

TENTATIVE, SUBJECT TO CHANGE

MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, September 7, 2010
5:45 P.M.-Closed Session, 7:00 P.M.-Open Session
Educational Support Services Building

- I. PLEDGE OF ALLEGIANCE
- II. SILENT MEDITATION IN REMEMBRANCE
- III. AGENDA
Consideration of the agenda for September 7, 2010
- IV. MINUTES
Consideration of the Open and Closed Minutes of August 10, 2010; and the Report on the Board of Education Retreat of August 14, 2010 Exhibit A
- V. SELECTION OF SPEAKERS
- VI. ADVISORY AND STAKEHOLDER GROUPS
- VII. SUPERINTENDENT'S REPORT
- VIII. SPECIAL ORDER OF BUSINESS – Recognition of ISO-9001: 2008 Certification (Dr. Hairston)
- IX. RECOGNITION OF ADMINISTRATIVE APPOINTMENTS AND ADVISORY COUNCIL APPOINTMENTS FROM AUGUST 10, 2010
- X. OLD BUSINESS
 - A. Consideration of the following Board of Education Policies (third reading): (Mr. Coleman)
 - Proposed Changes to Policy 1270 – COMMUNITY RELATIONS: Community Involvement-Family/Community Involvement Exhibit B
 - Proposed Changes to Policy 1280 – BOUNDARY CHANGES: Statement of Intent Exhibit C
 - Proposed Changes to Policy 2372 – ADMINISTRATION: Conduct-Tobacco Exhibit D

X. OLD BUSINESS (cont)

- Proposed Deletion of Policy 3143 - NON-INSTRUCTIONAL SERVICES: Payroll Management-Regular Biweekly Pay [Exhibit E](#)
- Proposed Deletion of Policy 4116 – PERSONNEL: Professional-Permanent: Teacher Evaluation [Exhibit F](#)
- Proposed Deletion of Policy 4117 – PERSONNEL: Professional-Permanent: Administrative & Supervisory Personnel Evaluations [Exhibit G](#)
- Proposed Deletion of Policy 4150 – PERSONNEL: Professional-Absences, Leaves, Vacation, and Holidays [Exhibit H](#)
- Proposed Deletion of Policy 4153 – PERSONNEL: Professional-Short-Term Leaves [Exhibit I](#)
- Proposed Deletion of Policy 4154 – PERSONNEL: Professional-Extended Leaves of Absence [Exhibit J](#)
- Proposed Deletion of Policy 4155 – PERSONNEL: Professional-Absences-Salary Reductions [Exhibit K](#)
- Proposed Deletion of Policy 4210 – PERSONNEL: Classified-General [Exhibit L](#)
- Proposed Deletion of Policy 4214 – PERSONNEL: Classified-Employee Files [Exhibit M](#)
- Proposed Deletion of Policy 4222 – PERSONNEL: Employment-Probation [Exhibit N](#)
- Proposed Deletion of Policy 4235 – PERSONNEL: Classified-Status Change: Evaluation, General [Exhibit O](#)
- Proposed Deletion of Policy 4235.1 – PERSONNEL: Classified-Status Change: Evaluation, Teacher-Aides [Exhibit P](#)
- Proposed Deletion of Policy 4270 – PERSONNEL: Classified-Absences [Exhibit Q](#)
- Proposed New Policy 4300 – PERSONNEL: Classified – Evaluations-Regular Employees [Exhibit R](#)
- Proposed New Policy 4400 – PERSONNEL: Classified-Absences and Leaves [Exhibit S](#)
- Proposed Changes to Policy 5240 – STUDENTS: Promotion and Retention-Leaving School Prior to Graduation [Exhibit T](#)
- Proposed Changes to Policy 5420 – STUDENTS: Services to Students-Health Services [Exhibit U](#)

X. OLD BUSINESS (cont)

- Proposed Changes to Policy 5430 – STUDENTS: Services to Students-Psychological Services Exhibit V
 - Proposed Changes to Policy 5500 – STUDENTS: Conduct Exhibit W
 - Proposed Changes to Policy 6002 – INSTRUCTION: Selection of Instructional Materials-Philosophy Exhibit X
- B. Consideration of the Proposed FY 2012 State Capital Budget Request (Ms. Burnopp)
Exhibit Y

XI. NEW BUSINESS

- A. Consideration of consent to the following personnel matters: (Dr. Peccia)
1. Retirements Exhibit Z
 2. Resignations Exhibit AA
 3. Leaves of Absence Exhibit BB
 4. Administrative Appointments Exhibit CC
 5. Advisory Council Appointments Exhibit DD
- B. Consideration of consent to the following contract awards: (Mr. Gay/Mr. Sines)
Exhibit EE
1. Contract Modification: Database Reporting Tool Software Application
 2. Contract Modification and Extension: Consultant – Baltimore County Public Schools and Towson University Professional Development
 3. Contract Modification and Extension: Educational Video On-Demand System
 4. Contract Modification and Extension: Leasing Modular Classrooms
 5. Contract Modification and Extension: MD K-12 Digital Library Project
 6. Contract Extension: Carnegie Learning's Cognitive Tutor
 7. Audiology Equipment
 8. Building Inspections for Asbestos
 9. Consultant – Maryland Seamless Transition Collaborative Grant
 10. Direct Digital Control of Heating, Ventilating, and Air Conditioning Devices: Installations, Repairs, Parts, Inspections, and Preventative Maintenance Services
 11. Influenza Vaccine

XI. NEW BUSINESS (CONT)

12. Music Program – Technology Assisted
13. Preliminary Scholastic Achievement Test – National Merit Scholarship Qualifying Test (PSAT/NMSQT)
14. Psychological Services' Testing Material
15. Software – Applicant Tracking and Management
16. Software – Mathematics Programs
17. Temporary Staffing Services – Professional Positions
18. Textbooks – Earth/Space Science Curriculum with Support Materials
19. Web-based Interactive Math and Reading Tutoring
20. Grounds Building Relocation from Dundalk Bus/Grounds Lot to Woodlawn High School
21. Replacement of Greenhouses – Lansdowne High School and Hereford High School

C. Consideration of Hearing Officer's Opinion in Case #10-25 (Mr. Nussbaum)

XII. INFORMATION

- A. Revised Superintendent's Rule 1270 – COMMUNITY RELATIONS: Community Involvement-Family/Community Involvement Exhibit FF
- B. New Superintendent's Rule 1280 – BOUNDARY CHANGES: Statement of Intent Exhibit GG
- C. Revised Superintendent's Rule 2372 – ADMINISTRATION: Conduct-Tobacco Exhibit HH
- D. Deleted Superintendent's Rule 4151 – PERSONNEL: Absences, Leaves, Vacations, and Holidays: Definitions Exhibit II
- E. Deleted Superintendent's Rule 4152 – PERSONNEL: Absences, Leaves, Vacations, and Holidays: Types and Regulations Exhibit JJ
- F. Deleted Superintendent's Rule 4153– PERSONNEL: Professional-Absences, Leaves, Vacations and Holidays: Short-term Leaves Exhibit KK
- G. Deleted Superintendent's Rule 4235 – PERSONNEL: Evaluation, General Exhibit LL
- H. Deleted Superintendent's Rule 4270 – PERSONNEL: Classified-Absences Exhibit MM

XII. INFORMATION (cont)

- I. New Superintendent's Rule 4300 – PERSONNEL: Evaluations-
Evaluations Exhibit NN
- J. New Superintendent's Rule 4400 – PERSONNEL: Compensation,
Benefits, and Retirement-Absences and Leaves of Absence Exhibit OO
- K. Revised Superintendent's Rule 5240 – STUDENTS: Promotion and
Retention-Leaving School Prior to Graduation Exhibit PP
- L. Revised Superintendent's Rule 5420 – STUDENTS: Services to
Students-Health Services Exhibit QQ
- M. Revised Superintendent's Rule 5430 – STUDENTS: Services to
Students-Psychological Services Exhibit RR
- N. Revised Superintendent's Rule 5500 – STUDENTS: Conduct Exhibit SS
- O. Revised Superintendent's Rule 6002 – INSTRUCTION: Selection of
Instructional Materials-Philosophy Exhibit TT

XIII. ANNOUNCEMENTS

- A. General Public Comment

Next Board Meeting Tuesday, September 21, 2010
6:30 PM Greenwood

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

Tuesday, August 10, 2010

The Board of Education of Baltimore County met in open session at 5:57 p.m. at Greenwood. President Earnest E. Hines and the following Board members were present: Mr. Michael H. Bowler, Mr. James E. Coleman, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Mr. George J. Moniodis, Ms. Mary-Margaret O'Hare, Ms. Valerie A. Roddy, Lawrence E. Schmidt, Esquire, Mr. David Uhlfelder, and Mr. Rohan Goswami. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

Mr. Hines reminded Board members of community functions and Board of Education events scheduled in August and September.

Pursuant to the Annotated Code of Maryland, State Government Articles, §§10-508(a)(1), (a)(7), (a)(8), and (a)(9) and upon motion of Mr. Schmidt, seconded by Mr. Parker, the Board commenced its closed session at 6:01 p.m.

CLOSED SESSION MINUTES

The Board of Education of Baltimore County, Maryland, met in closed session at 6:01 p.m. at Greenwood. President Earnest E. Hines and the following Board members were present: Mr. Michael H. Bowler, Mr. James E. Coleman, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Mr. George J. Moniodis, Ms. Mary-Margaret O'Hare, Ms. Valerie A. Roddy, Lawrence E. Schmidt, Esquire, Mr. David Uhlfelder, and Mr. Rohan Goswami. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and the following staff members were present: Ms. Mary Cary, Associate Superintendent, Curriculum and Instruction; Ms. Michele Prumo, Chief of Staff; Ms. Karen Blannard, Assistant Superintendent, Elementary Schools; Ms. Patricia Lawton, Assistant Superintendent, Elementary Schools; Ms. Verletta White, Assistant Superintendent, Elementary Schools; Dr. Manuel Rodriguez, Assistant Superintendent, Middle Schools; Ms. Barbara Walker, Assistant Superintendent, High Schools; Mr. Roger Plunkett, Assistant Superintendent, Accountability and Supervision; Dr. Donald Peccia, Assistant Superintendent, Human Resources; Dr. Alpheus Arrington, Director, Human Resources; Mr. George Duque, Staff Relations Manager; Edward J. Novak, Associate General Counsel; Andrew W. Nussbaum, Esquire, Counsel to the Board of Education; and Ms. Brenda Stiffler, Administrative Assistant to the Board.

Mr. Goswami exited the room at 6:01 p.m.

Mr. Duque reviewed with Board members a negotiations matter to be considered on the evening's agenda.

Mr. Goswami re-entered the room at 6:03 p.m.

CLOSED SESSION MINUTES (cont)

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

Mr. Nussbaum provided legal advice on the Board's role in quasi-judicial matters.

Mr. Nussbaum updated Board members on the scope of an upcoming trial.

On motion of Mr. Parker, seconded by Mr. Schmidt, the Board adjourned its closed session at 6:19 p.m.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 7:00 p.m. at Greenwood. President Earnest E. Hines and the following Board members were present: Mr. Michael H. Bowler, Mr. James E. Coleman, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Mr. George J. Moniodis, Ms. Mary-Margaret O'Hare, Ms. Valerie A. Roddy, Lawrence E. Schmidt, Esquire, Mr. David Uhlfelder, and Mr. Rohan Goswami. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and the media were present.

PLEDGE OF ALLEGIANCE

The open session commenced with the Pledge of Allegiance to the Flag, which was led by Mr. Rohan Goswami, 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 Open and Closed Minutes of July 13, 2010, Mr. Hines declared the minutes approved as presented on the Web site.

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

SELECTION OF SPEAKERS

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

ADVISORY AND STAKEHOLDER COMMENTS

Ms. Nancy Ostrow, President of the PTA Council of Baltimore County, asked Board members to join at least one local PTA chapter this school year. Ms. Ostrow announced that the council's annual Fall Reception and Workshops would be held on October 21, 2010, at New Town High School.

Mr. John Desmone, Executive Director of the Council of Administrative and Supervisory Employees, is looking forward to working together with the Board to build a positive relationship.

Ms. Jasmine Shriver, Coordinator of the Area Education Advisory Councils, stated that Board Policy 1230 needs to be revised to reflect organizational changes. Ms. Shriver looks forward to meeting with the Board officers to address revising this policy.

SUPERINTENDENT'S REPORT

There was no Superintendent's report.

SPECIAL ORDER OF BUSINESS

On a motion of Ms. O'Hare, seconded by Mr. Schmidt, the Board adopted a resolution honoring former Board member, JoAnn C. Murphy, for her service on the Board.

WHEREAS, *JoAnn C. Murphy has served as a member of the Board of Education of Baltimore County with distinction and honor from July 2005 through June 2010; and*

WHEREAS, *She served in exemplary fashion as President of the Board of Education from July 2007 through June 2010; and*

WHEREAS, *Ms. Murphy has represented the Board of Education of Baltimore County as a member of the National Federation of Urban and Suburban School District; and*

WHEREAS, *She has served as Vice Chair of the Board's Budget and Audit Committee, and she has also served as a member of the Building and Contracts Committee, Curriculum Committee, Strategic Planning Committee, and as an Ethics Review Representative; and*

WHEREAS, *Ms. Murphy received the Women Making a Difference 2010 Award for her outstanding achievements, unique contributions to her community, and her ability to provide creative solutions to complex community and social challenges; and*

WHEREAS, *She has served with dedication her family and community; now, therefore, be it*

SPECIAL ORDER OF BUSINESS (cont)

RESOLVED, *That the Board of Education of Baltimore County, herewith assembled in regular session on the tenth of August, in the year two thousand ten, recognizes the outstanding contributions of JoAnn C. Murphy; and be it further*

RESOLVED, *That the Board does herewith extend its deepest appreciation and gratitude for her dedication, loyalty, and service and further extends its best wishes for her good health, happiness, and continued success in her future endeavors.*

RECOGNITION OF ADMINISTRATIVE APPOINTMENTS

Dr. Donald Peccia, Assistant Superintendent of Human Resources, recognized the administrative appointments from the July 13, 2010 Board meeting.

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
<u>ROCHELLE M. ARCHELUS</u> (Effective July 14, 2010)	Teacher/Music Deer Park Middle Magnet School	Assistant Principal Southwest Academy
<u>KAREN T. BLANNARD</u> (Effective July 14, 2010)	Principal Halstead Academy	Assistant Superintendent Elementary Schools
<u>WILLIAM S. BURKE</u> (Effective July 14, 2010)	Director Department of Professional Development	Executive Director Department of Professional Development
<u>KARA E.B. CALDER</u> (Effective July 14, 2010)	Administrative Process Officer Office of the Chief of Staff	Executive Director Office of Planning and Support Operations
<u>SCOTT D. CONWAY</u> (Effective July 14, 2010)	Teacher/Resource Owings Mills Elementary School	Assistant Principal Owings Mills Elementary School
<u>MELISSA E. DIDONATO</u> (Effective July 14, 2010)	Assistant Principal White Oak School	Assistant to the Assistant Superintendent, Elementary Schools
<u>GEORGE M. DUQUE</u> (Effective July 14, 2010)	Human Resources Manager Department of Human Resources Baltimore City Public Schools	Manager, Staff Relations Department of Human Resources

RECOGNITION OF ADMINISTRATIVE APPOINTMENTS (cont)

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
<u>STACEY L. ENTY</u> (Effective July 14, 2010)	Teacher/Classroom Powhatan Elementary School	Assistant Principal Powhatan Elementary School
<u>BRENT C. GRABILL</u> (Effective July 14, 2010)	Assistant Principal Arbutus Elementary School	Principal Arbutus Elementary School
<u>PATRICIA A. LAWTON</u> (Effective July 14, 2010)	Director Office of Special Education	Assistant Superintendent, Elementary Schools
<u>NANCY D. MANZO-MATTUCCI</u> (Effective July 14, 2010)	School Nurse Battle Grove Elementary School	Specialist Office of Health Services
<u>CHARLYNE G. MAUL</u> (Effective July 14, 2010)	Assistant Principal Lansdowne Middle School	Principal Franklin Middle School
<u>KALISHA T. MILLER</u> (Effective July 14, 2010)	Chief, Student Achievement/ Special Education Support Section Maryland State Department of Education	Director, Office of Special Education
<u>JENNIFER M. MULLENAX</u> (Effective July 14, 2010)	Assistant to the Area Assistant Superintendent	Principal Halstead Academy
<u>BARBARA J. MURRAY</u> (Effective July 14, 2010)	Teacher/English Lansdowne Middle School	Assistant Principal Lansdowne Middle School
<u>LISA A. PACHINO</u> (Effective July 14, 2010)	Teacher/Mentor Featherbed Lane Elementary School	Assistant Principal Arbutus Elementary School
<u>KENNETH J. PIPKIN</u> (Effective July 14, 2010)	Teacher/Social Studies Perry Hall High School	Assistant Principal Woodlawn High School
<u>ANTHONY J. POPOWITZ</u> (Effective July 14, 2010)	Assistant Principal Lansdowne High School	Principal Deep Creek Middle School

RECOGNITION OF ADMINISTRATIVE APPOINTMENTS (cont)

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
<u>MICHELE O. PRUMO</u> (Effective July 14, 2010)	Executive Director Planning and Support Services	Chief of Staff Office of the Superintendent
<u>JEWELL M. RALPH</u> (Effective July 14, 2010)	Teacher/Mentor Woodlawn High School	Assistant Principal Woodlawn High School
<u>MARTIN J. ROCHLIN</u> (Effective July 14, 2010)	Assistant Principal Thurmont Middle School Frederick County Public Schools	Assistant Principal Lansdowne High School
<u>PETER J. SCHMIDT</u> (Effective July 14, 2010)	Teacher/Special Education - Inclusion Parkville Middle School	Assistant Principal Hillcrest Elementary School
<u>LESLEY C. SMITH</u> (Effective July 14, 2010)	Guidance Counselor Rosedale Center	Pupil Personnel Worker Pupil Personnel Services
<u>PETER W. TAYLOR</u> (Effective July 14, 2010)	Supervisor, Secondary Language Arts Office of Language Arts	Assistant Principal Kenwood High School

PERSONNEL MATTERS

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

NEGOTIATING TEAMS FOR 2010-2011

On motion of Mr. Janssen, seconded by Mr. Parker, the Board approved the proposed negotiating teams as presented on exhibit H (favor-11). (A copy of the exhibit is attached to the formal minutes). Student representative, Mr. Goswami, did not vote on this item.

BUILDING AND CONTRACT AWARDS

The Building and Contracts Committee, represented by Mr. Schmidt, recommended approval of items 1-24, and 28-32 (exhibit L). Items 25, 26, and 27 were pulled from tonight's agenda. Mr. Schmidt abstained from voting on items 10 and 30. Ms. Johnson separated items 4 and 15.

With respect to item 9, Mr. Janssen asked that the record reflect that, while he represents the Maryland Association of Boards of Education (MABE) on the Board of Directors of the NSBA *National BuyBoard*, he receives no compensation or personal gain from his directorship. Mr. Janssen noted that he does receive reimbursement for actual out-of-pocket expenses such as parking, tolls, and mileage.

Mr. Uhlfelder asked that names of contractors being awarded any contracts be listed in future exhibits.

The Board approved items 1, 3, 5-14, 16-24, and 28-32.

1. JNI-702-09 Contract Modification: French I Curriculum Textbooks and Support Materials
3. RGA-126-09 Contract Modification: Transportation Services for Textbooks
5. RGA-178-06 Contract Extension: Project SEED
6. PCR-291-10 Athletic Field Maintenance
7. JNI-723-11 Athletic Officiating
8. JNI-720-11 Catering – New Teachers' Orientation
9. RGA-116-11 Consortium Agreement with the National Purchasing Cooperative operating as *National BuyBoard*
10. RGA-117-11 Consulting and Technical Services (CATS) II
11. MWE-808-11 eCatalog – Dance, Physical Education, and Health – Additional Textbooks
12. MWE-806-11 eCatalog – Dance, Physical Education, and Health – Media
13. JNI-719-11 Educational Search System
14. JNI-728-11 First in Math® Online Program
16. RGA-120-11 Lift Gates for Food Delivery Trucks
17. MBU-538-10 Maintenance, Repair, and Installation of Food Services Mechanical Equipment
18. JMI-609-11 Microsoft License Agreement
19. JNI-709-10 Officiating Boys' Basketball
20. RGA-119-11 Parent Notification System and Gradebook
21. MBU-536-10 Printing and Reproduction Services

BUILDING AND CONTRACT AWARDS (cont)

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| 22. | PCR-290-10 | Private Duty and Substitute Nurses |
| 23. | JNI-729-11 | School Social Worker – Memorandum of Understanding (MOU) |
| 24. | JMI-610-11 | Software – Adobe Software License |
| 25. | PULLED | Not approved |
| 26. | PULLED | Not approved |
| 27. | PULLED | Not approved |
| 28. | JMI-608-11 | Visual Communications Equipment and Services |
| 29. | MWE-813-11 | Visual Thesaurus Site License |
| 30. | RGA-106-11 | Contract Modification: Declaration of Surplus Property – Chadwick Elementary School – Security Blvd. Extension |
| 31. | JMI-601-11 | Roof Replacement – Norwood Elementary School |
| 32. | PCR-294-11 | Roof Replacement – Wellwood International School |

Item #4

Ms. Johnson asked whether there has been any evaluation of the program to determine its effectiveness. Ms. Pat Baltzley, Director of Mathematics, responded that results from this past year showed that 78% of the students at Dundalk High School who participated either passed or increased their scores on the High School Assessments (HSA), and 65% of the students at Chesapeake High School who participated passed or increased their scores on the HSA. Ms. Baltzley noted that the contract extension includes elevated learning at four elementary schools.

Mr. Coleman asked how the school system determines which schools will be placed in the program. Ms. Baltzley responded that primarily the schools were seeking solutions. At the high school level, Dundalk and Chesapeake High Schools were involved in another grant for elevated math solutions that is no longer available.

Item #15

Ms. Johnson asked whether healthier foods were being added to the menu. Ms. Kara Calder, Executive Director of Planning and Support Operations, responded that the menu is based in part upon nutritional guidelines and what students will select to eat. Ms. Johnson requested information on which food products were being added or removed from the luncheon menu.

The Board approved items 4 and 15.

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| 4. | JNI-726-09 | Contract Modification: Elevate Math |
| 15. | MBU-539-10 | Food Products |

BUILDING AND CONTRACT AWARDS (cont)

Item #2

The Board approved item 2. Mr. Janssen abstained from voting on this item (favor-11; abstained-1).

2. MBU-509-10 Contract Modification: HVAC Repairs

PATAPSCO HIGH SCHOOL AND CENTER FOR THE ARTS
TRACK AND FIELD LIGHT POLES

Ms. Barbara Walker, Assistant Superintendent, High Schools, informed Board members that the retrofit of light poles will improve lighting conditions during non-event field functions. The track and field will be used equally among the student teams utilizing the track and field for sporting events. The perimeter retrofit of light poles is being erected with monies provided by Gill-Simpson, Inc.

On motion of Mr. Parker, seconded by Mr. Schmidt, the Board approved the track and field perimeter retrofit of light poles at Patapsco High School and Center for the Arts as presented in exhibit J (favor-12).

TOWSON HIGH SCHOOL LIBRARY MULTIMEDIA SYSTEM

Ms. Walker stated that this project has been designed in three phases, which will create three zones in that library that can be used separately, but will also allow for full, seamless integration. This project is being erected with monies provided by the Towson High School Alumni Association.

On motion of Mr. Parker, seconded by Mr. Goswami, the Board approved the library multimedia system at Towson High School as presented in exhibit K (favor-12).

REPORTS

The Board received the following reports:

- A. **Report on Fiscal Year 2012 State/County Capital Budget** – Ms. Barbara Burnopp, Chief Financial Officer, provided a brief overview of the proposed FY2012 capital budget request and the state budget process. The budget will be discussed in detail at the work session on Tuesday, August 24, 2010.

REPORTS (cont)

- B. **Review of *Blueprint for Progress (BFP)*** – Dr. Manuel Rodriguez, Assistant Superintendent of Middle Schools, reported to Board members they why and how Baltimore County Public Schools (BCPS) has been able to achieve to a measure of success than other school systems with the same demographics. Dr. Rodriguez reviewed the demographic changes over the last 30 years and noted that the *Blueprint for Progress* serves as a performance standard that outlines BCPS’ vision and key strategies for a quality education for all students.

Ms. Sonja Karwacki, Executive Director of Special Programs, PreK-12, explained to Board members the increases in the Advanced Placement (AP) participation and the graduation rate over the past ten years.

Ms. Verletta White, Assistant Superintendent of Elementary Schools, illustrated the use of the *Blueprint for Progress*.

Mr. Coleman asked how the school system defines an “average” student. Ms. White responded that all decisions are data-driven.

Mr. Bowler asked how the *Blueprint for Progress* would be affected when Maryland goes to national standards. Dr. Hairston responded that BCPS is in front of the issues at the state and federal levels and there would be no affect on the *Blueprint for Progress*.

With respect to Performance Goal 5, Ms. Johnson asked whether BCPS was implying that it will graduate 100% of its students and asked whether the dropout rate would be eliminated. Dr. Hairston responded that BCPS will make every effort to have every student graduate. Only five students out of 7,850 students from the class of 2010 did not graduate.

Mr. Schmidt asked what a “diploma-bound” student is. Ms. White responded that some students receive a diploma and some receive certificates. Mr. Schmidt asked what the percentage of students receiving certificates is. Ms. White responded approximately 2%.

INFORMATION

The Board received the following as information:

- A. Master Plan Update
- B. Revised Superintendent's Rule 1300 Form A – *Guidelines and Application for Use of School Facilities*

ANNOUNCEMENTS

Mr. Hines made the following announcements:

- The Board of Education of Baltimore County will be meeting to conduct a retreat on Saturday, August 14, 2010, beginning at 9:00 a.m., at Greenwood. The meeting is open to the public.
- The Board of Education of Baltimore County will hold its next meeting on Tuesday, August 24, 2010, 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 7:00 p.m. The public is welcome to all open sessions.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 1270

Ms. Nancy Ostrow expressed concern that the proposed policy consists of only Section I, Philosophy, and Section II, Implementation. As one of the members of a BCPS committee to review this policy, she stated that this policy should be more detailed. Ms. Ostrow asked that Policy 1270 be restored to its original format.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 1280

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

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 2372

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

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 3143

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

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 4116

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

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 4117

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

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 4150

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

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 4153

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

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 4154

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

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 4155

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

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 4210

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

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 4214

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

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 4222

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

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 4235

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

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 4235.1

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

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 4270

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

PUBLIC COMMENT ON PROPOSED NEW POLICY 4300

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

PUBLIC COMMENT ON PROPOSED NEW POLICY 4400

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

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 5240

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

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 5420

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

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 5430

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

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 5500

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

GENERAL PUBLIC COMMENT

Ms. Cathy Forbes asked the Board to make Hampton Elementary School a priority in next year's capital funding request.

Ms. Jennifer Hatfield, a daycare representative, expressed concern about a possible eviction.

Dr. Bash Pharoan asked the Board to properly teach about the Islamic religion and to add the Muslim holidays to the school calendar.

ADJOURNMENT

Since there was no further business, the Board adjourned its meeting at 8:34 p.m.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

/bls

TENTATIVE MINUTES

REPORT OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY RETREAT

Saturday, August 14, 2010

The Board of Education of Baltimore County, Maryland, met in open session for a retreat on Saturday, August 14, 2010, at 9:02 a.m. at Greenwood. President Earnest E. Hines and the following Board members were present: Mr. Michael H. Bowler, Mr. James E. Coleman, Ms. Ramona N. Johnson, Mr. George J. Moniodis, Mr. H. Edward Parker, Ms. Valerie A. Roddy, Lawrence E. Schmidt, Esquire, Mr. David Uhlfelder, and Mr. Rohan Goswami. In addition, Dr. Joe A. Hairston, Superintendent of Schools; Ms. Mary Cary, Associate Superintendent, Curriculum and Instruction; Ms. Michele Prumo, Chief of Staff; Edward Novak, Esquire, Associate General Counsel; Andrew W. Nussbaum, Esquire, Counsel to the Board of Education; Ms. Brenda Stiffler, Administrative Assistant to the Board; and representatives of community were present.

Mr. Hines thanked the Board for electing him as president, and thanked the staff and board for attending the retreat.

Mr. Hines reviewed the Board Norms, which were established in September 2003 and updated in September 2009. He stated that the Board reviews the Norms on an annual basis. Mr. Hines asked Board members to provide any proposed changes or additions to Ms. Stiffler by August 24, 2010. He noted that the Board Norms may be voted upon at the September 7, 2010 Board meeting.

SUPERINTENDENT'S PRIORITIES

Dr. Hairston reviewed his priorities for the 2010-2011 school year, which were presented at the Principals' Academy in June. The system priorities included:

- Fully develop and implement the Education Assessment and Student Information (easi) System with necessary professional development.
- Prepare students for HSAs and MSAs while new assessments are being developed.
- Pilot evaluation tools in response to new state Education Reform Act.
- Manifest the ISO Quality standards.
- Address each aspect of Maryland's third wave of reform as it relates to Baltimore County Public Schools (BCPS).
 - Common core standards
 - Alignment of curriculum and assessments
 - Enhancement of data systems infrastructure
 - Data-driven evaluations of teachers and leaders
 - Employment of appropriate resources for low-achievement schools

BOARD GOALS FOR 2010-2011

Next, the discussion focused on the Board's goals for the upcoming year. The following changes were recommended by Board members:

- Performance Goal 1 – Student Achievement
 - Address performance standard levels in all courses including art, music, and physical education.
 - Add “all students will be taught in ‘performing schools’ as defined by BCPS.” Superintendent’s priority states that BCPS needs to ensure that resources are delivered to “underperforming schools.”
- Performance Goal 3 – Staffing
 - Add “all students should be taught by highly qualified and highly effective teacher.”
- Performance Goals 6 and 7 – Communications and Marketing
 - Consider task force to meet and greet with newly elected officials following the elections and involve stakeholder groups.
 - Communication needs to become a Board priority.
 - Utilize technology to close the communications gap between the Board and its communities.
 - Increase participation in stakeholder group meetings (i.e. area education advisory councils, PTA).
 - Consider using EdLine to engage parents in the education process, if funding is available.

Mr. Hines asked Board members to provide any additional changes to Ms. Stiffler by August 24, 2010 so that the Board would be voting on the focus areas at an upcoming Board meeting.

ECONOMIC CLIMATE

Ms. Barbara Burnopp, Chief Financial Officer, reviewed the revenue received from the county and state. Some of those funding issues discussed were:

- 54.8% of BCPS’ general fund is received from county government.
- 42.2% of BCPS’ general fund is received from the state of Maryland.
- BCPS has no authority to tax, bond, or issue debt.
- State revenue reductions with the possibility of pension costs being distributed to counties.
- County revenue reductions with possible funding against the Maintenance of Effort (MOE).

Ms. Burnopp noted that the other 3% of the system's budget comes from the federal government. BCPS is losing some federal funds, which may have an impact on the school system. If the state shifts teacher pension costs, the costs would be astronomical for school system.

Ms. Burnopp reviewed new expenditure needs for fiscal year 2012, which included:

- Replacing an estimated \$23 million in lost stimulus funding
- Funding \$16 million in salary increments
- Funding \$4 to \$7 million in health insurance costs
- Funding an estimated \$2 million in built-in costs (i.e. utilities)

Dr. Hairston reminded the Board that there will be no additional money in FY2012. BCPS cannot add any new items in the budget. Mr. Hines stated that the school system needs to leverage all resources and be creative in utilizing those resources.

Ms. Burnopp reviewed the following strategies and results:

- Right Strategies
 - Review all programs
 - Avoid across-the-board cuts
 - Encourage innovation
- Right Results
 - Improve achievement for all students
 - Comply with regulations and mandates

Mr. Uhlfelder and Mr. Schmidt asked that cost analysis data be placed in future contract exhibits. Ms. Burnopp stated that a template is being developed to be used for future contract exhibits.

Ms. Burnopp reviewed possible preliminary estimates for the FY2012 operating budget request by sharing with the Board three projected revenue and expenditure scenarios. Under these scenarios, BCPS could have a projected budget shortfall of \$51.4 million, \$36.8 million or \$22.3 million in FY2012.

Mr. Schmidt asked whether there would be any impact with receipt of the Race to The Top funds. Ms. Burnopp responded that the school system cannot count on these funds as an ultimate solution.

Ms. Burnopp reviewed with Board members the allocation of positions and resources to schools for the 2009-2010 school year.

Mr. Bowler inquired about the technology spike in FY2011. Ms. Burnopp stated that this spike was the result of one-time stimulus funding to the Title I program for elementary schools.

COLLECTIVE BARGAINING PROCESS

Mr. George Duque, Staff Relations Manager, reviewed the Board's role in the collective bargaining process. Specific points brought out in the presentation were:

- Specifics as outlined in the Education Article of the *Annotated Code of Maryland*
- Collective Bargaining Bill of October 2002
- Fairness in Negotiations Act of 2010
- BCPS Collective Bargaining Groups
- Timeframe for Negotiations
- Board's Roles and Responsibilities

Ms. Schmidt asked whether the Public School Labor Relations Board (PSLRB) has been constituted. Edward Novak, Esquire, Associate General Counsel, responded that the appointments to the labor relations board have not yet been made.

LEGISLATIVE PRIORITIES

Edward J. Novak, Esquire, Associate General Counsel, update the Board on pending and potential state and federal legislative issues. Possible issues include:

- Potential shifting of teachers' pensions costs from the state to local governments.
- Financial support to non-public schools and teachers.
- Potential efforts to increase support for charter schools.
- Creation of an elected or a combination elected/appointed school board.
- Reauthorization of Elementary & Secondary Education Act (ESEA).
- The "Improving Nutrition for America's Children Act."
- Additional education-targeted federal economic relief funding.

Mr. Hines asked whether there has been any discussion about the costs of the Child Nutrition Reauthorization program. Mr. Novak responded that the school system would have to identify the legislation should it be enacted to offset reductions. Unfortunately, the offsetting reductions are also important. It is a balancing of priorities and equations.

Mr. Bowler asked what specific positions the Board supported last year. Mr. Novak responded that the Board had a legislative platform and that he would provide a copy of that platform to all Board members in a Friday Letter. Dr. Hairston stated that this would be an opportunity for the Board to form an ad hoc legislative committee for the upcoming session.

QUALITY PERFORMANCE INITIATIVES (ISO)

Dr. Thomas Rhoades, Executive Director of Research, Accountability, and Assessment introduced Mr. Robert Gibson, ISO Coordinator, who provided an overview to Board members on the Quality Management System. ISO is a thorough and specific accountability system that looks at measures.

On June 15, 2010, the Preferred Registrar Group awarded a certificate to BCPS confirming its successful implementation of a quality management system in accordance with the internationally recognized ISO-9001:2008 standards. In achieving this certificate, BCPS is one of a small number of school systems nationally to successfully complete the rigorous registration audit process. BCPS is the second largest school system in the U.S. to achieve these standards. Surveillance audits will take place every six months to maintain the certificate.

Mr. Parker stated that the school system needs to celebrate its certification and place the quality policy in buildings and display the ISO certificate at Greenwood. Dr. Hairston stated that this achievement will be celebrated at the September 7, 2010, Board meeting.

At 12:23 p.m., the Board adjourned for a brief lunch.

ADMINISTRATIVE FUNCTION MEETING

At 12:55 p.m. m the Board went into administrative function. President Earnest E. Hines and the following Board members were present: Mr. Michael H. Bowler, Mr. James E. Coleman, Ms. Ramona N. Johnson, Mr. George J. Moniodis, Ms. Valerie A. Roddy, Lawrence E. Schmidt, Esquire, Mr. David Uhlfelder, and Mr. Rohan Goswami. In addition, Dr. Joe A. Hairston, Superintendent of Schools; Ms. Mary Cary, Associate Superintendent, Curriculum and Instruction, Ms. Michele Prumo, Chief of Staff; Dr. Donald Peccia, Assistant Superintendent of Human Resources; Edward Novak, Esq., Associate General Counsel; Andrew W. Nussbaum, Esq., Counsel to the Board of Education; and Ms. Brenda Stiffler, Administrative Assistant to the Board.

Mr. Hines and staff reviewed the following items with Board members:

- Role of Board's Counsel
 - Open Meetings Act
 - Quasi-judicial function of the Board
 - E-mail etiquette
- Board committees for 2010-2011 – two ad hoc committees were formed for the upcoming school year
 - Legislative committee
 - Advisory Group and Stakeholder committee

- Board agenda matrix for 2010-2011
- Proposed work session discussion items
- Upcoming conferences

The administrative function meeting ended at 2:05 p.m.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

/bls

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 1270 – FAMILY/COMMUNITY INVOLVEMENT**

ORIGINATOR: John Quinn, Acting Associate Superintendent, Curriculum and Instruction

RESOURCE PERSON(S): William Burke, Executive Director, Professional Development
Merry Macer, Supervisor

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 1270.
This is the third reading.

Attachment I – Policy Analysis
Attachment II – Policy 1270

**Policy Analysis for
Board of Education Policy 1270
Parent/Guardian and Family Involvement**

Statement of Issues or Questions Addressed

During the annual review of Board of Education Policy 1270, community stakeholders suggested revisions to recognize volunteers both in school and at home (a requirement of the *No Child Left Behind Act of 2001*).

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 1100, *Communication with the Public*

Board of Education Policy 1200, *Community Involvement*

Board of Education Policy 1220, *Citizens Advisory Committee*

Board of Education Policy 1240, *Visits to Schools*

Board of Education Policy 1250, *Participation in the Local School by Community Members*

Board of Education Policy 1260, *School Volunteers*

Legal Requirements

20 U.S.C. §6301, et seq., *No Child Left Behind Act of 2001*

Annotated Code of Maryland, Education Article, §4-112, *Advisory Committees*

Similar Policies Adopted by Other Local School Systems

1. Howard County Board of Education, Policy 10000, *Parent, Family, and Community Involvement*
2. Montgomery County Board of Education, Policy ABC, *Parental Involvement*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

None

Timelines:

First reading: July 13, 2010

Public Comment: August 10, 2010

Third reading/vote: September 7, 2010

COMMUNITY RELATIONS: Community Involvement

Parent/Guardian and Family Involvement

I. [Process] PHILOSOPHY

The Board of Education of Baltimore County (Board) [believes] RECOGNIZES that schools, parents/guardians, families, and communities MUST WORK TOGETHER TO MUTUALLY SUPPORT [have a mutual responsibility to work together in order to increase] student achievement. The Board values SCHOOL, parent/guardian, [and] family, AND COMMUNITY involvement as integral to the academic success of all students BOTH IN SCHOOL AND AT HOME.

II. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO DEVELOP APPROPRIATE RULES AND PROCEDURES TO IMPLEMENT THIS POLICY.

- [1. The Board is committed to involving parents/guardians and family members of children of all ages and grade levels. The Board recognizes that the type and the degree of parent/guardian and family involvement vary among households.
2. The Board endorses cooperation among schools, parents/guardians, families, and community members in order to increase involvement and participation in promoting the social, emotional, and academic growth of students by utilizing the following guidelines:
 - a. Open and ongoing communication is promoted among home, school, and the community.
 - b. Parenting skills are fostered and supported.
 - c. Parents/guardians, families, and community members are welcome as volunteers [in the school]. Their support and assistance are sought, encouraged, and recognized.
 - d. Parents/guardians, families, community members are included and supported in the decision-making process. Their leadership in advisory and advocacy roles is encouraged.

- e. Community resources are used to strengthen schools, families, and student learning.
- f. Parents/guardians, families, and community members are welcomed as active partners and play integral roles in promoting student learning and achievement.]

Legal References: 20 U.S.C. §63[18]01, ET SEQ., [(*No Child Left Behind Act of 2001*)]
Annotated Code of Maryland, Education Article §4-112, *ADVISORY COMMITTEES*

Related Policies: Board of Education Policy 1100, *Communication with the Public*
Board of Education Policy 1200, *Community Involvement*
Board of Education Policy 1220, *Citizens Advisory Committee*
Board of Education Policy 1240, *Visits to Schools*
Board of Education Policy 1250, *Participation in the Local School by Community Members*
Board of Education Policy 1260, *School Volunteers*

Policy
Adopted: 5/23/91
Revised: 7/13/04
Revised: 5/20/08
Revised: 9/08/09
REVISED: _____

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 1280 – BOUNDARY CHANGES**

ORIGINATOR: Michele Prumo, Chief of Staff

RESOURCE PERSON(S): Kara Calder, Executive Director, Planning and Support Operations

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 1280.
This is the third reading.

Attachment I – Policy Analysis
Attachment II – Proposed Policy 1280

**Policy Analysis for
Board of Education Policy 1280
Boundary Changes**

Statement of Issues Addressed By the Proposed Policy

Board of Education Policy 1280 currently defines the procedures for implementing boundary changes to ensure the maintenance of quality schools. The proposed revision to Board of Education Policy 1280 will more clearly outline the Board's vision and goals for establishing school boundaries.

Cost Analysis and Fiscal Impact on School System

The fiscal impact of the boundary change process is approximately \$5,130 which includes analysis of the results of the public forum by an outside vendor, printing and refreshments for the Boundary Study Committee. No additional fiscal impact is anticipated by the revision of this policy.

Relationship to Other Board of Education Policies

Board of Education Policy 5110, *Enrollment and Attendance-Admission*

Board of Education Policy 5140, *Enrollment and Attendance-School Attendance Areas*

Legal Requirements

Annotated Code of Maryland, Education Article §3-102, Geographical Boundaries

Annotated Code of Maryland, Education Article §3-109, Baltimore County Board of Education.

Similar Policies Adopted by Other School Systems

1. Prince George's County Public Schools, Administrative Procedure No. 8391, *Boundary Changes*.
2. Harford County Board of Education, Policy Number 20-0041-000, *Adjustment of School Attendance Boundary Lines*.
3. Montgomery County Public Schools, FAA-RA, *Long Range Educational Facilities Planning*.

Draft of Proposed Policy

Attached.

Other Alternative Considered By Staff

None.

Timelines:

First reading: July 13, 2010

Public comment: August 10, 2010

Third reading/vote: September 7, 2010

BOUNDARY CHANGES

I. PHILOSOPHY

THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) RECOGNIZES THE IMPORTANCE OF COMMUNITY INVOLVEMENT IN THE ESTABLISHMENT OF SCHOOL ATTENDANCE AREAS.

II. IMPLEMENTATION

THE SUPERINTENDENT WILL DEVELOP PROCEDURES FOR SCHOOL AND COMMUNITY INVOLVEMENT IN THE DEVELOPMENT OF RECOMMENDATIONS FOR ALL BOUNDARY CHANGES.

[The Board of Education recognizes its obligation to provide a uniform system of public schools that is designed to provide quality education and equal educational opportunity for all children. With the advice of the Superintendent, the Board of Education will establish geographical attendance areas for each school. The Board recognizes the importance of community involvement in the educational process.

In order to garner community input at the beginning of the boundary change process, the Board of Education is establishing this framework that provides an opportunity for a school/community-based recommendation to be presented to the Superintendent for specific boundary changes. The following school boundary practices have been established to provide school boundaries that are in the best interest of students.

PROCEDURE

1. During October, the Office of Strategic Planning will analyze the September 30th enrollment data from the schools. At an Executive Leadership Team (Superintendent, Deputy Superintendents, Executive Directors of Schools, and the Chief of Staff) meeting in October, the Office of Strategic Planning will identify those schools that exceed state capacity based on their full-time equivalent enrollment, as well as situations where enrollments are exceptionally low. Based on this analysis, the Executive Leadership Team will identify the schools for which boundary changes will be considered.
2. After the presentation to the Executive Leadership Team, the Executive Director of Schools responsible for any school(s) considered for boundary changes will appoint a Boundary Study Committee composed of parents, teachers, administrators, and other representatives from the schools and communities

involved. The Boundary Study Committee will review information prepared by the Office of Strategic Planning, gather input from the community, and develop several boundary change options.

3. The Executive Director of Schools will host a community forum in which the boundary change options developed by the Boundary Study Committee will be presented to all members of the community who wish to attend. The public will be informed at least ten (10) calendar days prior to the community forum by school newsletters and community newspapers of the time, date, and location of this community forum. The Boundary Study Committee will work with the individuals and groups at the community forum to receive input and assistance concerning the several boundary change options.
4. Following the community forum, all information and suggestions will be organized and processed by the Office of Strategic Planning for review by the Boundary Study Committee. The Boundary Study Committee will then provide the Executive Director of Schools with the best boundary change option, which the Executive Director of Schools will review, approve, modify, alter, and/or reject.
5. The approved/altered boundary change option will be submitted to the Board of Education as the Superintendent's recommendation. The Superintendent's recommendation will be presented to the Board of Education at least ten (10) calendar days prior to the Board's public hearing on the boundary change. Copies of the Superintendent's recommendation will be sent to each school affected by the boundary change and, upon request, to interested parties. The Board of Education will also receive copies of the proposals considered by the Boundary Study Committee, including any rationales for rejection of a proposal by the Boundary Study Committee.
6. A public hearing on the Superintendent's recommendation will be held by the Board of Education at least ten (10) calendar days prior to final action by the Board on this item.
7. The above steps may be condensed in case of emergency.
8. When boundary changes are necessary because of construction of a new school, steps 2 through 6 outlined above may be initiated by the Executive Director of Schools with the approval of the Superintendent anytime following funding approval by the State and/or County for the project.

THE FRAMEWORK FOR THE BOUNDARY STUDY COMMITTEE

The following framework for the Boundary Study Committee, including the organization and duties and the suggestions for possible areas to be considered, are advisory.

ORGANIZATION AND DUTIES OF THE BOUNDARY STUDY COMMITTEE

The Boundary Study Committee is to develop several boundary change options to be presented to the appropriate Executive Director of Schools for presentation at the community forum. Following the community forum, the Boundary Study Committee will review all information gathered at the community forum. The Boundary Study Committee shall make a recommendation to the Executive Director of Schools of what it considers to be the best boundary change option.

I. Boundary Study Committee

A. Boundary Study Committee Co-Chairpersons

1. Selected by the Superintendent
2. Duties
 - a. Chair Boundary Study Committee meetings
 - b. Organize dissemination of information to the affected community
 - c. Co-chair the community forum
 - d. Present the Boundary Study Committee recommendation to the Executive Director of Schools
 - e. Assist the Executive Director of Schools with the presentation of the best boundary change option to the Executive Leadership Team

B. Recorder

1. Elected by Boundary Study Committee members at the second meeting
2. Duties
 - a. Attends all committee meetings
 - b. Takes minutes of committee discussions and actions. (Secretarial assistance and mailing of minutes will be provided by the Office of Strategic Planning.

C. Committee Members

1. Committee members will endeavor to work with the Executive Director of Schools and the Office of Strategic Planning to:
 - a. Receive and review information on the housing developments and neighborhoods included in the study area using maps and data provided by staff
 - b. Serve as representatives of the affected schools and interested individuals from the affected neighborhoods
 - c. Seek input from the interested individuals from the affected neighborhood to identify concerns and preferences
 - d. Provide input to the Boundary Study Committee as a representative of the affected neighborhood, not as an individual
 - e. Provide, where necessary, information from the Boundary Study Committee to interested individuals in the affected neighborhoods
 - f. Identify the various boundary options
 1. Determine which neighborhoods and/or areas should be in the core boundary area to attend each affected school (i.e., the areas which will definitely be included in the attendance area for each affected school).
 2. Determine which neighborhoods and/or areas are considered optional and can be assigned to one or more different schools in the various boundary options.
 - g. Plan, attend, and assist with the facilitation of the community forum
 1. Assist in the preparation and/or dissemination of publicity concerning the community forum
 2. Work with staff to develop handouts which summarize the advantages or disadvantages of each of the boundary options
 3. Help the Boundary Study Committee develop answers to frequently asked questions about the process and the various boundary options.
 4. Serve as small-group facilitators to answer questions and gather information for the Boundary Study Committee.
 - h. Make recommendation to the Executive Director of Schools of the best boundary change option.

II. Executive Director of Schools

- A. Advise the Executive Leadership Team concerning schools which may require boundary adjustments
- B. Schedule meetings with principals, in concert with the Office of Strategic Planning, to provide orientation to the boundary study process
- C. Appoint Boundary Study Committee members
- D. Schedule, attend, and facilitate Boundary Study Committee meetings
- E. Direct the research of the Office of Strategic Planning staff
- F. Coordinate communication throughout the boundary change process
- G. Host the community forum
- H. Present the Boundary Study Committee's best boundary change option to the Executive Leadership Team

III. School Principals

- A. Identify and contact parents and teachers to serve on the Boundary Study Committee and recommend those individuals to the Executive Director of Schools
 1. Seek the advice of the PTA Executive Board to identify parent(s) representatives to be appointed to the Boundary Study Committee
 - a. Parent representatives should have the time to devote to the Boundary Study Committee.
 - b. Parent representatives should represent potentially affected areas and/or neighborhoods.
 2. Seek the advice of the school's Faculty Council to identify teacher representative(s) to be appointed to the Boundary Study Committee.
 3. Explain to potential parent and teacher representatives the Boundary Study Committee member duties, organization, and time commitment, and obtain that individual's commitment to actively serve on the Boundary Study Committee before final selection.
- B. Attend, or provide a representative to, the Boundary Study Committee meetings and serve as a technical advisor
- C. Assist the Boundary Study Committee in communication efforts
 1. When requested by the Boundary Study Committee, use the school newsletter or other forms of parent communication to assist in the dissemination of information.
 2. Make appropriate presentations to various school-based groups and/or at PTA meetings of information that would be of assistance to the Boundary Study Committee.
 3. Be knowledgeable of all Boundary Study Committee activities in order to respond to parent inquiries.

- D. Remain impartial in assisting the Boundary Study Committee with the determination of options

IV. Office of Strategic Planning

- A. Meet with affected principals to provide orientation to the Boundary Study Committee process
 - 1. Review boundary study parameters (extent of relief being sought for each school involved.)
 - 2. Review location of potentially affected neighborhoods
- B. Work with Executive Director of Schools in planning first Boundary Study Committee meeting
- C. When requested by the Boundary Study Committee, provide geographic and statistical data as well as other technical assistance
- D. Organize and process information and report results of the Boundary Study Committee and the community forum
- E. Review Boundary Study Committee recommendation
- F. Organize information and data to be presented to the Executive Leadership Team

V. Baltimore County Public Schools Budget, Physical Facilities, Transportation, and Other Offices

- A. Provide data, input, and feedback to all proposals throughout the process
- B. Consider the implications of boundary changes when developing budgets, physical facilities, transportation networks, and other services

SUGGESTIONS FOR POSSIBLE CONSIDERATION BY THE BOUNDARY STUDY COMMITTEE

The Baltimore County Public Schools' Belief Statement asserts "improved achievement requires families and communities to be partners in the education process." In order to encourage community support in the educational process, the boundary change process has been revised to garner community input at the initial stages of the boundary setting discussions. The Boundary Study Committee provides a framework to obtain and to refine community input for recommending new school boundaries to the Executive Director of Schools.

In order to prepare for its recommendation to the Executive Director of Schools, the Boundary Study Committee may consider any, all, several, or none of the following topics. These topics are provided only for Committee discussion and to provide a framework to develop the various boundary options. The topics are not intended to represent an exhaustive list of all the topics that could be considered when reviewing boundary changes.

The topics provided below are not meant to be a complete list. It is recognized that some topics of consideration may be mutually exclusive and/or contradictory. The listing of these topics is to provide a numerical reference system, but does not indicate a hierarchy, order of priority, or any implied priority or desirability. The best option recommended by the Boundary Study Committee to the Executive Director of Schools need not satisfy all of the topics listed below.

The final plan adopted by the Board of Education may include any or none of these topics of consideration.

1. Establish and adjust school boundaries throughout the county in a manner which ensures efficient use of available space.
 - A. Identify schools which are overcrowded or under-enrolled by comparing the State Capacity of each facility with its full-time equivalent enrollment
 - B. Apply the guideline of 90% (Whenever a school's FTE enrollment reaches 90% of its state capacity, the school is overcrowded." Conversely, by MSDE practice, a school with an FTE enrollment that is 65% or less of its state capacity is considered underutilized.)
 - C. Avoid overcrowding facilities
 - D. Minimize costs

2. Reassign school attendance areas only when other reasonable and educationally sound choices are not immediately available.
 - A. Explore ways of using existing space more efficiently
 - B. Consider annexing certain grades or programs to nearby facilities with spare capacity
 - C. Where possible, use relocatable classrooms to relieve overcrowding due to short-term enrollment increases

3. Maintain a commitment to long-range planning decisions.
 - A. Where feasible, maintain the community school concept.
 - B. Attempt to ensure that students attend the schools closest to their homes. Sample options:
 - i. Whenever possible, attempt to keep communities together.
 - ii. In order to serve students at the closest possible school, consider employing a domino effect when locations of available school facilities and student clusters are not contiguous.
 - iii. When establishing boundary lines, attempt to follow natural boundaries, such as railroads, creeks, major highways, election districts, existing school boundaries, and locations of feeder schools.
 - C. Where possible, eliminate existing satellite zones (areas districted to a school that are outside of its community boundary). Sample options:
 - i. Attempt to employ satellite zoning only for special purposes and for a pre-determined time period. (Any satellite zoning plan should designate the contiguous school which will be expected to serve students in the satellite area as soon as circumstances permit.
 - ii. As new subdivisions are approved and overcrowd a school, consider assigning the children from the newly developing neighborhoods to other attendance areas with available space rather than disrupt students from existing neighborhoods. (Realize, however, that this tends to create undesirable satellite areas which are usually served by facilities that are a greater distance away than schools serving established residences.)

4. Relate proposed boundary adjustments to customary student assignment patterns for progression through school.
 - A. Whenever possible, develop boundary change proposals which ensure that feeder school patterns from elementary to middle to high school keep developments, neighborhoods, and communities together

- B. Where feasible, develop boundary change proposals which ensure that elementary school boundaries do not overlap middle school boundaries, and middle school boundaries do not overlap high school boundaries
 - C. Reassign elementary school students no more than once every 5 years and secondary school students no more than once every 3 years
 - D. Phase in high school redistricting, when possible, beginning with grade 9 students
 - E. Develop options which reflect the diversity of the population within the entire cluster of schools under consideration
 - F. Reject options which foster racial or socioeconomic isolation
5. Examine the effects of boundary adjustments on the instructional programs of all schools involved.
- A. Examine the effect of boundary adjustments on the instructional programs of both the sending and receiving schools
 - B. Adjust enrollment projections by school to assist in staffing, scheduling, and distribution of supplies and materials when boundary changes are implemented
6. Develop boundary adjustment proposals that allow students to be transported in the most efficient and feasible manner.
- A. Maximize the number of students who can walk to school
 - B. Minimize travel time and maximize safety for students who must be transported
 - C. Avoid bussing students past a school which has the same grade levels
 - D. Avoid duplicate bus runs on the same streets for schools with the same grade levels
 - E. Transport toward town centers rather than toward countryside to minimize special trips to school for parents and guardians
7. Come to a consensus on proposed options by prioritizing the needs unique to the situation under study.
- A. Develop proposals which meet the above criteria to the greatest extent possible
 - B. Recognize that there is not a single scenario which will please everybody
 - C. Keep in mind that decisions approved and implemented by the Board of Education become precedents that may influence decisions made in similar situations for years to come]

Legal ReferenceS: *Annotated Code of Maryland*, Education Article §3-102,
Geographical Boundaries
Annotated Code of Maryland, Education Article §3-109, *Baltimore*
County Board of Education.

Related Policies: Board of Education Policy 5110, *Admissions*
Board of Education Policy 5140, *School Attendance Areas*

Policy
Adopted: 10/23/01
Revised: 08/10/04
REVISED: _____

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 2372 – TOBACCO**

ORIGINATOR: Michele Prumo, Chief of Staff

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

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 2372. This is the third reading.

Attachment I – Policy Analysis
Attachment II – Policy 2372

**Policy Analysis for
Board of Education Policy 2372
Tobacco**

Statement of Issues or Questions Addressed

Board of Education Policy 2372 is being reviewed to ensure alignment with COMAR regulations, resulting in minor edits.

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

None

Legal Requirements

COMAR 13A.02.03.01, *Scope*

COMAR 13A.02.03.02, *Definitions*

COMAR 13A.02.03.03, *Tobacco Use*

COMAR 13A.02.03.04, *Notification of a Tobacco-Free Environment*

COMAR 13A.02.03.05, *Tobacco-Free Guidelines*

COMAR13A.08.01.08, *Substance Use or Distribution*

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel County Board of Education, Policy GAC, *Drug-, Alcohol-, and Tobacco-Free Work Environments*
2. Frederick County Board of Education, Policy 112, *Drug-Free, Alcohol-Free, and Tobacco-Free Workplace and School System*
3. Harford County Board of Education, Policy 20-00400999, *Use of Tobacco Products*
4. Montgomery County Board of Education, Policy COH-EA, *Tobacco-free School Environment*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

None

Timelines:

First reading: July 13, 2010

Public comment: August 10, 2010

Third reading: September 7, 2010

ADMINISTRATION: Administrative Operations

Conduct: Tobacco

I. PHILOSOPHY

The Board of Education of Baltimore County (BOARD) is committed to providing a T[T]obacco-F[F]ree work environment for its students and employees. Due to the evidence concerning the health effects of tobacco use, smoking, and passive smoke, Baltimore County Public Schools (BCPS) prohibits the sale and use of any form of tobacco in ANY school system PROPERTY AT ANY TIME [owned or leased buildings, grounds, and vehicles at all times (24 hours a day, every day)] regardless of whether or not students are present.

II. IMPLEMENTATION

The Board [Of Education] directs the Superintendent to [maintain a Tobacco-Free environment.] DEVELOP APPROPRIATE RULES AND PROCEDURES TO IMPLEMENT THIS POLICY.

- Legal ReferenceS: [COMAR 13A.02.04.01.--.07]
 COMAR 13A.02.03.01, *Scope*
 COMAR 13A.02.03.02, *Definitions*
 COMAR 13A.02.03.03, *Tobacco Use*
 COMAR 13A.02.03.04, *Notification of a Tobacco-Free Environment*
 COMAR 13A.02.03.05, *Tobacco-Free Guidelines*
 COMAR13A.08.01.08, *Substance Use or Distribution*

Policy
 Adopted: 5/27/93
 Revised: 3/23/04
 REVISED: _____

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 3143 – REGULAR BIWEEKLY PAY**

ORIGINATOR: Joe A. Hairston, Superintendent

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

RECOMMENDATION

That the Board of Education approves the proposed deletion of Policy 3143. This is the third reading.

Attachment I – Policy Analysis
Attachment II – Policy 3143

**Policy Analysis for
Board of Education Policy 3143
Regular Biweekly Pay**

Statement of Issues or Questions Addressed

Board of Education Policy 3143 states the manner in which an employee's regular biweekly pay is calculated. It has been reviewed by the appropriate staff members, and the content is more appropriate as a procedure; therefore, deletion of this policy is recommended.

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

None

Similar Policies Adopted by Other Local School Systems

Although Montgomery County Public Schools' Web site explains how to calculate biweekly pay, (See, "Understanding Your Pay Information" http://www.montgomeryschoolsmd.org/departments/ersc/understanding_pay.shtm), no board policy addresses the calculation method. Note, however, that MCPS Regulation GHD-RA addresses pay scales and calculations for support services employees.

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

No other alternatives were considered.

Timelines:

First reading: July 13, 2010

Public Comment: August 10, 2010

Third reading: September 7, 2010

NON-INSTRUCTIONAL SERVICES: FISCAL SERVICES

PAYROLL MANAGEMENT: Regular Biweekly Pay

The regular biweekly pay is determined in the following manner:

1. The annual salary is divided by 217 for ten-month employees, or by the number of week days (Monday through Friday) from July 1 through June 30 for twelve-month employees, to obtain the daily rate of pay.
2. The daily rate of pay is multiplied by 10 to obtain the normal biweekly pay.

Policy
Adopted: 6/12/75
Revised: 10/27/77
Revised: 7/13/04]

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF
EDUCATION POLICY 4116 – TEACHER EVALUATION**

ORIGINATOR: Joe A. Hairston, Superintendent

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

RECOMMENDATION

That the Board of Education approves the proposed deletion of
Policy 4116. This is the third reading.

Attachment I – Policy Analysis
Attachment II – Policy 4116

**Policy Analysis for
Board of Education Policy 4116
Teacher Evaluation**

Statement of Issues or Questions Addressed

Board of Education Policy 4116 outlines the purposes for teacher evaluations. This policy was adopted in 1968 and has never been revised. This policy is being recommended for deletion and will be replaced with a proposed policy that will apply to all employees.

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 4117, *Administrative and Supervisory Personnel Evaluations*

Board of Education Policy 4235, *Evaluation, General Purpose*

Board of Education Policy 4235.1, *Teacher-Aides*

Legal Requirements

Annotated Code of Maryland, Education Article §4-205, §4-311, §6-202

COMAR 13A.07.04

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel County, Policy Code 801.08, Letter GBH, *Evaluation of Professionally Certificated Personnel*
2. Carroll County, Policy GCOA, *Evaluation of Teachers*
3. Montgomery County, Policy GJB-RA, *Evaluation of Professional Personnel*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

No other alternatives were considered.

Timelines:

First reading: July 13, 2010

Public Comment: August 10, 2010

Third reading: September 7, 2010

PERSONNEL: Professional

Permanent: Teacher Evaluation

The Board of Education recognizes that the teaching process is an extremely complex one and that the appraisal of this process is a difficult and technical function. Nevertheless, because it is universally accepted that good teaching is the most important element in a sound educational program, provision shall be made to conduct appraisals of teacher performance.

Appraisal of teaching service should serve three purposes:

1. To raise the quality of instruction and educational service to the children of our community
2. To raise the standards of the teaching profession as a whole
3. To aid the individual teacher to grow professionally

Evaluation of teacher performance must be a cooperative continuing process designed to improve the quality of instruction. All professional employees are involved in the evaluation process. Teachers share with those who work with them the responsibility for the development and maintenance of professional standards and attitudes regarding the evaluation process.

Therefore, the Board of Education delegates to the professional staff the responsibility of developing, organizing, and implementing a system-wide program for evaluating the instructional process as one means to insure quality control of instruction.

Also see Master Agreement with Teachers Association of Baltimore County, Maryland, Inc.

Legal Reference: Ann. Code of Pub. Gen. Laws of Md. Art. 77
#63 Professional improvement of teachers
#64 Visiting schools and advising with principals

Policy
Adopted: 8/29/68]

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 4117 - ADMINISTRATIVE AND SUPERVISORY PERSONNEL EVALUATIONS**

ORIGINATOR: Joe A. Hairston, Superintendent

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

RECOMMENDATION

That the Board of Education approves the proposed deletion of Policy 4117. This is the third reading.

Attachment I – Policy Analysis
Attachment II – Policy 4117

**Policy Analysis for
Board of Education Policy 4117
Administrative and Supervisory Personnel Evaluations**

Statement of Issues or Questions Addressed

Board of Education Policy 4117 directs the Superintendent to develop and implement an appraisal process for all administrative and supervisory personnel. The policy was adopted in 1973 and has never been revised. This policy is being recommended for deletion and will be replaced with a proposed policy that will apply to all employees.

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 4117, *Administrative and Supervisory Personnel Evaluations*
Board of Education Policy 4235, *Evaluation, General Purpose*
Board of Education Policy 4235.1, *Teacher-Aides*

Legal Requirements

Annotated Code of Maryland, Education Article §4-205, §4-311, §6-202
COMAR 13A.07.04

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel County, Policy Code 801.08, Letter GBH, *Evaluation of Professionally Certificated Personnel*
2. Carroll County, Policy GCOA, *Evaluation of Teachers*
3. Montgomery County, Policy GJB-RA, *Evaluation of Professional Personnel*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

No other alternatives were considered.

Timelines:

First reading: July 13, 2010

Public Comment: August 10, 2010

Third reading: September 7, 2010

PERSONNEL: Professional

Permanent: Administrative and Supervisory Personnel Evaluations

The Superintendent of Schools shall be responsible for the development and implementation of a system for evaluating all administrative and supervisory personnel.

Also see Master Agreement with the Teachers Association of Baltimore County, Maryland, Inc.

Legal ReferenceS: Ann. Code of Pub. Gen. Laws of Md. Art 77 §64 Visiting schools and advising with principals, etc.

Policy
Adopted: 5/10/73]

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 4150 - ABSENCES, LEAVES, VACATION, AND HOLIDAYS**

ORIGINATOR: Joe A. Hairston, Superintendent

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

RECOMMENDATION

That the Board of Education approves the proposed deletion of Policy 4150. This is the third reading.

Attachment I – Policy Analysis
Attachment II – Policy 4150

**Policy Analysis for
Board of Education Policy 4150
Absences, Leaves, Vacations, and Holidays**

Statement of Issues or Questions Addressed

Board of Education Policy 4150 is being recommended for deletion. This policy is specific to professional personnel, and the information is addressed in a proposed new *Absences and Leaves of Absence* Policy (not yet numbered) covering all employees.

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 4153, *Short-Term Leaves*

Board of Education Policy 4154, *Extended Leaves of Absence*

Legal Requirements

Annotated Code of Maryland, Education Article, §4-301, *School Personnel*

Annotated Code of Maryland, Education Article, §6-305, *Sick Pay*

COMAR 13A.02.03.02, *Annual Leave of Staff*

COMAR 13A.07.02.03, *Leave of Absence*

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel Board of Education, Section G, *Personnel*
2. Frederick County Board of Education, Section 303, *Attendance and Absence*
3. Howard County Board of Education, Policy 7110, *Annual Leave for Administrative Personnel*
4. Montgomery County Board of Education, Policy GI, *Leaves and Retirements*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

None

Timelines:

First reading: July 13, 2010

Public Comment: August 10, 2010

Third reading: September 7, 2010

PERSONNEL: Professional

Absences, Leaves, Vacations, and Holidays

All permanent professional employees of the Board of Education shall be eligible for absences, leaves, vacations, and holidays according to the criteria established by policy, administrative rule, and negotiated agreement.

Legal Reference: State Board of Education Bylaw
13.06.02.03 Leave of Absence
13.06.03 Professional Duties

Policy
Adopted: 5/25/78]

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 4153 - SHORT-TERM LEAVES**

ORIGINATOR: Joe A. Hairston, Superintendent

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

RECOMMENDATION

That the Board of Education approves the proposed deletion of Policy 4153. This is the third reading.

Attachment I – Policy Analysis
Attachment II – Policy 4153

**Policy Analysis for
Board of Education Policy 4153
Short-Term Leaves**

Statement of Issues or Questions Addressed

Board of Education Policy 4153 is being recommended for deletion. This policy is specific to professional personnel, and the information is addressed in a proposed new *Absences and Leaves of Absence* Policy (not yet numbered) covering all employees.

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 4154, *Extended Leave of Absence*

Board of Education Policy 4150, *Absences, Leaves, Vacations, and Holidays*

Legal Requirements

Annotated Code of Maryland, Education Article §4-103, *School Personnel*

Annotated Code of Maryland, Education Article, §6-305, *Sick Pay*

COMAR 13A.07.02.03, *Leave of Absence*

Similar Policies Adopted by Other Local School Systems

Frederick County Board of Education, Section 303, *Attendance and Absence*

Montgomery County Board of Education, Policy GI, *Leaves and Retirements*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

None

Timelines:

First reading: July 13, 2010

Public Comment: August 10, 2010

Third reading: September 7, 2010

PERSONNEL: Professional

Absences, Leaves, Vacations, and Holidays: Short-Term Leaves

1. Academic Activities Leave
2. Bereavement Leave
3. Court Related Leave
4. Family Illness Leave
5. Intervisitation
6. Military
7. Special Religious Observance Leave
8. Sick Leave
9. Urgent Personal Business Leave

The policies on these subjects are printed in the Master Agreement with the Teachers' Association of Baltimore County, Maryland, Inc.

Also, see the rule entitled "Definitions" in this section.

Policy
Adopted: 6/10/71]

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 4154 - EXTENDED LEAVES OF ABSENCE**

ORIGINATOR: Joe A. Hairston, Superintendent

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

RECOMMENDATION

That the Board of Education approves the proposed deletion of Policy 4154. This is the third reading.

Attachment I – Policy Analysis
Attachment II – Policy 4154

**Policy Analysis for
Board of Education Policy 4154
Extended Leaves of Absence**

Statement of Issues or Questions Addressed

Board of Education Policy 4154 is being recommended for deletion. This policy is specific to professional personnel, and the information is addressed in the proposed new *Absences and Leaves of Absence* Policy (not yet numbered) covering all employees.

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 4150, *Absences, Leaves, Vacations, and Holidays*

Board of Education Policy 4153, *Short-Term Leaves*

Board of Education Policy 4155, *Absences-Salary Reductions*

Legal Requirements

Annotated Code of Maryland, Education Article §4-103, *School Personnel*

Annotated Code of Maryland, Education Article, §6-305, *Sick Pay*

COMAR 13A.07.02.03, *Leave of Absence*

Similar Policies Adopted by Other Local School Systems

Frederick County Board of Education, Section 303, *Attendance and Absence*

Montgomery County Board of Education, Policy GI, *Leaves and Retirements*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

None

Timelines:

First reading: July 13, 2010

Public Comment: August 10, 2010

Third reading: September 7, 2010

PERSONNEL: Professional

Absences, Leaves, Vacations, and Holidays: Extended Leaves of Absence

The policies on these absences are printed in the Master Agreement with the Teachers Association of Baltimore County, Maryland, Inc.

1. Sabbatical Leave
2. Academic Leave
3. Child Rearing
4. Military Leave
5. Unusual or Imperative Leave
6. Personal Leave

Policy
Adopted: 6/10/71
Revised: 7/1/84]

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 4155 - ABSENCES-SALARY REDUCTIONS**

ORIGINATOR: Joe A. Hairston, Superintendent

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

RECOMMENDATION

That the Board of Education approves the proposed deletion of Policy 4155. This is the third reading.

Attachment I – Policy Analysis
Attachment II – Policy 4155

**Policy Analysis for
Board of Education Policy 4155
Absences-Salary Reductions**

Statement of Issues or Questions Addressed

Board of Education Policy 4155 is being recommended for deletion. This policy is specific to professional personnel, and the information is addressed in the proposed new *Absences and Leaves of Absence* Policy (not yet numbered) covering all employees.

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 4150, *Absences, Leaves, Vacations, and Holidays*

Board of Education Policy 4153, *Short-Term Leaves*

Board of Education Policy 4154, *Extended Leaves of Absences*

Legal Requirements

Annotated Code of Maryland, Education Article §4-103, *School Personnel*

Annotated Code of Maryland, Education Article, §6-305, *Sick Pay*

COMAR 13A.07.03.02, *Attendance and Absence of Certificated Employees*

Similar Policies Adopted by Other Local School Systems

Anne Arundel Board of Education, Policy GAP, *Leaves of Absences Without Pay*

Frederick County Board of Education, Section 303.5, *Time Lost*

Montgomery County Board of Education, Policy GI, *Leaves and Retirements*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

None

Timelines:

First reading: July 13, 2010

Public Comment: August 10, 2010

Third reading: September 7, 2010

PERSONNEL: Professional

Absences, Leaves, Vacations, and Holidays: Absences - Salary Reductions

1. For absence from duty without good and sufficient reason accepted by the Board of Education, the employee forfeits salary for the time lost. Salary reductions for absences covered are made only in the event an employee has exceeded his/her permitted, earned and/or anticipated days.
2. Reductions for absences are made on the check for the pay period following the absences with exceptions listed:
 - a. In separating employees, every effort will be made to have reductions for the final period of employment made from the check for that period. All absences during the final period of employment must be reported immediately to the Office of Payroll.
 - b. If paid sick leave days are exhausted during a pay period, reductions for the necessary number of unpaid sick leave days will be made. The appropriate administrator will inform the Office of Payroll of such absences.
 - c. For ten-month employees, reductions for the entire month of June will be made from the final check of the school year.
3. Employees absent from duty forfeit pay for those days at the rate of one-tenth per normal biweekly pay for each day absent except for reasons listed in these policies.
4. A reduction for a fractional part of a day's absence will be determined to the nearest tenth by dividing the time lost by the time of a normal day.

Also see Master Agreement with the Teachers Association of Baltimore County, Maryland, Inc.

Policy

Board of Education of Baltimore County

Adopted: 6/12/75

Revised: 10/27/77]

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 4210 - GENERAL**

ORIGINATOR: Joe A. Hairston, Superintendent

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

RECOMMENDATION

That the Board of Education approves the proposed deletion of Policy 4210. This is the third reading.

Attachment I – Policy Analysis
Attachment II – Policy 4210

**Policy Analysis for
Board of Education Policy 4210
Classified**

Statement of Issues or Questions Addressed:

Board of Education Policy 4210 is being recommended for deletion. This policy's subject matter is addressed in Board of Education Policy 4100, *Professional*.

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 4100, *Professional*.

Legal Requirements:

Annotated Code of Maryland, Education Article, §6-201, Appointment, tenure, and qualifications

Similar Policies Adopted By Other School Systems:

None.

Draft of Proposed Policy

Attached.

Other Alternatives Considered By Staff:

None.

Timelines:

First reading: July 13, 2010

Public Comment: August 10, 2010

Third reading: September 7, 2010

PERSONNEL: Classified

General

The personnel policies of a school system are an essential part of the program of public education in a community. The philosophy of a school system and the community is generally reflected in these policies.

Through its personnel policies, the Board of Education wishes to establish conditions which will attract and retain the highest qualified personnel who will devote themselves to the task of maintaining and improving the school system.

Policy development must be approached with attitudes of mutual faith and good will. Cooperation and participation of the employee associations, administration, and the Board of Education are essentials in the formulation of personnel policies. If the predominant values and standards are based upon a democratic philosophy, the personnel policies and procedures will add to the dignity of each individual.

Provisions for the implementation of adopted personnel policies should include channels of communication and procedures for the handling of professional and ethical problems, through which all persons or groups affected may voice their opinions.

To keep its personnel policies, and the corresponding administrative regulations, in the highest state of effectiveness to achieve the above purposes, the Superintendent of Schools is directed to establish the procedures needed.

A major objective of the Board is to make effective provisions to establish equitable and uniform procedures relative to employees in the classified service, to assign such personnel to jobs based upon merit and ability, and to foster and develop career service.

Specifically exempted from the provisions of this section of the policy manual are teachers and executive, administrative and professional personnel such as defined under the Fair Labor Standards Act of 1938, as amended. This statement shall not be construed to preclude the application of these procedures in part or in total to exempt employees providing said application is consistent with existing policies, practices, and procedures pertaining to exempt employees.

Policy
Adopted: 8/29/68]

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF
EDUCATION POLICY 4214 - EMPLOYEE FILES**

ORIGINATOR: Joe A. Hairston, Superintendent

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

RECOMMENDATION

That the Board of Education approves the proposed deletion of
Policy 4214. This is the third reading.

Attachment I – Policy Analysis
Attachment II – Policy 4214

**Policy Analysis for
Board of Education Policy 4214
Employee Files**

Statement of Issues or Questions Addressed:

Board of Education Policy 4214 is being recommended for deletion. This policy's subject matter is addressed in the Board's Master Agreements.

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 §2-205 (c), *Powers and Duties*
COMAR 13A.08.02.01 through .31

Similar Policies Adopted By Other School Systems:

1. Anne Arundel County Public Schools, Policy 800.02, *Personnel Records*
2. Howard County Public Schools, Policy 800.02, *Personnel Records*

Draft of Proposed Policy

Attached.

Other Alternatives Considered By Staff:

None.

Timelines:

First reading: July 13, 2010

Public Comment: August 10, 2010

Third reading: September 7, 2010

PERSONNEL: Classified

General: Employee Files

Upon written request, each employee shall have the right to review, at a time mutually convenient, the contents of the personnel file in the central office, excepting, however, any confidential references. At the employee's request, a witness of his/her choice may accompany the employee in such a review. The review shall be made in the presence of the administrator responsible for the safekeeping of such files.

Facilities shall be available for the employee to make photostatic copies of such contents and records as concern his/her work or himself/herself, except in circumstances beyond the control of the administrator.

An employee shall have the right to answer in writing any complaints filed in the personal files, and the employee's answers shall be attached to the complaint and reviewed by the Superintendent of Schools or designated representative.

Material of a negative nature should not be placed in any employee's file without the employee's knowledge.

Policy
Adopted: 6/22/72]

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 4222 – PROBATION**

ORIGINATOR: Joe A. Hairston, Superintendent

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

RECOMMENDATION

That the Board of Education approves the proposed deletion of Policy 4222. This is the third reading.

Attachment I – Policy Analysis
Attachment II – Policy 4222

**Policy Analysis for
Board of Education Policy 4222
Probation**

Statement of Issues or Questions Addressed:

Board of Education Policy 4222 is being recommended for deletion. The policy addresses the probationary period, a subject of collective bargaining, which is currently covered in the BACE and AFSCME Master Agreements.

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:

None.

Similar Policies Adopted By Other School Systems:

1. Anne Arundel County Board of Education, Policy 802.05, *Classified Staff- Probation*

Draft of Proposed Policy

Attached.

Other Alternatives Considered By Staff:

None.

Timelines:

First reading: July 13, 2010

Public Comment: August 10, 2010

Third reading: September 7, 2010

PERSONNEL: Classified

Employment: Probation

All appointments to the jobs in the classified service shall be for a probationary period of three (3) calendar months. During the probationary period, an employee may be terminated from employment at any time without right of appeal. In any terminal action involving an employee serving a probationary period, the appropriate division head, where practical, shall give the employee two (2) weeks' notice of the pending separation. An employee who is reinstated in the same job in which he/she had previously served a satisfactory probation shall not be subject to a new probationary period. The two (2) weeks' notice of termination shall not apply in cases of summary discharge for cause.

Should an employee who has successfully completed the probationary period in a given job classification be reassigned to a job in which he/she has not served a satisfactory probationary period, he/she shall be placed on probationary status for a period of three (3) months. Should the performance in the new position fail to meet acceptable standards for the classification, the employee shall revert to the former classification and pay status.

Should the appropriate administrator feel that the evaluation process as outlined above has not been conclusive during the stipulated three (3) month period, he/she may extend the probationary period to six (6) months by so notifying the employee prior to the expiration of the original period.

Policy
Adopted: 6/22/72]

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 4235 – STATUS CHANGE, EVALUATION, GENERAL**

ORIGINATOR: Joe A. Hairston, Superintendent

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

RECOMMENDATION

That the Board of Education approves the proposed deletion of Policy 4235. This is the third reading.

Attachment I – Policy Analysis
Attachment II – Policy 4235

**Policy Analysis for
Board of Education Policy 4235
Status Change: Evaluation, General**

Statement of Issues or Questions Addressed

Board of Education Policy 4235 delegates to the supervisory staff the responsibility of evaluating the effectiveness of all classified personnel. The policy was adopted in 1975 and has never been revised. This policy is being recommended for deletion and will be replaced with a proposed policy that will apply to all employees.

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 4117, *Administrative and Supervisory Personnel Evaluations*
Board of Education Policy 4235, *Evaluation, General Purpose*
Board of Education Policy 4235.1, *Teacher-Aides*

Legal Requirements

Annotated Code of Maryland, Education Article §4-205, §4-311, §6-202
COMAR 13A.07.04

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel County, Policy Code 801.08, Letter GBH, *Evaluation of Professionally Certificated Personnel*
2. Carroll County, Policy GCOA, *Evaluation of Teachers*
3. Montgomery County, Policy GJB-RA, *Evaluation of Professional Personnel*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

No other alternatives were considered.

Timelines:

First reading: July 13, 2010

Public Comment: August 10, 2010

Third reading: September 7, 2010

PERSONNEL: Classified

Status Change: Evaluation, General

The Board of Education subscribes to the principle of personnel administration that an employee has a right to know how he/she is progressing in his/her present position. Only then can he/she be recognized for his/her performance or encouraged to improve. Since important personnel actions including promotion, discipline or discharge are contingent upon the quality of prior evaluations, the function of evaluations must produce an accurate reflection of the employee's worth and contribution to the system.

The Board of Education delegated to the supervisory staff the responsibility of evaluating the effectiveness of all classified personnel as a means to insure quality control and apprisement of results to all employees.

Policy

Board of Education of Baltimore County

Adopted: 12/11/75]

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 4235.1 – STATUS CHANGE, EVALUATION, TEACHER-AIDES**

ORIGINATOR: Joe A. Hairston, Superintendent

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

RECOMMENDATION

That the Board of Education approves the proposed deletion of Policy 4235.1. This is the third reading.

Attachment I – Policy Analysis
Attachment II – Policy 4235.1

**Policy Analysis for
Board of Education Policy 4235.1
Status Change: Evaluation, Teacher Aides**

Statement of Issues or Questions Addressed

Board of Education Policy 4235.1 provides general guidelines for the evaluation of paraeducators, formerly referred to as teacher aides. The policy was adopted in 1972 and has never been revised. This policy is being recommended for deletion and will be replaced with a proposed policy that will apply to all employees. Additionally, language in this policy is obsolete.

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 4117, *Administrative and Supervisory Personnel Evaluations*
Board of Education Policy 4235, *Evaluation, General Purpose*
Board of Education Policy 4235.1, *Teacher-Aides*

Legal Requirements

Annotated Code of Maryland, Education Article §4-205, §4-311, §6-202
COMAR 13A.07.04

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel County, Policy Code 801.08, Letter GBH, *Evaluation of Professionally Certificated Personnel*
2. Carroll County, Policy GCOA, *Evaluation of Teachers*
3. Montgomery County, Policy GJB-RA, *Evaluation of Professional Personnel*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

No other alternatives were considered.

Timelines:

First reading: July 13, 2010

Public Comment: August 10, 2010

Third reading: September 7, 2010

PERSONNEL: Classified

Status Change: Evaluation, Teacher Aides

An appraisal of teacher aides in relation to the service they perform should be made with the same philosophy held for evaluating teachers. This evaluation should be made on appropriate forms at least once a year by the school administrator. Aides assigned to more than one (1) school will be evaluated by at least the home school principal.

Each aide shall be given his/her evaluation and shall have the opportunity to discuss such a report with the evaluators. Any unusual circumstances or conditions which may have an effect on the aide's performance shall be recorded on the evaluation report.

Policy
Adopted: 5/11/72]

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 4270 - ABSENCES**

ORIGINATOR: Joe A. Hairston, Superintendent

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

RECOMMENDATION

That the Board of Education approves the proposed deletion of Policy 4270. This is the third reading.

Attachment I – Policy Analysis
Attachment II – Policy 4270

**Policy Analysis for
Board of Education Policy 4270
Absences**

Statement of Issues or Questions Addressed

Board of Education Policy 4270 contains language covered by bargaining unit agreements and is recommended for deletion. Information not covered in the agreements will be included in the new proposed policy, *Absence and Leaves of Absence*.

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 4153, *Short-Term Leaves*

Legal Requirements

Annotated Code of Maryland, Education Article §4-103, *School Personnel*

Annotated Code of Maryland, Education Article §6-305, *Sick Pay*

COMAR 13A.07.02.03, *Leave of Absence*

Similar Policies Adopted by Other Local School Systems

Frederick County Board of Education, Section 303, *Attendance and Absence*

Montgomery County Board of Education, Policy GI, *Leaves and Retirements*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

None

Timelines:

First reading: July 13, 2010

Public Comment: August 10, 2010

Third reading: September 7, 2010

PERSONNEL: Classified

Absences

1. Academic Purposes

One day shall be allowed for an employee to attend his/her own college commencement. The absence will be charged to urgent personal business leave.

One day shall be allowed for employees to appear for examinations for advanced degrees or professional licenses related to their employment. The absence will be charged to urgent business leave.

2. Personal Illness

Employees may be absent without loss of pay, within the stated limits, for personal illness or physical incapacity. Absence shall be charged to sick leave.

3. Family Illness

Under emergency conditions, and employee may be absent without loss of pay for a total of four duty days per fiscal year for illness in the immediate family. The absence shall be charged to sick leave and is cumulative to a maximum of eight days.

4. Bereavement

Four consecutive calendar days, beginning with the day of death, or the first day after death, are allowed if the death is in the immediate family. Special considerations shall be given for allowing an additional day in those instances of delay of the funeral or of the need to travel excessive distances.

If further days are needed, those days will be charged to urgent personal business.

One (1) workday shall be allowed to attend a funeral of a close relative. Absence shall not be charged to sick leave. Permanent, full time supervisory/technical employees will be allowed one additional day in those instances of delay of funeral or when required by the tenets of religious denomination.

5. Legal Commitments and Transactions

An employee may be absent without loss of pay to serve on a jury. In the event that compensation is received for this duty, the employee will receive his/her regular salary less said compensation.

An employee who is issued a summons from a legally established court may be absent without loss of pay unless he/she is a defendant in court proceedings. If such employee defendant is found “not guilty” by the court, he/she shall be paid retroactively from the time lost because of the summons.

6. Religious Observation

Employees will be permitted a total of five (5) days annually for religious holidays and personal business; however, no more than three (3) days may be used for personal business. Once three (3) days are used for personal business and or religious holidays, the unused additional two (2) work days may not be accumulated as sick leave. In determining these holidays, the Superintendent of Schools will request recommendations from appropriate religious authorities.

7. Urgent Personal Business

Each employee shall be entitled to a maximum of three (3) days per year of urgent business which cannot be scheduled during non-working hours. A personal leave day may not be taken immediately preceding or following a holiday, except with specific authorization by the appropriate administrator. Personal business leave shall not be used for group activities. The absence shall not be charged to sick leave. Unused personal business leave shall be cumulative as sick leave.

8. Emergency Closing

When it is determined by the Superintendent of Schools that a general emergency situation exists or is impending (e.g., snowstorm, hurricane, civil disturbance, epidemic, power failure, etc.) and when he/she deems it is in the best interest of the safety, health, or general welfare of students and employees, he/she may authorize the emergency closing of any or all facilities depending upon the nature and severity of the emergency.

At such time as their school or schools are closed, bus drivers, attendants, and school-based cafeteria workers are not to report to work. Such employees will have three (3) inclement weather days available annually on a prorated basis to be used in when inclement weather causes schools not to be in session. The number of personal business days for bus drivers, attendants, and school-based cafeteria workers will be reduced to one per year; however, if schools are closed less than three (3) days because of inclement weather, one of the days may be accumulated as sick leave. Should it become necessary to utilize a holiday or extend the school year to meet statutory requirements, such employees shall be expected to report to work with compensation calculated at their regular straight time hourly wages for hours worked.

Unless it is specifically announced that “all Baltimore County Public Schools and Board of Education offices are closed,” all employees except bus drivers and cafeteria workers are to make every effort to report to work. For absences directly related to the emergency situation, salary deductions should be made, unless the employee shall elect to repay this absence through the utilization of personal business, accrued vacation, or floating holidays. If schools have been closed because of emergency situations and a holiday must be utilized to fulfill the mandatory number of school days, employees shall be granted compensatory time.

At such time as it is announced that “all Baltimore County Public Schools and Board of Education offices are closed,” no employees except chief custodians or their designees, groundsmen and other specifically indicated personnel are to report to work. Persons who are required to report shall receive pay or compensatory time on a time-and-one-half basis for hours worked. For absences directly attributed to the emergency, no deductions shall be made.

Nothing in this policy shall be construed to affect absences not directly attributed to the emergency. Where absences are due to vacations, formal leave, sickened, or other functions not related to the emergency, policy governing the specific absence shall apply.

System closing will normally be announced prior to the beginning of the first shift and will become effective as of the beginning of the first shift, and unless specifically announced to contrary, will continue through all shifts scheduled to begin prior to midnight on the date on which the announcement is made.

Should it become necessary to effect an early system closing (i.e., to close the system after the commencement of one or more shifts), deductions for absences due to the emergency will terminate as of the effective time of the closing, and persons required to continue their assigned duties through the emergency period will receive compensation for hours worked after formal closing, as indicated above.

Policy
Adopted: 8/29/68
Revised: 3/25/82
Revised: 4/28/83
Revised: 2/9/84
Revised: 10/5/89]

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED NEW BOARD OF
EDUCATION POLICY 4300 - EVALUATIONS**

ORIGINATOR: Joe A. Hairston, Superintendent

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

RECOMMENDATION

That the Board of Education reviews the proposed new Policy 4300. This is the third reading.

Attachment I – Policy Analysis
Attachment II – Policy 4300

**Policy Analysis for
New Board of Education Policy 4300
Evaluations**

Statement of Issues or Questions Addressed

This new Board of Education Policy reiterates the Board's focus on the importance of employee evaluations. The new policy replaces Policies 4116, 4117, 4235, and 4235.1.

Cost Analysis and Fiscal Impact on School System

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

Relationship to Other Board of Education Policies

None

Legal Requirements

Annotated Code of Maryland, Education Article, §4-205, Powers and Duties of County Superintendent

Annotated Code of Maryland, Education Article §4-311, Personnel

Annotated Code of Maryland, Education Article §6-202, Suspension or Dismissal of Teachers, Principals, and Other Professional Personnel

COMAR 13A.07.04, Evaluation of Professional Certificated Personnel

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel County Public Schools, Policy GBH, *Evaluation and Rating – Teachers*
2. Anne Arundel County Public Schools, Policy GBI, *Evaluation and Rating – Principals*
3. Carroll County Public Schools, Policy GCOA, *Evaluation of Teachers*
4. Montgomery County Public Schools, Policy GJ, *Evaluation, Tenure, Suspension and Dismissal*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

No other alternatives were considered.

Timelines:

First reading: July 13, 2010

Public Comment: August 10, 2010

Third reading: September 7, 2010

PERSONNEL: EVALUATIONS

EVALUATIONS

I. PHILOSOPHY

THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) REQUIRES THE EVALUATION OF EMPLOYEE JOB PERFORMANCE. EMPLOYEE EVALUATION IS AN IMPORTANT FUNCTION OF ADMINISTRATORS, MANAGERS, AND SUPERVISORS. THESE EVALUATIONS ARE INTEGRAL IN ENSURING THAT BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) MEETS ITS ORGANIZATIONAL MISSION AND EFFECTIVELY MANAGES ITS WORKFORCE TOWARD CONTINUOUS IMPROVEMENT AND APPROPRIATE PROFESSIONAL DEVELOPMENT.

II. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO DEVELOP AND IMPLEMENT A SYSTEMWIDE PROGRAM FOR EVALUATING THE JOB PERFORMANCE OF ALL EMPLOYEES. ABSENT ANY APPLICABLE COLLECTIVE BARGAINING PROVISION(S), ADMINISTRATIVE AND SUPERVISORY STAFF SHOULD BE EVALUATED ANNUALLY.

LEGAL REFERENCES: *ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE, §4-205, POWERS AND DUTIES OF COUNTY SUPERINTENDENT*
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §4-311, PERSONNEL
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §6-202, SUSPENSION OR DISMISSAL OF TEACHERS, PRINCIPALS, AND OTHER PROFESSIONAL PERSONNEL
COMAR 13A.07.04, EVALUATION OF PROFESSIONAL CERTIFICATED PERSONNEL

POLICY
ADOPTED: _____

BOARD OF EDUCATION OF BALTIMORE COUNTY

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED NEW BOARD OF EDUCATION POLICY 4400 – ABSENCES AND LEAVES**

ORIGINATOR: Joe A. Hairston, Superintendent

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

RECOMMENDATION

That the Board of Education approves the proposed new Policy 4400. This is the third reading.

Attachment I – Policy Analysis
Attachment II – Policy 4400

**Policy Analysis for
New Board of Education Policy 4400
Absences and Leaves**

Statement of Issues or Questions Addressed

It is being recommended that a new Absence and Leave of Absence policy be reviewed and approved. This new policy will address information related to absences and leaves of absence not addressed in the bargaining unit agreements. The policy will also be applicable to all employees.

Cost Analysis and Fiscal Impact on School System

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

Relationship to Other Board of Education Policies

Board of Education Policy 4280, *Leaves, Holidays, and Vacations*

Legal Requirements

Annotated Code of Maryland, Education Article, §4-103, School Personnel

Annotated Code of Maryland, Education Article, §6-305, Sick Pay

COMAR 13A 01.03.02, *Personnel Policies*

COMAR 13A 02.03.02, *Annual Leave of Staff*

COMAR 13A 07.02.03, *Leave of Absence*

COMAR 13A.07.03.02, *Attendance and Absence of Certificated Employees*

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel Board of Education, Policy Codes 800-12 to -23, *Leaves*
2. Howard County Board of Education, Policy 7110, *Annual Leave for Administrative Personnel*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

None

Timelines:

First reading: July 13, 2010

Public Comment: August 10, 2010

Third reading: September 7, 2010

PERSONNEL: COMPENSATION, BENEFITS AND RETIREMENT

ABSENCES AND LEAVES

I. PHILOSOPHY

THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) BELIEVES THAT REGULAR ATTENDANCE AT WORK HAS A PROFOUND AND POSITIVE EFFECT ON STUDENT ACHIEVEMENT, ON THE MAINTENANCE OF A SAFE AND ORDERLY LEARNING ENVIRONMENT, AND ON THE EFFECTIVE AND EFFICIENT OPERATION OF THE SCHOOL SYSTEM. THEREFORE, IT IS ESSENTIAL THAT EMPLOYEE ABSENCES AND LEAVES OF ABSENCE ARE MANAGED AND MONITORED APPROPRIATELY.

II. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO DEVELOP APPROPRIATE RULES AND PROCEDURES TO IMPLEMENT THIS POLICY.

LEGAL REFERENCES: COMAR 13A 01.03.02, *PERSONNEL POLICIES*
COMAR 13A 02.03.02, *ANNUAL LEAVE OF STAFF*
COMAR 13A 07.02.03, *LEAVE OF ABSENCE*
COMAR 13A.07.03.02, *ATTENDANCE AND ABSENCE OF CERTIFICATED EMPLOYEES*

POLICY
ADOPTED: _____

BOARD OF EDUCATION OF BALTIMORE COUNTY

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 5240 – LEAVING SCHOOL PRIOR TO GRADUATION**

ORIGINATOR: Michele Prumo, Chief of Staff

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

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 5240. This is the third reading.

Attachment I – Policy Analysis
Attachment II – Policy 5240

**Policy Analysis for
Board of Education Policy 5240
Leaving School Prior to Graduation**

Statement of Issues or Questions Addressed

Board of Education Policy 5240 has been updated to comply with COMAR revisions.

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

None

Legal Requirements

*Annotated Code of Maryland, Education Article, §7-301, Compulsory Attendance
COMAR 13A.08.01.07, Student Withdrawal Status*

Similar Policies Adopted by Other Local School Systems

None

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

The policy was revised to align with current law.

Timelines:

First reading: July 13, 2010

Public Comment: August 10, 2010

Third reading: September 7, 2010

STUDENTS: Promotion and Retention

[Withdraw from School] LEAVING SCHOOL PRIOR TO GRADUATION

I. PHILOSOPHY

- A. THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) EXPECTS ALL STUDENTS TO GRADUATE FROM HIGH SCHOOL. BALTIMORE COUNTY PUBLIC SCHOOLS' (BCPS) STAFF SHOULD INTERVIEW students who INTEND TO WITHDRAW AND THEIR PARENTS OR GUARDIANS TO ENCOURAGE STUDENTS TO REMAIN ENROLLED IN SCHOOL OR TO ENROLL IN AN ALTERNATIVE SCHOOL PROGRAM. [indicate an intention to withdraw from school prior to graduation shall be counseled about the gravity of the decision and encouraged to remain in school.] Students who [do] withdraw should be assisted in [making plans to complete high school work through] ACCESSING alternative programs.

LEGAL REFERENCES: *ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE, §7-301, COMPULSORY ATTENDANCE*
COMAR 13A.08.01.07, STUDENT WITHDRAWAL STATUS

Policy
Approved: 7/12/84
REVISED: _____

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 5420 – HEALTH SERVICES**

ORIGINATOR: Michele Prumo, Chief of Staff

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

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 5420. This is the third reading.

Attachment I – Policy Analysis
Attachment II – Policy 5420

**Policy Analysis for
Board of Education Policy 5420
Health Services**

Statement of Issues or Questions Addressed

Board of Education Policy 5420 was last revised in 1984. The policy is being revised to reflect the current program activities.

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 5470, *Wellness*

Legal Requirements

Annotated Code of Maryland, Education Article §7-401, School Health Program

Annotated Code of Maryland, Education Article §7-402, Physical Examinations

Annotated Code of Maryland, Education Article §7-403, Immunizations

Annotated Code of Maryland, Education Article §7-404, Hearing and Vision Screening Tests

Annotated Code of Maryland, Education Article §7-421, Use of Asthma Drugs and Related Medication

Annotated Code of Maryland, Education Article §7-425, Automated External Defibrillator Programs

Annotated Code of Maryland, Education Article §7-426, Guidelines for Student Emergency Medical Care

Annotated Code of Maryland, Education Article §7-426, Children with Anaphylactic Allergies

COMAR 13A.05.05.05-15, *School Health Services Standards*

COMAR 13A.10.06.01, *Communicable Diseases*

COMAR 13A.10.06.04, *Immunizations*

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel County Board of Education Policy 904, *Healthful School Environment*,
2. Anne Arundel County Board of Education Policy 904.03, *Administering Medicines to Students*
3. Anne Arundel County Board of Education Policy 904.06, *Immunization Requirements for Students*
4. Carroll County Board of Education Policy EFE, *Comprehensive School Health Program*
5. Carroll County Board of Education Policy EA, *Communicable Disease*
6. Carroll County Board of Education Policy JLCE, *First Aid and Health Care*
7. Harford County Board of Education Policy 02-0024, *Immunization Requirements to Attend School*
8. Harford County Board of Education Policy 02-0025, *Physical Examination*
9. Harford County Board of Education Policy 08-0003, *Communicable Diseases, Infestations and Other Health Emergencies*

10. Harford County Board of Education Policy 20-0037, *School Wellness*
11. Howard County Board of Education Policy 5100, *School Health Services*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

No other alternatives were considered.

Timelines:

First reading: July 13, 2010

Public Comment: August 10, 2010

Third reading: September 7, 2010

STUDENTS: Services to Students

Health Services

[The primary objective of the health services program is to strengthen the educational process for children and youth by assisting them to improve or adapt to their health status. Based on the growth and developmental process of children, school health personnel, interacting with students, parents, teachers, and health care providers in the community, promote positive health practices that enhance students' abilities to cope with personal and social changes.

The professional school nurse functions as coordinator of this program in the local school. Within the framework of an educational institution, the nurse focuses upon the goals of promoting health for the total school community.

The objectives of the health services program are realized through a continuous appraisal and referral program, nursing assessment, health counseling, and health education. The program helps to assure that all children are able to obtain maximum benefit from their educational experience regardless of the presence of a remedial physical or emotional problem or disorder

Also see policy and rule, "Students Records," in this series.

Also see handbook, Pupil Services Procedures.]

I. PHILOSOPHY

BALTIMORE COUNTY PUBLIC SCHOOLS' (BCPS) HEALTH SERVICES PROGRAM SUPPORTS ACHIEVEMENT FOR ALL STUDENTS. THE HEALTH SERVICES PROGRAM PROVIDES SERVICES AND EDUCATION TO ADDRESS ACUTE AND CHRONIC HEALTH CONCERNS AND PROMOTES A HEALTHY SCHOOL ENVIRONMENT. THE PROGRAM IS ADMINISTERED BY BCPS IN COLLABORATION WITH THE BALTIMORE COUNTY DEPARTMENT OF HEALTH.

II. IMPLEMENTATION

A REGISTERED NURSE SHALL SERVE AS THE SCHOOL NURSE AND OVERSEE THE HEALTH SERVICES PROGRAM IN EACH SCHOOL. THE SCHOOL NURSE PROVIDES SERVICES AND EDUCATION TO ENSURE A SAFE AND HEALTHY SCHOOL ENVIRONMENT FOR ALL STUDENTS. THE SCHOOL NURSE ADDRESSES HEALTH CONCERNS THAT IMPACT STUDENT ATTENDANCE, CLASSROOM ACHIEVEMENT, AND GRADUATION.

RELATED POLICY: BOARD OF EDUCATION POLICY 5470, *WELLNESS*

Legal ReferenceS: *Annotated Code of Maryland*, Education Article §7-401, *School Health Program*
Annotated Code of Maryland, Education Article §7-402, *PHYSICAL EXAMINATIONS*
Annotated Code of Maryland, Education Article §7-403, *IMMUNIZATIONS*
Annotated Code of Maryland, Education Article §7-404, *HEARING AND VISIONS SCREENING TESTS*
Annotated Code of Maryland, Education Article §7-421, *USE OF ASTHMA DRUGS AND RELATED MEDICATION*
Annotated Code of Maryland, Education Article §7-425, *AUTOMATED EXTERNAL DEFIBRILLATOR PROGRAMS*
Annotated Code of Maryland, Education Article §7-426, *GUIDELINES FOR STUDENT EMERGENCY MEDICAL CARE*
Annotated Code of Maryland, Education Article §7-426, *CHILDREN WITH ANAPHYLACTIC ALLERGIES*
COMAR 13A.05.05.05-15, *SCHOOL HEALTH SERVICES STANDARDS*
COMAR 13A.10.06.01, *COMMUNICABLE DISEASES*
COMAR 13A.10.06.04, *IMMUNIZATIONS*

Policy
Adopted: 11/21/68
Revised: 7/12/84
REVISED: _____

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 5430 - PSYCHOLOGICAL SERVICES**

ORIGINATOR: Michele Prumo, Chief of Staff

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

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 5430. This is the third reading.

Attachment I – Policy Analysis
Attachment II – Policy 5430

**Policy Analysis for
Board of Education Policy 5430
Psychological Services**

Statement of Issues or Questions Addressed

Board of Education Policy 5430 is being recommended for revision to describe the current psychological services program.

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

None

Legal Requirements

20 U.S.C. §1400 et seq., *Individuals with Disabilities Education Act*
COMAR 13A.05.05.04, *School Psychology Program*

Similar Policies Adopted by Other Local School Systems

1. Montgomery County Board of Education, Policy JHE-RA, *Psychological Assessment*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

None applicable

Timelines:

First reading: July 13, 2010

Public comment: August 10, 2010

Third reading: September 7, 2010

STUDENTS: Services to Students

Psychological Services

[Psychological services are available for all students of the Baltimore County Public Schools on an as-needed basis. Because of a variety of learning styles in students, some students often show a need for special consideration. When such is the case, the student is studied more intensely to determine how his/her educational needs can be met. This process has two main phases, evaluation and intervention.

Psychological evaluation of the student is a process which is designed to determine the student's educational needs through historical and current assessment. The intensity of this process varies with the needs of the student in each case. The student's behavior is considered in the light of the total environment (home, school, community) in which he/she participates. The level of intensity may be that of a screening or an intensive psychological examination depending on the student's needs. The end product of such an evaluation is a jointly planned program of special assistance that is tailor-made to the student's needs.

Psychological intervention services might be described as services which a student receives in addition to the usual program of education. Psychological intervention services can be facilitated through those who are directly responsible to the student (teachers, administrators, parents) or provided directly by the psychologist. When the Office of Psychological Services "intervenes" it is through two possible channels: (1) consultative (indirect) or (2) direct service. In the case of consultation, after an evaluative review of the student's needs is made, recommendations are given through either a formal psychological report, case conferences, parent conferences, or any combination thereof. In the case of direct services, intervention takes place through parent counseling, student therapeutic counseling, or possibly both.

Also see the handbook, Pupil Services Procedures.]

I. PHILOSOPHY

THE SCHOOL SYSTEM'S PSYCHOLOGICAL SERVICES PROGRAM PROVIDES SERVICES TO ADDRESS THE LEARNING, BEHAVIORAL, AND MENTAL HEALTH NEEDS OF ALL STUDENTS, INCLUDING STUDENTS WITH TARGETED AND INTENSIVE NEEDS, TO SUPPORT STUDENT ACHIEVEMENT AND SAFE AND ORDERLY LEARNING ENVIRONMENTS.

II. IMPLEMENTATION

THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) DIRECTS THE SUPERINTENDENT TO DEVELOP APPROPRIATE RULES AND PROCEDURES TO IMPLEMENT THIS POLICY.

LEGAL REFERENCES: 20 U.S.C. §1400, ET SEQ., *INDIVIDUALS WITH DISABILITIES EDUCATION ACT*
COMAR 13A.05.05.04, *SCHOOL PSYCHOLOGY PROGRAM*

Policy
Adopted: 4/10/69
Revised: 7/12/84
REVISED: _____

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 5500 – STUDENTS: CONDUCT**

ORIGINATOR: Michele Prumo, Chief of Staff

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

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 5500. This is the third reading.

Attachment I – Policy Analysis
Attachment II – Policy 5500

**Policy Analysis for
Board of Education Policy 5500
Students: Conduct**

Statement of Issues or Questions Addressed

Baltimore County Public Schools' Board of Education Policy 5500 is being recommended for revision to align it with other policies within the 5500 series and with State law and regulation. These revisions include Policies 5510, 5520, 5530, 5540, 5550, 5560, 5561, 5570, 5580, and 5590.

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 5510, *Positive Behavior*

Board of Education Policy 5520, *Dress*

Board of Education Policy 5530, *Tobacco*

Board of Education Policy 5540, *Alcoholic Beverages And Drugs*

Board of Education Policy 5550, *Disruptive Behavior*

Board of Education Policy 5560, *Suspensions, Assignment to Alternative Programs, or Expulsions*

Board of Education Policy 5561, *School Use of Reportable Offenses*

Board of Education Policy 5570, *Student to Student Sexual Harassment*

Board of Education Policy 5580, *Bullying, Harassment, or Intimidation*

Board of Education Policy 5590, *Students' Expressions*

Board of Education Policy 5600, *Students' Rights and Responsibilities*

Legal Requirements

Annotated Code of Maryland, Education Article §7-305, *Suspension and Expulsion*

Annotated Code of Maryland, Education Article §7-306, *Corporal Punishment; State Code of Discipline*

Annotated Code of Maryland, Education Article §26-101, *Disturbing Activities at School or College; Molesting or Threatening Students*

Annotated Code of Maryland, Education Article §26-102, *Trespass on the Grounds of a Public Institution of Elementary, Secondary, or High Education*

COMAR 13A.08.01.11, *Disciplinary Action*

COMAR 13A.08.01.15, *Reporting Delinquent Acts*

COMAR 13A.08.01.17, *School Use of Reportable Offenses*

Similar Policies Adopted by Other Local School Systems

1. Howard County Board of Education, Policy 9200, *Discipline; Also Student Code of Conduct*
2. Howard County Board of Education, Policy 9200 – PR, *Discipline; Also Student Code of Conduct (Implementation Procedures)*
3. Montgomery County Board of Education, Policy JGA, *Student Discipline*
4. Montgomery County Board of Education Policy, JGA-EA, *Disciplinary Action (State Law)*
5. Montgomery County Board of Education Policy, JGA-EB, *Suspension and Expulsion (State Law)*
6. Montgomery County Board of Education Policy, JGA-RA, *Classroom Management and Student Behavior Interventions*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

The policy was revised to align all other policies in the 5500 series on students conduct in school.

Timelines:

First reading: July 13, 2010

Public Comment: August 10, 2010

Third reading: September 7, 2010

STUDENTS: Conduct

[Students in our schools are expected to act in such fashion that their behavior shall reflect favorably on the individual student and on the school, show consideration for fellow students, and create a harmonious school atmosphere. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations.]

I. PHILOSOPHY

THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) EXPECTS ALL BALTIMORE COUNTY PUBLIC SCHOOLS' (BCPS) STUDENTS TO PUT FORTH THEIR BEST EFFORTS DURING THE EDUCATIONAL PROCESS. TO ACCOMPLISH THIS, STUDENTS MUST RECOGNIZE THEIR INDIVIDUAL RESPONSIBILITIES AND THEY MUST BEHAVE IN ACCORDANCE WITH THE BALTIMORE COUNTY PUBLIC SCHOOLS' (BCPS) CODE OF CONDUCT.

II. CODE OF CONDUCT - ALL BCPS STUDENTS WILL:

- A. ATTEND SCHOOL DAILY UNLESS THERE IS A LAWFUL PURPOSE FOR BEING ABSENT.
- B. ENGAGE IN LEARNING ACTIVITIES.
- C. BRING TO SCHOOL ONLY THOSE ITEMS AND MATERIALS WHICH ARE APPROPRIATE FOR THEIR EDUCATIONAL PROGRAMS.
- D. DEMONSTRATE POSITIVE BEHAVIOR AND LANGUAGE AND RESPECT THE PERSONAL, CIVIL, AND PROPERTY RIGHTS OF OTHERS.
- E. ACCEPT RESPONSIBILITY FOR THEIR ACTIONS AND EDUCATION WHILE ABIDING BY ESTABLISHED BOARD POLICIES, SUPERINTENDENT'S RULES, AND A SCHOOL'S PROCEDURES.

[All students shall conduct themselves as ladies and gentlemen. This refers to their actions toward each other, to their language, to their dress, and to their manners.]

III. STANDARDS

[Attention is called to behavior on school buses, at lockers, in the lavatories, in the gymnasium, in the corridors, in the cafeteria, in the area outside the school, in the library, in the school offices, and of course, in the classroom.]

- A. The [rules] CODES of conduct for school campuses shall apply to all off-site school-sponsored activities.
- B. [It is important that cooperative efforts among] All school personnel [be continued] ARE EXPECTED to [help our school become more] effectiveLY [in] deal[ing] with students whose behaviorS inhibit[s] their own EDUCATION [self-development] or unduly hinder[s] others from learning.
- C. The Board recognizes [its] THE SCHOOL SYSTEM'S responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classrooms. [Whenever it appears that a particular pupil requires the attention of supporting personnel within and beyond the school system, the staff will take reasonable steps to assist the teacher with respect to such student.]
- D. In each instance in which [an] employeeS act[s] to help a student conduct THEMSELVES APPROPRIATELY [himself properly], emphasis shall be placed upon HELPING STUDENTS LEARN SELF DISCIPLINE AND RULES. [the growth of the student in ability to discipline himself.]

IV. IMPLEMENTATION

The Superintendent [of Schools] shall develop administrative procedures for the proper conduct of all persons on school property, on school buses, and at off-site school-sponsored activities.

Legal ReferenceS: *ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §7-305, SUSPENSION AND EXPULSION*
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §7-306, CORPORAL PUNISHMENT; STATE CODE OF DISCIPLINE
Annotated Code of Maryland, Education Article §26-101, Disturbing Activities at School or College; Molesting or Threatening Students

*Annotated Code of Maryland, Education Article §26-102, Trespass
on the Grounds of a Public Institution of Elementary, Secondary, or
High Education*

COMAR 13A.08.01.11, *DISCIPLINARY ACTION*

COMAR 13A.08.01.15, *REPORTING DELINQUENT ACTS*

COMAR 13A.08.01.17, *SCHOOL USE OF REPORTABLE
OFFENSES*

Policy

Adopted: 11/21/68

Revised: 08/21/81

REVISED: _____

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED REVISIONS TO BOARD OF EDUCATION POLICY 6002 – INSTRUCTION: SELECTION OF INSTRUCTIONAL MATERIALS**

ORIGINATOR: John Quinn, Acting Associate Superintendent, Curriculum and Instruction

RESOURCE PERSON(S): Sonja Karwacki, Executive Director, Special Programs, PreK-12

RECOMMENDATION

That the Board of Education approves the proposed revisions of Policy 6002.
This is the third reading.

Attachment I – Policy Analysis
Attachment II – Policy 6002

**Policy Analysis for
Board of Education Policy 6002
Selection of Instructional Materials**

Statement of Issues or Questions Addressed

Board of Education Policy 6002 was last revised in 2008. The recommended revisions add relevant language to the policy and align the selection process to current practice.

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

None

Legal Requirement

Annotated Code of Maryland, Education Article §7-104 and §7-105; COMAR 13A.08.01.09

Similar Policies Adopted by Other School Systems

1. Carroll County Public Schools, *Policy IIAA, Selection, Evaluation, and Adoption of Instructional Materials*
2. Frederick County Public Schools, *Policy 501, Selection and Review of Instructional Materials*
3. Harford County Public Schools, *Policy 04-0005-000, Review and Selection of Instructional Materials*
4. Howard County Public Schools, *Policy 8040, Selection of Instructional Materials*
5. Montgomery County Public Schools, *Policy IIB, Evaluation and Selection*
6. Prince Georges County Public Schools, *Policy 6180.1, Evaluation and Selection of Classroom Instructional Materials.*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

None

Timeline

First reading – May 18, 2010

Public comment – June 15, 2010

Third reading/vote – July 13, 2010

INSTRUCTION

Selection of Instructional Materials [– Philosophy]

I. GUIDELINES

- A. THE BOARD OF EDUCATION OF BALTIMORE COUNTY RECOGNIZES (BOARD) THAT instructional materials should EFFECTIVELY [serve to extend] SUPPORT AND ENRICH THE EDUCATIONAL PROGRAMS OF THE SCHOOL SYSTEM. INSTRUCTIONAL MATERIALS ARE DEFINED AS INSTRUCTIONAL CONTENT PROVIDED TO THE STUDENT REGARDLESS OF FORMAT, INCLUDING PRINTED OR REPRESENTATIONAL, AUDIOVISUAL, AND DIGITAL MATERIALS. [the knowledge and understanding provided by the curriculum.] The process OF EVALUATING AND [of] selecting INSTRUCTIONAL MATERIALS ADVANCES THE SCHOOL SYSTEM'S MISSION TO PROVIDE A QUALITY EDUCATION THAT DEVELOPS THE CONTENT KNOWLEDGE, SKILLS, AND ATTITUDES THAT WILL ENABLE ALL STUDENTS TO REACH THEIR MAXIMUM POTENTIAL AS LIFE-LONG LEARNERS, AND PRODUCTIVE CITIZENS IN A GLOBAL COMMUNITY. [materials is very complex and demanding and has as its major consideration each item's contribution toward the achievement of educational objectives for students].
- B. Selection OF INSTRUCTIONAL MATERIALS requires the establishment of standards of quality, [and of] criteria, AND PROTOCOLS TO ENSURE THAT THE MATERIALS FOR TEACHING AND LEARNING SUPPORT THE CURRICULUM AND MEET THE DIVERSE [for fulfilling the] needs of STUDENTS [the program] AND FEDERAL AND STATE LAWS. [It also requires that diverse and representative points of view from educators, the public, and students should be considered. Input from a variety of sources is essential for making balanced judgments. Educators then have the responsibility for selecting those materials which are necessary and appropriate to teach accurately the skills, facts, and concepts which comprise the educational program of students.]

Legal References: 29 U.S.C. § 794 (d) Section 508 Rehabilitation Act of 1973
20 U.S.C. § 1401 Individuals with Disabilities Education Improvement

Annotated Code of Maryland, Education Article
§ 5-112, *Bids*
§ 7-106, *Textbooks, Materials of Instruction, and Supplies*
§ 7-910, *Equivalent access for students with disabilities*

COMAR

13A.04.05.03, *Programs*
13A.04.05.04, *Goals*
13A.04.05.05, *Criteria for Instructional Resources*
13A.04.18.03, *Requirements for Comprehensive Health Education Instructional Programs for Grades K-12*
13A.04.18.04, *HIV/AIDS Prevention Education*
13A.05.01.08, *Individualized Education Program (IEP) Team Responsibilities*
13A.05.04.01, *Public School Library Programs*
13A.06.05.01.01, *Textbooks*
13A.09.09.07.07, *Educational Program*
13A.09.10.13, *Educational Program-Instructional Materials and Equipment/Library Media Collection*

Related Policies: Board of Education Policy 3209, *Purchasing Principles* Board of Education Policy 3210, *Purchasing Guides*
Board of Education Policy 3220, *Inventories*
Board of Education Policy 6102, *Teaching Controversial Issues*
Board of Education Policy 6202, *Telecommunications Access to Electronic Networks*
Board of Education Policy 8362, *Gifts*

Policy Board of Education of Baltimore County
Adopted: 6/9/97
Revised: 3/11/03
Revised: 4/22/08
Revised: _____

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED FY 2012 STATE CAPITAL BUDGET REQUEST**

ORIGINATOR: Joe A. Hairston, Superintendent

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

RECOMMENDATION

That the Board of Education approves the superintendent's proposed FY 2012 state capital budget recommendations. The budget was introduced at the August 10, 2010, board meeting and discussed at the board work session on August 24, 2010. The state requested projects require county matching funds be verified before final state approval.

**BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204****September 7, 2010****RETIREMENTS**

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/OFFICE</u>	<u>YRS. OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Fernando Allen	Music Teacher	Glenmar Elementary	22.0	07/01/10
Karen Benny	Principal	Arbutus Elementary	20.7	07/01/10
Mary Cary	Associate Superintendent	Greenwood Admin Bldg	45.0	09/01/10
Katharine Craig	Guidance Secretary	George Washington Carver Center	21.0	07/01/10
Evelyn Fatzinger	Admin Secretary I	Student Support Services	30.4	01/01/11
Karen Freedman	Tech Ed Teacher	Franklin Middle	23.7	07/01/10
Gemma Hoskins	Mentor	Lansdowne Middle	10.0	07/01/10
Deborah Klaus	Principal	Gen. John Stricker Middle	39.0	09/01/10
Diane Lawder	Para Educator	Oakleigh Elementary	21.8	07/01/10
Margaret Price	Office Secretary	Dundalk High	18.0	07/01/10
Carmela Serafini	Bus Attendant	Transportation	16.0	07/01/10
Linda Smith	Classroom Teacher	Orems Elementary	16.9	07/01/10
Teresa Stoll	Classroom Teacher	Rodgers Forge Elementary	24.0	07/01/10
Mark Trotta	Special Ed Teacher	Hereford High	34.0	07/01/10
Mary Turner	Bus Driver	Transportation	12.0	07/01/10
Debbie Uhlik	Para Educator	Orems Elementary	12.6	07/01/10
Linda Wilson	Principal	Loch Raven Tech Academy	39.0	09/01/10

As of 08/20/2010

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

September 7, 2010

RESIGNATIONS

ELEMENTARY – 29

Bedford Elementary School

Erica P. Heflin, 06/30/10, 5.0 yrs.
Reading Specialist

Chadwick Elementary School

Margaret C. Rizzutti, 06/30/10, 12.0 yrs.
Grade 1

Caitlin S. Senkel, 06/30/10, 2.0 yrs.
Grade 4 and 5

Stacey L. Zupnick, 06/30/10, 2.0 yrs.
Grade 5

Chatsworth School

Judith S. Masten, 06/30/10, 9.0 yrs.
Special Education – Self-Contained

Chesapeake Terrace Elementary School

Peter E. Ruhno, 06/30/10, 9.0 yrs.
Special Education - Inclusion

Deep Creek Elementary School

Wendy E. Richardson, 06/30/10, 4.0 yrs.
Grade 3

Dundalk Elementary School

Erin G. Rowse, 06/30/10, 4.0 yrs.
Grade 4

Edmondson Heights Elementary School

Emily C. Sykes, 06/30/10, 2.0 yrs.
Grade 3

Elmwood Elementary School

Emily S. Groff, 06/30/10, 3.0 yrs.
Grade 4

Heather A. Watson, 06/30/10, 3.0 yrs.
Grade 4

Melissa L. Zapke, 06/30/10, 3.0 yrs.
Grade 4

Hawthorne Elementary School

Sara J. Orthwein, 06/30/10, 6.0 yrs.
Technology Integration

Elise J. Pedersen, 06/30/10, 3.0 yrs.
Special Education – Inclusion

Courtney B. Sobus, 06/30/10, 1.0 yr.
Kindergarten

Imagine Discovery Public Charter School

Rebecca L. Peace, 06/30/10, 2.0 yrs.
Grade 1

Logan Elementary School

Nicole M. Gertonson, 06/30/10, 3.0 yrs.
Grade 3

Owings Mills Elementary School

Danielle M. Rugolo, 06/30/10, 2.0 yrs.
Grade 4

Relay Elementary School

Jane M. Vales, 06/30/10, 1.0 yr., 6.0 mos.
Special Education – Self-contained

Sandalwood Elementary School

Leah M. Cochol, 06/30/10, 4.0 yrs.
Special Education - Inclusion

Sandy Plains Elementary School

Sharon E. Engle, 06/30/10, 6.0 yrs.
Grade 5

Scotts Branch Elementary School

Kizzy N. Davis, 06/30/10, 1.0 yr.
Grade 3

Elizabeth L. Devore, 06/30/10, 5.0 yrs.
Reading Specialist

Stephanie L. Piel, 06/30/10, 2.0 yrs., 7.0 mos.
Music – Vocal

Jacqueline A. Ramsay, 06/30/10, 4.0 yrs.
ESOL

Villa Cresta Elementary School

Kimberly D. Sargeant, 06/30/10, 11.0 yrs.
Grade 3

White Oak School

Julie Lutz, 06/30/10, 6.0 yrs.
Special Education – Self-Contained

Brie S. Tiedeken, 06/30/10, 5.0 yrs.
Special Education – Self-Contained

Woodholme Elementary School

Tyler S. Davis, 06/30/10, 6.0 yrs.
Grade 2

SECONDARY – 31

Arbutus Middle School

Jessica E. Sisco, 06/30/10, 2.0 yrs.
Reading

Chesapeake High School

Coral E. Bollinger, 06/30/10, 3.0 yrs.
Special Education – Self-Contained

Christina S. Robertson, 06/30/10, 7.0 yrs.
Social Studies

Geeta H. Stowe, 06/30/10, 9.0 yrs.
Reading

Dundalk High School

Katie M. Lohinski, 06/30/10, 6.0 yrs., 5.0 mos.
English

Franklin Middle School

Robin E. Herz, 06/30/10, 3.0 yrs.
Special Education – Self-Contained

Katrina A. Righter, 06/30/10, 7.0 yrs.
English

Franklin High School

Erin L. Kallick, 06/30/10, 8.0 yrs.
English

Sandra L. Luers, 06/30/10, 4.0 yrs.
English

General John Stricker Middle School

Keith A. Hample, 06/30/10, 7.0 yrs.
Special Education – Self-Contained

Golden Ring Middle School

James K. Hulka, 06/30/10, 7.0 yrs.
Social Studies

Kenwood High School

Tammy J. Mayer, 06/30/10, 1.0 yr.
French

Lansdowne Middle School

Sarai K. Gray, 06/30/10, 6.0 yrs.
Social Studies

Lansdowne High School

Christina R. Ogden, 06/30/10, 5.0 yrs., 6.0 mos.
Special Education – Self-Contained

Milford Mill Academy

Salome Wallace-El, 06/30/10, 13.0 yrs.
Mathematics

Tiffany R. Williams, 06/30/10, 5.0 yrs.
Health

New Town High School

Rachel A. Lloyd, 06/30/10, 1.0 yrs.
Special Education – Self-Contained

Overlea High School

Sheryl L. Lashley, 08/23/10, 8.0 yrs.
Home Economics

Jessica M. Sadler, 06/30/10, 1.0 yr.
English

Theresa A. Solomon, 06/30/10, 5.0 yrs.
English

Owings Mills High School

Eric S. Hanson, 06/30/10, 12.0 yrs.
Library Media

Larry M. Norman, 06/30/10, 1.0 yr., 7.0 mos.
Business Education

Patapsco High School

Crystal S. Chang, 06/30/10, 10.0 yrs.
English

Perry Hall High School

Leonard S. Hart, 06/30/10, 11.0 yrs.
Physical Education

Pikesville Middle School

Dina M. Converso, 06/30/10, 1.0 yr.
Special Education - Inclusion

Pikesville High School

Nicole J. Friedman, 06/30/10, 3.0 yrs.
Mathematics

Rosedale Center

Shannon L. Bailey-Puller, 06/30/10, 2.0 yrs., 6.0 mos.
Resource Teacher

Sparrows Point Middle School

Colleen Montgomery, 06/30/10, 2.0 yrs.
Guidance

Woodlawn Middle School

Kerry L. Martin, 06/30/10, 5.0 yrs.
Science

Woodlawn High School

Tonisha R. Montgomery, 06/30/10, 4.0 yrs., 5.0 mos.
Physical Education

Tahawar A. Khan, 06/30/10, 3.0 mos.
English

ADMINISTRATOR – 2

James P. Sargent, 07/30/10, 9.0 yrs.
Assistant Principal
Woodlawn High School

Sheri B. Winfield, 07/30/10, 11.0 yrs.
Assistant Principal
Johnnycake Elementary School

CENTRAL OFFICE - 1

Debra Y. Brooks, 08/16/10, 1.0 yr., 3.0 mos.
Coordinator
Office of Special Education

SEPARATIONS FROM LEAVE – 2

Jenelle M. Abnett, granted Second Child Rearing Leave, 09/24/08-6/30/10, resigning 06/30/10, 8.0 yrs.
Nicole C. Vercollone, granted Child Rearing Leave, 02/28/08-02/28/10, resigning 6/30/10, 10.0 yrs.

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

September 7, 2010

LEAVES

CHILD REARING LEAVES

ERICA B. BLEY – (School Counselor) – Perry Hall Middle School
Effective October 7, 2010, through October 7, 2012

CHRISTIE L. CARR – (Pupil Personnel Worker) – Pupil Personnel Services – Southwest Area
Effective October 30, 2010, through October 30, 2012

PERSONAL LEAVE

JOSHUA A. KUKOWSKI – (Social Studies) – Franklin High School
Effective July 1, 2010, through June 30, 2011

PERSONAL ILLNESS LEAVE

SUSAN L. KEMP – (Pre-Kindergarten) – Edgemere Elementary School
Effective July 1, 2010, through June 30, 2011

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

SEPTEMBER 7, 2010

RECOMMENDED APPOINTMENTS

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
<u>ANNE W. DORSEY</u> (Effective September 8, 2010)	Teacher/Special Education Inclusion Woodlawn High School	Assistant Principal Windsor Mill Middle School
(Replacing Kathleen Owens, recommended for appointment to Principal, General John Stricker Middle School)		
<u>SHELLEY A. HARRIS</u> (Effective September 8, 2010)	Teacher/Resource Imagine Discovery Public Charter School	Assistant Principal Windsor Mill Middle School
(Replacing Stacey Johnson, recommended for appointment to Principal, Loch Raven Technical Academy)		
<u>STACEY R. JOHNSON</u> (Effective September 8, 2010)	Assistant Principal Windsor Mill Middle School	Principal Loch Raven Technical Academy
(Replacing Linda Wilson, retiring)		
<u>KATHLEEN V. OWENS</u> (Effective September 8, 2010)	Assistant Principal Windsor Mill Middle School	Principal General John Stricker Middle School
(Replacing Deborah Klaus, retiring)		
<u>STEPHEN M. PRICE</u> (Effective September 8, 2010)	Instructional Coach, Title I Mars Estate Elementary School	Assistant Principal Johnnycake Elementary School
(Replacing Sheri Winfield, resigning)		

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **AREA EDUCATION ADVISORY COUNCIL MEMBER**
APPOINTMENT – NORTHWEST AREA

ORIGINATOR: Jasmine Shriver, Area Education Advisory Council Coordinator

RESOURCE
PERSON (S):

RECOMMENDATION

That Ms. Debra Hanlon be appointed to the Northwest Area Education Advisory Council.

Attachment – Resume

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 7, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

RE: **RECOMMENDATIONS FOR AWARD OF CONTRACTS**

ORIGINATOR: Dr. Joe A. Hairston, 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 – September 7, 2010**

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

- 1. Contract Modification:** Database Reporting Tool Software Application
Contract #: JMI-614-04

Term: N/A **Extension:** N/A **Contract Ending Date:** N/A
Previous estimated award value: \$ N/A
Estimated modification amount: \$ N/A
New estimated total award value: \$ N/A

Board meeting date: September 7, 2010

Description:

The Board approved this contract on August 12, 2003. This contract modification consists of assignment and assumption and consent to assignment of the above contract to IBM Corporation, from Cognos Corporation. IBM Corporation is assuming the contracts of Cognos Corporation to provide Web-based reporting solution software to BCPS.

Recommendation:

Award of contract modification is recommended to:

IBM Corporation

Armonk, NY

Responsible school or office:

Department of Technology

Contact person:

Michael Goodhues

Funding source:

Operating budget

2. Contract Modification and Extension: Consultant – Baltimore County Public Schools and Towson University Professional Development
Contract #: RGA-128-10

Term: 1 year **Extension:** N/A **Contract Ending Date:** 8/31/11
Estimated annual award value: \$ 48,559
Estimated modification amount: \$ 35,083
New estimated total award value: \$ 83,642

Board meeting date: September 7, 2010

Description:

On December 1, 2009, the Board initially approved this contract. This contract is being extended for one year for a partnership between BCPS and Towson University for professional development activities for teachers in Dundalk High School’s math department.

The activities will include a week-long summer institute, monthly meetings, observations, and debriefings of teachers. The sessions will provide opportunities for teachers to explore the effective use of student-centered, hands-on activities to investigate and understand mathematical concepts. Small groups will be organized to develop grade-specific or course-specific activities to enhance classroom instruction. Teachers will work collaboratively to prepare effective lesson plans to be used in their classrooms.

Recommendation:

Award of contract modification is recommended to:

Towson University

Towson, MD

Responsible school or office:

Department of Student Support Services

Contact person:

Dale Rauenzahn

Funding source:

Grant funds

3. Contract Modification and Extension Educational Video On-Demand System

Contract #: JNI-765-07 (State of Florida Contract #715-001-07-1)

Term: 5 years **Extension:** N/A **Contract Ending Date:** 6/30/15
Previous estimated award value: \$ 1,050,000
Estimated modification amount: \$ 2,000,000
New estimated award value: \$ 3,050,000

Board meeting date: September 7, 2010
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 replacing a contract approved on October 24, 2006, through the General Services Administration (GSA) contracts for SAFARI Montage. SAFARI Montage is the 21st century technology solution for providing (without compromising Internet bandwidth) and managing 24/7 access (from home and school) of our school district's digital assets that are both commercially licensed or locally produced. Content is inclusive of videos, podcasts, images, interactive media, and e-books, and SafariLive recorded webinars.

Each title has been hand-picked for its direct application to the curriculum. Selected from the finest educational publishers in the world, the titles included in the SAFARI Montage content packages are from the series that teachers use and respect. The contract also allows the purchase of the hardware necessary to provide access to the video on-demand materials. This contract allows for the purchase of SAFARI Montage Creation Station™, an easy tool that schools can use to add, share, and manage original and licensed digital video content on their network. Creation Station supports new or previously recorded digital video and allows users to assign data tags to original work. Over the past 24 months SAFARI Montage has had 1,296,292 plays per month.

Board of Education Policy 3210 and §5-112, Paragraph (3) of the Education Article of the Annotated Code of Maryland allows BCPS to participate in contracts awarded or negotiated by other government agencies if the lead agency for the contract follows the public bidding procedures.

Recommendation:

Award of contract modification is recommended to:

Safari Montage-Library Video Company Wynnewood, PA

Responsible school or office: Department of Science, Technology,
Engineering, and Math

Contact person: Patricia Baltzley

Funding source: Operating budget

4. Contract Modification and Extension: Leasing Modular Classrooms

Contract #: RHA-342-03

Term: 10 years	Extension: N/A	Contract Ending Date: 6/30/20
Estimated annual award value:	\$ 400,000	
Estimated modification amount:	\$ (290,000)	
New estimated annual award value:	\$ 110,000	
New estimated total award value:	\$ 1,100,000	

Board meeting date: September 7, 2010

Description:

On January 14, 2003, the Board initially approved this contract. On October 7, 2007, the contract ending date was extended until November 30, 2008. The 17 leased modular classrooms from Modspace are still occupied by BCPS. In October 2008, BCPS and Modspace agreed to continue leasing the 17 modular classrooms on a month-to-month basis. We anticipate that there will be a need to continue leasing these modular classrooms for the foreseeable future; therefore, funding authority is requested through 2020. New modular classrooms will be purchased under a new contract.

Recommendation:

Award of contract modification is recommended to:

ModSpace, Inc.

Baltimore, MD

Responsible school or office:

Department of Physical Facilities

Contact person:

Michael G. Sines

Funding source:

Operating budget

5. Contract Modification and Extension: MD K-12 Digital Library Project

Contract #: RGA-117-04 (Montgomery County Public School's RFP #1155.2)

Term: 4 years **Extension:** N/A **Contract Ending Date:** 6/30/14
Previous estimated annual award value: \$ 100,000
Previous estimated total award value: \$ 600,000
Estimated modification amount: \$ 1,500,000
New estimated award value: \$ 2,100,000

Board meeting date: September 7, 2010

Description:

On May 11, 2004, the Board approved this contract for specific on-line databases that support the teaching and learning of Maryland content standards. In February 27, 2007, the Board approved an extension of the contract. BCPS would like to add additional databases as they are approved by the consortium. The MD K-12 Digital Library Project was established by the general assembly creating a purchasing consortium of the 24 local school systems and interested nonpublic schools allowing them to purchase digital library databases.

Board of Education Policy 3210 and §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 modification is recommended to:

ABC-CLIO	Santa Barbara, CA
BrainPOP	New York, NY
Facts on File	New York, NY
Gale	Farmington Hills, MI
ProQuest	Ann Arbor, MI
Scholastic	Danbury, CT
World Book	Chicago, IL

Responsible school or office: Department of Science, Technology, Engineering, and Math

Contact person: Patricia Baltzley

Funding source: Operating budget

7. Contract: Audiology Equipment
Contract #: MWE-815-11 (University of Wisconsin Contract #08-5503)
Term: 1 year **Extension:** N/A **Contract Ending Date:** 8/31/11
Estimated total award value: \$ 70,000

Board meeting date: September 7, 2010
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 audiology equipment for classroom use for deaf and hard of hearing (DHH) students and warranty costs associated with the equipment. The equipment includes frequency modulated (FM) amplification devices that work in conjunction with students' hearing aids and cochlear implants. This equipment would replace unserviceable units and be purchased to match the technology of existing or changing student hearing aids and cochlear implants. Equipment will also be purchased for newly registered DHH students. In all cases, the purchase of equipment would be to ensure compliance with students' Individualized Education Program (IEP) requirements and may be used in all classrooms in which these students receive instruction. Also referenced in this contract is Oticon, Incorporated. They are primarily responsible for the calibration of BCPS' audiology assessment equipment and the four audiology suites.

Currently, 119 DHH students are using FM systems to access instruction and oral communication. Each FM system consists of two separate units per student and one unit for the teacher. Based on previous trends, it is anticipated that 20 new systems will be ordered during the 2010-2011 school year.

Board of Education Policy 3210 and §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:

Oticon, Inc.
Phonak, Inc.

Somerset, NJ
Warrenville, IL

Responsible school or office: Department of Liberal Arts
Contact person: Dr. Judith Smith
Funding source: Operating budget

8. Contract: Building Inspections for Asbestos
Contract #: PCR-292-11

Term: 1 year, 9 months **Extension:** N/A **Contract Ending Date:** 6/30/12
Estimated annual award value: \$ 141,714
Estimated total award value: \$ 248,000

Board meeting date: September 7, 2010
Bid issued: June 17, 2010
Pre-bid meeting date: July 1, 2010
Due date: July 14, 2010
No. of vendors issued to: 11
No. of bids received: 4
No. of no-bids received: 0

Description:

This contract consists of independent testing agencies providing inspection and management plan services as required for Baltimore County Public Schools to comply with the Asbestos Hazard Emergency Response Act (AHERA), per Federal Requirement 40 CFR Part 763.

Recommendation:

Award of contract is recommended to:

Advanced Air Analysis, Inc.
Batta Environmental Associates

Baltimore, MD
Newark, DE

Responsible school or office: Department of Physical Facilities

Contact person: Michael G. Sines

Funding source: Operating budget

9. Contract: Consultant – Maryland Seamless Transition Collaborative Grant
Contract #: RGA-122-11

Term: 2 years **Extension:** N/A **Contract Ending Date:** 6/30/12
Estimated annual award value: \$ 22,940
Estimated total award value: \$ 45,880

Board meeting date: September 7, 2010
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 obtaining a consultant to work with the Office of Special Education, through the Maryland State Department of Education, focusing on seamless transition for secondary students and strengthening collaboration with adult service providers.

The Baltimore Seamless Collaborative provides a model of transition services for students with Individualized Educational Programs enrolled in Functional Academic Learning Support and Communication and Learning Support programs who are age 15 or older or three years from exiting school. In order to increase the number of students who obtain paid employment within one year of exiting school, the model systematically refines and modifies transition services to reflect practices that contribute to a successful transition to post-secondary employment.

The contract provides consultation on the development of a vocational portfolio system and assessment protocols. They will provide professional development on vocational assessments to BCPS' transition team members and develop employment partners for eligible BCPS' students with disabilities. In addition, the contract provides professional development for BCPS' transition team members on job development techniques and continues to develop employment partners for a minimum of ten additional eligible transitioning students.

Recommendation:

Award of contract is recommended to:

Humanim, Inc.

Baltimore, MD

Responsible school or office:

Department of Liberal Arts

Contact person:

Dr. Judith Smith

Funding source:

Grant funds

10. Contract: Direct Digital Control of Heating, Ventilating, and Air Conditioning Devices: Installations, Repairs, Parts, Inspections, and Preventative Maintenance Services

Contract #: JMI-602-11

Term: 5 years **Extension:** N/A **Contract Ending Date:** 9/30/15

Estimated annual award value: \$ 3,000,000

Estimated total award value: \$ 15,000,000

Board meeting date: September 7, 2010

Bid issued: July 1, 2010

Pre-bid meeting date: July 13, 2010

Due date: August 5, 2010

No. of vendors issued to: 8

No. of bids received: 4

No. of no-bids received: 0

Description:

This contract consists of providing on-call time-and-material maintenance, repair, upgrades, and parts for direct digital control systems for heating, ventilation, and air conditioning.

Recommendation:

Award of contract is recommended to:

Honeywell International
Johnson Controls
Pritchett Controls
Siemens Industry

Baltimore, MD
Sparks, MD
Beltsville MD
Baltimore, MD

Responsible school or office: Department of Physical Facilities

Contact person: Michael G. Sines

Funding source: Operating budget

11. Contract: Influenza Vaccine
Contract #: PCR-299-11

Term: 6 months **Extension:** N/A **Contract Ending Date:** 3/30/11
Estimated total award value: \$ 28,438

Board meeting date: September 7, 2010
Bid issued: N/A
Pre-bid meeting date: N/A
Due date: N/A
No. of vendors issued to: N/A
No. of bids received: N/A
No. of no-bids received: N/A

Description:

This contract consists of providing influenza vaccine. Quotes were solicited from various companies and an order was reserved with the provider offering the lowest price pending Board approval.

This influenza vaccine is part of our Employee Wellness Program. Last year, interest was very high because of the public awareness campaign regarding the importance of receiving flu shots. There has also been more participation in those years when there was a real or perceived shortage of vaccine in the community. All available doses were used last year, so an additional 10 percent is being ordered this year to meet demand.

Recommendation:

Award of contract is recommended to:

Sanofi Pasteur	Swiftwater, PA
Responsible school or office:	Department of Student Support Services
Contact person:	Dale Rauenzahn
Funding source:	Operating budget

12. Contract: Music Program—Technology Assisted
Contract #: MWE-818-11

Term: 5 years **Extension:** 5 years **Contract Ending Date:** 6/30/20
Estimated annual award value: \$ 60,000
Estimated total award value: \$ 600,000

Board meeting date: September 7, 2010
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 replacing technology systems that support music education in all middle schools. The systems consist of student and teacher curriculum, keyboards, headphones, and professional development that support World Music 6 and 7 and American Music 8.

Recommendation:

Award of contract is recommended to:

Yamaha Corporation of America	Buena Park, CA
Responsible school or office:	Department of Fine Arts
Contact person:	Kathleen McMahon
Funding source:	Operating budget

13. Contract: Preliminary Scholastic Achievement Test – National Merit Scholarship Qualifying Test (PSAT/NMSQT)

Contract #: JNI-730-11

Term: 5 years **Extension:** N/A **Contract Ending Date:** 6/30/15

Estimated annual award value: \$ 170,000

Estimated total award value: \$ 850,000

Board meeting date: September 7, ,2010

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 with The College Board is an initiative that is provided each year to ninth and tenth grade students in preparing and planning for success later in secondary school and in college.

The PSAT/NMSQT Early Participation Program is an educational initiative to increase opportunities for all students, with particular attention to those under-represented in college populations. The cost is determined by the expected participation based on the projected yearly enrollment figures for the participating classes and the PSAT/NMSQT participation in the preceding year.

It has been determined that, in accordance with Board of Education Policy and Superintendent’s Rule 3215 and 3250 that this procurement qualifies and meets the criteria to be considered a sole-source procurement.

Recommendation:

Award of contract is recommended to:

The College Board

Bala Cynwyd, PA

Responsible school or office:

Department of Special Programs PreK-12

Contact person:

Sonja Karwacki

Funding source:

Operating budget

14. Contract: Psychological Services' Testing Material
Contract #: MWE-817-11

Term: 5 years **Extension:** N/A **Contract Ending Date:** 6/30/15
Estimated annual award value: \$ 95,000
Estimated total award value: \$ 475,000

Board meeting date: September 7, 2010
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 a variety of psychological assessment and testing materials used by school psychologists. Assessments and tests are administered to individual students as recommended by student support teams and individualized education program teams.

Recommendation:

Award of contract is recommended to:

Multi Health Systems	North Towanda, NY
Pearson Education	San Antonio, TX
Psychological Assessment Resources	Lutz, FL

Responsible school or office: Department of Student Support Services

Contact person: Dale Rauenzahn

Funding source: Operating budget

15. Contract: Software – Applicant Tracking and Management
Contract #: RGA-118-11

Term: 2 years **Extension:** N/A **Contract Ending Date:** 8/31/12
Estimated annual award value: \$ 18,450
Estimated total award value: \$ 36,900

Board meeting date: September 7, 2010
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 using the use of SchoolSpring online applicant recruitment, tracking, and management software.

The use of this vendor-hosted technology will allow the Department of Human Resources’ administrators to effectively and efficiently manage the hiring process. The software allows applicants to apply for teaching, administrative, contractual/temporary, and classified positions on line, and tracks their progress through the application process. The software will provide a process where the Department of Human Resources can easily communicate with applicants concerning documents received and other aspects of the application process needed to facilitate candidate selection based on skills, educational background, certification, etc., and the creation of eligibility/certification lists for the Department of Human Resources to select and interview candidates. It will provide an automated process for posting vacancy positions to various on-line sources, including BCPS internal and external Web sites, Outlook, and Web sites outside the BCPS network. The vendor provides software license, data conversion services, training, and ongoing technical support.

This item was not procured through a request for proposal because it is less than \$25,000 per year.

Recommendation:

Award of contract is recommended to:

SchoolSpring, Inc.

South Burlington, VT

Responsible school or office:

Department of Human Resources

Contact person:

Dr. Donald Peccia

Funding source:

Operating budget

16. Contract: Software – Mathematics Programs

Contract #: JNI-731-11

Term: 5 years **Extension:** N/A **Contract Ending Date:** 9/30/15

Estimated annual award value: \$ 100,000

Estimated total award value: \$ 500,000

Board meeting date: September 7, 2010

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 two mathematics software programs for implementation into elementary and middle schools.

FASTT Math is an intervention software program that uses research-validated methods to help struggling students develop fluency with basic math facts in addition, subtraction, multiplication, and division. The program is based on over 20 years of research, and provides adaptive instruction and assessments that identify student needs. *Go Solve Word Problems* is a software program that uses a research-based instructional model to help students become better problem solvers. This program teaches students to recognize mathematical situations in word problems, comprehend word problems with the aid of graphic organizers, and plan solutions. In addition to breaking down instruction into clear sub-tasks, the program adapts to each student's level so they are challenged appropriately, and tracks problems on several attributes (including number form, extraneous information, problem syntax, and reading level) to enable differentiated instruction. Title I elementary schools are currently using the program. The Office of Mathematics is collecting data to evaluate the success of the program.

Both programs have been used in elementary and middle schools since 2006-2007 with 35 schools currently using either *FASTT Math* or *Go Solve*, or both. A small study at four schools during 2009-2010 showed that of the 1,120 students using *FASTT Math* at these schools, those 243 students who used the program three or more times per week had a 20 percent gain in facts fluency, while those 877 students who used it fewer than three times per week had a 7 percent gain in facts fluency. The Office of Mathematics is continuing to collect data to evaluate the success of the program.

Recommendation:

Award of contract is recommended to:

Scholastic

Danbury, CT

Responsible school or office:

Department of Science, Technology,
Engineering, and Math

Contact person:

Patricia Baltzley

Funding source:

Operating funds

17. Contract: Temporary Staffing Services – Professional Positions
Contract #: MWE-816-11 (City of Durham Contract #03-15-10)

Term: 5 years **Extension:** 1 year **Contract Ending Date:** 9/30/16
Estimated annual award value: \$ 100,000
Estimated total award value: \$ 600,000

Board meeting date: September 7, 2010
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 temporary personnel services hired on an as-needed basis for various professional-level fiscal positions.

Board of Education Policy 3210 and §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:

Accountants International
Ajilon

Columbia, MD
Baltimore, MD

Responsible school or office: Department of Fiscal Services

Contact person: Barbara S. Burnopp

Funding source: Operating budget

18. Contract: Textbooks – Earth/Space Science Curriculum with Support Materials
Contract #: RGA-123-11
Term: 1 year **Extension:** N/A **Contract Ending Date:** 6/30/11
Estimated total award value: \$ 185,214

Board date: September 7, 2010
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 student textbooks as well as teacher materials to replace and update the current instructional materials for the high school earth/space science course. The updated and revised 2009 edition of *Earth Science*, 12th Ed. by Tarbuck and Lutgens is published by Pearson Prentice Hall and was selected for students in earth/space science beginning in the 2010-2011 school year.

The program provides a flexible sequence of topics that can be rearranged into a personalized curriculum that matches the sequence preferred by the BCPS system. The professional development and supplemental materials included in the teacher ancillary package will benefit new and veteran teachers as they plan for instruction. Additionally, multiple teaching strategies are suggested throughout the text, and ancillary materials and content and approaches to instruction are differentiated.

Earth Science, 12th Ed. by Tarbuck and Lutgens was selected using the process outlined in Policy and Rule 6002. Two textbooks were piloted at 11 high schools (Patapsco, Dundalk, Western Tech, Towson, George Washington Carver Center, Owings Mills, Pikesville, Randallstown, Perry Hall, Kenwood, and Parkville). Following a comparison analysis of both books against the curriculum, the Tarbuck and Lutgens textbook was selected by the pilot teachers because it provides the best match to the BCPS earth/space science curriculum and the MSDE High School Core Learning Goal for Earth/Space Science (Goal 2.0) with which the BCPS curriculum is aligned.

Recommendation:

Award of contract is recommended to:

Pearson Prentice Hall	Lebanon, IN
Responsible school or office:	Department of Science, Technology, Engineering, and Math
Contact person:	Patricia Baltzley
Funding source:	Operating budget

19. Contract: Web-based Interactive Math and Reading Tutoring
Contract #: MWE-814-11

Term: 5 years **Extension:** N/A **Contract Ending Date:** 6/30/15
Estimated annual award value: \$ 50,000
Estimated total award value: \$ 250,000

Board meeting date: September 7, 2010
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 a Web-based individualized math and reading tutoring program for all middle schools. This software provides students with access to Web-based instruction, practice, assessment, and reporting built from the MSDE curriculum standards. Study Island has been purchased individually by 14 middle schools (Arbutus, Cockeysville, Deep Creek, Golden Ring, Loch Raven Technical Academy, Parkville, Pine Grove, Stemmers Run, Old Court, Pikesville, Catonsville, Lansdowne, Southwest Academy, and Windsor Mill) over the past four years as a mathematics intervention program for students performing at the basic level. Since purchases by all schools are now over \$25,000, this item is being brought forward to the Board for contract authority. The Office of Mathematics will work collaboratively with these schools during 2010-2011 to collect data on the usage and results of the program.

Recommendation:

Award of contract is recommended to:

Study Island	Dallas, TX
Responsible school or office:	Department of Science, Technology, Engineering, and Math
Contact person:	Patricia Baltzley
Funding source:	Operating budget

20. Contract: Grounds Building Relocation from Dundalk Bus/Grounds Lot to Woodlawn High School
Contract #: JMI-607-11

Term: N/A **Extension:** N/A **Contract Ending Date:** N/A
Estimated annual award value: \$ 450,500
Estimated contingency amount: \$ 45,050
Estimated total award value: \$ 495,550

Board meeting date: September 7, 2010
Bid issued: July 29, 2010
Pre-bid meeting date: August 5, 2010
Due date: August 19, 2010
No. of vendors issued to: 8
No. of bids received: 2
No. of no-bids received: 1

Description:

This project consists of the disassembly and reassembly of a pre-engineered metal garage/storage building for the Office of Grounds currently located on the Dundalk bus/Grounds lot and to be relocated to Woodlawn High School site. The project includes all site preparations and utility services required for this structure.

The relocation of this building is necessary for the construction of the Dundalk and Sollers Point High Schools.

Recommendation:

Award of contract is recommended to:

Bob Porter Co.

Woodbine, MD

Responsible school or office:

Department of Physical Facilities

Contact person:

Michael G. Sines

Funding source:

Capital budget

Contract: Grounds Building Relocation from Dundalk Bus/Grounds Lot to Woodlawn High School

Contract #: JMI-607-11

	Bidders' Names	
	Bob Porter Co.	Chilmar Corporation
Base Bid	\$442,000	\$474,000
Alternate No. 1 ADD: Provide additional fencing around the project with two gates one (1) double, one (1) single as indicated on the site plan	\$8,500	\$10,500
Total	\$450,500	\$484,500

21. Contract: Replacement of Greenhouses – Lansdowne High School and Hereford High School

Contract #: MWE-807-11

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

Estimated annual award value: \$ 424,865

Estimated contingency amount: \$ 42,486

Estimated total award value: \$ 467,351

Board meeting date: September 7, 2010

Bid issued: July 22, 2010

Pre-bid meeting date: August 5, 2010

Due date: August 23, 2010

No. of vendors issued to: 8

No. of bids received: 3

No. of no-bids received: 0

Description:

This project consists of the demolition and replacement of the existing greenhouses at Lansdowne High School and Hereford High School. The greenhouses were severely damaged during the February 2010 snowstorms.

Recommendation:

Award of contract is recommended to:

Progressive Contracting Co., Inc.

Owings Mills, MD

Responsible school or office:

Department of Physical Facilities

Contact person:

Michael G. Sines

Funding source:

Operating budget

Replacement of Greenhouses - Lansdowne High and Hereford

Contract: High Schools

Contract #: MWE-807-11

	Bidders' Names		
	Progressive Contracting, Co., Inc.	Huntington & Hopkins, Inc.	Most Inc.
Item 1: Base Bid: Lansdowne High School (424 SF Greenhouse)	\$197,872	\$212,598	\$269,448
Item 2: Base Bid: Hereford High School (900 SF Greenhouse)	\$226,993	\$256,958	\$309,483
Item 3: Lansdowne (424 SF) and Hereford (900 SF) High Schools Combined	\$424,865	\$459,556	\$578,931

**Baltimore County Public Schools
Proposed FY 2012 State Capital Budget Request by Priority Order
September 7, 2010**

Attachment I

Priority Order	School	Project	Type of Approval Requested	Previous State Funding	State Funding to be Requested	Cumulative Total
1	Dundalk and Sollers Point HS	New Construction	Funding	6,555,956	\$23,912,044	\$23,912,044
2	Milford Mill Academy	Limited Renovation & Addition	Funding	2,168,905	\$5,085,095	\$28,997,139
3	Parkville HS	Limited Renovation & Addition	Planning		\$0	\$28,997,139
4	Parkville HS	Limited Renovation & Addition	Funding		\$13,376,349	\$42,373,488
5	Western School of Technology	Chiller Replacement	Funding		\$564,000	\$42,937,488
6	Hampton ES	Renovation & Addition	Funding		\$6,373,000	\$49,310,488
7	Hereford HS	Renovation & Addition	Planning		\$0	\$49,310,488
8	Hereford HS	Renovation & Addition	Funding		\$21,744,584	\$71,055,072
9	Lutherville Laboratory ES	Roof Replacement	Funding		\$665,000	\$71,720,072
10	Westowne ES	Roof Replacement	Funding		\$765,000	\$72,485,072
11	Catonsville Center for Alt. Studies	Roof Replacement	Funding		\$598,000	\$73,083,072
12	Gen. John Stricker MS	HVAC Controls	Funding		\$1,650,000	\$74,733,072
13	Rosedale Center	Window/Ext. Door Repl.	Funding		\$280,000	\$75,013,072
14	Warren ES	Roof Replacement	Funding		\$720,000	\$75,733,072
15	Franklin MS	Roof Replacement	Funding		\$893,000	\$76,626,072
16	Fullerton ES	Window/Ext. Door Repl.	Funding		\$194,000	\$76,820,072
17	Elmwood ES	Roof Replacement	Funding		\$491,000	\$77,311,072
18	Pine Grove ES	Window/Ext. Door Repl.	Funding		\$236,000	\$77,547,072
19	Middle River MS	Roof Replacement	Funding		\$1,758,000	\$79,305,072
20	Seven Oaks ES	Roof Replacement	Funding		\$820,000	\$80,125,072
21	Parkville MS	Boiler Replacement	Funding		\$354,000	\$80,479,072
22	Jacksonville ES	Roof Replacement	Funding		\$485,000	\$80,964,072
23	Stoneleigh ES	Renovation & Addition	Planning		\$0	\$80,964,072

COMMUNITY RELATIONS: Community Involvement

Parent/Guardian and Family Involvement

I. PHILOSOPHY AND PURPOSE

A. Comprehensive programs of parent/guardian, family, and community involvement require schools to promote and support communicating, parenting, student learning, volunteering, school decision-making and advocacy, collaborating with the community, and building partnerships at all grade levels in a variety of roles. The [S]Superintendent will designate appropriate staff to ensure the following criteria:

1. Communicating

- a. Publicize the school's commitment to parent/guardian, family, and community involvement.
- b. Promote clear, two-way communication between school and home concerning school programs and students' progress.
- c. Provide processes for addressing the concerns of parents/guardians, families, and community members.

2. Parenting

- a. Help parents/guardians and families enhance parenting skills and foster conditions that support students' learning.

3. Student Learning

- a. Provide opportunities for parents/guardians, families, and community members to develop and refine the knowledge and skills needed to support students' academic achievement, including activities and resources that connect to what students are learning in the classroom.

4. Volunteering

- a. [Promote effective use of volunteers in instructional and non-instructional roles.] RECRUIT, ENCOURAGE, AND RECOGNIZE PARENTS/GUARDIANS, FAMILIES, AND COMMUNITY MEMBERS AS VOLUNTEERS.

- b. PROMOTE EFFECTIVE USE OF VOLUNTEERS IN INSTRUCTIONAL AND NON-INSTRUCTIONAL ROLES.

5. School Decision-Making and Advocacy

- a. Make parent/guardian and family involvement an integral component of the school improvement process.
- b. Support parents/guardians and families as decision-makers and promote their leadership in advisory and advocacy roles.

6. Collaborating with the Community

- a. Work cooperatively with community agencies that provide assistance to students as well as to parents/guardians and families.
- b. Seek partnerships with interested businesses and community organizations to promote student success.

7. Building Partnerships

- a. Provide an inviting and welcoming environment where parent/guardian, family, and community involvement is valued and respected.
- b. Encourage the use of professional development opportunities and resources to support effective parent/guardian, family, and community involvement.

II. Compliance

- A. All school-based and central office staff shall comply with the Parent/Guardian and Family Involvement Policy 1270 by implementing the strategies, activities, and measures cited in the Baltimore County Public Schools (BCPS) Master Plan, Goals 6 and 7, regarding parent/guardian and family involvement in the educational process.
- B. Schools shall seek involvement from all parents/guardians regardless of their educational attainment, race/ethnicity, gender, socio-economic status, primary language, marital status, sexual orientation, or disability.
- C. The Department of Professional Development and the Office of Title I will annually convene a group of parents and community stakeholders to review

the BCPS Parent/Guardian and Family Involvement policy, rule and administrative procedures.

D. VOLUNTEERS SHALL BE RESPONSIBLE FOR COMPLETING ALL TRAINING AND BACKGROUND INVESTIGATION PROCESSES.

Legal References: 20 U.S.C. §6301 [18] ET SEQ., [(*No Child Left Behind Act of 2001*)]
Annotated Code of Maryland, Education Article §4-112, *ADVISORY COMMITTEES*

Related Policies: Board of Education Policy 1100, *Communication with the Public*
Board of Education Policy 1200, *Community Involvement*
Board of Education Policy 1220, *Citizens Advisory Committee*
Board of Education Policy 1240, *Visits to Schools*
Board of Education Policy 1250, *Participation in the Local School by Community Members*
Board of Education Policy 1260, *School Volunteers*

Rule

Superintendent of Schools

Adopted: 5/23/91

Revised: 7/13/04

Revised: 5/20/08

Revised: 9/08/09

REVISED: _____

COMMUNITY RELATIONS: COMMUNITY INVOLVEMENT

BOUNDARY CHANGES

I. PURPOSE

IN ACCORDANCE WITH THE BOARD OF EDUCATION OF BALTIMORE COUNTY'S (BOARD) PHILOSOPHY, THE BOUNDARY STUDY PROCESS SHOULD BE A COLLABORATIVE MEANS OF INVOLVING SCHOOL AND COMMUNITY STAKEHOLDERS IN PROVIDING INPUT INTO THE DEVELOPMENT OF SCHOOL BOUNDARIES TO ENSURE EFFICIENT USE OF SPACE.

II. DEFINITIONS

- A. FULL TIME EQUIVALENT ENROLLMENT (FTE) IS DEFINED AS AN ADJUSTMENT MADE TO A SCHOOL'S TOTAL ENROLLMENT FOR PURPOSES OF COMPARISON TO A SCHOOL'S STATE RATED CAPACITY.
- B. STATE RATED CAPACITY (SRC) IS DEFINED BY THE STATE OF MARYLAND AS THE MAXIMUM NUMBER OF STUDENTS WHO CAN REASONABLY BE ACCOMMODATED IN A FACILITY WITHOUT SIGNIFICANTLY HAMPERING DELIVERY OF THE GIVEN EDUCATIONAL PROGRAM. THE SRC IS CALCULATED AS THE PRODUCT OF THE NUMBER OF TEACHING STATIONS IN A SCHOOL AND A STATE-DETERMINED STUDENT-TO-CLASSROOM RATIO.

III. BOUNDARY STUDY

- A. THE BOUNDARY STUDY PROCESS MAY BE INITIATED UPON APPROVAL OF THE SUPERINTENDENT.
 - 1. FOR CONSTRUCTION OF A NEW SCHOOL OR ADDITION TO AN EXISTING SCHOOL FOLLOWING FUNDING APPROVAL BY THE STATE AND/OR COUNTY;
 - 2. WHEN SCHOOL CLOSURES OR CONSOLIDATIONS ARE DEEMED APPROPRIATE BY THE SUPERINTENDENT.
 - 3. TO BALANCE ENROLLMENTS BETWEEN/AMONG SCHOOLS OVER/UNDER SRC.

- B. THE FOLLOWING FACTORS SHOULD BE TAKEN INTO CONSIDERATION IN DEVELOPMENT OF SCHOOL BOUNDARIES.
1. EFFICIENT USE OF AVAILABLE SPACE;
 2. COST CONTAINMENT;
 3. LONG-RANGE ENROLLMENT AND CAPACITY NEEDS;
 4. USE OF NATURAL BOUNDARIES, SUCH AS RAILROADS, CREEKS, MAJOR HIGHWAYS, ELECTION DISTRICTS, EXISTING SCHOOL BOUNDARIES, AND LOCATION OF FEEDER SCHOOLS;
 5. ELIMINATION OF EXISTING SATELLITE ZONES (AREAS DISTRICTED TO A SCHOOL THAT ARE OUTSIDE OF ITS BOUNDARY);
 6. MAINTAINING FEEDER SCHOOL PATTERNS FROM ELEMENTARY TO MIDDLE AND MIDDLE TO HIGH SCHOOL TO KEEP STUDENTS FROM THE SAME COMMUNITIES TOGETHER;
 7. MINIMIZING THE NUMBER OF TIMES ANY ONE STUDENT IS REASSIGNED;
 8. PHASING IN BOUNDARY CHANGES BY GRADE LEVEL FOR HIGH SCHOOLS;
 9. MAINTAINING DIVERSITY AMONG ALL INVOLVED SCHOOLS.

IV. RESPONSIBILITIES

- A. ASSISTANT SUPERINTENDENT (AS)
1. ADVISE THE SUPERINTENDENT CONCERNING SCHOOLS WHICH MAY REQUIRE BOUNDARY ADJUSTMENTS;
 2. APPOINT THE CO-CHAIRPERSONS OF THE BOUNDARY STUDY COMMITTEE;
 3. RECOMMEND BOUNDARY STUDY COMMITTEE MEMBERS TO THE SUPERINTENDENT;
 4. ATTEND AND FACILITATE BOUNDARY STUDY COMMITTEE MEETINGS;
 5. COORDINATE COMMUNICATION THROUGHOUT THE BOUNDARY STUDY PROCESS;
 6. ATTEND AND FACILITATE THE PUBLIC FORUM;
 7. PRESENT THE FINAL BOUNDARY CHANGE OPTION TO THE SUPERINTENDENT.

- B. EXECUTIVE DIRECTOR OF THE DEPARTMENT OF PLANNING AND SUPPORT OPERATIONS (ED-DPSO)
 - 1. COORDINATE THE EXCHANGE OF DATA REGARDING THE IMPACT OF THE PROPOSED BOUNDARY STUDY OPTION TO ALL INVOLVED DEPARTMENTS AND OFFICES;
 - 2. SCHEDULE MEETINGS WITH THE AS, PRINCIPAL(S), AND OSP;
 - 3. PROVIDE ORIENTATION ABOUT THE BOUNDARY STUDY PROCESS;
 - 4. SCHEDULE, ATTEND, AND FACILITATE BOUNDARY STUDY COMMITTEE MEETINGS;
 - 5. CONDUCT THE PUBLIC FORUM.
- C. THE OFFICE OF STRATEGIC PLANNING (OSP)
 - 1. ESTABLISH PARAMETERS FOR THE BOUNDARY STUDY USING SYSTEM ENROLLMENT AND ENROLLMENT PROJECTIONS DATA;
 - 2. ORGANIZE AND REPORT RESULTS OF THE BOUNDARY STUDY AND THE PUBLIC FORUM;
 - 3. PROVIDE BOUNDARY CHANGE OPTIONS TO INTERESTED COMMUNITY MEMBERS AFTER THE PUBLIC FORUM.
- D. PRINCIPALS
 - 1. IDENTIFY PARENT(S) REPRESENTATIVES TO BE APPOINTED TO THE BOUNDARY STUDY COMMITTEE;
 - 2. IDENTIFY TEACHER REPRESENTATIVE(S) TO BE APPOINTED TO THE BOUNDARY STUDY COMMITTEE;
 - 3. SERVE ON THE BOUNDARY STUDY COMMITTEE AS NON-VOTING MEMBERS;
 - 4. SERVE AS LIAISON WITH THE SCHOOL COMMUNITY ON ANY BOUNDARY STUDY CONCERNS.
- E. BOUNDARY STUDY COMMITTEE
 - 1. SEEK INPUT FROM REPRESENTATIVES OF THE INVOLVED COMMUNITIES TO IDENTIFY CONCERNS AND PREFERENCES;
 - 2. RECEIVE AND REVIEW INFORMATION ON HOUSING DEVELOPMENTS AND NEIGHBORHOODS INCLUDED IN THE BOUNDARY STUDY AREA;
 - 3. IDENTIFY VARIOUS BOUNDARY OPTIONS;
 - 4. PLAN, ATTEND, AND FACILITATE THE PUBLIC FORUM.
 - 5. REVIEW THE INFORMATION OBTAINED AT THE PUBLIC FORUM;

6. PROVIDE THE AS WITH THE PROPOSED BOUNDARY OPTION(S).

V. PROCEDURE

- A. ANNUALLY, EACH OCTOBER, OSP WILL ANALYZE THE OFFICIAL ENROLLMENTS FOR SCHOOLS WHICH ARE CALCULATED ON SEPTEMBER 30 ENROLLMENT DATA.
- B. OSP WILL IDENTIFY THOSE SCHOOLS THAT ARE OVER/UNDER SRC BASED ON THEIR FTE.
- C. THE OSP WILL REPORT ITS FINDINGS TO THE ED-DPSO AND TO THE AS OF THE GRADE LEVELS/SCHOOLS INVOLVED.
- D. THE ED-DPSO, IN COLLABORATION WITH THE AS, WILL REQUEST APPROVAL FROM THE SUPERINTENDENT PRIOR TO INITIATING THE BOUNDARY STUDY PROCESS.

VI. BOUNDARY STUDY COMMITTEE

- A. THE BOUNDARY STUDY COMMITTEE WILL BE APPOINTED BY THE SUPERINTENDENT, UPON RECOMMENDATION BY THE AS RESPONSIBLE FOR A SCHOOL CONSIDERED FOR BOUNDARY CHANGE.
- B. THE BOUNDARY STUDY COMMITTEE MAY BE COMPOSED OF PARENTS, TEACHERS, ADMINISTRATORS, AND OTHER REPRESENTATIVES FROM THE SCHOOLS AND COMMUNITIES INVOLVED.
- C. THE BOUNDARY STUDY COMMITTEE WILL REVIEW INFORMATION PREPARED BY THE OSP, GATHER INPUT FROM THE COMMUNITY, AND DEVELOP SEVERAL BOUNDARY CHANGE PROPOSALS.
- D. ALL MEETINGS OF THE BOUNDARY STUDY COMMITTEE WILL BE PUBLICLY ADVERTISED AND OPEN TO THE PUBLIC.

VII. PUBLIC FORUM

- A. THE BOUNDARY STUDY COMMITTEE WILL CONVENE A PUBLIC FORUM FOR THE AFFECTED SCHOOL COMMUNITIES.
- B. THE PUBLIC FORUM WILL BE PUBLICLY ADVERTISED TEN CALENDAR DAYS PRIOR TO THE FORUM.

- C. ALL INFORMATION FROM THE PUBLIC FORUM WILL BE COLLECTED AND PROCESSED BY THE OSP FOR REVIEW BY THE BOUNDARY STUDY COMMITTEE.
- D. FOLLOWING THE PUBLIC FORUM, THE BOUNDARY STUDY COMMITTEE WILL CONVENE TO ANALYZE PUBLIC INPUT AND PROPOSE BOUNDARY CHANGE OPTION(S) TO THE ED-DOPS AND TO THE AS.
- E. THE ED-DOPS, IN COLLABORATION WITH THE AS, MAY REQUEST ADDITIONAL OPTIONS OR MOVE THE PROPOSED OPTION FORWARD TO THE SUPERINTENDENT FOR APPROVAL.

VIII. RECOMMENDATION

- A. THE SUPERINTENDENT WILL PRESENT TO THE BOARD IN AN OPEN BOARD MEETING SUCH BOUNDARY CHANGE RECOMMENDATIONS THE SUPERINTENDENT DEEMS EFFECTIVE.
- B. THE BOARD WILL BE PROVIDED WITH COPIES OF ALL PROPOSALS CONSIDERED BY THE BOUNDARY STUDY COMMITTEE, INCLUDING ANY RATIONALES FOR ACCEPTANCE OR REJECTION OF A PROPOSAL.
- C. THE PRESENTATION TO THE BOARD SHALL TAKE PLACE NO FEWER THAN TEN CALENDAR DAYS PRIOR TO THE BOARD'S PUBLIC HEARING ON THE BOUNDARY CHANGE.
- D. AFTER THE RECOMMENDATION HAS BEEN PRESENTED TO THE BOARD AND PRIOR TO THE PUBLIC HEARING, THE OSP WILL FORWARD COPIES OF THE SUPERINTENDENT'S BOUNDARY CHANGE RECOMMENDATION TO EACH SCHOOL AFFECTED BY THE BOUNDARY CHANGE AND TO ANY MEMBER OF THE PUBLIC WHO HAS REQUESTED A COPY.

VIX. PUBLIC HEARING

- A. AFTER RECEIVING THE SUPERINTENDENT'S RECOMMENDED PLAN OR PLANS, THE BOARD SHALL SCHEDULE AT LEAST ONE PUBLIC HEARING IN ORDER TO RECEIVE COMMENT FROM THE PUBLIC REGARDING THE RECOMMENDED PLAN OR PLANS.
- B. THE PUBLIC HEARING WILL BE HELD NO FEWER THAN TEN CALENDAR DAYS PRIOR TO FINAL ACTION BY THE BOARD.

X. APPROVAL

AFTER THE PUBLIC HEARING, THE BOARD WILL TAKE FINAL ACTION ON THE SUPERINTENDENT'S RECOMMENDATION IN OPEN SESSION AT A REGULARLY SCHEDULED MEETING OF THE BOARD.

XI. EMERGENCIES

EACH STEP IN THE BOUNDARY CHANGE PROCESS MAY BE CONDENSED OR CHANGED WHEN IMPLEMENTATION OF THE PLAN IS REQUIRED DUE TO EMERGENCY CIRCUMSTANCES.

RULE
ADOPTED: _____

SUPERINTENDENT OF SCHOOLS

RULE 2372

ADMINISTRATION: Administrative Operations

Conduct: Tobacco

I. Definitions

- A. School buildings shall mean local school system or leased buildings. This includes schools, central offices, warehouses, garages, or other buildings belonging to the school system regardless of whether or not students are present.
- B. School vehicles shall mean any vehicle owned or leased by the school system.
- C. School grounds shall mean local school system owned or leased land. [that surrounds a school building.]
- D. Tobacco shall mean ANY product[s] derived from the tobacco plant that is smoked, chewed, sniffed, or otherwise consumed IN ANY MANNER, EXCEPT IN[. This shall not include] nicotine replacement therapy.

II. Procedures

- A. Employees will be notified of BOARD OF EDUCATION Policy 2372 when hired by the Department of Personnel and annually thereafter by the Office of Safe and Drug-Free S[s]chools.
- B. Signs to be supplied by the Office of Health Services—Employee Wellness Program reminding all staff, visitors, and students of the tobacco-free environment, will be posted on all school system buildings owned or leased by Baltimore County Public Schools (BCPS).
- C. Non-B[b]oard of E[e]ducation groups who request the use of a school system owned or leased building will be informed of BOARD OF EDUCATION Policy 2372 through the rules and procedures on the *Application For Use Of School Facilities*.
- D. Smoking cessation information may be obtained through the Office Of Health Services—Employee Wellness Program.

III. Noncompliance

A. An employee of the Board of Education OF BALTIMORE COUNTY (BOARD) found to be in noncompliance with BOARD OF EDUCATION Policy 2372:

1. First violation—be given a verbal warning and COUNSELING INVOLVING A review of policy by the supervisor.
2. Second violation—meet with the supervisor who will review the tobacco-free environment policy and who may recommend further remedial action by referring the employee to the Employee Assistance Program for counseling and for referral to tobacco use cessation programs.
3. Third violation—will result in further disciplinary action.

B. A non-employee of the Board [of Education] found to be in noncompliance with BOARD OF EDUCATION Policy 2372 shall be subject to the following:

1. First Violation—given a verbal warning and review of policy.
2. Continued or Second Violation—asked to leave premises.
3. Continued or Third Violation—issued a no trespass letter

C. Groups that lease school buildings or offices will be informed that their contract will be [at risk of] SUBJECT TO CANCELLATION AND/OR nonrenewal if their users do not comply with [Board] THIS policy.

Rule
Adopted: 3/23/04
REVISED:

Superintendent of Schools

PERSONNEL: Professional

Absences, Leaves, Vacations and Holidays: Definitions

1. Appropriate Administrator: the professional employee to whom the individual reports.
2. Calendar Days: all the days of the year, month or pay period.
3. Close Relatives: grandmother-in-law, grandfather-in-law, brother-in-law*, sister-in-law*, uncle by blood or marriage, aunt by blood or marriage, nephew or niece by blood or marriage, or first cousin.
4. Duty Days: the days an employee is scheduled to work.
5. Fiscal Year: July 1 to June 30.
6. Leave Accounting Year: commences with the beginning of the first full pay period in the fiscal year.
7. Formal Leave: leave requiring approval of the Board of Education.
8. Immediate Family: father, mother, brother, sister, husband, wife, son, daughter, grandmother and grandfather by blood (no marriage), grandson, granddaughter, mother-in-law, father-in-law, daughter-in-law, son-in-law, legal dependent of the employee, a person residing as a member of the household where the employee is making his home, or any other person so interpreted by the Board of Education.
9. Non-Duty Days: the days an employee is not scheduled to work; normally, weekends, holidays, etc.
10. Sick Leave: days not on duty because of personal illness or illness in immediate family.
11. Date of Hire: the most recent date for which an employee was hired and is expected to report for duty (synonymous with Date Hired, Hire Date, Date of Employment, First Scheduled Duty Day, Goes on Payroll, etc.).

* Classified as immediate family on for purposes of bereavement leave

Rule
Approved: 6/14/73
Revised: 10/27/77
Revised: 7/1/78]

Superintendent of Schools

PERSONNEL: Professional

Absences, Leaves, Vacations and Holidays: Types and Regulations

1. Types of Absences and Leaves

Academic	Sick (Personal Illness)
Bereavement	Unusual or Imperative
Extended	Urgent Personal Business
Family Illness	Special Religious Observance
Child Rearing	Intervisitation
Military	Court Related
Sabbatical	Personal Leave

The following leaves of absence (with the possible exception of sick leave) may be short-term periods, and the durations are normally indicated at the time leaves are started:

Bereavement	Special Religious Observance
Family Illness	Intervisitation
Sick	Court Related
Urgent Personal Business	Military

2. Regulations

- a. If an employee is entitled to paid leave for these kinds of absences, he/she should notify the Superintendent’s designee, at the time of application, of the date of his/her anticipated return, and should remain in contact with the Superintendent’s designee concerning his/her return.
- b. If an employee is not entitled to paid leave and the anticipated absence is of three (3) months duration or less, the employee should request of the superintendent or his/her designee leave without pay, and at that time indicate the date of anticipated return to active pay status. An employee on such leave shall give at least one (1) week’s notice if he/she desires to return to active service in the present school year.
- c. In the case of long-term paid absence due to illness, the teacher should notify the Department of Personnel at least three (3) weeks in advance of his/her intent to return to active duty in the present school year.

- d. In the event that the teacher does not have accrued sick leave, application to the Board of Education should be made for “extended leave of absence” and the teacher should notify the Department of Personnel at least three (3) weeks in advance of his/her interest in returning to duty in the present school year.
- e. An employee on leave of more than three (3) months shall indicate at least three (3) weeks in advance of his/her desire to return.
- f. An employee who has exhausted ten (10) consecutive days beyond accrued paid leave time is considered to have no employment status unless he/she has applied for appropriate leave and has been granted such leave or an extension thereof by the appropriate administrator.
 - (1) In cases of the use of non-paid sick leave of ten (10) duty days or less, the principal and/or appropriate administrator is empowered to grant such a leave.
 - (2) For all other leaves or extensions, application must be made to the appropriate area superintendent.
- g. In the event the employee does not contact the Board of Education, by letter, of his/her intent to return on the specified date the leave shall terminate, his/her resignation will be accepted as automatic, and he/she will be so notified.
- h. A teacher holding a provisional certificate who is granted a leave of absence is not assured reassignment at the termination of the leave unless or until such time as this teacher qualifies for a regular certificate.
- i. Premiums for hospitalization and life insurances which were paid by the Board of Education of Baltimore County during a leave of absence will be deducted from the employee’s salary upon return, retroactive to the date of the last paycheck.

Also see Master Agreement between the Teachers' Association of Baltimore County and the Board of Education.

Rule

Approved: 6/14/73

Revised: 10/27/77

Revised: 5/10/84

Revised: 3/25/93]

Superintendent of Schools

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: July 13, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **REPORT ON THE FISCAL YEAR 2012 OPERATING AND CAPITAL BUDGET SCHEDULES**

ORIGINATOR: Joe A. Hairston, Superintendent

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

INFORMATION

In the past, Board members and the public have requested advance notice of important dates connected to the capital and operating budgets. The attached initial schedules outline those important dates and the process to be followed.

As specific dates become available, these schedules will be updated on the BCPS Web site at http://www.bcps.org/offices/fiscal_services/links.html.

Attachment I – FY2012 Operating Budget Schedule
Attachment II – FY2012 Capital Budget Schedule

FY2012 OPERATING BUDGET SCHEDULE

July 13, 2010	Present proposed operating schedule to the board
September 2010	<ul style="list-style-type: none"> ◇ Pre-budget meeting with the superintendent ◇ Pre-budget meetings with business services and curriculum and instruction division staff ◇ Grants and general fund instructions to offices
September 22, 2010	Northeast Area Advisory Council Pre-budget Meeting 7 p.m. – Eastern Technical High School (Sign up begins at 6:30 p.m.)
October 11, 2010	Southeast Area Advisory Council Pre-budget Meeting 7 p.m. – TBD (Sign up begins at 6:30 p.m.)
October 12, 2010	Northwest Area Advisory Council Pre-budget Meeting 7 p.m. – TBD (Sign up begins at 6:30 p.m.)
October 2010	Southwest Area Advisory Council Pre-budget Meeting 7 p.m. – TBD (Sign up begins at 6:30 p.m.)
October 14, 2010	Central Area Advisory Council Pre-budget Meeting 7 p.m. – TBD (Pre-register sign-up by calling the Central Area Office at 410-887-3172)
September/October 2010	<ul style="list-style-type: none"> ◇ BRASS training and FY12 budget assistance sessions for office budgets ◇ Office budget requests are due to the Office of Budget and Reporting (OBR)
November 2010	<ul style="list-style-type: none"> ◇ Review by the deputy superintendent ◇ Review by the superintendent ◇ Schools allocate holdback allotments
December 21, 2010	Superintendent provides information report to the board, highlighting upcoming FY12 budget issues
January 11, 2011	Superintendent presents proposed FY12 budget to the board – distribution of the budget book
January 18, 2011	Board public hearing – TBD (snow date: January 19, 2011)
January 25, 2011	Board work session (snow date: January 26, 2011)
February 8, 2011	<i>Board adopts FY12 budget</i>

Specific to the Board of Education
<i>Requires action by the Board of Education</i>

FY2012 OPERATING BUDGET SCHEDULE

February 22, 2011	Distribution of budget book
March 1, 2011	FY12 proposed budget due to the county executive
March 2011	<ul style="list-style-type: none"> ◇ General fund budget instructions to schools ◇ County executive staff reviews BCPS budget proposal
March – April 2011	Schools develop FY12 budget requests
April 2011	County executive presents FY12 budget recommendations to the county council
April 2011	County council holds a public hearing on all county budgets
April 2011	<ul style="list-style-type: none"> ◇ BRASS training and assistance for schools ◇ School budget requests are due to OBR
April – May 2011	County council reviews budget request on all county budgets
May 2011	County council work session on BCPS budget
May 2011	County council adopts FY12 budget
July 1, 2011	FY12 funds available
July 12, 2011	Distribution of the FY12 adopted budget book

Specific to the Board of Education

Requires action by the Board of Education

Revised: 7/12/2010

**FY2012 CAPITAL BUDGET SCHEDULE
STATE/COUNTY REQUEST**

May 19, 2010	Public hearing on FY12 capital budget requests
July 13, 2010	Present proposed capital schedule to the board
July 2010	<ul style="list-style-type: none"> ◇ Office of Budget and Reporting to meet with offices and schools to review project requests ◇ All capital project requests are due to the Office of Budget and Reporting ◇ Meet with chief of staff, deputy superintendent, chief financial officer, executive director of facilities, and the executive director of planning and support operations to discuss the FY12 state and county capital request ◇ Capital budget review with the superintendent ◇ State/county capital request to the superintendent
August 10, 2010	Superintendent presents proposed FY12 state capital request to the board
August 24, 2010	Board work session
September 7, 2010	<i>Board votes on superintendent's proposed state capital request</i>
October 2010	State request due to the State Interagency Committee for Public Construction (IAC)
October 2010	Public School Construction Program review meeting with the Maryland State Department of Education
October 12, 2010	Northwest Area Advisory Council FY13 Capital Pre-budget Meeting 7 p.m. – TBD (Sign-up begins at 6:30 p.m.)
October 2010	Southwest Area Advisory Council FY13 Capital Pre-budget Meeting 7 p.m. – TBD (Sign up begins at 6:30 p.m.)
November 2010	IAC issues recommendations for state request
December 2010	Appeal hearing to IAC for state request
December 21, 2010	Superintendent presents county capital request to the board
January 11, 2011	<i>Board votes on superintendent's proposed state and county capital request</i>

Specific to the Board of Education
<i>Requires action by the Board of Education</i>

FY2012 CAPITAL BUDGET SCHEDULE

STATE/COUNTY REQUEST

January 15, 2011	The county capital request is submitted by this date to the county Office of Budget and Finance and forwarded to the Office of Planning and Zoning. The county executive conducts an overview meeting with the Planning Board in January.
January 2011	Appeal hearing to the Board of Public Works (BPW) for state request
February 2011	Presentation to the County Planning Board for county request
February/March 2011	County capital budget is reviewed by county agencies
April 2011	Southeast Area Advisory Council FY13 Capital Pre-budget Meeting 7 p.m. – TBD (Sign up begins at 6:30 p.m.)
April 13, 2011	Northeast Area Advisory Council FY13 Capital Pre-budget Meeting 7 p.m. – Middle River Middle School (Sign up begins at 6:30 p.m.)
April 14, 2011	Central Area Advisory Council FY13 Capital Pre-budget Meeting 7 p.m. – TBD (Pre-register sign-up by calling the Central Area Office at 410-887-3172)
April 2011	The County Executive presents the proposed county capital budget to the County Council
April 2011	County Council holds a public hearing on all county budgets
April/May 2011	<ul style="list-style-type: none"> ◇ State legislature approves state capital budget ◇ County Council reviews budget request
May 25, 2011	Public hearing on BCPS FY13 capital requests
May 2011	The County Council adopts the FY12 county capital budget
May 2011	BPW approves IAC recommendations of the state request
July 1, 2011	FY12 capital funds available
July 12, 2011	Distribution of the FY12 budget book

Specific to the Board of Education
<i>Requires action by the Board of Education</i>

PERSONNEL: Classified

Status Change: Evaluation, General

1. Classified personnel will be evaluated by their designated rating officer during (a) their probationary period, and (b) at least every year thereafter. Supervisory/technical (Unit III) personnel will be evaluated a minimum of once every two (2) years.
2. Evaluations may be prepared more frequently than stated above if either the employee or the supervisor deems it advisable.
3. A supervisor shall be designated as the reviewing officer. It is this individual's responsibility to review all evaluations graded excellent, marginal, or unsatisfactory prior to the employee interview and signature.
4. In the case of school-based personnel, the local school principal or appropriate designee should be afforded input into the completion of the evaluation instrument. The last line of the appraisal instrument will identify the cooperating administrator.
5. Rating officers are to submit annually to their reviewing officers a summary of the numbers of performance appraisal forms completed and the distribution of ratings in each of the overall categories.
6. Each employee is entitled to an interview at the time of evaluation by the rating officer. Employee comments are encouraged. The signature merely verifies discussion but not necessarily agreement.
7. In the event of a recommended freezing of salary or a dismissal, the rating officer shall immediately contact the reviewing officer in order that such procedures may commence at once.
8. Instructions printed on the reverse side of the performance appraisal instrument should be followed precisely by the rating officer.

Also see Master Agreement between BACE/TABCO and the Board of Education.

Rule
Approved: 1/22/76
Revised: 3/25/82]

Superintendent of Schools

PERSONNEL: Classified

Absences

1. Academic Purposes

The employee is required to submit one (1) week prior notification to the appropriate administrator, in writing, explaining the reason for the absence. This explanation will be coded on the payroll report.

2. Personal Illness

- a. Sick leave is a benefit provided to employees to protect against the loss of income in the event of illness or non-work related injury.

The appropriate use of sick leave is essential to meeting or exceeding the established employee attendance standard (EAS) approved by the Superintendent. Regular attendance at work has a profound and positive affect on student achievement, on the maintenance of a safe and orderly learning environment and on the effective and efficient operation of the school system. The Employee Attendance Monitoring Program supports the employee attendance standard and provides standards and procedures for the monitoring of absences which are reported as being due to personal or family illness.

- b. Using procedures in the Employee Attendance Monitoring Program

The appropriate administrator will review the employee's use of sick leave. The appropriate administrator will discuss the review with the employee and shall provide the employee with a written notice of the review. Under the standards in the Employee Attendance Monitoring Program, if the absences continue, the appropriate administrator will require the employee to submit written certification by a physician confirming the necessity for absences due to illness. The Superintendent or the Superintendent's designee may also require the employee to have an independent medical examination with a Board-designated physician. If undocumented or excessive absences continue, appropriate disciplinary action, up to and including termination, will be taken.

- c. When an employee whose absence is due to injury or illness and the absence is for ten (10) consecutive days or more, the absence will be reported on the appropriate form to the Integrated Disability Management Program. The absence will be reported by the site-based liaison or the employee's supervisor.
- d. The employee is required to submit, to the Integrated Disability Management Program, a disability slip or letter from an appropriate healthcare provider documenting the reason for absence. The documentation must include the diagnosis, an expected length of absence, and a return to work date. The Board of Education reserves the right to designate the use of paid sick leave that meets the requirements of the Family Medical Leave Act (FMLA) as FMLA Leave and will be applied to the 12 weeks of FMA leave for eligible employees during a one-year period.
- e. Failure to submit the required documentation may result in the discontinuation of sick leave benefits. Benefits may be reinstated once the documentation is received and reviewed by the Integrated Disability Management Program.
- f. When appropriate documentation is received it may be determined by the Risk Manager that additional contact or referral to Medical Case Management is necessary. The Integrated Disability Management Program will obtain consent for the release of additional medical information and may require appropriate medical evaluations to be conducted by a Board-approved healthcare provider. All medical information will be maintained in accordance with applicable federal, state, or local laws and regulations.
- g. A medical release to return to work is required from an appropriate healthcare provider before an employee may return to work. This release form needs to be sent to the Integrated Disability Management Program.
- h. A "Transitional Duty" program which meets the employee's documented medical restrictions is offered to employees whenever possible. An appropriate healthcare provider must document all medical restrictions. Transitional duty is a temporary assignment for less than three months except in the case when medical case management has recommended that transitional duty be continued. Transitional duty is not available to

employees who have reached maximum medical improvement or for whom reasonable assurance has been received from an appropriate healthcare provider that the employee will not be able to return to his/her current position. Transitional duty will be coordinated and monitored by the Integrated Disability Management Program in cooperation with site-based administration.

- i. An employee may not use sick leave to postpone a disability retirement consistent with the requirements of sick leave bank outlined in the Master Agreements. Sick leave benefits will terminate if conditions are met for approval of disability retirement, and a physician has given reasonable assurance that the employee will not be able to return to his/her current position.
- j. An employee who has received approval for a medical retirement from the Maryland State Retirement and Pension System, or been approved for disability benefits by the Social Security Administration or other disability plan, will have sick leave benefits terminated consistent with the following sick leave bank procedures:
 - If the decision of the Medical Review Board is received by the BCPS Retirement Coordinator from the 1st through the 20th of the month, sick leave will terminate on the last day of that month.
 - If the decision of the Medical Review Board is received by the BCPS Retirement Coordinator from the 21st through the last day of the month, sick leave will terminate on the last day of the following month.

An employee who has received approval for medical retirement from the County Retirement System will have sick leave benefits terminated consistent with the determined effective date.

Procedures to separate the employee from the Board of Education will be carried out by the Department of Human Resources and will be initiated on the date benefits are terminated.

- k. Employees who are in the Integrated Disability Management Program or who are using sick leave bank at the end of the school year will be sent a letter concerning their intention to return for the upcoming school year. Integrated Disability Management personnel will send the letter.

- l. The procedures for the management of sick leave usage carried out by the Integrated Disability Management program will be incorporated into training programs for administrative, supervisory, and other appropriate personnel.
- m. Consistent with sick leave bank procedures, in no case will the granting of sick leave benefits cause an employee to receive more than his or her annual salary.
- n. When an employee is granted a leave of absence requiring Board action, the accumulated sick leave days are held in abeyance until he/she returns to duty. Upon return to duty, the employee will be granted sick leave days according to the policies in effect but will not lose his/her earned length of service for accumulation purposes. The Board of Education reserves the right to designate paid and unpaid leaves which meet the requirements of the Family Medical Leave Act (FMLA) as FMLA leave and will be applied to the 12 weeks of FMLA leave for eligible employees within a one-year period. The designation of FMLA leave will be the responsibility of the Department of Human Resources.
- o. In the event that an employee does not have accrued sick leave, application shall be made to the Department of Human Resources for an appropriate leave of absence. An employee who has exhausted ten consecutive days beyond accrued paid leave time is considered to have no employment status unless he/she has applied for appropriate leave and has been granted such leave. (Refer to Rule 4152 Professional)

Refer to appropriate Master Agreement for information on cumulative sick leave and on procedures for notification of absences. Employees must adhere to the procedures on notification that apply to their respective unit.

3. Family Illness

An employee is required to submit, to the appropriate administrator, the appropriate form or letter, stating the exact relationship of the ill relative, the nature of the illness, and the necessity for assisting the ill member of the family. If it is known that the employee will be absent for ten (10) or more days, the employee will be directed to complete an application for leave under the Family Medical Leave Act of 1993 (FMLA) and submit it to the Department of Human Resources. Family illness leave is a subset of an employee's sick leave and will

be reviewed as part of the Employee Attendance Monitoring Program if the use of family illness is not designated and applied to FMLA.

4. Bereavement

An employee is required, to submit to the appropriate administrator, a letter stating the relationship, the date of death, the date of the funeral, and the dates of absence. This explanation will be forwarded with the payroll report.

5. Legal Commitments and Transactions

An employee is required to submit, to the appropriate administrator, a letter explaining the reason for the summons of the court. This explanation will be forwarded with the payroll report.

6. Religious Observance

An employee is required to submit one (1) week in advance, to the appropriate administrator, a letter stating his/her intent to be absent on a duty day to observe a religious holiday. This explanation will be forwarded with the payroll report.

7. Urgent Personal Business

When any one day of this leave is used during any year, an employee may use the day by submitting twenty-four (24) hours in advance to the appropriate administrator a letter or card stating the reason or indicating the request is for "urgent personal business." The appropriate administrator may make exception to the twenty-four (24) hour requirement in case of a demonstrated need. The use of the reason "urgent personal business" leave may, at the employee's discretion, occur on the first, second or third occasion of the use of personal business leave. To qualify for the use of the other two (2) days of such leave, the employee must state the reason for such leave in advance to the appropriate administrator.

Each supervisory/technical (Unit III) employee shall be entitled to up to three (3) days per year for urgent personal business leave. A written request for the intended absence shall be submitted to the principal (or other appropriate administrator) at least twenty-four (24) hours prior to the expected absence. No specific reason for such leave shall be required or solicited for the first two (2) days. Urgent personal business leave, if granted, must be used only to conduct personal business of any nature that cannot be scheduled on any non-duty day. The approval of the appropriate administrator/office head shall be required for the third day. Urgent

[RULE 4270

personal business leave may not be used on consecutive duty days except with permission of the principal or other appropriate administrator.

Also see Master Agreement between Council 67/Local 434 of AFSCME, AFL-CIO and the Board of Education and Master Agreement between BACE/TABCO and the Board of Education.

Rule

Approved: 8/29/68

Revised: 9/8/77

Revised: 7/1/82

Revised: 7/8/03

Revised: 9/7/05]

Superintendent of Schools

PERSONNEL: EVALUATIONS

EVALUATIONS

I. OVERVIEW

PERFORMANCE EVALUATIONS ARE REQUIRED IN ORDER TO PROVIDE A FAIR ASSESSMENT OF EMPLOYEE PERFORMANCE, TO DOCUMENT AN EMPLOYEE'S LEVEL OF PERFORMANCE, AND TO ASSIST EMPLOYEES IN IMPROVING PERFORMANCE.

II. IMPLEMENTATION

- A. PERFORMANCE EVALUATIONS SHOULD BE SCHEDULED TO ENSURE THAT EVERY REGULAR EMPLOYEE (APPOINTED AT .1 OR GREATER FULL TIME EQUIVALENCY (FTE)) IS EVALUATED ON A REGULAR BASIS.
- B. PROBATIONARY EMPLOYEES WILL BE EVALUATED IN ACCORDANCE WITH SCHOOL SYSTEM PROCEDURES AND STATE LAW.

III. RESPONSIBILITIES

- A. THE DEPARTMENT OF HUMAN RESOURCES SHALL DEVELOP SYSTEM-WIDE APPRAISAL PROCEDURES AND STANDARDS FOR EVALUATING ALL EMPLOYEES ON A REGULAR BASIS.
- B. THE DEPARTMENT OF HUMAN RESOURCES WILL WORK WITH THE DEPARTMENT OF PROFESSIONAL DEVELOPMENT TO DEVELOP AND IMPLEMENT TRAINING FOR ALL SUPERVISORS ON THE EVALUATION PROCESS.
- C. DEPARTMENT HEADS, OFFICE HEADS, PRINCIPALS, AND SUPERVISORS HAVE THE RESPONSIBILITY AND AUTHORITY TO EVALUATE EMPLOYEES UNDER THEIR SUPERVISION.
 - 1. EVALUATIONS ARE TO BE COMPLETED IN A MANNER CONSISTENT WITH REQUIREMENTS FOUND IN MARYLAND STATUTES AND APPLICABLE COLLECTIVE BARGAINING AGREEMENTS.

LEGAL REFERENCES: *ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §4-311, PERSONNEL*
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §6-202, SUSPENSION OR DISMISSAL OF TEACHERS, PRINCIPALS, AND OTHER PROFESSIONAL PERSONNEL
COMAR 13A.07.02.01, CONTRACTS
COMAR 13A.07.04, EVALUATION OF PROFESSIONAL CERTIFICATED PERSONNEL

RULE
ADOPTED: _____

SUPERINTENDENT OF SCHOOLS

PERSONNEL: GENERAL

ABSENCES AND LEAVES OF ABSENCE

I. POLICY STATEMENT

- A. THE DEPARTMENT OF HUMAN RESOURCES IS RESPONSIBLE FOR ESTABLISHING AN EMPLOYEE ABSENCE AND LEAVES OF ABSENCE SYSTEM. THIS SHALL INCLUDE ESTABLISHING ELIGIBILITY STANDARDS AND CONDUCTING REGULAR REVIEWS OF STANDARDS IN ORDER TO PROVIDE ASSURANCES THAT THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) FISCAL INTERESTS ARE PROTECTED.

II. DEFINITIONS

- A. A REGULAR EMPLOYEE IS AN INDIVIDUAL EMPLOYED TO FULFILL DUTIES OF A RECURRING NATURE WHICH TEND TO PERPETUATE THE NEED FOR A REGULARLY ASSIGNED EMPLOYEE, AND WHO HAS SUCCESSFULLY COMPLETED A STATED PROBATIONARY PERIOD. REGULAR EMPLOYEES ARE NORMALLY ASSIGNED ON A 10-MONTH OR 12-MONTH BASIS.

III. ABSENCES

- A. ABSENCES ARE OCCURRENCES WHEN AN EMPLOYEE IS UNABLE TO REPORT FOR DUTY. NOTIFICATION OF AND/OR REQUESTS FOR ABSENCES ARE SUBMITTED TO AN EMPLOYEE'S IMMEDIATE SUPERVISOR AND WHEN APPROVED, ARE GRANTED WITHOUT LOSS OF PAY.

III. TYPES OF ABSENCES

- A. ABSENCES MADE AVAILABLE TO ELIGIBLE EMPLOYEES MEETING ESTABLISHED CRITERIA INCLUDE:

- 1. PERSONAL ILLNESS

- a. PERSONAL ILLNESS ABSENCE IS A BENEFIT PROVIDED TO EMPLOYEES TO PROTECT AGAINST THE LOSS OF INCOME IN THE EVENT OF ABSENCE DUE TO ILLNESS OR NON-

WORK RELATED INJURY. AN EMPLOYEE MAY NOT USE PERSONAL ILLNESS ABSENCE TO POSTPONE A DISABILITY RETIREMENT. PERSONAL LEAVE BENEFITS WILL TERMINATE IF CONDITIONS ARE MET FOR APPROVAL OF DISABILITY RETIREMENT, OR SERVICE RETIREMENT, OR IF A PHYSICIAN HAS GIVEN REASONABLE ASSURANCE THAT THE EMPLOYEE WILL NOT BE ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF HIS/HER CURRENT POSITION WITH OR WITHOUT AN ACCOMMODATION.

2. FAMILY ILLNESS

- a. FAMILY ILLNESS LEAVE IS A SUBSET OF AN EMPLOYEE'S PERSONAL ILLNESS LEAVE. THE USE OF FAMILY ILLNESS WILL BE REVIEWED AS PART OF THE EMPLOYEE ATTENDANCE MONITORING PROGRAM IF IT IS NOT DESIGNATED AND APPLIED TO THE FAMILY MEDICAL LEAVE ACT (FMLA).

3. PERSONAL BUSINESS

- a. PERSONAL BUSINESS LEAVE IS PROVIDED TO CONDUCT PERSONAL BUSINESS THAT CANNOT BE SCHEDULED ON A NON-DUTY DAY.

4. SPECIAL RELIGIOUS OBSERVANCE

- a. SPECIAL RELIGIOUS OBSERVANCE LEAVE IS PROVIDED TO FULFILL RELIGIOUS OBLIGATIONS WHICH REQUIRE EMPLOYEES TO BE ABSENT DURING DUTY HOURS. THE EMPLOYEE MAY BE REQUIRED TO PROVIDE VERIFICATION OF THE RELIGIOUS REQUIREMENT TO BE ABSENT FROM THE WORK PLACE TO MEET HIS/HER RELIGIOUS OBLIGATION FROM APPROPRIATE RELIGIOUS AUTHORITIES.

5. BEREAVEMENT

- a. BEREAVEMENT LEAVE IS PROVIDED TO EMPLOYEES FOLLOWING THE DEATH OF IMMEDIATE FAMILY MEMBERS AND/OR CLOSE RELATIVES

6. COURT-RELATED

- a. COURT-RELATED LEAVE IS PROVIDED FOR JURY DUTY AND FOR CERTAIN SUMMONS.

IV. ABSENCE MANAGEMENT PROGRAMS

- A. IN ORDER TO PROVIDE FOR THE APPROPRIATE MANAGEMENT AND MONITORING OF EMPLOYEE ABSENCES, THE OFFICE OF RISK MANAGEMENT SHALL ESTABLISH, MAINTAIN, AND IMPLEMENT THE NECESSARY ABSENCE MANAGEMENT PROGRAMS.

- 1. THE INTEGRATED DISABILITY MANAGEMENT (IDM) PROGRAM

- a. THE IDM IS USED TO MANAGE TIME ABSENT FROM THE WORK PLACE FOR EMPLOYEES WHO ARE ABSENT 10 OR MORE CONSECUTIVE DUTY DAYS DUE TO NON-WORK RELATED PERSONAL ILLNESSES AND INJURIES.

- 2. THE EMPLOYEE ATTENDANCE MONITORING PROGRAM (EAMP)

- a. THE EAMP IS DESIGNED TO PROVIDE VERIFICATION OF THE APPROPRIATE USE OF PERSONAL AND FAMILY ILLNESS, COUNSELING, AND/OR CORRECTIVE ACTION FOR THOSE EMPLOYEES NEARING OR EXCEEDING THE EMPLOYEE ATTENDANCE STANDARD.

- b. THE OFFICE OF RISK MANAGEMENT IS RESPONSIBLE FOR THE ADMINISTRATION OF THE EAMP. ALL DEPARTMENT HEADS, OFFICE HEADS, AND SCHOOL-BASED ADMINISTRATORS ARE RESPONSIBLE FOR IMPLEMENTING THE REQUIREMENTS OF THE EAMP.

- c. EMPLOYEES WHO REFUSE TO PARTICIPATE APPROPRIATELY IN THE ABSENCE MONITORING PROGRAMS MAY BE SUBJECT TO DISCIPLINARY ACTION, WHICH MAY INCLUDE FORFEITURE OF SALARY, CANCELLATION OF LEAVE, OR DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.

V. SALARY REDUCTIONS FOR ABSENCES

- A. WHEN AN EMPLOYEE IS ABSENT FROM DUTY WITHOUT GOOD AND SUFFICIENT REASON THE EMPLOYEE MAY FORFEIT SALARY FOR THE TIME ABSENT.

VI. LEAVES OF ABSENCE

- A. AN EMPLOYEE WHO ANTICIPATES BEING ABSENT FROM DUTY AND IN UNPAID STATUS SHALL SUBMIT A REQUEST FOR A LEAVE OF ABSENCE TO THE DEPARTMENT OF HUMAN RESOURCES. A REQUEST FOR A LEAVE OF ABSENCE OR AN EXTENSION OF A LEAVE OF ABSENCE IS SUBJECT TO APPROVAL BY THE BOARD IF THE ANTICIPATED ABSENCES IS FOR MORE THAN NINETY DAYS. THE APPROVED LEAVE MAY OR MAY NOT BE PAID LEAVE.
- B. REGULAR EMPLOYEES WITH MORE THAN ONE YEAR OF CREDITABLE SERVICE MAY REQUEST A LEAVE OF ABSENCE IN ACCORDANCE WITH THE PROVISIONS FOUND IN THE APPROPRIATE BARGAINING UNIT AGREEMENT. EMPLOYEES WITH LESS THAN ONE YEAR OF CREDITABLE SERVICE WILL NOT BE ELIGIBLE FOR A LEAVE OF ABSENCE EXCEPT FOR MILITARY LEAVE AND/OR WHEN THE UNPAID LEAVE IS A REASONABLE ACCOMMODATION UNDER THE AMERICAN WITH DISABILITIES ACT GRANTED TO A QUALIFIED INDIVIDUAL WITH A DISABILITY AND APPROVED BY THE DEPARTMENT OF HUMAN RESOURCES.
- C. AN EMPLOYEE WHO IS IN UNPAID STATUS FOR TEN (10) CONSECUTIVE DUTY DAYS IS CONSIDERED TO HAVE NO EMPLOYMENT STATUS UNLESS THE EMPLOYEE HAS APPLIED FOR AND HAS BEEN GRANTED A LEAVE OF ABSENCE.

- D. UPON RETURN FROM A LEAVE OF ABSENCE, AN EMPLOYEE WILL BE RETURNED TO A POSITION COMPARABLE TO THAT HELD BY THE EMPLOYEE PRIOR TO THE LEAVE OF ABSENCE. IF AN EMPLOYEE REJECTS AN OFFER OF EMPLOYMENT WITHIN HIS/HER CLASSIFICATION UPON REINSTATEMENT, BCPS IS RELIEVED OF ANY COMMITMENT TO PROVIDE EMPLOYMENT.
 - E. GAINFUL, PERMANENT EMPLOYMENT WITH ANOTHER EMPLOYER WHILE ON AN APPROVED LEAVE OF ABSENCE MAY RESULT IN TERMINATION OF THE LEAVE.
 - F. THE DEPARTMENT OF HUMAN RESOURCES IS RESPONSIBLE FOR PROCESSING REQUESTS FOR LEAVES OF ABSENCE AND EXTENSIONS OF LEAVES OF ABSENCE AND FOR SUBMITTING THE REQUESTS WITH REQUIRED DOCUMENTATION TO THE BOARD FOR APPROVAL.
 - G. THE DEPARTMENT OF HUMAN RESOURCES SHALL MONITOR ALL APPROVED LEAVES OF ABSENCE AND IN THE EVENT THE EMPLOYEE DOES NOT COMPLY WITH THE CONDITIONS OF THE LEAVE, THE LEAVE SHALL TERMINATE, AND THE EMPLOYEE WILL BE NOTIFIED BY THE DEPARTMENT OF HUMAN RESOURCES OF EMPLOYMENT OPTIONS AND /OR REQUIRED ACTIONS. THE DEPARTMENT OF HUMAN RESOURCES WILL MAINTAIN THE NECESSARY DOCUMENTATION AND RECORDS IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.
 - H. MILITARY LEAVE, UNPAID LEAVE OF LESS THAN 2 WEEKS, AND ALL PAID LEAVE SHALL BE CONSIDERED CREDITABLE SERVICE AND SHALL NOT ALTER THE SERVICE COMPUTATION DATE. INCREMENTAL INCREASES SHALL BE AVAILABLE TO QUALIFIED EMPLOYEES WHO HAVE A MINIMUM OF 6 MONTHS CREDITABLE SERVICE WITHIN THE PRECEDING FISCAL YEAR.
- VII. THE TYPES OF LEAVES OF ABSENCE MADE AVAILABLE TO ELIGIBLE EMPLOYEES MEETING ESTABLISHED CRITERIA INCLUDE:
- A. ACADEMIC

1. ACADEMIC LEAVE IS PROVIDED WITHOUT PAY TO ELIGIBLE EMPLOYEES FOR THE PURPOSE OF FURTHERING PROFESSIONAL GROWTH THROUGH FORMAL ACADEMIC STUDY.

B. CHILD REARING

1. CHILD REARING LEAVE FOR UP TO TWO YEARS IS PROVIDED TO EMPLOYEES WHO CHOOSE NOT TO RETURN TO THEIR POSITIONS FOLLOWING THE BIRTH OR ADOPTION OF A CHILD, OR WHO WISH TO REMAIN HOME TO REAR A NEWBORN CHILD.

C. MILITARY

1. EXTENDED ACTIVE DUTY MILITARY LEAVE MAY BE GRANTED TO AN EMPLOYEE SERVING IN THE UNIFORMED SERVICES CONSISTENT WITH THE EMPLOYEE'S MILITARY ORDERS.

D. SABBATICAL

1. SABBATICAL LEAVE MAY BE GRANTED WITH PAY TO ELIGIBLE EMPLOYEES FOR THE PURPOSE OF FURTHERING PROFESSIONAL GROWTH THROUGH FORMAL GRADUATE STUDY PROGRAMS.

E. UNUSUAL OR IMPERATIVE

1. ELIGIBLE EMPLOYEES MAY BE GRANTED LEAVE WITHOUT PAY FOR UNUSUAL OR IMPERATIVE REASONS FOR UP TO ONE YEAR WHEN NO OTHER LEAVE IS APPLICABLE. APPROVAL FOR UNUSUAL OR IMPERATIVE LEAVE MUST BE GRANTED BY THE BOARD BEFORE THE ABSENCE OCCURS.

- F. REQUESTS FOR LEAVES OF ABSENCE FOR ABSENCES ANTICIPATED TO BE LESS THAN NINETY DAYS MAY BE APPROVED BY THE DEPARTMENT OF HUMAN RESOURCES. LEAVES OF ABSENCE OF LESS THAN NINETY DAYS WHICH MAY BE APPROVED BY THE DEPARTMENT OF HUMAN RESOURCES INCLUDE:

1. FMLA
 - a. FMLA LEAVE IS GRANTED WHEN THE DEPARTMENT OF HUMAN RESOURCES HAS DETERMINED THAT THE USE OF LEAVE MEETS THE REQUIREMENTS OF THE FMLA AND HAS DESIGNATED IT AS SUCH.
2. SHORT-TERM, NON-FMLA
 - a. EMPLOYEES WITH ONE YEAR OF SERVICE WHO ARE NOT ELIGIBLE FOR FMLA LEAVE MAYBE GRANTED UP TO 12 WEEKS OF SHORT-TERM LEAVE.
3. MATERNITY
 - a. MATERNITY LEAVE IS PROVIDED FOR THE PERIOD OF DOCUMENTED TEMPORARY DISABILITY IMMEDIATELY FOLLOWING CHILDBIRTH. THE EMPLOYEE'S ACCRUED PERSONAL ILLNESS TIME WILL BE USED FOR THE PERIOD OF DISABILITY.
4. PATERNITY
 - a. PATERNITY LEAVE MAY BE GRANTED TO EMPLOYEES IF THEIR SPOUSE OR DOMESTIC PARTNER HAS GIVEN BIRTH. THE LEAVE WILL COMMENCE ON THE DATE OF THE BIRTH OF THE CHILD. THE EMPLOYEE'S ACCRUED PERSONAL ILLNESS TIME WILL BE USED FOR THE PERIOD OF DISABILITY.
5. ADOPTION
 - a. ADOPTION LEAVE FOR ELIGIBLE EMPLOYEES WHICH COMMENCES ON THE DAY THE ADOPTED CHILD IS RECEIVED. ADOPTION LEAVE RUNS CONCURRENTLY WITH FMLA FOR FMLA-ELIGIBLE EMPLOYEES.
6. MILITARY

- a. SHORT-TERM MILITARY LEAVE MAY BE GRANTED FOR EMPLOYEES IN THE UNIFORMED SERVICES WHO MUST BE ABSENT FROM WORK DUE TO A SHORT-TERM EMERGENCY OR ANNUAL UNIT TRAINING DUTY. THE LEAVE WILL BE CONSISTENT WITH THE EMPLOYEE'S OFFICIAL MILITARY ORDERS.

VIII. TERMINATION OF LEAVE FOR RETIREMENT AND/OR RESIGNATION

- A. IF CONDITIONS ARE MET FOR APPROVAL OF DISABILITY RETIREMENT; SERVICE RETIREMENT; RESIGNATION; APPROVAL OF DISABILITY BENEFITS BY THE SOCIAL SECURITY ADMINISTRATION; APPROVAL OF DISABILITY BENEFITS OTHER DISABILITY PLAN, OR A PHYSICIAN HAS GIVEN REASONABLE ASSURANCE THAT THE EMPLOYEE WILL NOT BE ABLE TO RETURN TO HIS/HER CURRENT POSITION, THE DEPARTMENT OF HUMAN RESOURCES SHALL NOTIFY THE OFFICE OF PAYROLL TO TERMINATE PERSONAL ILLNESS LEAVE BENEFITS.

LEGAL REFERENCES: COMAR 13A 01.03.02, *PERSONNEL POLICIES*
COMAR 13A 02.03.02, *ANNUAL LEAVE OF STAFF*
COMAR 13A 07.02.03, *LEAVE OF ABSENCE*
COMAR 13A.07.03.02, *ATTENDANCE AND ABSENCE OF CERTIFICATED EMPLOYEES*

RULE: SUPERINTENDENT OF SCHOOLS
APPROVED: _____

STUDENTS: PROMOTION AND RETENTION

LEAVING SCHOOL PRIOR TO GRADUATION

I. STATEMENT OF INTENT

A. SCHOOLS ARE EXPECTED TO HAVE A DROPOUT RATE OF LESS THAN THREE PERCENT. ELEMENTARY, MIDDLE, AND HIGH SCHOOLS' STAFF SHOULD INITIATE APPROPRIATE INTERVENTIONS FOR STUDENTS WHO ARE AT RISK TO WITHDRAW PRIOR TO GRADUATION AS SOON AS EARLY WARNING SIGNS APPEAR.

1. EARLY WARNING SIGNS INCLUDE BUT ARE NOT LIMITED TO:

- a. POOR GRADES
- b. LOW ATTENDANCE RATES
- c. TRUANCY
- d. RETENTION
- e. DISENGAGEMENT IN THE CLASSROOM
- f. BEHAVIORAL PROBLEMS

2. INTERVENTIONS INCLUDE BUT ARE NOT LIMITED TO:

- a. STUDENT SUPPORT SERVICES TEAMS
- b. IEP TEAMS
- c. COUNSELING
- d. ACCESS TO CAREER/TECHNICAL PROGRAMS
- e. ACCESS TO ALTERNATIVE EDUCATION PROGRAMS
- f. REVISED SCHEDULING
- g. WORK STUDY
- h. EXIT INTERVIEW

B. AN EDUCATIONAL EXIT INTERVIEW MUST BE CONDUCTED WITH ALL STUDENTS WHO LEAVE SCHOOL PRIOR TO GRADUATION OR THEIR PARENTS/GUARDIANS. AT A MINIMUM, THE INTERVIEW SHOULD ENCOURAGE STUDENTS TO REMAIN IN THE THEIR CURRENT SCHOOL PROGRAM OR TO ENROLL IN AN ALTERNATIVE SCHOOL PROGRAM, VERIFY THE REASON OR REASONS FOR

RULE 5240

DROPPING OUT OF SCHOOL, AND ENSURE THAT THE PARENTS OR GUARDIANS ARE INFORMED OF OPTIONS TO BE CONSIDERED.

- C. THE EXIT INTERVIEW, LOCATED IN PUPIL SERVICES PROCEDURE 105, IS AN INTERVENTION TOOL USED TO ENCOURAGE STUDENTS TO COMPLETE THEIR EDUCATION. IT MUST BE CONDUCTED BY THE SCHOOL COUNSELOR, SCHOOL SOCIAL WORKER, SCHOOL ADMINISTRATOR, OR PUPIL PERSONNEL WORKER.
- D. PARENTS/GUARDIANS OF STUDENTS OVER THE AGE OF 18, WHO ARE LIVING INDEPENDENTLY, DO NOT NEED TO PARTICIPATE IN THE EXIT INTERVIEW OR RECEIVE NOTIFICATION OF WITHDRAWAL.

LEGAL REFERENCES: *ANNOTATED CODE OF MARYLAND*, EDUCATION ARTICLE, §7-301, *COMPULSORY ATTENDANCE*
COMAR 13A.08.01.07, *STUDENT WITHDRAWAL STATUS*

RULE
ADOPTED:

SUPERINTENDENT OF SCHOOLS

STUDENTS: Services to StudentsHealth Services

[1. Physical Education

A physical examination by a student's usual source of health care is required upon entering Maryland's public schools for the first time. A physical examination is requested but not required upon entering middle school.

2. Health Appraisal

A health appraisal shall be done by the registered nurse-school nurse on all students who have identified health problems in order to institute measures to prevent these problems from interfering with learning.

3. Dental Examination

A dental examination is requested of all students in kindergarten and grade 6.

4. Immunization Compliance

Immunization requirements must be met by all students at school entry. Students lacking proof of age appropriate immunizations may be temporarily admitted for up to 20 calendar days. Failure to comply with immunizations requirements will result in the student's withdrawal from Baltimore County Public Schools until the requirements are met. Only students with documented religious or medical exemptions may enter and remain in school without the required immunizations.

5. Hearing and Vision Screening

Hearing and vision screening tests are required for all students in the year they enter school for the first time and in kindergarten, grades 3, 5, and 8. These screenings are conducted by technicians from the Baltimore County Department of Health. Any student who is suspected of having a possible hearing or vision problem is screened regardless of grade. The registered nurse-school nurse collaborates with the Baltimore County Department of Health to ensure proper follow-up of students who fail the screenings. Color screening tests are included in the program for students entering kindergarten.

6. Scoliosis Screening

Scoliosis screening is required for all female students in grade 6 and male students in grade 8. The registered nurse-school nurse is responsible for coordinating this program and for the screening process, referral, and follow-up of students who fail the screening.

7. Medications for Students While in School

The administration of medications to students while in school is the sole responsibility of the registered nurse-school nurse. The registered nurse-school nurse, in collaboration with the principal, shall formulate a plan for medication administration when the nurse or substitute nurse is unavailable. This plan must be in accordance with Board of Nursing Regulations, the State School Health Standards (COMAR13A.05.05.05-15), and Baltimore County Public Schools procedures.

All prescription and non-prescription medication needed to be administered in school on a regular basis requires a written order signed by a physician/nurse practitioner/dentist. Parental consent for administering the medication should be obtained.

In accordance with the Board of Nursing Regulations and under the authority of the Baltimore County Department of Health, the registered nurse-school nurse may implement the appropriate nursing protocols in response to students' health needs, which may include the administration of medication from a formulary of approved discretionary drugs. Parental consent is required for administration of all medications, both prescribed and discretionary.

8. Communicable Diseases

Any knowledge of a case or a suspected case of communicable disease shall be reported to the principal and the registered nurse-school nurse who shall determine if the communicable disease is reportable according to state regulations. If the registered nurse-school nurse determines that the communicable disease is reportable, the Office of Health Services, Baltimore County Public Schools, will be notified. The Office of Health Services will make the report to the Baltimore County Department of Health, Bureau of Disease Control. The Bureau of Disease Control shall make the decision on whether student(s) need to be excluded due to the disease. The Bureau of Disease Control, Office of Health Services, and the school principal will collaborate on any decisions regarding any disease-related interventions, including community notification.]

I. GUIDELINES

- A. THE OFFICE OF HEALTH SERVICES SHALL BE RESPONSIBLE FOR ESTABLISHING PROCEDURES AND PROTOCOLS FOR THE HEALTH SERVICES PROGRAM FOR ALL SCHOOLS. THE PROCEDURES AND PROTOCOLS WILL BE DEVELOPED IN COLLABORATION WITH THE DESIGNATED MEDICAL OFFICIAL FROM THE BALTIMORE COUNTY DEPARTMENT OF HEALTH. THE PROCEDURES AND PROTOCOLS SHALL ENSURE COMPLIANCE WITH RELEVANT LAWS AND REGULATIONS, INCLUDING COMAR 13A.05.05.05-.15 (SCHOOL HEALTH SERVICES STANDARDS), COMAR 10.06.04.03 (IMMUNIZATION REQUIREMENTS), COMAR 10.27.09 (STANDARDS OF PRACTICE FOR REGISTERED NURSES), AND COMAR 10.06.01 (COMMUNICABLE DISEASES).

- B. THE MANUAL OF SCHOOL HEALTH NURSING PRACTICE, PROTOCOLS FOR SCHOOL NURSING PRACTICE, SCHOOL-BASED WELLNESS CENTERS POLICY, AND PROCEDURE MANUAL AND PROTOCOLS FOR PRACTICE MANUAL WILL INCLUDE PROVISIONS TO MEET THE FOLLOWING PROGRAM REQUIREMENTS:
 - 1. HEALTH APPRAISAL.
 - 2. HEALTH REQUIREMENTS FOR NEW ENTRANTS, INCLUDING IMMUNIZATIONS, PHYSICAL EXAMINATIONS, AND LEAD LEVEL SCREENINGS.
 - 3. HEARING AND VISION SCREENING.
 - 4. COMMUNICABLE DISEASE PREVENTION AND CONTROL.
 - 5. SERVICES TO STUDENTS WITH SPECIAL HEALTH NEEDS, INCLUDING STUDENTS WITH ANAPHYLACTIC ALLERGIES.
 - 6. EMERGENCY SERVICES, INCLUDING THE TRAINING OF A FIRST- AID BACK UP AND CPR BACK UP FOR EACH SCHOOL AND FOR THE AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) PROGRAM.

7. MEDICATION ADMINISTRATION, INCLUDING PROCEDURES FOR SELF-ADMINISTRATION OF EMERGENCY MEDICATIONS.
8. PREVENTATIVE AND PRIMARY HEALTH CARE SERVICES IN SCHOOLS DESIGNATED TO HAVE A SCHOOL-BASED WELLNESS CENTER.
9. CONFIDENTIALITY, UNDER THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) AND THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT.

[Legal References: Education Article §7-401
School Health Standards: COMAR 13A.05.05.05-15
Communicable Diseases COMAR 10.06.01]

Rule

Superintendent of Schools

Adopted: 11/21/68

Revised: 7/12/84

Revised: 8/9/94

Revised: 2/12/02

REVISED: _____

STUDENTS: SERVICES TO STUDENTS

PSYCHOLOGICAL SERVICES

I. STATEMENT OF INTENT

A. THE OFFICE OF PSYCHOLOGICAL SERVICES WILL COLLABORATE WITH THE OTHER OFFICES OF THE DEPARTMENT OF STUDENT SUPPORT SERVICES TO PROVIDE A COORDINATED PROGRAM OF PUPIL SERVICES AS REQUIRED BY APPLICABLE LAW AND REGULATION.

II. GUIDELINES

A. CERTIFIED AND LICENSED SCHOOL PSYCHOLOGISTS WITHIN THE OFFICE OF PSYCHOLOGICAL SERVICES WILL PROVIDE CONSULTATION SERVICES TO SCHOOL STAFF AND PARENTS/GUARDIANS, AND CONSULTATION, ASSESSMENT, AND INTERVENTION SERVICES TO STUDENTS. SCHOOL PSYCHOLOGISTS WILL ADHERE TO THE PROFESSIONAL AND ETHICAL STANDARDS OF THE NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS AND THE AMERICAN PSYCHOLOGICAL ASSOCIATION. CONSULTATION, ASSESSMENT, AND INTERVENTION SERVICES MAY INCLUDE:

1. DEVELOPING SCHOOLWIDE POSITIVE BEHAVIOR PLANNING AND INTERVENTION EFFORTS THROUGH SCHOOL-BASED DECISION-MAKING TEAMS AND STUDENT SUPPORT TEAMS.
2. DEVELOPING ACADEMIC AND BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH TARGETED AND INTENSIVE NEEDS THROUGH STUDENT SUPPORT TEAMS.
3. DETERMINING STUDENT ELIGIBILITY FOR DISABILITIES UNDER SECTION 504 AND DEVELOPING 504 PLANS THROUGH STUDENT SUPPORT TEAMS.
4. CONDUCTING FUNCTIONAL BEHAVIORAL ASSESSMENTS AND DEVELOPING BEHAVIOR INTERVENTION PLANS FOR

STUDENTS WITH TARGETED AND INTENSIVE NEEDS THROUGH STUDENT SUPPORT TEAMS AND INDIVIDUAL EDUCATION PROGRAM TEAMS (IEP).

5. CONDUCTING ASSESSMENTS OF COGNITIVE, BEHAVIORAL, ADAPTIVE, SOCIAL, EMOTIONAL, AND ACADEMIC FUNCTIONING FOR STUDENTS SUSPECTED OF DISABILITIES AND IN NEED OF ACCOMMODATIONS AND SERVICES UNDER SECTION 504 AND THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA), AS AMENDED.
6. DETERMINING STUDENT ELIGIBILITY FOR DISABILITIES AND SERVICES UNDER THE IDEA AND DEVELOPING GOALS, OBJECTIVES, AND SERVICES THROUGH INDIVIDUAL EDUCATION PROGRAM TEAMS (IEP).
7. PLANNING FOR STUDENTS WITH SPECIAL NEEDS INVOLVING CULTURAL AND LINGUISTIC DIVERSITY, SENSORY DEFICITS, MEDICAL ISSUES, COMMUNICATION, SOCIAL SKILLS, AND EMOTIONAL CONDITIONS.
8. PROVIDING MENTAL HEALTH SERVICES FOR STUDENTS WITH EDUCATIONAL NEEDS INCLUDING THREAT ASSESSMENTS, THERAPEUTIC COUNSELING, TRAUMATIC LOSS SUPPORT, AND CONSULTATION WITH SCHOOL STAFF, FAMILY MEMBERS, AND COMMUNITY AGENCIES.
9. PROVIDING PROFESSIONAL STAFF DEVELOPMENT AND TRAININGS TO SCHOOL STAFF AND PARENTS/GUARDIANS TO SUPPORT STUDENT ACHIEVEMENT AND POSITIVE BEHAVIOR

RULE:
ADOPTED _____

SUPERINTENDENT OF SCHOOLS

RULE 5500

STUDENTS: Conduct

STATEMENT OF INTENT

MANY ELEMENTS CONTRIBUTE TO STUDENT SUCCESS, INCLUDING TALENTED TEACHERS, CARING ADMINISTRATORS, HARD-WORKING STUDENTS, INVOLVED FAMILY AND COMMUNITY MEMBERS, INCREASED ACADEMIC RIGOR, EFFECTIVE USE OF TECHNOLOGY, AND THE MAINTENANCE OF “A SAFE AND ORDERLY LEARNING ENVIRONMENT IN EVERY SCHOOL.”

I. IMPLEMENTATION

- A. ALL SCHOOL STAFF MEMBERS, STUDENTS, AND PARENTS WILL USE THE *POSITIVE BEHAVIOR PLANNING GUIDE AND/OR THE STUDENT HANDBOOK* TO BECOME FAMILIAR WITH THEIR ROLES IN ACHIEVING THIS GOAL.
- B. ALL PRINCIPALS WILL DEVELOP, IMPLEMENT, ASSESS FOR EFFECTIVENESS, AND REVISE THEIR SCHOOLWIDE POSITIVE BEHAVIOR PLANS AS COMPONENTS OF THEIR SCHOOL IMPROVEMENT PLANS.
- C. EACH SCHOOL’S POSITIVE BEHAVIOR PLAN WILL INCLUDE A CODE OF CONDUCT, ROUTINES, AND PROCEDURES.
- D. EACH SCHOOL’S POSITIVE BEHAVIOR PLAN WILL INCLUDE A CHARACTER EDUCATION COMPONENT.
- E. EACH SCHOOL’S CODE OF CONDUCT, ROUTINES, AND PROCEDURES WILL BE TAUGHT TO ALL STUDENTS.

II. STANDARDS

- A. All students transported at public expense are expected to conform to the rules and [regulations] PROCEDURES governing such service as outlined in the handbooks entitled [Safe Travel To and From School] *SAFE TRAVEL TO AND FROM SCHOOL* AND *THE STUDENT HANDBOOK*.

RULE 5500

- B. Students who CHOOSE TO disobey the approved POLICIES, rules, and [regulations] PROCEDURES shall be subject to disciplinary action. This may result in the suspension from riding the school bus. Parents shall be notified of any such action.
- C. Principals are authorized to refuse admission to or eject from school premises any person who appears to be intoxicated, UNDER THE INFLUENCE OF DRUGS, or WHO conducts himself or herself in an improper or disorderly manner.
- D. Principals may deny access to the school building or grounds to any person who is not a currently [registered] ENROLLED student, or staff [or faculty] member at the school, [and] who does not have lawful business to pursue at the school, or who acts in a manner that disrupts or disturbs the normal [educational functions] SCHOOL PROGRAMS.
- E. The principal shall designate a person in charge of the school when the principal is to be absent from the school.

Rule

Superintendent of Schools

Approved: 11/21/68

Revised: 10/08/70

Revised: 08/20/81

REVISED: _____

INSTRUCTION: INSTRUCTION

EVALUATION AND Selection of Instructional Materials [- Procedures]

[1. Each Office within the Division of Instruction shall establish Materials Review and Selection Committees.]

I. PURPOSE

- A. UNDER THE DIRECTION OF THE SUPERINTENDENT, THE DIVISION OF CURRICULUM AND INSTRUCTION (C&I) IS RESPONSIBLE FOR THE EVALUATION AND SELECTION OF INSTRUCTIONAL MATERIALS IN ORDER TO SECURE AND MAKE AVAILABLE FOR STUDENTS AND INSTRUCTIONAL STAFF INSTRUCTIONAL MATERIALS THAT SUPPORT THE CURRICULUM AND GOALS OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD).
- B. C&I WILL COORDINATE WITH THE DIVISION OF BUSINESS SERVICES AND STAKEHOLDERS TO EVALUATE, SELECT, AND PROCURE INSTRUCTIONAL MATERIALS.
- C. INSTRUCTIONAL MATERIALS WILL BE EVALUATED AND SELECTED SO THAT THE MATERIALS USED FOR TEACHING AND LEARNING ENVIRONMENTS SUPPORT THE CURRICULUM AND MEET THE DIVERSE NEEDS OF STUDENTS.
- D. THE INSTRUCTIONAL MATERIALS THAT HAVE BEEN RECOMMENDED FOR SELECTION BY C&I WILL BE FORWARDED TO THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) FOR ADOPTION.

II. DEFINITION

- A. INSTRUCTIONAL MATERIALS ARE DEFINED AS THOSE ITEMS THAT ARE DESIGNED TO INSTRUCT STUDENTS IN THE TEACHING/LEARNING PROCESS REGARDLESS OF DELIVERY METHOD AND/OR FORMAT. INSTRUCTIONAL MATERIALS MAY BE CONSUMABLE AND EXPENDABLE AND INCLUDE, BUT ARE NOT LIMITED TO SUCH ITEMS AS CHARTS, KITS, TEXTBOOKS, MAGAZINES, NEWSPAPERS, PICTURES, RECORDINGS, SLIDES, TRANSPARENCIES, VIDEOS, VIDEO DISCS, WORKBOOKS, AND ELECTRONIC RESOURCES SUCH AS SOFTWARE, CD-ROMS, AND ONLINE SERVICES.

III. EVALUATION

- A. THE FOLLOWING CRITERIA SHALL BE APPLIED TO EVALUATE INSTRUCTIONAL.
1. GUIDELINES OUTLINED IN CULTURAL CONTEXTS FOR LEARNING: A DESKTOP REFERENCE FOR EDUCATORS;
 2. INSTRUCTIONAL MATERIALS MUST BE:
 - a. ALIGNED TO THE BCPS CURRICULUM AND SUPPORT STUDENT ACHIEVEMENT;
 - b. ACCURATE AND CURRENT IN TERMS OF CONTENT;
 - c. REPRESENTATIVE OF THE PLURALISTIC NATURE AND DIVERSITY OF A GLOBAL SOCIETY;
 - d. FREE OF BIAS, STEREOTYPE, DISCRIMINATION, AND PREJUDICE;
 - e. AGE/GRADE APPROPRIATE FOR THE STUDENTS FOR WHICH THE MATERIALS WILL BE USED;
 - f. REPRESENTATIVE OF DIFFERENT VIEWPOINTS AND PERSPECTIVES ON CONTROVERSIAL SUBJECTS;
 - g. VALUE IN TERMS OF PURCHASE PRICE;
 - h. COMPLY WITH BCPS HARDWARE AND NETWORK STANDARDS TO ENSURE OPTIMUM PERFORMANCE OF ELECTRONIC, DIGITAL, AND WEB-BASED INSTRUCTIONAL MATERIALS;
 - i. COMPLY WITH FEDERAL AND STATE LAWS REGARDING ACCESSIBILITY FOR ALL STUDENTS;
 - j. FREE OF QUESTIONS OR ACTIVITIES THAT INVADE PERSONAL OR FAMILY PRIVACY BY REQUIRING STUDENTS TO REVEAL PRIVATE, PERSONAL OR FAMILY INFORMATION, SUCH AS PARENTAL OR PERSONAL RELATIONSHIPS, POLITICAL BELIEFS, AND RELIGIOUS AND MORAL ATTITUDES.
 3. GIFTS AND DONATIONS OF INSTRUCTIONAL MATERIALS ARE NOT EXEMPT FROM, AND MUST COMPLY WITH, THE ESSENTIAL SELECTION CRITERIA, AS OUTLINED IN PARAGRAPH III. A. ABOVE.

- B. THE PROCESS AND FORMS TO BE USED IN THE SELECTION OF INSTRUCTIONAL MATERIALS WILL BE PUBLISHED IN THE *CURRICULUM DEVELOPMENT HANDBOOK*

IV. SELECTION COMMITTEES

- A. [1.] Each office within C & I IS RESPONSIBLE FOR THE EVALUATION AND SELECTION PROCESS [the Division of Instruction shall establish Materials Review and Selection Committees] OF MATERIALS SPECIFIC TO ITS AREA OF INSTRUCTION.

- [a. criteria for quality and type of materials needed shall be established by each office, reviewed, and kept on file by the Department of Curriculum.

- b. Criteria for selecting materials on the basis of nonbiased representation will be established by a countywide committee].

- B. EACH OFFICE HEAD SHALL APPOINT A SUBJECT-AREA SELECTION [c. C]committee[s shall].

- 1. EACH SELECTION COMMITTEE WILL consist of C&I STAFF, teachers, DEPARTMENT CHAIRS, school-based administrators, and OTHER PERSONNEL, AS APPROPRIATE AND AS DEEMED NECESSARY BY THE OFFICE HEAD [certified central office personnel and may consist of others as well.

- [d. Committees shall be appointed by coordinators who shall also appoint the chairmen.]

- C. [e.]EACH OFFICE HEAD SHALL ENSURE THAT THE SELECTION Committee[s shall] meetS [prior to the end of the school year preceding the year of their participation for an orientation.] AND MAKES RECOMMENDATIONS IN ACCORDANCE WITH THE TIMEFRAME NECESSARY TO ENSURE THAT THE SELECTION OF INSTRUCTIONAL MATERIALS COINCIDES WITH THE ADOPTION OF NEW CURRICULUM AND/OR THE ESTABLISHED DEADLINES FOR UPDATING ONLINE INSTRUCTIONAL MATERIALS CATALOGS.

- [(1) to identify need of the program.
 - (2) to review selection procedures and criteria

(3) to reevaluate the need for existing materials

- f. Committees shall be reconvened in preparation for examining various instructional materials.
- g. Committees will meet as needed thereafter to study, recommend, and select materials needed for the designated program.]

- B. Each [O]office HEAD [shall have written justification for each instructional material selected]WILL MAINTAIN DOCUMENTATION OF THE SELECTION COMMITTEE'S RECOMMENDATIONS. THE DOCUMENTATION SHALL INCLUDE A SUMMARY OF THE MATERIALS REVIEWED, EACH COMMITTEE MEMBER EVALUATION FORM, AND THE COMMITTEE'S REASONS FOR SELECTION OR REJECTION OF THE INSTRUCTIONAL MATERIALS.
- C. THE OFFICE HEAD WILL FORWARD THE SELECTION COMMITTEE'S RECOMMENDATION TO THE EXECUTIVE DIRECTOR AND TO THE ASSOCIATE SUPERINTENDENT, C&I, FOR FINAL ACTION.

IV. PUBLIC REVIEW

- A. [2.]Each office [shall] HEAD WILL prepare [a public exhibit of new print] AND ADVERTISE ON THE SCHOOL SYSTEM'S WEB PAGE THAT THE materials [to be displayed prior to the] RECOMMENDED FOR selection [of books by schools] ARE AVAILABLE FOR REVIEW AND WILL BE OPEN FOR REVIEW FOR THIRTY CALENDAR DAYS.
 - 1. THE PUBLIC NOTICE WILL INCLUDE THE LOCATION WHERE THE MATERIALS MAY BE REVIEWED.
 - 2. THE MATERIALS WILL BE AVAILABLE FOR REVIEW DURING REGULAR BUSINESS HOURS. [The of the exhibit will be publicly advertised]
- B. THE MATERIALS RECOMMENDED FOR SELECTION WILL REMAIN IN THE PUBLIC EXHIBIT FOR 30 CALENDAR DAYS TO PERMIT REVIEW BY PROFESSIONAL STAFF, [a. The exhibit will be open to teachers, students,] PARENTS, and the public BEFORE PROCURING THE MATERIALS FOR SCHOOL OR SCHOOL

SYSTEM PURCHASE. [b. The exhibit will be on display for 30 days at a central location.]

- C. Representatives of the Division of C&I [Instruction] will be available to respond to questions upon request.

- [c. The time and place of the exhibit will be publicly advertised.

- d. Request for Reconsideration forms will be available.

- e. Lists of new library and non-print materials will be available at the exhibit, and examination of specific items may be arranged upon request.

- 3. A procedure for responding to citizens' concerns shall be established.]

V. CITIZEN COMMENT ON INSTRUCTIONAL MATERIALS

- A. SHOULD A PROFESSIONAL STAFF MEMBER, PARENT, OR THE PUBLIC WISH TO PROVIDE FEEDBACK CONCERNING THE INSTRUCTIONAL MATERIALS, THEY MAY DO SO BY COMPLETING [a. Any citizen who is concerned about an item shall fill out a Request for Reconsideration] *THE CITIZEN'S REVIEW OF INSTRUCTIONAL MATERIALS* form (FORM A). (SEE RULE 6002, FORM A)

- B. [b.]The COMPLETED Form A shall be [submitted] FORWARDED to the ASSOCIATE SUPERINTENDENT, C&I, [Division of Instruction] WHO WILL FORWARD THE FORM TO THE APPROPRIATE OFFICE HEAD FOR REVIEW AND RESPONSE.

- 1. [c. The Division will forward the form to the office designated on the form.]

- IF THE INSTRUCTIONAL MATERIALS IN QUESTION ARE CURRENTLY BEING USED IN INSTRUCTIONAL PROGRAMS, THE MATERIALS WILL NOT BE WITHDRAWN FROM USE DURING THE RECONSIDERATION PROCESS.

- C. [d.]Each office [shall have] HEAD WILL ESTABLISH a standing committee composed of representatives [form] FROM its [various] selection committee[s] FOR THE PURPOSE OF REVIEWING CITIZEN FEEDBACK SUBMITTED ON FORM A.

- 1. WITHIN 30 CALENDAR DAYS OF RECEIPT OF FORM A

- [e. The standing committee will prepare a written response to the complainant with a copy to the Division of Instruction.]

- a. A COPY OF THE WRITTEN RESPONSE SHALL BE FORWARDED TO THE ASSOCIATE SUPERINTENDENT, C&I.
- b. FAILURE BY THE STANDING COMMITTEE TO SUBMIT THE DECISION WITHIN THE STATED TIME DOES NOT MEAN THAT ANY PARTY HAS BECOME THE PREVAILING PARTY.

VI. APPEALS

A. APPEAL TO THE SUPERINTENDENT.

1. IF A PERSON IS DISSATISFIED WITH THE DECISION OF THE STANDING COMMITTEE, HE/SHE MAY APPEAL THE DECISION IN WRITING TO THE SUPERINTENDENT. [f. Should the complainant be dissatisfied with the response, he may then appeal to a review board.]
 - a. ALL APPEALS MUST BE IN WRITING AND WILL BE DEEMED TIMELY IF POSTMARKED OR DELIVERED WITHIN 15 CALENDAR DAYS OF THE DATE OF THE STANDING COMMITTEE'S DECISION.
2. THE SUPERINTENDENT WILL ESTABLISH A [The] Review Board WHICH WILL BE RESPONSIBLE FOR EVALUATING THE COMPLAINT AND ISSUING A FINAL DECISION ON BEHALF OF THE SUPERINTENDENT.
 - a. [g.]THE Review Board [shall be] WILL BE composed of the coordinator of the office involved, THE EXECUTIVE DIRECTOR, AND NO FEWER THAN TWO [Area] assistant superintendents.
3. [h.] The [response of the] Review Board [shall be sent to the complainant and the Superintendent of Schools.] WILL, UPON REVIEW OF THE DOCUMENTATION AND IN CONSULTATION WITH APPROPRIATE STAFF, RESPOND IN WRITING TO APPELLANT.

B. [i.]Appeal [may be made] to the Board of Education.

1. REQUESTS TO APPEAL THE DECISION OF THE SUPERINTENDENT MUST BE MADE IN WRITING TO THE PRESIDENT OF THE BOARD OF EDUCATION IN THE TIME LIMITS PROVIDED BY LAW. THE APPEAL MUST BE

RELATED TO THE ORIGINAL CONTENT OF THE *CITIZEN'S RESPONSE TO THE REVIEW OF INSTRUCTIONAL MATERIALS* FORM.

- [4. Any materials to be made available to students by teachers or others, outside those previously approved by selection committees should be consistent with existing criteria developed by the subject office involved.]

Legal References: *Annotated Code of Maryland, Education Article §4-205, Powers and duties of the county superintendent.*

Rule
Approved: 11/11/76
Revised: 4/9/87
REVISED: _____

Superintendent of Schools

Baltimore County Public Schools
CITIZEN'S [REQUEST FOR RECONSIDERATION] **REVIEW OF INSTRUCTIONAL MATERIALS**
[Towson, MD 21204]

Author _____ Type of instructional material _____

Title _____

Publisher (if known) _____

REVIEW [Request] initiated by _____

Telephone _____ Address _____

City _____ Zip _____

[Curriculum area and grade of item _____]

[Complainant] REVIEWER represents:

Self

[name of organization] ORGANIZATION/NAME) _____

[identify group] (OTHER GROUP/NAME) _____

1. [To what in the item do you object? (Please be specific.)]
IN WHAT SUBJECT AND/OR GRADE LEVEL ARE THESE MATERIALS TO BE USED?

2. WHAT ARE THE STRENGTHS/VALUE OF USING THESE MATERIALS? (PLEASE BE SPECIFIC.)

3. What do you feel might be the result of using [this item] THESE MATERIALS?

4. For [what] WHICH age group would you recommend [this item]THESE MATERIALS?

5. Do you feel there is any value in this MATERIAL AT THIS time?

6. Did you examine the entire item? No Yes. What parts? _____

[6. Have you had an opportunity to discuss the proposed use of this item with a staff member? _____]

SIGNATURE OF REVIEWER _____ DATE _____

OTHER COMMENTS:

[_____
Signature of Complainant

Date]

Please send this request to:
[Assistant Superintendent]
Department of Curriculum (PreK-Adult) and High Schools]
DIVISION OF CURRICULUM AND INSTRUCTION
Baltimore County Public Schools
6901 Charles Street
Towson, MD 21204

[You will receive a response from the Department of Curriculum (PreK-Adult) and High Schools.]

BEBCO
Revised: 4/9/87
REVISED: _____