

* * * * *
## Course Description

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<tr>
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<th>Course</th>
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## Curriculum Board Approval

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Mathematics PreK-12 encompasses 42 curriculum guides reflective of 66 mathematics courses currently taught in Baltimore County Public Schools. Throughout the spring and summer of 2008, eleven guides have been developed or revised following an evaluation rubric. At this time, the Office of Mathematics PreK-12 is seeking approval for the following curriculum guides – Mathematics Kindergarten; Mathematics Grade 1; Mathematics Grade 2; one guide for Mathematics Grade 3 and Gifted and Talented Mathematics Grade 3; Mathematics Grade 4; one guide for Gifted and Talented Mathematics Grade 4 and Mathematics Grade 5; Mathematics Grade 6; one guide for Gifted and Talented College Algebra and Honors College Algebra; College Readiness Mathematics; Sets Functions and Probability; and one guide for Gifted and Talented Trigonometry with Analytic Geometry, Honors Trigonometry with Analytic Geometry, and Honors Trigonometry – with the understanding that all development and revisions of these guides reflects an alignment of the written, taught, and assessed curriculum, an expectation that leads to a high-quality mathematics program for all students.

Curriculum personnel from the Office of Mathematics PreK-12 worked with content area study committees and curriculum writers to carefully develop and review each curriculum guide to determine the areas that need to be strengthened and/or supplemented. Those findings guided the curriculum development, revisions, and improvements to the eleven guides being submitted for approval. Alignment of these curriculum guides to the Maryland Voluntary State Curriculum, High School Core Learning Goals, and National Council of Teachers of Mathematics Standards has been carefully checked and reconfirmed. Each guide fully and completely incorporates the elements described in the rubric – Clarity and Specificity of Objectives; Congruity of the Curriculum to the Assessment Process; Delineation of Prerequisite Essential Skills, Knowledge, and Attitudes; Delineation of the Major Instructional Resources; and Clear Approaches for Classroom Use (Strategies). Following the criteria of the rubric, the guides each present cumulative scores of 15 out of a possible 15 points.

The curriculum guides for Mathematics Kindergarten, Mathematics Grade 1, Mathematics Grade 2, Mathematics Grade 3, Mathematics Grade 4, Mathematics Grade 5, and Mathematics Grade 6 are differentiated for use in the respective grades. The curriculum guides for G/T Mathematics Grade 3 and G/T Mathematics Grade 4 are included as part of the Mathematics Grade 3 and the Mathematics Grade 5 curriculum guides respectively and are differentiated for gifted and talented students. The curriculum guide for College Algebra is differentiated for use in two courses – Honors College Algebra and G/T College Algebra. The curriculum guides for Trigonometry with Analytic Geometry is differentiated for use in three courses Honors Trigonometry with Analytic Geometry, G/T Trigonometry with Analytic Geometry, and Honors Trigonometry. The curriculum guides for College Readiness Mathematics and Sets, Functions, and Probability are differentiated for use in Grades 11 and 12.

The curriculum guide for each course describes the instructional path needed to progress from the standards and objectives of the course towards the target assessments created as part of the curriculum guide. Each guide includes the portion of the scope and sequence for PreK-12 mathematics that includes the grade/course before, the course itself, and the grade/course after in
order for teachers to see the path of instruction and the importance of the current course objectives in the schema of mathematics. Additionally, Articulated Instruction Module (A.I.M.) provide a lens through which to view for alignment of the written, taught, and assessed curriculum in BCPS with the Maryland Voluntary State Curriculum, High School Core Learning Goals, and National Mathematics Standards. Each curriculum is designed to be an integral part of the PreK-12 mathematics program to help students meet Baltimore County standards and performance goals as outlined in the BCPS Blueprint for Progress. These curricula are designed to help students become confident mathematicians who understand mathematics, are effective problem solvers, can reason mathematically, and can communicate their understanding of mathematical concepts.
EXECUTIVE SUMMARY
PreK-12 Science Curriculum
January 13, 2009

PreK-12 Science encompasses 46 separate curriculum guides reflective of 88 science courses currently taught in Baltimore County Public Schools. Last spring, 38 of those 46 curriculum guides were approved by the Board of Education. Throughout the spring and summer of 2008, three more curriculum guides have been revised following an evaluation rubric. At this time, the Office of Science PreK-12 is seeking approval by the Board of Education for two revised curriculum guides – High School Physics and High School Earth/Space Science – with the understanding that all future revisions of these guides will continue to reflect alignment of the written, taught, and assessed curriculum, an expectation of Baltimore County schools that leads to a high-quality program for all students.

Curriculum personnel from the Office of Science PreK-12 worked with content area study committees and curriculum writers to carefully review each curriculum guide to determine the areas that need to be strengthened and/or supplemented. Those findings guided the curriculum revisions and improvements to the three guides being submitted for approval. Alignment of these curriculum guides to the Maryland Voluntary State Curriculum or High School Core Learning Goals and National Science Education Standards has been carefully checked and reconfirmed. Each guide fully and completely incorporates the elements described in the rubric – Clarity and Specificity of Objectives; Congruity of the Curriculum to the Assessment Process; Delineation of Prerequisite Essential Skills, Knowledge, and Attitudes; Delineation of the Major Instructional Resources; and Clear Approaches for Classroom Use (Strategies). Following the criteria of the rubric, the revised guides each present cumulative scores of 15 out of a possible 15 points.

The curriculum guide for Earth/Space Science is differentiated for use in five different courses – standard earth/space science, honors earth/space science, magnet earth/space science, earth/space science review, and earth/space science for the specialized magnet program in Grades 6 through 8 at the magnet middle schools. The curriculum guide for High School Physics is differentiated for use in standard physics, honors physics, and physics review.

Each curriculum contains a portion of the science scope and sequence that identifies the content and skill indicators students have learned in the previous grade or course, those addressed in the current grade or course, and those that will be encountered in a subsequent grade or course. The scope and sequence is provided so that teachers understand the path of instruction and the place and importance of the current course objectives within the bigger picture of science as a body of knowledge. Additionally, Articulated Instruction Modules (A.I.M.) provide a lens through which to view alignment of the written, taught, and assessed curriculum in BCPS with the Maryland Voluntary State Curriculum and the High School Core Learning Goals.

Each curriculum guide provides the teacher with the framework and resources necessary to plan and implement that particular science program. Each curriculum is also designed to be an integral part of the PreK-12 science program to help students meet Baltimore County standards and performance goals as outlined in the BCPS Blueprint for Progress. Each science curriculum presents science in an engaging, hands-on, minds-on approach that is relevant to today and
places learning in a real-world setting. Science instruction is designed to help students think and
act like scientists and to approach problems and new situations confidently. These curricula are
designed to capture the students’ inherent curiosity, to relate natural phenomena to the world in
which they live, to engage students in the hands-on doing of real science, and to help students
develop problem solving skills and communicate their understanding of scientific concepts
clearly, confidently, and effectively.
The Office of World Languages consists of two unique content areas, ESOL and World Languages Other Than English (LOTE). ESOL encompasses ten separate curriculum guides reflective of 14 courses, while LOTE encompasses 39 separate curriculum guides reflective of 92 courses currently taught in Baltimore County Public Schools. Some curriculum guides correspond to a single course, while others are utilized in multiple related courses. The curriculum guide for Spanish I is differentiated for use in six courses: Spanish I A and Spanish I B for middle schools, Spanish I middle school, Spanish I magnet middle school, Spanish I high school, and Spanish I for evening and summer school. The curriculum guide for French I is also differentiated for use in six courses: French I, French I middle school, French I evening and summer school, French I magnet middle school, French IA and Spanish IB for middle schools. The Chinese I curriculum is differentiated for use in three courses: Chinese I, Chinese IA and Chinese IB for middle schools.

Every curriculum guide contains a portion of the world languages scope and sequence that identifies the content and skill indicators students have learned in the previous level or course, those addressed in the current level or course, and those that will be encountered in a subsequent level or course. This is provided so that teachers understand the path of instruction and the place and importance of the current course objectives within the big picture of second language acquisition. Articulated Instruction Modules (A.I.M.) for every level or course provide a lens through which to view alignment of the written, taught, and assessed curriculum in BCPS with the Maryland Voluntary State Curriculum (VSC) for English Language Proficiency or the Maryland Voluntary State Curriculum (VSC) for Foreign Languages. The ACTFL National Standards center around five goals: Communication, Cultures, Connections, Comparisons, and Communities. National Standards for Foreign Language Learning in the 21st Century call for programs that produce students who are both linguistically and culturally proficient, who know “how, when, and why, to say what to whom.” The Maryland Voluntary State Curriculum (VSC) is based upon the National Standards. Baltimore County curriculum writers carefully considered each national goal and the Maryland Voluntary State Curriculum (VSC) and included skills and activities to address all goals in every unit.

In general, listening, speaking, reading, and writing skills are introduced in the beginning levels of ESOL or LOTE when students use memorized phrases and vocabulary about familiar topics to communicate. Skills are further developed in intermediate levels so that students can create more language using more complex grammatical structures about a wider variety of topics. In advanced levels, students access new content using complex vocabulary and grammatical structures to solve problems and communicate with native speakers in a variety of contexts.

Curriculum guides vary depending on the language being addressed; however, each guide provides the teacher with the framework and resources necessary to plan and implement that particular language program. Every LOTE curriculum is designed to be an integral part of the sequential language program leading to the Advanced Placement Test and proficiency in a second language.
The Office of World Languages is seeking approval of Spanish I, French I, and Chinese I curriculum guides with the understanding that all future revisions of these guides will continue to reflect alignment of the written, taught, and assessed curriculum, an expectation of Baltimore County schools that leads to a high-quality program for all students.
DATE: January 13, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: FY2009 CAPITAL BUDGET APPROPRIATION TRANSFER

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

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

RECOMMENDATION

That the Board of Education members review and approve the FY 2009 capital budget appropriation transfer of $526,060. Funds from the renovation budgets of Arbutus Middle School, Southwest Academy, Loch Raven Academy, and General John Stricker Middle School will be transferred to the renovation project budgets at Sudbrook Magnet Middle School and Cockeysville Middle School.

Attachment I – BCPS Capital Budget Appropriation Transfer
## BALTIMORE COUNTY PUBLIC SCHOOLS
### BUDGET APPROPRIATION TRANSFER

**Number:** 01-09  
**Date:** 1/13/2009  
**Fund:** Capital Projects Fund

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<td>417,758</td>
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<td>13.0128 Cockeysville MS</td>
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**Total Increase**  
$526,060

**Explanation:**

This budget appropriation transfer will redirect available funds from the renovation projects at Arbutus MS, Southwest Academy, Loch Raven Academy, and General John Stricker MS to provide funds needed to complete the renovation projects at Sudbrook Magnet MS and Cockeysville MS.

<table>
<thead>
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<th>Category</th>
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<tbody>
<tr>
<td>13.0106 Arbutus MS</td>
<td>8,467,717</td>
<td>95,873</td>
<td>8,371,844</td>
</tr>
<tr>
<td>13.0109 Southwest Acad.</td>
<td>4,546,122</td>
<td>141,562</td>
<td>4,404,560</td>
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<tr>
<td>13.0122 Loch Raven Acad.</td>
<td>10,398,626</td>
<td>108,302</td>
<td>10,290,324</td>
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<tr>
<td>13.0129 Gen. Stricker MS</td>
<td>17,213,000</td>
<td>180,323</td>
<td>17,032,677</td>
</tr>
</tbody>
</table>

**Total Decrease**  
$526,060

**Signatures Required:**

<table>
<thead>
<tr>
<th>Role</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget and Reporting</td>
<td></td>
</tr>
<tr>
<td>Superintendent</td>
<td></td>
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<tr>
<td>Board of Education</td>
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</table>

**Explanation:**

This budget appropriation transfer will redirect available funds from the renovation projects at Arbutus MS, Southwest Academy, Loch Raven Academy, and General John Stricker MS to provide funds needed to complete the renovation projects at Sudbrook Magnet MS and Cockeysville MS.
Budget Appropriation Transfer

Summary of Increases

13.0105 Sudbrook Magnet Middle School
13.0128 Cockeysville Middle School

A transfer of $526,060 will provide the necessary funds to complete the renovation projects at Sudbrook Magnet Middle School and Cockeysville Middle School. Sudbrook will receive $417,758 and Cockeysville will receive $108,302.

Summary of Decreases

13.0106 Arbutus Middle School
13.0109 Southwest Academy
13.0122 Loch Raven Academy
13.0129 General John Stricker Middle School

$526,060 will be transferred from various renovation projects. This funding will be taken from Arbutus Middle School ($95,873), Southwest Academy ($141,562), Loch Raven Academy ($108,302), and General John Stricker Middle School ($180,323).
ADMINISTRATION: Central Office Personnel

Superintendents: Deputy Superintendent

The Deputy Superintendent shall:

1. Serve as the principal assistant and adviser to the Superintendent of Schools

2. Assume responsibility for the operation of the school system in the absence of the Superintendent of Schools

3. Conduct the executive direction, control, and evaluation of the countywide program of education in grades K-12

4. Prepare or coordinate preparation of recommended policies and procedures related to the implementation of the educational program

5. Provide administrative leadership for division heads

6. Conduct periodic evaluations of the personnel for whom he/she is responsible

7. Assume the functions of the Associate Superintendent of a division as appropriate. (Also see the rule “Associate Superintendents” in this series.)

8. Perform other duties as required.

Rule Supermanintendent of Schools
Approved: 9/18/68
Revised: 4/9/81
Edited: 12/5/83]
ADMINISTRATION: Central Office Personnel

Superintendents: Associate Superintendents

1. The Associate Superintendent, Division of Administration shall:

   a. Conduct the executive direction, control, and evaluation of the countywide program of education in grades K-12

   b. Serve as principal adviser to the Superintendent of Schools in the administration of the schools and the implementation of the educational program

   c. Coordinate the activities of the Area Assistant Superintendents in the administration of the schools and the implementation of the educational program

   d. Prepare or coordinate the preparation of recommended policies and procedures related to the implementation of the educational program

   e. Coordinate the staff relationship with the Area Assistant Superintendents

   f. Provide for a periodic evaluation of the personnel assigned to this division

   g. Perform other duties as required.

2. The Associate Superintendent, Division of Instruction shall:

   a. Conduct the executive planning, direction, control and review over countywide instructional pupil services

   b. Serve as principal adviser to the Superintendent of Schools for the administration and operation of the following instructional and pupil personnel services: curriculum development, instructional supervisory services, instructional materials services, special education services, adult education, and federal programs

   c. Prepare or coordinate the preparation of policies and procedures for the development and functioning of the services within the division

   d. Coordinate the work of the division in extending services to schools
e. Provide for a periodic evaluation of the personnel assigned to this division
f. Perform other duties as required.

3. The Associate Superintendent, Division of Business and Finance shall:

   a. Conduct the executive planning, direction control, and review over the countywide operations for business and financial services
   b. Serve as principal adviser to the Superintendent of Schools for the business and financial services of purchasing, budget preparation and control, accounting and payroll, transportation, school lunch, school fund accounting, child accounting, insurance, data processing, and safety and security
   c. Prepare or coordinate the preparation of policies and procedures for the development and functioning of the services within the division
   d. Coordinate the work of the division in extending services to schools
   e. Provide for a periodic evaluation of the personnel assigned to this division
   f. Perform other duties as required.

4. The Associate Superintendent, Division of Physical Facilities shall:

   a. Conduct the executive planning, direction control, and review related to countywide physical facilities
   b. Serve as principal adviser to the Superintendent of Schools in all matters related to physical facilities, including: capital planning, architectural planning, building construction and alteration, plant maintenance and operations, site acquisition and property records, and other than school use of facilities
   c. Prepare or coordinate the preparation of policies and procedures for the acquisition, planning, construction, operation, and maintenance of physical facilities
   d. Coordinate the work of the division in extending services to schools
The Associate Superintendent, Division of Staff and Community Relations shall:

a. Conduct the executive planning, direction control, and review of countrywide programs for staff and community relations

b. Serve as principal adviser to the Superintendent of Schools in all matters related to staff and community relations, including: personnel, educational research, negotiations, human relations, equal employment opportunity, educational information, and staff development

c. Prepare or coordinate the preparation of policies and procedures for the various departments within this division

d. Coordinate the work of the division in extending services to schools

e. Provide for a periodic evaluation of the personnel assigned to this division

f. Perform other duties as required.
ADMINISTRATION: Central Office Personnel

Superintendents: Assistant Superintendents

1. Area Assistant Superintendents
   a. General Responsibilities
      (1) Serve as a representative of the Superintendent of Schools in all matters related to public education in the designated area of the county for which the Area Assistant Superintendent is responsible
      (2) Coordinate the educational program so that each school in the area operates with maximum effectiveness in accordance with educational philosophy, curriculum guidelines, and general policies of the Board of Education of Baltimore County
      (3) Encourage continued experimentation and innovations as educational expectations, needs, and conditions change, and as educational research reveals information which has implication for our educational enterprise
      (4) Represent the Superintendent in interpreting the educational program to and receiving proposals from parents and other interested citizens in the several school communities
      (5) Provide the Superintendent and the staff with regular evaluations of the effectiveness and efficiency of the educational program.
   b. Specific Functions
      (1) Assist the principal in establishing the most effective school organization
      (2) Assist in the coordination of instructional and pupil services available to the schools through the Division of Instruction
      (3) Examine the staff organization of each school and assist the principal in making the most effective use of all personnel assigned to the school
(4) Coordinate established policies regarding regular evaluation of all teachers

(5) Provide for an evaluation of administrative and supervisory personnel assigned to each school

(6) Confer with teachers who have questions, problems, complaints, or suggestions regarding their personal responsibilities or the school system generally

(7) Meet with parents or other interested citizens to interpret the educational program, answer questions, resolve issues, or receive suggestions

(8) Serve as the staff liaison to the respective area educational advisory council

(9) Authorize the placement and transfer of teachers

(10) Recommend transfers, promotions, demotions, certificate reclassifications, or release of instructional and administrative personnel assigned to the schools

(11) Meet regularly with other Area Assistant Superintendents and the Deputy Superintendent in order to provide uniform interpretation and administration of Board of Education policies and procedures

(12) Review regular reports from principals and follow up with appropriate action

(13) Determine, with advice of the principal, the staffing need for each school in preparing budget requests for personnel

(14) Perform other duties as required.

2. Assistant Superintendents in Curriculum; Elementary Education/Instructional Services; and Pupil Services/Special Education

a. General Responsibilities

(1) Coordinate the design, implementation, and evaluation of the education programs used in the Baltimore County Public Schools, in
accordance with the educational philosophy and general policies of the Board of Education of Baltimore County

(2) Provide leadership in curriculum development as educational expectations, needs, and conditions change, and as educational research reveals information which has implication for our educational enterprise

(3) Encourage continued improvement of instruction and professional growth of the staff members of the departments

(4) Represent the Superintendent in interpreting the educational program, answering questions, and receiving proposals and suggestions regarding concerns from parents and the general community

(5) Provide the Superintendent and the staff with regular evaluations of the effectiveness and efficiency of the educational and pupil services programs.

b. Specific Functions

(1) Assist appropriate offices in the systematic review of their program and the staff responsible for this program

(2) Coordinate a regular program to keep the Board of Education of Baltimore County informed of matters pertaining to the instructional and pupil services programs

(3) Develop budget recommendations that support the programs

(4) Direct workshops and other activities for curriculum design, development, implementation, and evaluation

(5) Direct inservice programs and other professional staff development activities

(6) Confer with teachers who have questions, problems, and complaints, or suggestions regarding their personal responsibilities or the school system generally
(7) Meet regularly with area assistant superintendents in order to provide uniform interpretation and administration of Board of Education policies and procedures

(8) Perform other duties as required.

Rule
Approved: 10/25/73
Revised: 4/9/81]
ADMINISTRATION: Central Office Personnel

Directors, Coordinators, and Supervisors

1. The director shall:
   a. Serve as administrative head of a department
   b. Provide the Superintendent of Schools and the Superintendent’s staff, through the appropriate division head, with evaluation of the effectiveness and efficiency of the department and recommend appropriate policies and procedures
   c. Provide leadership for the department
   d. Be responsible for implementing and enforcing policies, procedures and programs established or approved by the Board of Education or the Superintendent of Schools and the staff
   e. Evaluate the members of the department at regular intervals
   f. Perform other duties as required.

2. The coordinator shall:
   a. Provide professional leadership as an “Administrative Supervisor” in an instructional or service office and coordinate program implementation and supervision within that office
   b. Serve in field of competency as consultant to the school system; and secure the service of consultants
   c. Assume key role in identifying trends in field through private study and participation in professional activities and organizations; provide opportunities for other personnel to be similarly involved
   d. Participate in development of policy, interpretation of policies and program, and interpretation of legal mandates
   e. Prepare official reports
f. Establish cooperative leadership with institutions of higher learning for the improvement of teacher education—both graduate and undergraduate

g. Provide leadership in program development within a specific instructional or service office

h. Coordinate within a long-range unified plan the overall supervisory functions involved in the implementation and development of the curriculum in such a way as to utilize the competencies of each supervisor or specialist

i. Coordinate the countywide implementation and general supervision of the program of a specific office

j. Encourage and direct the planning, implementation, and evaluation of programs on a countywide basis

k. Initiate and supervise such administrative matters as evaluating, listing, and ordering materials of instruction for that office

l. Assume responsibility for business management functions connected with a specific central staff office, such as preparing a budget, informing the staff of needs, allocating funds, and assisting in the preparation of building plans

m. Provide liaison and establish working relationships between his/her office and groups with an interest in education, e.g., the Board of Education, other central office staffs, professional organizations, other school systems, and the Maryland State Department of Education

n. Coordinate a plan of inservice training opportunities for the professional growth of teachers, such as workshops, courses, professional meetings, and other related activities

o. Communicate with state and governmental agencies for funding and consultation services in developing programs

p. Assist in the recruitment, selection, and placement of teachers

q. Evaluate the members of the office at regular intervals

r. Perform other duties as required.
3. The instructional or service supervisor shall:

a. Improve instruction and educational services in the schools through participation in staff development and through decision making in the development, implementation and evaluation of curriculum on a countywide basis

b. Assist in preparing the annual budget

c. Assist in the recruitment, selection, and placement of teachers

d. Inform teachers of the inservice opportunities, including availability of foundation and federal grants for advanced study

e. Plan and conduct inservice activities to promote continuous growth of the instructional staff

f. Cooperate with teacher educational institutions by suggesting relevant professional courses and other activities for teacher training

g. Recommend and review educational specifications for new schools and remodeling projects

h. Assume responsibility for continuous personal professional growth through advanced study and participation in conferences and professional organizations

i. Provide leadership in identifying trends in education pertinent to his/her field of academic experience

j. Develop curricula to provide guidelines for the local school programs

k. Encourage, develop, guide, and evaluate programs on a pilot basis

l. Serve as a consultant or resource person to the school, the public, the Board of Education, and the central staff in identifying needs and in the interpretation and implementation of appropriate instructional and/or service programs

m. Observe and confer with teachers to promote teaching competencies in specific areas of the school curriculum
n. Work in a specific manner with student evaluation and placement in special areas of the educational program

o. Assist in evaluating teachers’ performance upon request

p. Assist in coordinating and articulating program K-12 where appropriate

q. Assume leadership role in evaluating, recommending, and making available appropriate materials of instruction

r. Participate in developing policy, assist in formulating regulations pertinent to the instructional program, and monitor the implementation of legal mandates

s. Assist in communicating with state and governmental agencies for funding and consultation services in developing programs

t. Cooperate with community groups by extending educational programs into the community and by participating in community activities

u. Perform other duties as required.
ADMINISTRATION: Central Office Personnel

Superintendents: Office of Research

The Office of Research shall:

1. Supervise and coordinate the educational research program and activities of Baltimore County

2. Coordinate research activities initiated by other offices or departments of the school system

3. Initiate and conduct research investigation that will contribute to a refinement and/or improvement of the educational program

4. Disseminate findings from research investigation and research related information that suggest possible solution or refinement to recurring educational problems

5. Provide consultive service and resources for other offices, departments and staff members

6. Coordinator Baltimore County’s participation in educational research endeavors and experimental studies sponsored by other institutions, agencies or individuals

7. Perform other duties as required.

Rule

Superintendent of Schools

Approved: 9/18/68]
ADMINISTRATION: School Personnel

Principal

The school principal shall:

a. Assume responsibility for defining the school’s mission and communicating goals and expectations for the total school program using a participatory decision-making model

b. Monitor the implementation of the curriculum of the Baltimore County Public Schools

c. Coordinate the instructional program of the school in conjunction with the appropriate school and central office staff

d. Supervise the instructional program of the school

e. Supervise and evaluate the effectiveness of all school personnel as directed by the appraisal process

f. Coordinate and supervise the program of extracurricular activities

g. Provide leadership in emergency situations

h. Assess the need for staff development for all school personnel and plan appropriate activities

i. Provide a program designed for school-community coordination and keep open lines of communication between the community and the Board of Education

j. Encourage the development and evaluation of innovative curricular programs at the local school level, in cooperation with appropriate school and central office professional staff

k. Assume responsibility for the business management functions of the local school finances such as budget preparation, maintaining sound accounting practices, authorizing expenditures, establishing methods of handling cash funds, local fundraising activities, and reporting expenditures to parents and students
l. Serve as liaison between the school and the home, community, and support services, Board of Education, central staff, local governmental and private agencies in advancing the program of the school

m. Be available to serve other schools in a consultative capacity in school program evaluations

n. Work directly with students in developing positive student leadership through school and community activities

o. Interpret the policies of the Board of Education and local school to the community served through a continuous flow of communications such as newsletters, public talks before community groups, and communications to students and parent associations

p. Organize a plan for performing the following duties: community use of building, substitute teachers, student attendance, cafeteria operations, bus transportation, ordering, scheduling and inventorying of supplies, materials and media, student council and class activities, athletics, etc.

q. Assign teachers and other staff members for the supervision of student activities and supervise after-school and nighttime activities

r. Share in Board and staff policy making by offering personal suggestions, serving on committees, and submitting written reports on meetings attended

s. Engage in professional activities which contribute to leadership development

t. Determine and implement school organization, student placement and evaluation, services and programs that provide for the needs of children

u. Assume leadership in sensitizing the staff to forces and trends which affect the educational program

v. Monitor and assess the success of the school performance plan and student achievement and participation outcomes

w. Administer and coordinate school discipline

x. Assist the staff in the creation and implementation of their individual professional development plans
y. Communicate effectively with students, staff, administrative and supervisory personnel, parents, and community.

z. Perform other duties as required.
ADMINISTRATION: School Personnel

Assistant Principal

The school assistant principal shall:

a. Assist the principal in defining the mission and communicating goals and expectations for the total school program

b. Assist in creating a productive working climate by gaining the cooperation of staff and student body

c. Communicate effectively with students, staff, administrative and supervisory personnel, parents, and community

d. Coordinate and supervise student activities

e. Provide for changes in schedules and programs to meet the needs of individual students

f. Assist in the development, implementation, interpretation and evaluation of the curriculum

g. Demonstrate educational leadership through attendance and participation in local school meetings

h. Initiate and participate in intervisitation programs, county and regional professional meetings, and county workshops

i. Serve on school evaluation teams

j. Promote positive relations by attending and participating in community activities

k. Assist the principal in the preparation and implementation of the school organization

l. Assist the principal in the supervision and evaluation of school personnel

m. Administer and coordinate school discipline and maintain necessary discipline records
n. Provide leadership in emergency situations

o. Serve as liaison in coordinating supportive services and other social agencies to help meet student and family needs

p. Write reports relative to conferences, suspensions, court reports, etc.

q. Assume responsibility for maintaining attendance procedures

r. Engage in professional activities which contribute to leadership development

s. Assist in determining and implementing school organization, student placement and evaluation, and services and programs that provide for the needs of children

t. Assist in apprising the staff of current literature and research relative to the educational program

u. Assist the principal with the responsibility for the business management functions of the local school finances such as budget preparation, maintaining sound accounting practices, authorizing expenditures, establishing methods of handling cash funds, local fund raising activities, and reporting expenditures to parents and students

v. Perform other duties as required.

Rule  Superintendent of Schools
Approved:  6/14/73
Revised:   4/9/81
Revised:   6/13/91]
ADMINISTRATION: SCHOOL PERSONNEL

Principals Administrative Staff: Elementary School Administrative Assistant

The administrative assistant shall:

1. Serve in a teaching capacity
2. Assume responsibility for the operation of the school in the absence of the principal
3. Assist the principal whenever possible
4. Consult with the principal in administrative and instructional concerns
5. Assist in handling of matters pertaining to school finance
6. Perform other duties as required.

Rule
Approved: 6/14/73

Superintendent of Schools
ADMINISTRATION: SCHOOL ADMINISTRATIVE AND SUPERVISORY PERSONNEL

Principal’s Administrative Staff: Department Chairman

1. Appointment

   a. Professional qualifications

      (1) Holds a Standard Professional Certification and has requisite course content required for an endorsement in the required subject field

      (2) Has at least three (3) years of satisfactory teaching experience

      (3) Has completed eighteen (18) semester hours of graduate work including:

         (a) Nine (9) semester hours of content in the field

         (b) A minimum of two (2) semester hours in supervision

         (c) A minimum of two (2) semester hours in curriculum

      (4) Has completed Phase I of “Educational Leadership Opportunities in Baltimore County

      (5) Has completed Phase II of “Educational Leadership Opportunities in Baltimore County”—required of all persons appointed department chair after March 1, 1976

         (Exceptions to the above requirements may be made in the cases of employees who have been successful as department chairmen or in a comparable assignment.)

      (6) Has been accepted in the department chairman pool.

   b. Provisions for appointment

      (1) A vocationally certified teacher without a degree, but in a vocational assignment, will be considered as meeting qualification a (1).
(2) A person who salary is frozen may not be appointed department chairman.

(3) A teacher-in-charge shall be appointed on an annual basis to assume those department chairman responsibilities commensurate with a sound education program when no one is available from the department chairman pool.

c. Administrative provisions:

(1) Persons may be designated as department chairmen for each department in the secondary school which contains 1.40 or more teachers

(2) In order for the supervisory and coordinating functions to be performed in departments, teaching assignments shall be provided for department chairmen as follows:

(a) 1.40 to 4.39 FTE (full time employed) teachers – no more than twenty-eight (28) periods teaching and other duties

(b) 4.40 to 9.39 FTE teachers – no more than twenty-five (25) periods of teaching and other duties

(c) 9.40 or more FTE teachers – fifteen (15) to twenty (20) periods of teaching and other duties

(3) Additional salary consideration will be provided for department chairmen.

2. Functions

a. Instructional Leadership

(1) Work with the principal and the instructional supervisor in coordinating and implementing instructional programs

(2) Demonstrate leadership and provide supervision for the instructional program of the school under the direction of the supervisor and administrators
(3) With the principal and the instructional supervisor, plan, conduct, and participate in countywide and local school staff development activities for the department

(4) Provide leadership in workshops and on countywide and school committees

(5) Assist in the implementation and supervision of special curricular programs

(6) Teach demonstration lessons

(7) Be available to serve as a resource person for sponsors of activities related to the chairman’s academic discipline

(8) Identify and address local school concerns which affect the department

(9) Stimulate awareness of forces, trends, and materials which affect his/her discipline

(10) Effect a broad understanding of a particular discipline as it relates to the total school program

(11) Channel suggestions regarding revision of curricula and new materials to the principal and to the supervisor

(12) Assist teachers in developing immediate and long-range plans

(13) Confer with teachers on a one-to-one basis to improve the instructional program

(14) Encourage teachers to participate in workshops and professional activities

(15) Assist with the implementation of systemwide and school goals.

b. Management

(1) Assist the principal in planning for grouping, scheduling of students, scheduling of teachers, and use of facilities
(2) Participate in formulating and implementing school goals, policies, and procedures

(3) Assume responsibility for the organization of the department

(4) Include principals and supervisors in planning intra-visitations and inter-visitations

(5) Assist in planning field trips, arranging for speakers, and organizing programs relative to the subject area

(6) Assume responsibility for ordering, distributing, inventorying, maintaining, and evaluating materials of instruction

(7) Direct and supervise the work of substitutes and/or aides

(8) Prepare and submit departmental reports for the principal and for the subject office

(9) Complete departmental correspondence

(10) Attend required meetings

(11) Serve as a member of the appraisal team in the observation of the classroom teacher and in conference involving instruction and evaluation

(12) Make formal and informal classroom visitation

(13) Plan departmental and grade level meetings

c. Human Relations

(1) Develop and maintain communications with students, parents, and staff

(2) Promote and effective teaching and learning climate

(3) Participate in the orientation of new teachers

(4) Assist teachers in career planning
(5) Publicize in the school and in the community accomplishments of teachers and students.

d. Other appropriate duties as required.
ADMINISTRATION: SCHOOL PERSONNEL

Helping Teacher

The helping teacher shall:

1. Help teachers grow professionally and coordinate the instructional program within the subject area

2. Assist the supervisor and the principal in the interpretation and implementation of county curriculum within the schools of the subdivision

3. Participate in in-service activities through area and county meetings, workshops, and inter-visitation to promote the growth of the instructional staff

4. Assist the supervisor with the development and evaluation of new programs, approaches, and materials

5. Aid in promoting public relations by communicating with students, teachers, and lay groups

6. Act as a resource person to professional committees and organizations

7. Participate with other helping teachers and the supervisor in suggesting practical local school procedures

8. Strive to create and maintain a comfortable and productive working climate for teachers and students

9. Assist teachers in defining objectives, in planning for daily long range instruction, and in organizing classroom procedures

10. Guide teachers by demonstrating teaching techniques; help to secure instructional materials and teaching aides

11. Involve teachers in a program to evaluate the child’s growth through the learning experience

12. Help teachers appraise the effectiveness of the program within the school

13. Assist teachers in inventorying, ordering, and using instructional materials
14. Consult with supervising teachers as an aid in the instruction of student teachers who requested

15. Make classroom visits and assist in the appraisal process

16. Teach demonstration lessons

17. Teach assigned classes

18. Perform other duties as necessary.

Rule
Approved: 6/14/73
Revised: 4/9/81]
PERSONNEL: Professional

Absences, Leaves, Vacations, and Holidays: Vacations

1. In determining vacation schedules, every effort shall be made to comply with the employee’s request; however, when there is a conflict between employee work schedules and an individual employee’s request, work schedules will take precedence. Vacation requests must be submitted in advance for approval by the appropriate administrator.

2. A vacation in excess of twenty (20) days in one (1) fiscal year requires the approval of the employee’s division head. Normally, an extended vacation shall be limited to thirty (30) days. Under unusual circumstances, the Superintendent of Schools may grant permission for a vacation in excess of thirty (30) days, to a maximum of forty-five (45) days, in order to make it possible for the employee to pursue a special project or to take a trip of such duration.

3. At the time of separation, an employee shall be paid for all accumulated vacation time.

4. An employee who becomes seriously ill while on vacation may have his/her vacation extended or take vacation at a later date. A serious illness is one that requires hospitalization or is of a prolonged nature. This illness must be confirmed by the attending physician. The confirmed absence will be charged to the employee’s accumulated sick leave.

5. An employee who, while on vacation, has a death in the immediate family, or of a close relative, may have his/her vacation extended or take vacation at a later date. The confirmed absence, up to the prescribed limits, will be charged to the employee’s bereavement leave.

6. Any situations not covered by this vacation policy will be given consideration on an individual basis by the Superintendent of Schools.

7. Twelve-month employees new to the system shall receive only those vacation days accrued.
8. A ten-month employee who is appointed to a twelve-month position from September 1 to the close of school or from August 1 to September 1 shall accrue vacation at the prescribed rate beginning at the time of the appointment to the twelve-month position. At the time of the employee’s appointment to the twelve-month position, the employee will be provided five (5) days of vacation.

9. A ten-month employee who is appointed to a twelve-month position from the close of school to July 31 shall accrue vacation at the prescribed rate beginning at the time of the appointment to the twelve-month position. At the time of the employee’s appointment to the twelve-month position, the employee will be provided ten (10) days of vacation.
STUDENTS: Enrollment and Attendance

I. Admission

[1.] A. Transfers from private schools for students enrolled in kindergarten to [grade twelve] GRADE 12 shall be accepted in accordance with established policy [(5160: Transfers)] for students transferring from other schools PROVIDED THE CHILD IS AGE ELIGIBLE OR TRANSFERRING FROM A NONPUBLIC PROGRAM CERTIFIED BY THE MARYLAND STATE DEPARTMENT OF EDUCATION (MSDE).

1. TRANSFER STUDENTS ENTERING KINDERGARTEN MUST TURN FIVE (5) PRIOR TO SEPTEMBER 1.

2. TRANSFER STUDENTS ENTERING SENIOR YEAR MUST BE UNDER 21 YEARS OF AGE ON THE FIRST DAY OF SCHOOL AND MUST BE ELIGIBLE FOR GRADUATION AT THE END OF THAT SCHOOL YEAR.

3. IF THE TRANSCRIPT OR RECORD IS NOT AVAILABLE, THE 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.

B. [Children who are five (5) years of age on or before October 31, 2004 for the 2004-2005 school year, and September 30, 2005 for the 2005-2006 school year shall be enrolled in kindergarten. Thereafter,] Children who are five (5) years of age on or before September 1 shall be enrolled in kindergarten.

[3.] C. For enrollment in a Baltimore County Public School (BCPS), the burden of proof of date of birth is upon the parent(s)/guardian(s). Customarily, a parent(s)/guardian(s) produces a birth certificate as evidence; however, a baptismal certificate or other legal documents, such as a passport/VISA, shall constitute adequate evidence. THE PARENT’S NAME MUST BE
INCLUDED ON THE ABOVE ITEMS. PROOF OF BIRTH IS NOT A PREREQUISITE FOR REGISTERING HOMELESS CHILDREN.

[4.] D. Children receiving home instruction shall not be enrolled in public school programs (Rule 6173: Home & Hospital Teaching). They can request standardized testing and Special Education services.

Also, see rules, “Assignment to Special Education Programs,” in this series.

Legal References: Annotated Code of Maryland, Education Article, §7-101, §7-301
[State Board of Education Bylaw]
[Code of Maryland Regulations (“COMAR”)]
13A.10.01 [General Regulations]
13A.10.01 [Subtitle 10 Home Instruction]
13A.08.01.01B [Attendance]
13A.08.01.02 [Age for School Attendance]
13A.08.02.02B [Age for School Attendance, Kindergarten]
13A.08.01.02-2 [Exceptions to Kindergarten Attendance Requirement]

[Code of Federal Regulations (34 C.F.R. Section §§300-403)]
Individuals with Disabilities Education Act, 1972]
STUDENTS

RULE 5120

I. Attendance and Excuses [– High School]

A. Regular school attendance has a positive effect on learning and helps to establish habits necessary for responsible adulthood. Therefore, it is important that all schools give special emphasis to implementing and communicating to parents and students the attendance policy as stated in the [Student Behavior Handbook] STUDENT HANDBOOK.

II. ABSENCES

A. A student absent from school shall present a note immediately upon return to school.

1. The note, signed by the parent [and] /guardian, shall include the name of the student, the date of, and the reason for the absence.

2. Upon receipt of the absence note, the school will certify the absence as excused or unexcused.

3. Absences not supported by a note will be considered unexcused AND UNLAWFUL.

4. If a student is absent for an extended period of time because of illness, a written statement of explanation may be required from the physician on the day of the student’s return to class.

5. STUDENTS MISSING 20% OR MORE OF THE CLASS DAYS WITHIN EACH GRADING PERIOD ARE SUBJECT TO A FAILING CLASSWORK GRADE.

6. Unexcused absences, [are of special concern. Chronic absenteeism ([10% or more[]), [for unexcused reasons] will result in failure for that marking period.

7. YEARLY EXEMPLARY ATTENDANCE IS A FINAL ATTENDANCE RATE OF 96% OR MORE WITH NO UNLAWFUL ABSENCES.
III. EXCUSES

1. MAKE-UP WORK

   1. Students are expected to assume the responsibility for maintaining
      the continuity of learning regardless of the reason for absence.

   2. Teachers will assist students in making up missed work for excused
      absences whenever possible.

   3. Teachers may assist the student in making up work missed for
      unexcused absences, although this will not negate the mandatory
      failure for the marking period.

B. ABSENCES

[ 1. Absence codes:

   a. Code of Maryland Regulations
      Title 13A.08.01.03]

   1. LAWFUL ABSENCE CODES:

      a. Absence from school [within the compulsory attendance
         ages] shall be considered lawful only under the following
         conditions:

      b. 01 - Death in the immediate family

      c. 02 - Illness of the student

         (1) The principal shall require a physician’s certificate from
             the parent or guardian of a child reported continuously
             absent from illness.

      d. 04 - Court Summons

      e. 07 - Violent weather

         (1) Violent weather shall be interpreted to mean only such
             conditions as would endanger the health or safety of the
             child in transit to and from school.
f. 08 - School related or approved work

   (1) Work or activity approved or sponsored by the school, the local school system, or the State Education agency, accepted by the local superintendent of schools or the school principal, or persons duly authorized by the superintendent or principal, as reason for excusing the pupil.

g. 09 - Observance of a religious holiday

h. 10 - State Emergency

i. 13 - Other emergency or set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause for absence from school.

j. 18 - Suspension

k. 19 - Lack of authorized transportation - Shall not include student denied authorized transportation for disciplinary reasons

2. UNLAWFUL [CAUSE OF] ABSENCE CODES:

   a. An absence for any other reason other than for those cited as lawful are presumed as unlawful and may constitute truancy

      (1) 20 - Truancy

      (2) 21 - OTHER UNLAWFUL ABSENCES

3. EXCUSED ABSENCE

   a. The Maryland School Attendance Law [(Education Article, Section 7-301)] also allows that: “A county superintendent, school principal, or an individual authorized by the county superintendent or principal may excuse a student for a necessary absence.”
IV. ACCOUNTABILITY

a. THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) WILL HOLD PARENTS ACCOUNTABLE UNDER THE MARYLAND COMPULSORY ATTENDANCE LAW AS OUTLINED IN THE PUPIL SERVICES MANUAL.
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.

Rule

Approved: 11/21/68
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Readopted: 01/08/08