I. PLEDGE OF ALLEGIANCE

II. SILENT MEDITATION IN REMEMBRANCE

III. AGENDA
Consideration of the agenda for April 23, 2013

IV. MINUTES
Consideration of the Open and Closed Minutes of March 5, 2013

V. SELECTION OF SPEAKERS

VI. ADVISORY AND STAKEHOLDER GROUPS

VII. PUBLIC COMMENT

A. Public comment on the following Board of Education policies (second reading):

- Proposed Change to Policy 1270 – COMMUNITY RELATIONS: Community Involvement-Parent and Family Involvement

- Proposed Changes to Policy 6307 – INSTRUCTION: Schedules- Patriotic Exercises

- Proposed Changes to Policy 6500 – INSTRUCTION: Research, Testing, and Evaluation-Research and Assessment

- Proposed Changes to Policy 8130 – INTERNAL BOARD OPERATIONS: Formulation

VIII. GENERAL PUBLIC COMMENT

IX. SUPERINTENDENT’S REPORT

X. PRESIDENT’S REPORT
XI. OLD BUSINESS

A. Consideration of the following Board of Education policies (third reading):

- Proposed Deletion of Policy 3112 – NON-INSTRUCTIONAL SERVICES: Operating Budget Exhibit B
- Proposed Changes to Policy 3121 – NON-INSTRUCTIONAL SERVICES Funds Management and Classification of Expenditures Exhibit C
- Proposed Changes to Policy 3122 – NON-INSTRUCTIONAL SERVICES: Classification of Expenditures Exhibit D
- Proposed Changes to Policy 4001 – PERSONNEL: Equal Employment Opportunity Exhibit E
- Proposed Deletion of Policy 7120 – NEW CONSTRUCTION: Patterns of Participation Exhibit F
- Proposed Changes to Policy 7240 – NEW CONSTRUCTION: School Sites Exhibit G
- Proposed Changes to Policy 7310 – NEW CONSTRUCTION: Determination of School Design and Construction Costs Exhibit H

XII. NEW BUSINESS

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

1. Transfers Exhibit I
2. Terminations Exhibit J
3. Retirements Exhibit K
4. Resignations Exhibit L
5. Leaves of Absence Exhibit M
6. Non-Renewals Exhibit N
7. Deceased: Recognition of Service Exhibit O
8. Certificated Appointments Exhibit P

B. Consideration of consent to Administrative Appointments (Dr. Dance) Exhibit Q
XII. NEW BUSINESS (cont)

C. Consideration of consent to the following contract awards: 

2. Contract Modification: Field Trip Transportation Services 
4. Contract Modification and Extension: Absence Management System for Teachers and Substitute Teachers 
5. Contract Modification and Extension: Math Teacher Professional Development Institute 
7. Automobiles and Trucks 
8. eCatalog - Textbooks 
9. Elevator Repair and Preventative Maintenance, Lift Preventative Maintenance 
10. Job Order Contract for Construction and Facility and Maintenance Repair and Operations 
11. Information Technology (IT) Business Systems Analyst/Program Manager 
12. Magnet Program Audit 
13. School Signs 
15. Take-Home Educational Materials 
16. Tire Recapping 
17. Wood Floor Refinishing 
20. Video Surveillance System at Various Elementary Schools
XII. NEW BUSINESS (cont)

21. Stadium Improvements – Patapsco High School
22. Lutherville Area Elementary School Construction at Mays Chapel Construction Package 3A - Concrete
23. Lutherville Area Elementary School at Mays Chapel Construction Package 4A - Masonry
24. Lutherville Area Elementary School at Mays Chapel Construction Package 5A – Structural Steel
25. Lutherville Area Elementary School at Mays Chapel Construction Package 15A – Mechanical/Plumbing
26. General John Stricker Middle School: HVAC Renovations
27. Roof Design and Construction Administration Services – Chapel Hill Elementary School
28. Roof Design and Construction Administration Services – Cromwell Valley Magnet School
29. Roof Design and Construction Administration Services – Glenmar Elementary School
30. Roof Design and Construction Administration Services – Middleborough Elementary School
31. Roof Design and Construction Administration Services – Riverview Elementary School
32. Roof Design and Construction Administration Services – Scotts Branch Elementary School
33. Long-Term Capital Improvement Plan

D. Consideration of the Board Meeting Schedule for 2013-2014 (Mr. Schmidt) Exhibit S
E. Consideration of the Purchase Short-Throw Projectors at Fort Garrison Elementary School (Ms. Blannard) Exhibit T
F. Consideration of naming of an Area of a School—Computer Lab at Chase Elementary School (Ms. Blannard) Exhibit U
G. Consideration of the Concession Stand at Catonsville High School (Mr. Bedell) Exhibit V
H. Consideration of the Transfer of Sollers Point Technical High School to Baltimore County Government (Mr. Dixit) Exhibit W
XII. NEW BUSINESS (cont)

I. Consideration of the Transfer of the Eastwood Center Elementary Magnet School to Baltimore County Government  
(Mr. Dixit)  
Exhibit X

J. Consideration of the FY13 Operating Budget Supplemental Request  
(Ms. Burnopp)  
Exhibit Y

K. Consideration of the FY13 Operating Budget Appropriation Transfer Request  
(Ms. Burnopp)  
Exhibit Z

XIII. REPORTS

A. Proposed Changes or Deletions to the following Board of Education Policies (first reading):  
Ms. Roddy

• Proposed New Policy 4010 – PERSONNEL: General-Nepotism  
Exhibit AA

• Proposed Changes to Policy 8340 – INTERNAL BOARD POLICIES: Operations-Appeal Before the Board of Education  
Exhibit BB

• Proposed Changes to Policy 8341 – INTERNAL BOARD POLICIES: Operations-Appeal Before A Hearing Examiner  
Exhibit CC

(Mr. Duque)  
Exhibit DD

XIV. INFORMATION

A. Legislation Summary  
Exhibit EE

Exhibit FF

C. Southeast Area Education Advisory Council Minutes of January 28, 2013  
Exhibit GG

D. New Superintendent’s Rule 3121 - NON-INSTRUCTIONAL SERVICES Funds Management and Classification of Expenditures  
Exhibit HH

E. Revised Superintendent’s Rule 3122 - NON-INSTRUCTIONAL SERVICES: Classification of Expenditures  
Exhibit II

F. Revised Superintendent’s Rule 4001 - PERSONNEL: Equal Employment Opportunity  
Exhibit JJ
XIV. INFORMATION (cont)

G. Deletion of Superintendent’s Rule 7120 – NEW CONSTRUCTION: Patterns of Participation  
   Exhibit KK

H. Revised Superintendents Rule 7240 – NEW CONSTRUCTION: School Sites  
   Exhibit LL

I. Revised Superintendent’s Rule 7310 – NEW CONSTRUCTION: Determination of School Design and Construction Costs  
   Exhibit MM

XV. ANNOUNCEMENTS

Next Board Meeting Tuesday, May 7, 2013
7:00 PM Catonsville High School
TENTATIVE MINUTES
BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND
Tuesday, March 5, 2013

The Board of Education of Baltimore County met in closed session at 4:40 p.m. at Greenwood. President Lawrence E. Schmidt, Esquire, and the following Board members were present: Mr. Michael H. Bowler, Cornelia Bright Gordon, Esquire, Mr. Michael J. Collins, Mr. Charles McDaniels, Jr., Mr. George J. Moniodis, Mr. H. Edward Parker, and Mr. David Uhlfelder. In addition, Dr. S. Dallas Dance, Superintendent of Schools, and staff members were present.

Mr. Schmidt reminded Board members of community functions and Board of Education events scheduled in February and March.

Pursuant to the Annotated Code of Maryland, State Government Articles, §§10-508(a)(1), (a)(7), and (a)(8) and upon motion of Ms. Bright Gordon, seconded by Mr. McDaniels, the Board commenced its closed session at 4:51 p.m.

CLOSED SESSION MINUTES

The Board of Education of Baltimore County, Maryland, met in closed session at 4:40 p.m. at Greenwood. President Lawrence E. Schmidt, Esquire, and the following Board members were present: Mr. Michael H. Bowler, Cornelia Bright Gordon, Esquire, Mr. Michael J. Collins, Mr. Charles McDaniels, Jr., Mr. George J. Moniodis, Mr. H. Edward Parker, and Mr. David Uhlfelder. In addition, Dr. S. Dallas Dance, Superintendent of Schools, and the following staff members were present: Mr. Kevin A. Hobbs, Deputy Superintendent; Ms. Michele O. Prumo, Chief of Staff; Mr. Michael G. Sines, Chief Operations Officer; Mr. D. Mychael Dickerson, Chief Communications Officer; Dr. Lisa Grillo, Chief Human Resources Officer; Dr. Alpheus Arrington, Director, Human Resources; Margaret-Ann F. Howie, Esquire, General Counsel; Mr. George Duque, Manager, Office of Staff Relations, Andrew W. Nussbaum, Esquire, Counsel to the Board of Education; Ms. Debi Decker, Executive Assistant to the Board;, and Ms. Brenda Stiffler, Executive Assistant to the Superintendent.

Mr. George Duque, Staff Relations Manager, provided Board members with an update on collective bargaining matters and the changes to all four Master Agreements.

Mr. Duque exited the room at 4:43 p.m.

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

Ms. Roddy exited the room at 4:47 p.m.

Dr. Grillo and Dr. Arrington exited the room at 4:48 p.m.
CLOSED SESSION MINUTES (cont)

Board member, Romaine N. Williams, Esquire, entered the room at 4:49 p.m.

Board member, Ms. Valerie A. Roddy, entered the room at 4:50 p.m.

On motion of Mr. Uhlfelder, seconded by Ms. Roddy, the Board adjourned its closed session at 4:51 p.m.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 6:00 p.m. at Greenwood. President Lawrence E. Schmidt, Esquire, and the following Board members were present: Mr. Michael H. Bowler, Cornelia Bright Gordon, Esquire, Mr. Michael J. Collins, Mr. Charles McDaniels, Jr., Mr. George J. Moniodis, Mr. H. Edward Parker, Ms. Valerie A. Roddy, and Romaine N. Williams, Esquire. In addition, Dr. S. Dallas Dance, Superintendent of Schools, and staff members were present.

PLEDGE OF ALLEGIANCE

The open session commenced with the Pledge of Allegiance to the Flag, which was led by Tommy King, Dumbarton Middle School and Sam Keigel, Towson High School, followed by a period of silent meditation for those who have served education in the Baltimore County Public Schools.

Hearing no additions or corrections to the Report on Public Hearing on the proposed closing of Eastwood Center and the Open and Closed Minutes of January 8, January 22, and February 5, 2013, Mr. Schmidt declared the minutes approved as presented on the Web site.

Mr. Schmidt welcomed Romaine N. Williams, Esq., as the newest member of the Board of Education. Ms. Williams will fill the remaining time of Ms. Ramona Johnson’s term.

Mr. Schmidt also thanked staff for moving the Board’s meeting time as a result of impending inclement weather. Mr. Schmidt informed the audience that some non-essential items had been deleted from the agenda, but would be added to the March 19, 2013, agenda.

Mr. Schmidt 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. Schmidt 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.

Mr. Schmidt stated that public comment is one of the opportunities provided to hear the views and receive the advice of community members. The members of the Board appreciate hearing from interested citizens and will take their comments into consideration, even though it is not the Board’s practice to take action at this time on issues which are raised. When appropriate, the Board will refer concerns to the superintendent for follow-up by his staff. It is inappropriate to discuss student or employee matters, or to comment on matters that do not relate to public education in Baltimore County.

The Board encourages everyone to utilize existing avenues of redress for complaints. Inappropriate personal remarks or other behavior that disrupts or interferes with the conduct of this meeting are out of order.

Mr. Schmidt also asked speakers to observe the timer, which lets the speaker know when time is up. He asked speakers to conclude their remarks when they see his/her time is up.

GENERAL PUBLIC COMMENT

Mr. Andrew Wilson spoke on behalf of the PTA at Hillcrest Elementary School. The PTA wants overcrowding addressed before 5 or 10 years have passed.

Ms. Maria Lawson expressed concern about the overcrowding at Hillcrest Elementary School. She asked when the capacity study would be completed.

Ms. Tatonisha Love yielded her time to Christine Beard.

Ms. Christine Beard asked the Board to review the proposed changes to Policy 6200, School Libraries.

Ms. Alisha Outborne stated that she wants to find out of what is being done with strategic planning and the short and long-term solutions for the schools in the southwest area.

Ms. Jean Suda expressed her concerns about the closing of the Eastwood Center Elementary Magnet School.

Dr. Bash Pharoan expressed his concern about schools being open on Muslim holidays and not being recognized as Jewish holidays are.
OLD BUSINESS

Consideration of Waiver of the Provisions of Maryland Education Article §4-115(d)

Ms. Howie presented the consideration of Waiver of the Provisions of Maryland Education Annotated Code §4-115(d).

Recommendation to Close the Eastwood Center Elementary Magnet School

Ms. Blannard presented the staff recommendation to close the Eastwood Center Elementary Magnet School to allow the expansion of a Science, Technology, Engineering, and Math (STEM) Program for students in Norwood Elementary and Holabird Middle Schools.

Mr. Schmidt read the Resolution as prepared. Ms. Roddy moved to accept the Resolution. The motion was seconded by Mr. Uhlfelder. Ms. Williams abstained from voting on this item because of her recent appointment.

Dr. Dance stated that the closure was to extend the STEM program to Norwood Elementary and Holabird Middle Schools and to optimize use of the buildings. Mr. Schmidt responded that this is the best opportunity for students in this part of the county. Miss Adams commented that if she could vote for the closing, she would vote in favor of the Resolution.

Mr. Parker asked of Dr. Dance to explain his rationale and the reason for the rapid implementation of this decision. Dr. Dance explained that he had spoken with staff at the Maryland State Department of Education (MSDE). Testing, infusion of technology, savings from FY14 budget, Common Core Curriculum, and the PARCC assessments were all considered for timing purposes. Mr. Parker asked for assurance that the schools would be ready in August and that there would be no delays. Dr. Dance agreed to provide regular updates to the Board on the progress of the project. Mr. Parker stated that he supports the educational opportunities for the students in the southeast area.

Ms. Bright Gordon inquired about the Infants and Toddlers Program being moved and also about grade levels being together. Ms. Blannard explained which grade levels and programs would be moved to Battle Monument and Norwood, respectively.

Mr. McDaniel stated that he supports the Resolution because it enhances and educational program for 1,500 students and because of what STEM would bring to the schools’ communities.

Mr. Collins stated that he supports the Resolution because of the educational opportunity for students. He stressed the importance of the renovations being completed on time.
OLD BUSINESS (cont)

Mr. Moniodis noted his support of the Resolution because of the magnet program enhancements that would be brought to the students of the community.

Mr. Bowler asked what preparation would be done this spring and summer. Ms. Blannard responded that community meetings would be conducted. STEM, Safety and Security, Communications, and Parent and PTA groups would be invited as the project moves forward. Mr. Bowler will support the Resolution as he feels it is a great opportunity.

Ms. Roddy concurred with her colleagues and supports the Resolution. She stated that parents would be the key component for school success.

Mr. Sines addressed the Board’s concerns about the facilities aspects. He assured Board members that all would be in “good shape.”

The Board approved the Resolution to close the Eastwood Elementary Magnet School (favor-9; opposed-0; abstained-1). Ms. Williams abstained from voting on this item. Student representative, Miss Adams, did not vote on this item.

PERSONNEL MATTERS

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

On motion of Mr. Uhlfelder, seconded by Mr. McDaniels, the Board approved the administrative appointments as presented in exhibit H (Copy of the exhibit is attached to the formal minutes).

Dr. Dance recognized the administrative appointments approved by the Board.

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHARONDA GREGORY</td>
<td>Assistant to the Assistant Superintendent</td>
<td>Principal Sandy Plains Elementary School</td>
</tr>
<tr>
<td>(Effective March 6, 2013)</td>
<td>Elementary, Zone 3</td>
<td></td>
</tr>
<tr>
<td>APRIL K. LEWIS</td>
<td>Coordinator Baltimore City Public Schools</td>
<td>Manager, School Safety and Security</td>
</tr>
<tr>
<td>(Effective March 6, 2013)</td>
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MASTER AGREEMENTS

On motion of Ms. Roddy, seconded by Mr. McDaniels, the Board approved the supplemental Master Agreements for AFSCME, ESPBC, CASE, and TABCO as presented in Exhibit I (Copy of the exhibit is attached to the formal minutes). Student representative, Miss Adams, did not vote on this item.

BUILDING AND CONTRACT AWARDS

The Building and Contracts Committee, represented by its chairperson, Ms. Bright Gordon, recommended approval of exhibit J. Ms. Bright Gordon noted that item 3 was pulled from the agenda. Board members separated items 15, 16, 17, 18, 19, and 20 for further discussion.

The Board approved items 1-2, and 4-14.

1. PCR-281-13 Batteries, Vehicular
2. JMI-609-13 Building Renovations – Alterations
4. JMI-609-13 Building Renovations – Alterations
5. JMI-622-13 Classroom Sound Enhancement System
7. RGA-903-13 Cohort – Education Master of Arts with a Concentration in K-8 Science, Technology, Engineering and Mathematics (STEM)
8. RGA-904-13 Cohort – Education Leadership Certificate (3)
9. RGA-905-13 Cohort – Educational Leadership Masters (3)
10. RGA-906-13 Cohort – Maryland Approved Alternative Preparation Program/Resident Teacher Certification-Foreign Language
11. RGA-907-13 Cohort – Special Education Master of Education Certification Track
12. RGA-908-13 Cohort – Transdisciplinary Literacy Strategies for Content Learning Master of Education Degree
13. RGA-115-13 Consultant for Teacher training for Peer Assistant and Review (PAR)
14. PCR-278-13 Fasteners
BUILDING AND CONTRACT AWARDS (cont)

Items 15

Ms. Bright Gordon asked staff to provide details regarding items 15 and 20.

Mr. Richard Gay, Purchasing Manager, explained that item number 15 is a contract for a security system for all schools that would create a visitor monitoring system. Mr. Rauenzahn stated that the police department is very pleased with this system.

The Board approved item 15.

15. RGA-116-13 Visitor Identification System

Item 20

Mr. Dixit explained that the contract described in item 20 is for air conditioning, energy management efficiencies, and related cost savings. The schools slated for the air conditioning upgrades are Carroll Manor Elementary, Arbutus Elementary, Elmwood Elementary, Lutherville Laboratory, and Seven Oaks Elementary.

The Board voted to approve item 20 (favor-10; abstained-1). Mr. Bowler abstained from voting on this item.

20. MWE-813-12 Energy Performance Contract

Item 16-19

Mr. Dixit explained that these items are directly related to contract modifications to the original contracts for Carver Center.

The Board approved items 16-19.

16. PCR-287-10 Construction Package Electrical (16A) Contract – George Washington Carver Center for Arts & Technology

17. PCR-251-10 Construction Package Site Work (2A) Contract – George Washington Carver Center for Arts & Technology

18. PCR-264-10 Construction Package Drywall and Acoustical (9A) Contract – George Washington Carver Center for Arts & Technology
BUILDING AND CONTRACT AWARDS (cont)

19. PCR-264-10 Construction Package Painting and Special Coatings (9E)
    Contract – George Washington Carver Center for Arts & Technology

INFORMATION

The Board received the following as information:

A. Revised Superintendent’s Rule 6702 – INSTRUCTION: Extracurricular Activities: Intramural, Informal, and Interscholastic Athletics

B. Update on Key School Legislation

ANNOUNCEMENTS

Mr. Schmidt made the following announcements:

- The Southeast Area Education Advisory Council will hold its next meeting on Monday, March 11, 2013, at 7:00 p.m. at Dundalk Elementary School.

- The Northwest Area Education Advisory Council will hold its next meeting on Tuesday, March 12, 2013, at 7:00 p.m. at Pikesville High School.

- The Board of Education will hold its next meeting on Tuesday, March 19, 2013, 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 meeting will reconvene at approximately 6:30 p.m. The public is welcome to all open sessions.

ADJOURNMENT

Since there was no further business, the Board adjourned its meeting at 7:50 p.m.

Respectfully submitted,

___________________

S. Dallas Dance
Secretary-Treasurer

/dd
DATE: April 23, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 3112, OPERATING BUDGET

ORIGINATOR: Michael Sines, Chief Operations Officer

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

RECOMMENDATION

That the Board of Education reviews the proposed deletion of Policy 3112.
This is the third reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 3112
POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 3112

OPERATING BUDGET

Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 3112 is scheduled for review in school year 2012-2013. Policy 3112 establishes guidelines and target dates for the submission of the annual proposed and adopted operating budgets. Staff is recommending that the policy be deleted as the policy is simply a restatement of State law. As such, the policy is not needed.

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
1. Board of Education Policy 3111, Budget Planning and Preparation
2. Board of Education Policy 3113, Transfers and Supplements
3. Board of Education Policy 8120, Purpose, Role, and Responsibilities of the Board of Education

Legal Requirements
1. Annotated Code of Maryland, Education Article §4-205, Powers and duties of county superintendent
2. Annotated Code of Maryland, Education Article §5-101, Annual school budget
3. Annotated Code of Maryland, Education Article §5-102, Submission of and reductions to budget
4. Annotated Code of Maryland, Education Article §5-103, Budget amount

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel County Board of Education, Policy DBB, Operating Budget
2. Anne Arundel County Board of Education, Policy DBA, Capital Improvement Program and Budget
3. Montgomery County Board of Education, Policy DAA, Fiscal Responsibility and Control
4. Prince George’s County Board of Education, Policy 3130, Fiscal Responsibility and Control – Annual Operating Budget

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
Staff considered revising the policy.
Timeline
First reading – February 19, 2013
Public comment – March 5, 2013
Third reading/vote – April 23, 2013
NON-INSTRUCTIONAL SERVICES: Fiscal Services

Budget: Operating Budget

1. Proposed Budget

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

2. Adopted Budget

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

Legal Reference: Annotated Code of Maryland, Education Article, §§4-205(k), 5-101, 5-102, 5-103
DATE: April 23, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 3121, FUNDS MANAGEMENT AND CLASSIFICATION OF EXPENDITURES

ORIGINATOR: Michael Sines, Chief Operations Officer

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

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 3121. This is the third reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 3121
POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 3121

ACCOUNTING AND CASH MANAGEMENT: FUNDS MANAGEMENT
RENAMED AS “FUNDS MANAGEMENT AND CLASSIFICATION OF EXPENDITURES”

Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 3121 is scheduled for review in school year 2012-2013. Policy 3121 outlines the Board’s guidelines for receiving and depositing funds received. Staff is recommending that the policy be revised to: (1) include a policy statement that reflects the Board’s commitment to proper accounting for all revenues received; (2) include an implementation section; (3) conform with the Policy Review Committee’s editing conventions.

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
1. Board of Education Policy 3113, Transfers
2. Board of Education Policy 3123, Reporting
3. Board of Education Policy 3125, School Activity Funds

Legal Requirements
1. Annotated Code of Maryland, Education Article §4-102, County superintendent
2. Annotated Code of Maryland, Education Article §5-105, Expenditure of revenues, transfer within and between major categories.

Similar Policies Adopted by Other Local School Systems
1. Board of Education of Anne Arundel County, Policy DAA, Financial Management Priority Objectives
2. Board of Education of Howard County, Policy 4030, School Activity Funds
3. Board of Education of Montgomery County, Policy DAA (DAA-RA), Fiscal Responsibility and Control

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First reading – February 19, 2013
Public comment – March 5, 2013
Third reading/vote – April 23, 2013
POLICY 3121

NON-INSTRUCTIONAL SERVICES: NON-INSTRUCTIONAL SERVICES
[Fiscal Services]

[Accounting and Cash Management:] FUNDS MANAGEMENT AND CLASSIFICATION OF EXPENDITURES

I. POLICY STATEMENT

THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) RECOGNIZES ITS RESPONSIBILITY FOR MANAGEMENT OF FUNDS ENTRUSTED TO IT FOR THE EDUCATION OF BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) STUDENTS. THE BOARD BELIEVES THAT SOUND FISCAL MANAGEMENT REQUIRES PROPER ACCOUNTING FOR ALL REVENUES RECEIVED BY THE BOARD.

II. STANDARDS

A. The Superintendent, as Secretary-Treasurer of the Board [of Education of Baltimore County (Board)], shall ESTABLISH [develop] procedures to ensure that:

1. [a] All funds due the Board are received and deposited in accordance with State law or regulation. [, and shall keep a full account of all monies received.]

2. THE EXPENDITURE OF REVENUES RECEIVED BY THE BOARD ARE SPENT IN ACCORDANCE WITH THE MAJOR CATEGORIES OF THE ANNUAL BUDGET BY USING A CONSISTENT CHART OF ACCOUNTS AND IN ACCORDANCE WITH THE FINANCIAL REPORTING MANUAL FOR MARYLAND PUBLIC SCHOOLS.

3. ALL GRANT BUDGETS INCLUDE INDIRECT COSTS.

III. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

Legal References: Annotated Code of Maryland, Education Article §4-102, COUNTY SUPERINTENDENT ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §5-101, ANNUAL SCHOOL BUDGET
POLICY 3121

ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §5-105, EXPENDITURE OF REVENUES, TRANSFERS WITHIN AND BETWEEN MAJOR CATEGORIES.

[Annotated Code of Maryland, State Finance and Procurement Article, §6-222
Maryland Annotated Code of 1957, Article 95, §22]

RELATED POLICIES: BOARD OF EDUCATION POLICY 3113, TRANSFERS AND SUPPLEMENTS
BOARD OF EDUCATION POLICY 3123, REPORTING
BOARD OF EDUCATION POLICY 3125, SCHOOL ACTIVITY FUNDS
BOARD OF EDUCATION POLICY 3330, FOOD SERVICE FINANCE

Policy Board of Education of Baltimore County
Adopted: 09/18/68
Revised: 01/14/03
Re-Adopted: 01/08/08
REVISED: __________
DATE: April 23, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 3122, CLASSIFICATION OF EXPENDITURES

ORIGINATOR: Michael Sines, Chief Operations Officer

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

RECOMMENDATION

That the Board of Education reviews the proposed deletion of Policy 3122.
This is the third reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 3122
POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 3122

CLASSIFICATION OF EXPENDITURES

Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 3122 is scheduled for review in school year 2012-2013. Policy 3122 outlines the Board’s standards for classifying expenditures in compliance with financial reporting requirements established by the Maryland State Department of Education. Staff is recommending that the policy be deleted, because the proper handling of school system funds is already included in Policy 3121, Funds Management, as well as Policy 3125, School Activity Funds. As such, the policy is not needed.

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
1. Board of Education Policy 3113, Transfer and Supplements
2. Board of Education Policy 3123, Reporting

Legal Requirements
1. Annotated Code of Maryland, Education Article §5-101, Annual school budget

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel County Board of Education, Policy DAA, Financial Management Priority Objectives

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First reading – February 19, 2013
Public comment – March 5, 2013
Third reading/vote – April 23, 2013
NON-INSTRUCTIONAL SERVICES

Classification of Expenditures

The code of accounts for the classification of expenditures shall be based on the approved budgets and shall be consistent with generally accepted accounting principles. The account structure shall permit compliance with the budgeting and financial reporting requirements established by the Maryland State Department of Education, as published in The Financial Reporting Manual for Maryland Public Schools.

Legal Reference:  Annotated Code of Maryland, Education Article, §5-101
BALTIMORE COUNTY PUBLIC SCHOOLS

DATE:        April 23, 2013

TO:          BOARD OF EDUCATION

FROM:        S. Dallas Dance, Superintendent

SUBJECT:     CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF
              EDUCATION POLICY, 4001, EQUAL EMPLOYMENT OPPORTUNITY

ORIGINATOR:  Kevin A. Hobbs, Deputy Superintendent

RESOURCE PERSON(S): Lisa Grillo, Chief Human Resource Officer

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 4001.
This is the third reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 4001
STATEMENT OF ISSUES OR QUESTIONS ADDRESSED
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Board of Education Policy 4001 is scheduled for review during the 2012-2013 school year. Policy 4001 prohibits discriminatory employment actions against employees and applicants for employment in any manner prohibited by federal, state, and local laws. Staff is recommending that the policy be revised to: (1) include a policy statement that includes the requirement that all employees be informed of the policy and receive training; (2) include an implementation section; and (3) conform with the Policy Review Committee’s editing conventions.

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
1. Board of Education Policy 4000, Precepts, Beliefs, and Values of the Baltimore County Public Schools
2. Board of Education Policy 4003, Recruitment and Selection
3. Board of Education Policy 4100, Employee Conduct and Responsibilities
4. Board of Education Policy 4102, Sexual Harassment

LEGAL REQUIREMENTS
5. 42 U.S.C. §2000e, et seq., Title VII of the Civil Rights Act of 1964, as amended
7. Annotated Code of Maryland, Education Article §6-104, Discrimination because of race, religion, color, national origin, handicap, or sex prohibited

SIMILAR POLICIES ADOPTED BY OTHER LOCAL SCHOOL SYSTEMS
1. Anne Arundel County Board of Education, Policy GAMM, Workforce Diversity
2. Frederick County Board of Education, Policy 309, Discrimination Unlawful
3. Harford County Board of Education, Policy 14-0001-000, Equal Employment Opportunity
4. Howard County Board of Education, Policy 1010, Discrimination
5. Montgomery County Board of Education, Policy ACB, *Nondiscrimination*

**Draft of Proposed Policy**
Attached

**Other Alternatives Considered by Staff**
No other alternatives were considered.

**Timeline**
First reading – February 19, 2013
Public comment – March 5, 2013
Third reading/vote – April 23, 2013
PERSONNEL: General

Equal Employment Opportunity

I. POLICY STATEMENT

A. The Board of Education of Baltimore County (Board) does not discriminate AGAINST EMPLOYEES OR APPLICANTS FOR EMPLOYMENT IN ANY MANNER PROHIBITED BY FEDERAL, STATE, AND LOCAL LAWS. [on the basis of age, color, disability, gender, marital status, national or ethnic origin, race, religion, sexual orientation, veteran status, or any other characteristic in its educational programs, services, or employment as provided in federal and state law.]

B. THE BOARD IS COMMITTED TO MAINTAINING A DIVERSE WORKFORCE AND A WORK ENVIRONMENT THAT FOSTERS SENSITIVITY AND RESPECT FOR THE DIVERSITY OF ALL INDIVIDUALS. TO FURTHER THIS COMMITMENT, ALL EMPLOYEES WILL BE INFORMED OF THIS POLICY AND RECEIVE TRAINING REGARDING EQUAL EMPLOYMENT OPPORTUNITY. [To promote student achievement and effective instruction of curriculum and services, the Board fosters equity, equal opportunity and excellence in education by recruiting, selecting, and retaining a diverse highly qualified pool of employees.]

II. IMPLEMENTATION

A. THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

29 U.S.C. §§621, ET SEQ., AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967, AS AMENDED
42 U.S.C. §2000d, et seq., Title VI of the Civil Rights Act of 1964, as amended
42 U.S.C. §2000e, et seq., Title VII of the Civil Rights Act of 1964, as amended
POLICY 4001

Annotated Code of Maryland, Education Article §6-104, Discrimination because of race, religion, color, national origin, handicap, or sex prohibited
Annotated Code of Maryland, State Government Article §§20-601 to 20-609, Discrimination in employment
BALTIMORE COUNTY CODE, HUMAN RELATIONS ARTICLE §§29-2-201 TO 29-2-204, EMPLOYMENT DISCRIMINATION

Related Policies: Board of Education Policy 4000, \textit{Precepts, Beliefs, and Values of the Baltimore County Public Schools}
Board of Education Policy 4003, \textit{Recruitment and Selection}
BOARD OF EDUCATION POLICY 4100, \textit{EMPLOYEE CONDUCT AND RESPONSIBILITIES}
Board of Education Policy 4102, \textit{Sexual Harassment}

Policy Board of Education of Baltimore County
Adopted: 01/27/77
Revised: 02/26/81
Revised: 01/22/08
Edited: 07/01/11
REVISED: _______
DATE: April 23, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF REPORT ON THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 7120, PATTERNS OF PARTICIPATION

ORIGINATOR: Michael Sines, Chief Operations Officer

RESOURCE PERSON(S): Kara Calder, Executive Director, Planning and Support Operations
Pradeep Dixit, Executive Director, Physical Facilities

RECOMMENDATION

That the Board of Education reviews the proposed deletion of Policy 7120. This is the third reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 7120
Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 7120 is scheduled for review in school year 2012-2013. Policy 7120 outlines the process for planning, designing, and constructing school facilities. Staff is recommending that Policy 7120 be deleted, because the policy simply instructs that the Superintendent implement procedures to direct the planning for new construction projects. Policy 7110, Determining Needs, sets forth the Board’s criteria for planning school facilities. In addition, Policy 7250, School Building Design, establishes guidelines for the design of school buildings. As such, Policy 7120 is no longer needed and should be deleted.

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

Relationship to Other Board of Education Policies
1. Board of Education Policy 7110, Determining Needs
2. Board of Education Policy 7250, School Building Design

Legal Requirements
None

Similar Policies Adopted by Other Local School Systems
1. Frederick County Board of Education, Policy 202, Construction, Renovation and Maintenance.
4. Prince George’s County Public Schools, Policy 7100, New Construction, Capital Improvement Program.

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
Staff considered revising the policy.

Timeline
First reading – February 19, 2013
Public comment – March 5, 2013
Third reading/vote – April 23, 2013
NEW CONSTRUCTION: Planning

Patterns of Participation

The Superintendent shall establish administrative procedures to direct comprehensive planning for new construction projects.
DATE: April 23, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF THE REPORT ON PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 7240, SCHOOL SITE SELECTION AND ACQUISITION

ORIGINATOR: Michael Sines, Chief Operations Officer

RESOURCE PERSON(S): Kara Calder, Executive Director, Planning and Support Operations
Pradeep Dixit, Executive Director, Physical Facilities

RECOMMENDATION

That the Board of Education reviews the proposed revisions to Policy 7240, School Sites. This is the third reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 7240
Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 7240 is scheduled for review in school year 2012-2013. Policy 7240 establishes procedures and guidelines for obtaining necessary approvals for the selection and acquisition of new school sites. Staff is recommending Policy 7240 be revised to: (1) include a policy statement that charges the Superintendent with recommending sites for acquisition for new school facilities; and (2) conform with the Policy Review Committee’s editing conventions.

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
1. Board of Education Policy 7110, Determining Needs
2. Board of Education Policy 7120, Patterns of Participation
3. Board of Education Policy 8120, Purpose, Role, and Responsibilities of the Board of Education

Legal Requirements
1. Annotated Code of Maryland, Education Article §4-109, Establishment of Public Schools
2. Annotated Code of Maryland, Education Article §4-115, Acquisition and Disposition of Real Property; Construction, etc., of School Buildings
3. Annotated Code of Maryland, Education Article §4-116, Selection of School Sites; Public Hearing
4. Annotated Code of Maryland, Education Article §5-301, State Payment of Certain Public School Construction and Capital Improvement Costs
5. Annotated Code of Maryland, Education Article §5-302, Interagency Committee on School Construction
6. Annotated Code of Maryland, State Government Article §§10-501 to 10-511, Meetings (Open Meetings Act)

Similar Policies Adopted by Other Local School Systems
1. Frederick County Board of Education, Policy 202, Construction, Renovation and Maintenance
2. Howard County Board of Education, Policy 6000, Site Selection and Acquisition

Draft of Proposed Policy
Attached
Other Alternatives Considered by Staff
No other options were considered.

Timeline
First reading – February 19, 2013
Public comment – March 5, 2013
Third reading/vote – April 23, 2013
NEW CONSTRUCTION: DESIGNING [Planning]

SCHOOL SITE SELECTION AND ACQUISITION [School Sites]

I. POLICY STATEMENT

A. THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) RECOGNIZES THE NEED TO HAVE A COMPREHENSIVE AND COORDINATED APPROACH TO THE SELECTION AND ACQUISITION OF SCHOOL SITES IN ANTICIPATION OF THE NEED FOR NEW SCHOOL FACILITIES.

B. THE SUPERINTENDENT SHALL BE RESPONSIBLE FOR RECOMMENDING SITES FOR ACQUISITION TO THE BOARD AND FOR DIRECTING STAFF ON ALL MATTERS RELATING TO THIS POLICY.

II. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

[The Superintendent of Schools shall establish administrative procedures for the acquisition and development of school sites in accordance with applicable laws and regulations. These procedures shall be subject to such local intergovernmental agreements as may be entered into by the Board of Education.]

LEGAL REFERENCES: ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §4-109, ESTABLISHMENT OF PUBLIC SCHOOLS
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §4-115, ACQUISITION AND DISPOSITION OF REAL PROPERTY; CONSTRUCTION, ETC., OF SCHOOL BUILDINGS
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §4-116, SELECTION OF SCHOOL SITES; PUBLIC HEARING
POLICY 7240

ANNOTATED CODE OF MARYLAND, EDUCATION
ARTICLE §5-301, STATE PAYMENT OF CERTAIN
PUBLIC SCHOOL CONSTRUCTION AND CAPITAL
IMPROVEMENT COSTS
ANNOTATED CODE OF MARYLAND, EDUCATION
ARTICLE §5-302, INTERAGENCY COMMITTEE ON
SCHOOL CONSTRUCTION
ANNOTATED CODE OF MARYLAND, STATE
GOVERNMENT ARTICLE, §§10-501 TO 10-511,
MEETINGS (OPEN MEETINGS ACT)

RELATED POLICIES: BOARD OF EDUCATION POLICY 7110, DETERMINING
NEEDS
BOARD OF EDUCATION POLICY 7120, PATTERNS OF
PARTICIPATION
BOARD OF EDUCATION POLICY 8120, PURPOSE, ROLE,
AND RESPONSIBILITIES OF THE BOARD OF
EDUCATION

Policy
Board of Education of Baltimore County
Adopted: 09/25/69
Revised: 04/24/07
REVISED: _______
DATE: April 23, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 7310, DETERMINATION OF SCHOOL DESIGN AND CONSTRUCTION COSTS

ORIGINATOR: Michael Sines, Chief Operations Officer

RESOURCE PERSON(S): Pradeep Dixit, Executive Director, Physical Facilities

RECOMMENDATION

That the Board of Education reviews the proposed revisions to Policy 7310. This is the third reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 7310
POLICY ANALYSIS FOR  
BOARD OF EDUCATION POLICY 7310

DETERMINATION OF SCHOOL CONSTRUCTION COSTS  
RENAMED AS, “DETERMINATION OF SCHOOL DESIGN AND CONSTRUCTION COSTS”

Statement of Issues or Questions Addressed
In accordance with the Board of Education Policy and Superintendent’s Rule 8310, Policy 7310 is scheduled for review in school year 2012-2013. Policy 7310 outlines the procedures for determining school construction costs. Staff is recommending that the policy be revised to: (1) rename the policy to more accurately reflect the intent of the policy; (2) include a policy statement that details the Board’s commitment to designing schools that support educational programs and promote student achievement; and (3) conform with the Policy Review Committee’s editing conventions.

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
1. Board of Education Policy 3210, Purchasing Guidelines
2. Board of Education Policy 3225, Furniture, Fixtures, and Equipment
3. Board of Education Policy 7110, Determining Needs
4. Board of Education Policy 7250, School Building Design

Legal Requirements
1. Annotated Code of Maryland, Education Article §4-115, Acquisition and Disposition of Real Property; Construction, etc., of School Buildings
2. Annotated Code of Maryland, Education Article §5-107, Appropriations and Expenditures for Capital Projects
3. Annotated Code of Maryland, Education Article §5-301, State Payment of Certain Public School Construction and Capital Improvement Costs
4. Annotated Code of Maryland, Education Article §5-303, Renovation of Existing School Buildings
5. Annotated Code of Maryland, Education Article §5-312, Application of High Performance Building Standards

Similar Policies Adopted by Other Local School Systems
1. Howard County Board of Education, Policy 6020, School Planning/School Construction Programs
2. St. Mary’s County Board of Education, Policy FEF, Construction Cost Estimates

Draft of Proposed Policy
Attached
Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First reading – February 19, 2013
Public comment – March 5, 2013
Third reading/vote – April 23, 2013
NEW CONSTRUCTION: Financing
Determination of School DESIGN AND Construction Costs

I. POLICY STATEMENT

A. THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) RECOGNIZES ITS RESPONSIBILITY TO BUILD EDUCATIONAL FACILITIES, ADDITIONS, AND RENOVATIONS TO PROVIDE AN OPTIMUM LEARNING ENVIRONMENT IN A COST-EFFECTIVE MANNER.

II. IMPLEMENTATION

A. THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY. [establish administrative procedures for the determination of school construction costs. These procedures shall conform to pertinent laws and regulations of the state of Maryland Interagency Committee on School Construction, Baltimore County, and policies of the Board of Education of Baltimore County. Furthermore, these procedures shall be subject to such local intergovernmental agreements as may be entered into by the Board of Education.]

LEGAL REFERENCES: ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §4-115, ACQUISITION AND DISPOSITION OF REAL PROPERTY; CONSTRUCTION, ETC., OF SCHOOL BUILDINGS
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §5-107, APPROPRIATIONS AND EXPENDITURES FOR CAPITAL PROJECTS
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §5-301, STATE PAYMENT OF CERTAIN PUBLIC SCHOOL CONSTRUCTION AND CAPITAL IMPROVEMENT COSTS
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §5-303, RENOVATION OF EXISTING SCHOOL BUILDINGS
ANNOTATED CODE OF MARYLAND, EDUCATION
ARTICLE §5-312, APPLICATION OF HIGH
PERFORMANCE BUILDING STANDARDS

POLICY 7310

RELATED POLICIES:

BOARD OF EDUCATION POLICY 3210, PURCHASING
GUIDELINES

BOARD OF EDUCATION POLICY 3225, FURNITURE,
FIXTURES, AND EQUIPMENT

BOARD OF EDUCATION POLICY 7110, DETERMINING
NEEDS

BOARD OF EDUCATION POLICY 7250, SCHOOL
BUILDING DESIGN

Policy Adopted: 09/25/69
Revised: 09/05/07
REVISED: _______

Board of Education of Baltimore County
Baltimore County Public Schools
Towson, Maryland 21204

April 23, 2013

Recommended Transfers

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<td>Anissa K. Brown-Dennis</td>
<td>Acting Principal</td>
<td>Principal</td>
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<td>(Effective July 1, 2013)</td>
<td>Gunpowder Elementary School</td>
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(Replacing Christine Smith)
## BALTIMORE COUNTY PUBLIC SCHOOLS
### TOWSON, MARYLAND 21204

April 23, 2013

**RETIREMENTS**

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<tr>
<th>NAME</th>
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<td>Patsy Holmes</td>
<td>Director</td>
<td>Student Support Services</td>
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<td>Anna Hurd</td>
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<td>Walter Isham</td>
<td>Science Teacher</td>
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<td>Raymond Pluemer</td>
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<td>37.2</td>
<td>07/01/13</td>
</tr>
<tr>
<td>Sara Sigai</td>
<td>Para-educator</td>
<td>Lansdowne Middle</td>
<td>15.4</td>
<td>01/01/13</td>
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<tr>
<td>Debra Simms</td>
<td>Fiscal Assistant III</td>
<td>Office of Title I</td>
<td>11.0</td>
<td>02/01/13</td>
</tr>
<tr>
<td>Joan Singletary</td>
<td>Bus Attendant</td>
<td>Transportation</td>
<td>5.7</td>
<td>03/01/13</td>
</tr>
<tr>
<td>Janet Sisson</td>
<td>Nurse</td>
<td>Dumbarton Middle</td>
<td>26.0</td>
<td>07/01/13</td>
</tr>
<tr>
<td>Frankie Snyder</td>
<td>Special Education Teacher</td>
<td>Dundalk High</td>
<td>30.0</td>
<td>07/01/13</td>
</tr>
<tr>
<td>Yasmin Stokes</td>
<td>Principal</td>
<td>Edmondson Heights</td>
<td>26.9</td>
<td>07/01/13</td>
</tr>
<tr>
<td>Cecilia Terlizzi</td>
<td>Art Teacher</td>
<td>Sudbrook Magnet Middle</td>
<td>36.9</td>
<td>07/01/13</td>
</tr>
<tr>
<td>Constance Tsakiris</td>
<td>English Teacher</td>
<td>Franklin Middle</td>
<td>22.7</td>
<td>04/01/13</td>
</tr>
<tr>
<td>Celia Tyszko</td>
<td>Vocational Teacher</td>
<td>Milford Mill Academy</td>
<td>22.0</td>
<td>07/01/13</td>
</tr>
<tr>
<td>Barbara Yolken</td>
<td>Classroom Teacher</td>
<td>Fort Garrison Elementary</td>
<td>35.7</td>
<td>07/01/13</td>
</tr>
</tbody>
</table>
Exhibit L

BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204
April 23, 2013

RESIGNATIONS

ELEMENTARY – 15

Battle Monument School
Marilyn F. Heath, 06/30/13, 5.0 yrs.
Special Education – Self-Contained

Campfield Early Childhood Center
Malia A. Joy, 03/14/13, 14.0 yrs., 7.0 mos.
Speech/Language Pathologist

Carroll Manor Elementary School
Jill. A. Vengerik, 06/30/13, 8.0 yrs.
Grade 2

Chase Elementary School
Carolyn T. Brewer, 06/30/13, 4.0 yrs.
Music – Vocal

Chatsworth School
Heather B. Radinsky, 06/30/13, 1.0 yr.
Kindergarten

Fort Garrison Elementary School
Martin H. Brazeau, 06/30/13, 23.0 yrs.
Library Science Media

Glyndon Elementary School
Deena M. Hubbard, 02/01/13, 6.0 mos.
Grade 4

Laurie M. Schimmel, 02/20/13, 18.0 yrs., 6.0 mos.
Kindergarten

Padonia Elementary School
Shana L. Blaine, 02/04/13, 6.0 mos.
Grade 4

Perry Hall Elementary School
Karen S. Sturms, 03/08/13, 12.0 yrs., 7.0 mos.
Music – Vocal

Randallstown Elementary School
Eliza L. Frye, 06/30/13, 2.0 yrs.
Music – Vocal

Red House Run Elementary School
Sarah R. Calkins, 02/21/13, 7.0 yrs., 6.0 mos.
Special Education – Inclusion

Riderwood Elementary School
Nicole D. Filak, 03/28/13, 7.0 mos.
Occupational Therapist

Scotts Branch Elementary School
Edmund C. Turner, 04/09/13, 8.0 mos.
Grade 3

Timber Grove Elementary School
Carly E. Stutz, 02/22/13, 5.0 yrs., 6.0 mos.
Grade 4

SECONDARY – 25

Catonsville High School
Sarah C. Feeser, 06/30/13, 6.0 yrs.
Art

Chesapeake High School
Steven M. Kreichauf, 06/30/13, 4.0 yrs.
Technology Education

Deep Creek Middle School
Louis M. Romm, 06/30/13, 1.0 yr.
Special Education – Self-Contained

Dulaney High School
Tatyana N. Simmers, 06/30/13, 1.0 yr.
Science

Jenny M. Thackston, 06/30/13, 4.0 yrs.
Speech/Language Pathologist
Eastern Technical High School  
Diane Vig, 03/15/13, 2.0 yrs., 7.0 mos.  
Science

Franklin High School  
Pauline Rada, 06/30/13, 2.0 yrs.  
Special Education – Self-Contained

Golden Ring Middle School  
Heather B. Laird, 02/22/13, 1.0 yr., 6.0 mos.  
English

Kenwood High School  
Lori J. Burns, 03/08/13, 7.0 mos.  
Special Education – Self-Contained

Atlee B. Hayes, 06/30/13, 5.0 yrs.  
Special Education – Self-Contained

Dev A. Sharma, 03/19/13, 6.0 yrs., 7.0 mos.  
Special Education – Self-Contained

Julie E. Woodcock, 06/30/13, 1.0 yr.  
Special Education – Self-Contained

Milford Mill Academy  
Elicia N. Frazier, 06/30/13, 1.0 yr.  
Art

New Town High School  
Genise P. Fleming, 06/30/13, 1.0 yr.  
Science

Overlea High School  
Jeffrey G. Holle, 02/06/13, 3.0 days  
English

Parkville Middle School  
Nancy L. Hoppa, 06/30/13, 1.0 yr.  
Science

Perry Hall High School  
Alan J. Fettig, 02/15/13, 4.0 yrs., 6.0 mos.  
Physical Education

Pikesville High School  
Jennifer L. Huovinen, 06/30/13, 5.0 yrs.  
Social Studies

Ridgely Middle School  
Robert D. Wells, 03/28/13, 5.0 yrs., 7.0 mos.  
Behavior Intervention

Stemmers Run Middle School  
Christine A. Hufnagl-Miller, 01/08/13, 12.0 yrs., 5.0 mos.  
Special Education – Inclusion

Sudbrook Magnet Middle School  
Delia V. Coronel, 06/30/13, 10.0 yrs., 2.0 mos.  
ESOL

Windsor Mill Middle School  
Diane F. Wilson, 02/25/13, 2.0 mos.  
English

Woodlawn High School  
Ksisha T. Stevenson, 06/30/13, 4.0 yrs.  
Science

ADMINISTRATOR – 2

Chesapeake High School  
Lee V. Holland, 06/30/13, 15.0 yrs.  
Assistant Principal

Winfield Elementary School  
Tyest Gant, 05/20/13, 13.0 yrs., 9.0 mos.  
Assistant Principal

CENTRAL OFFICE – 1

Department of Technology  
Camille D. Bell-Jones, 04/05/13, 1.0 yr., 6.0 mos.  
Chief Information Officer

SEPARATION FROM LEAVE – 2

Andrea M. Frazier, granted Second Child Rearing Leave, 02/16/11-2/16/13, resigning 02/16/13, 10.0 yrs., 2.0 mos.
Meredith W. Heyl, granted Child Rearing Leave, 02/04/11-02/04/13, resigning 02/05/13, 4.0 yrs., 6.0 mos.
RESIGNATIONS (Addendum)

ELEMENTARY – 2

Norwood Elementary School
Karen L. Miller, 06/30/13, 1.0 yr.
Grade 1

Randallstown Elementary School
Donielle C. Hall, 06/30/13, 2.0 yrs., 6.0 mos.
Grade 3

SECONDARY – 4

Hereford Middle School
Pamela L. Bonwit-Drinkwater, 06/30/13, 3.0 yrs.
Special Education - Inclusion

New Town High School
Eric S. Daniels, 06/30/13, 3.0 yrs.
Mathematics

Parkville High School
Gerrod J. Melvin, 06/30/13, 2.0 yrs., 6.0 mos.
Mathematics

Windsor Mill Middle School
Daphne P. Costley, 06/30/13, 1.0 yr.
Special Education – Self-Contained
BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204

April 23, 2013

LEAVES

MICHELLE L. ALBRECHT – (Elementary/PT) – New Town Elementary School
Effective April 29, 2013 through April 29, 2015

ALLISON A. ALDEN – (Elementary) – Pinewood Elementary School
Effective April 18, 2013 through April 18, 2015

KELLY C. ASILIYALFANI – (Elementary) – Wellwood International Elementary School
Effective July 1, 2013 through June 30, 2014

SUSAN M. DANA – (Office Professional) – Perry Hall Elementary School
Effective March 7, 2013 through March 7, 2014

MEGAN E. DICKEY – (Elementary) – Perry Hall Elementary School
Effective April 5, 2013 through April 5, 2015

SUSAN D. DOUGLAS – (Elementary) – Campfield Early Childhood Center
Effective March 14, 2013 through March 14, 2014

DARLENE C. JAMES – (Building Service Worker) – Woodlawn Middle School
Effective March 4, 2013 through March 4, 2014

VICKIE L. LAY – (Paraeducator) – Holabird Middle School
Effective March 6, 2013 through March 6, 2014

LISA M. MARKIEWICZ – (English) – General John Stricker Middle School
Effective July 1, 2013 through June 30, 2014

TARA F. MARTIN – (Elementary) – Chadwick Elementary School
Effective May 3, 2013 through May 3, 2015

RACHEL L. WAGNER – (Elementary) – Colgate Elementary School
Effective May 28, 2013 through May 28, 2015
DECEASED: Recognition of Service

The Board gratefully acknowledges the service of the employees listed below:

**Sheree M. Dorsey**
Cafeteria Worker
Catonsville High School
02/12/2013
Years of Service: 26.0 yrs., 3.0 mos.

**Diana L. Hartman**
Paraeducator
Dundalk Middle School
02/02/13
Years of Service: 10 yrs., 6.0 mos.

**Denise L. Thorn**
Lead Production Worker
Sparrows Point High School
01/26/13
19.0 yrs.
### BALTIMORE COUNTY PUBLIC SCHOOLS
**TOWSON, MARYLAND 21204**

**April 23, 2013**

**RECOMMENDED CERTIFICATED APPOINTMENTS**

<table>
<thead>
<tr>
<th>NAME</th>
<th>SCHOOL LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Strenko</td>
<td>Crossroads Center</td>
</tr>
<tr>
<td>Brandy Williams</td>
<td>Dogwood Elementary</td>
</tr>
<tr>
<td>Sarah Kingston</td>
<td>Kenwood High School</td>
</tr>
<tr>
<td>Quanice Floyd</td>
<td>Randallstown Elem</td>
</tr>
<tr>
<td>Rebecca Aesclimann</td>
<td>Red House Run Elem</td>
</tr>
</tbody>
</table>
EXHIBIT Q

Baltimore County Public Schools
TOWSON, MARYLAND 21204

April 23, 2013

RECOMMENDED APPOINTMENTS

<table>
<thead>
<tr>
<th>NAME</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roderick W. Harden</td>
<td>Acting Principal</td>
<td>Principal</td>
</tr>
<tr>
<td>(Effective April 24, 2013)</td>
<td>Milford Mill Academy</td>
<td>Milford Mill Academy</td>
</tr>
<tr>
<td>Richard G. Muth</td>
<td>Executive Director</td>
<td>Specialist</td>
</tr>
<tr>
<td>(Effective April 24, 2013)</td>
<td>Maryland Emergency Management Agency</td>
<td>Emergency Management</td>
</tr>
</tbody>
</table>
DATE: April 23, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: RECOMMENDATIONS FOR AWARD OF CONTRACTS

ORIGINATOR: Michael G. Sines, Chief Operations Officer

RESOURCE PERSON(S): Rick Gay, Manager, Office of Purchasing
Pradeep Dixit, Executive Director, 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.

Appendix I – Recommendations for Award of Contracts – Board Exhibit
Recommendations for Award of Contracts
Board Exhibit – April 23, 2013

1. **Contract Modification:** Audio-Visual Equipment
   **Contract #:** PCR-281-10

   **Term:** N/A     **Extension:** N/A  **Contract Ending Date:** 5/31/14

   **Estimated contract authority:** $ N/A
   **Estimated modification amount:** $ N/A
   **New estimated total contract authority:** $ N/A

   **Board meeting date:** April 23, 2013

**Description:**

On May 4, 2010, the Board approved this contract. This contract modification consists of consent to assignment of the above contract to Total Audio-Visual Systems, Inc. from Communications Televideo Limited (CTL). Total Audio-Visual Systems, Inc. is assuming CTL’s contract under the current contract’s terms, conditions, and pricing.

**Recommendation:**

Award of contract modification is recommended to:

   Total Audio-Visual Systems, Inc.    Silver Spring, MD

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

**Contact person:** Patricia Lawton

**Funding source:** Operating budget
2. **Contract Modification:** Field Trip Transportation Services  
   **Contract #:** PCR-204-11  
   **Term:** N/A  
   **Extension:** N/A  
   **Contract Ending Date:** 6/31/21  
   **Estimated contract authority:** $ N/A  
   **Estimated modification amount:** $ N/A  
   **New estimated total contract authority:** $ N/A  
   **Board meeting date:** April 23, 2013  

**Description:**  
The Board approved this contract on January 12, 2011, and contract modifications on February 8, 2011; March 8, 2011; April 5, 2011; May 10, 2011; June 14, 2011; October 11, 2011; and January 12, 2012.  

This contract modification consists of consent to assignment of the above contract to Academy Bus, Inc., from Golden Ring Travel. Academy Bus, Inc., is assuming Golden Ring Travel’s service contract under the current contract’s terms, conditions, and pricing.  

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

   Academy Bus, Inc.  
   Hoboken, NJ  

**Responsible school or office:** Chief Operations Officer  
**Contact person:** Michael G. Sines  
**Funding source:** Operating budgets of schools/offices
3. **Contract Modification:** Multimedia Communication Equipment
   
   **Contract #:** MWE-810-12 (Department of General Services, PA #COSTARS 003-029)

   **Term:** N/A  
   **Extension:** N/A  
   **Contract Ending Date:** 10/31/16

   **Estimated contract authority:** $3,000,000  
   **Estimated modification amount:** $1,000,000  
   **New estimated total contract authority:** $4,000,000

   **Board meeting date:** April 23, 2013

**Description:**

On October 11, 2011, the Board approved this contract. This contract requires modification due to increased purchasing of short-throw classroom projectors for newly constructed and renovated schools. The short-throw projectors provide interactivity on any whiteboard surface at a lower cost than an interactive whiteboard and are included in the BCPS IT standard.

**Recommendation:**

Award of contract modification is recommended to:

   **Visual Sound**  
   **Baltimore, MD**

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

   **Contact person:** Dr. John Quinn

   **Funding source:** Operating and Capital budgets
4. **Contract Modification and Extension:** Absence Management System for Teachers and Substitute Teachers  
**Contract #:** RGA-122-04 (Anne Arundel Contract #110-98)

**Term:** 5 years  
**Extension:** 1 year  
**Contract Ending Date:** 4/30/19

**Estimated contract authority:** $217,522  
**Estimated modification amount:** $370,675  
**New estimated total contract authority:** $588,197

**Board meeting date:** April 23, 2013

**Description:**

On May 11, 2004, the Board approved this contract and on March 13, 2007, the Board approved a modification for a software upgrade. This contract modification and extension is for providing a hosted solution of the current software and requires additional funding through the term of the contract. The hosted software will provide more timely updates for enhanced functionality and business continuity services, and it will decrease onsite maintenance.

**Recommendation:**

Award of contract modification and extension is recommended to:

- **eSchool Solutions**  
  Orlando, FL

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

**Contact person:** Lisa Grillo

**Funding source:** Operating budget
5. **Contract Modification and Extension:** Math Teacher Professional Development Institute
   **Contract #:** RGA-134-09

   **Term:** N/A  **Extension:** 3 years  **Contract Ending Date:** 6/30/16

   **Estimated contract authority:** $2,532,000
   **Estimated modification amount:** $3,655,500
   **New estimated total contract authority:** $6,187,500

   **Board meeting date:** April 23, 2013

**Description:**

On May 5, 2009, the Board approved this contract for two week-long institutes during the summer with four 3 ½-hour follow-up sessions. On September 8, 2009, the program was expanded for an additional two years. On November 7, 2012, the contract was assigned to Scholastic, Inc. This contract modification and extension is to extend the program for an additional three years.

**Recommendation:**

Award of contract modification and extension is recommended to:

   Scholastic, Inc.  Sausalito, CA

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

**Contact person:** Patricia Lawton

**Funding source:** Operating budget and Grant funds
6. **Contract Modification and Extension**: School Social Worker – Memorandum of Understanding (MOU)  
   **Contract #:** JNI-729-11

<table>
<thead>
<tr>
<th>Term:</th>
<th>N/A</th>
<th>Extension:</th>
<th>1 year</th>
<th><strong>Contract Ending Date:</strong></th>
<th>8/31/13</th>
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<tbody>
<tr>
<td>Estimated contract authority:</td>
<td>$ 140,000</td>
<td>Estimated modification amount:</td>
<td>$ 70,000</td>
<td>New estimated total contract authority</td>
<td>$ 210,000</td>
</tr>
</tbody>
</table>

**Board meeting date:** April 23, 2013

**Description:**

On August 10, 2010, the Board approved this MOU to provide one full-time, licensed clinical social worker to provide social services’ support to students and families at Riverview, Winfield, and Dundalk Elementary Schools, and at Lansdowne Middle and High schools. It came to our attention that this modification and extension is necessary to extend the contract, which began in September 1, 2012, for one additional year. This contract will not be considered for extension past the August 31, 2013, expiration date.

**Recommendation:**

Award of contract modification and extension is recommended to:

- Baltimore County Department of Social Services  
  Towson, MD

**Responsible school or office:** Department of Student Support Services

**Contact person:** Roger Plunkett

**Funding source:** Operating budget
7. **Contract:** Automobiles and Trucks  
   **Contract #:** MWE-865-13  

   **Term:** 9 months   **Extension:** N/A  
   **Contract Ending Date:** 12/31/13   
   **Estimated contract authority:** $ 1,322,582

   **Board meeting date:** April 23, 2013  
   **Bid issued:** January 31, 2013  
   **Pre-bid meeting date:** February 14, 2013  
   **Due date:** February 28, 2013  
   **No. of vendors issued to:** 18  
   **No. of bids received:** 8  
   **No. of no-bids received:** 0

**Description:**

This contract consists of the purchase of 31 vehicles for various departments throughout the school system. These vehicles will replace current fleet vehicles.

**Recommendation:**

Award of contract is recommended to:

- American Truck & Bus, Inc.  
  Annapolis, MD  
- Apple Ford  
  Columbia, MD  
- Criswell Chevrolet  
  Gaithersburg, MD  
- Lindsey Ford  
  Wheaton, MD  
- Norris Chesapeake Truck Sales, LLC  
  Rosedale, MD

**Responsible school or office:** Chief Operations Officer  

**Contact person:** Michael G. Sines  

**Funding source:** Operating budget
8. **Contract:** eCatalog – Textbooks  
**Contract #:** JMI-625-13

**Term:** 5 years, 1 mo.  
**Extension:** N/A  
**Contract Ending Date:** 5/31/18

**Estimated contract authority:** $ N/A

**Board meeting date:** April 23, 2013  
**Bid issued:** February 14, 2013  
**Pre-bid meeting date:** N/A  
**Due date:** March 7, 2013  
**No. of vendors issued to:** 749  
**No. of bids received:** 22  
**No. of no-bids received:** 5

**Description:**

This contract consists of 7,646 textbook line items that are currently used in the curriculum. These items will be available through our online catalog system, eSchoolMall. This contract replaces the previous eCatalog – Textbook contracts approved at the May 4, 2010, Board meeting.

**Recommendation:**

Award of contract is recommended to:

- Advanced Educational Products, Inc.  
  Buffalo, NY
- AKJ Books  
  Halethorpe, MD
- B.E. Publishing  
  Warwick, RI
- Books By BJ LTD dba The Book Rack  
  Cockeyesville, MD
- Cengage Learning, Inc.  
  Mason, OH
- Davis Publications, Inc.  
  Worcester, MA
- Enrichment Bookstore & Art Center, Inc. dba EBAC, Inc.  
  Decatur, GA
- Follett Educational Services, Inc.  
  Woodbridge, IL
- Follett Library Resources, Inc.  
  McHenry, IL
- GL Group, Inc. dba Booksource  
  St. Louis, MO
- Hertzberg-New Method, Inc./Perma-Bound Books  
  Jacksonville, IL
- Holt McDougal, a division of Houghton Mifflin Harcourt Publishing Company  
  Austin, TX
- Human Kinetics, Inc.  
  Champaign, IL
- Macmillan Holdings, LLC dba Bedford, Freeman & Worth Publishing Group, LLC  
  New York, NY
  Columbus, OH
- Nystrom Herff Jones Education Division  
  Indianapolis, IN
Prestwick House, Inc.  Clayton, DE
Source International Technology Corporation  Bronx, NY
Textbook Brokers, Inc. dba K12Savings  Sparta, MO
Textbook Warehouse  Apharetta, GA
Triumph Learning, LLC  New York, NY

Responsible school or office:  Division of Curriculum and Instruction Services
Contact person:  Patricia Lawton
Funding source:  Operating budget
9. **Contract:** Elevator Repair and Preventive Maintenance, Lift Preventive Maintenance  
   **Contract #:** MWE-870-13 (National IPA, Metro Nashville, TN RFP 10-23)

   **Term:** 4 years  
   **Extension:** 1 year  
   **Contract Ending Date:** 4/30/18  
   **Estimated contract authority:** $1,500,000

   **Board meeting date:** April 23, 2013  
   **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 maintaining and repairing elevators and dumbwaiters and maintaining chairlifts. This contract replaces MWE-801-12 that was terminated.

Section §5–112 of the Education Article of the Annotated Code of Maryland subparagraph (a) (3) states that, “…except as provided in subsection (e) of this section, a county board’s participation 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 public bidding procedures.” Further, under the Education Article §4-123 Cooperative administration of programs (a) (1) states a “county board may enter into an agreement for the cooperative or joint administration of programs with one or more: (i) County boards; (ii) Other educational institutions or agencies; and (iii) Boards of county commissioners or county councils.” In §13-110 of the State Finance and Procurement Article, “Subject to §12-107 of this article, whenever a primary procurement unit procurement officer determines that it is in the best interest of the State to sponsor or participate in an intergovernmental cooperative purchasing agreement, with the approval of the unit head and subject to any other approval required by law, the primary procurement unit may become a party to or participate under the agreement.”

**Recommendation:**

Award of contract is recommended to:

   Otis Elevator Company  
   Linthicum, MD

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

**Contact person:**  
Pradeep Dixit

**Funding source:**  
Operating budget
10. **Contract:** Job Order Contract for Construction and Facility and Maintenance Repair and Operations

**Contract #:** RGA-117-13 (National Joint Powers Alliance (NJPA) RFB #110911-GGI)

**Term:** 5 years  **Extension:** N/A  **Contract Ending Date:** 4/31/18  
**Estimated contract authority:** $12,500,000

**Board meeting date:** April 23, 2013  
**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 construction services and facility maintenance, repair, and operation services. In addition, we will have access to job order development and construction management services on an as-needed basis.

This contract will be used in conjunction with bid/contract JMI-609-13 Building Renovations – Alterations, approved by the board on March 5, 2013. This contract will give BCPS the option to contract with at least six other contracting companies using a different pricing model to ensure we are getting the best value when seeking contractors for small building renovations and alterations.

Section §5–112 of the Education Article of the Annotated Code of Maryland subparagraph (a) (3) and it states that, “Except as provided in subsection (e) of this section, a county board’s participation 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 public bidding procedures.” Further under the Education Article §4-123 Cooperative administration of programs (a) (1) states, “A county board may enter into an agreement for the cooperative or joint administration of programs with one or more: (i) County boards; (ii) Other educational institutions or agencies; and (iii) Boards of county commissioners or county councils.” In §13-110 of the State Finance and Procurement Article, “Subject to §12-107 of this article, whenever a primary procurement unit procurement officer determines that it is in the best interest of the State to sponsor or participate in an intergovernmental cooperative purchasing agreement, with the approval of the unit head and subject to any other approval required by law, the primary procurement unit may become a party to or participate under the agreement.”
**Recommendation:**

Award of contract is recommended to:

- Adrian L. Merton, Inc. Baltimore, MD
- F. H. Paschen Baltimore, MD
- HITT Contracting Inc. Baltimore, MD
- R.J. Crowley, Inc. Laurel, MD
- The Gordian Group Mauldin, SC

**Responsible school or office:**

Department of Physical Facilities

**Contact person:**

Pradeep Dixit

**Funding source:**

Operating budget and Capital budget funds
11. **Contract:** Information Technology (IT) Business Systems Analyst/Program Manager  
**Contract #:** MWE-875-13  
**Term:** 5 years  
**Extension:** 1 year  
**Contract Ending Date:** 4/30/19  
**Estimated contract authority:** $1,000,000

- **Board meeting date:** April 23, 2013  
- **Bid issued:** February 28, 2013  
- **Pre-bid meeting date:** N/A  
- **Due date:** March 14, 2013  
- **No. of vendors issued to:** 100  
- **No. of bids received:** 18  
- **No. of no-bids received:** 2

**Description:**

This contract consists of firms selected to provide as-needed IT business system analysts or IT program management services.

**Recommendation:**

Award of contract is recommended to:

- Artisys Corporation  
- Elegant Enterprise-Wide Solutions, Inc.  
- E-Rate Elite Services, Inc.  
- Infojini, Inc.  
- SONA Networks, LLC  
- United Solutions, LLC

- Washington DC  
- Chantilly, VA  
- Owings Mills, MD  
- Columbia, MD  
- Hunt Valley, MD  
- Rockville, MD

**Responsible school or office:** Department of Information Technology  
**Contact person:** Lloyd Brown  
**Funding source:** Operating budget
12. **Contract:** Magnet Program Audit  
   **Contract #:** MWE-872-13

   **Term:** 9 months  **Extension:** N/A  **Contract Ending Date:** 12/31/13  
   **Estimated contract authority:** $85,000

   **Board meeting date:** April 23, 2013  
   **Bid issued:** February 28, 2013  
   **Pre-bid meeting date:** N/A  
   **Due date:** March 14, 2013  
   **No. of vendors issued to:** 15  
   **No. of bids received:** 2  
   **No. of no-bids received:** 0

**Description:**

This contract consists of an audit of the magnet programs. The audit will assess centralized administration, oversight of the application process, equity of access to the program, and effectiveness of implementation.

**Recommendation:**

Award of contract is recommended to:

   Metis Associates, Inc.  
   New York, NY

**Responsible school or office:** Department of Special Programs

**Contact person:** Kathleen McMahon

**Funding source:** Operating budget
13. **Contract:** School Signs  
**Contract #:** JNI-750-13  
***Term:** 1 year  
**Extension:** N/A  
**Contract Ending Date:** 4/30/14  
**Estimated contract authority:** $ 61,000

**Board meeting date:** April 23, 2013  
**Bid issued:** N/A  
**Pre-bid meeting date:** N/A  
**Due date:** N/A  
**No. of vendors issued to:** N/A  
**No. of bids received:** N/A  
**No. of no-bids received:** N/A

**Description:**

This contract consists of the purchase and installation of outdoor sign

*This contract consists of the purchase and installation of outdoor signs at Lansdowne and Hereford High Schools. These signs allow for increased communication with the community. The schools will be able to share more information, in real time, with parents, students, and their communities.*

**Recommendation:**

**Award of contract is recommended to:**

H & M Signs  
**Linthicum, MD**

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

**Contact person:** Pradeep Dixit

**Funding source:** Operating budget
14. **Contract:** Science Kits – Develop and Supply  
   **Contract #:** MWE-862-13

**Term:** 4 years  
**Extension:** 1 year  
**Contract Ending Date:** 4/30/18  
**Estimated contract authority:** $ 550,000

**Board meeting date:** April 23, 2013  
**Bid issued:** January 10, 2013  
**Pre-bid meeting date:** January 24, 2013  
**Due date:** February 7, 2013  
**No. of vendors issued to:** 14  
**No. of bids received:** 3  
**No. of no-bids received:** 0

**Description:**

This contract consists of a vendor working with the Office of Science to review curriculum, to make recommendations regarding elementary science-kit materials, and to supply both full kits and annual replenishment kits for each of the elementary science units. The Office of Science identified a need for a review of the kits to ensure the provision of materials that support a rigorous curriculum. As included in the bid specifications, the Office of Science is to provide the Common Core Curriculum to the vendor for review and recommendation as to the appropriate materials in comprising the science kits. This bid is being awarded as percent-off pricing. The materials will be made available to the individual schools through eSchool Mall.

**Recommendation:**

Award of contract is recommended to:

Fisher Science Education  
Hanover Park, IL

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

**Contact person:** Patricia Lawton

**Funding source:** Operating budget
15. **Contract:** Take-Home Educational Materials  
    **Contract #:** JNI-752-13  

**Term:** 3 years  
**Extension:** 2 years  
**Contract Ending Date:** 4/30/18  
**Estimated contract authority:** $ 750,000

**Board meeting date:** April 23, 2013  
**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 take-home educational materials for students in Title I Schools. The materials include after-school literacy fun packs that provide five copies of nonfiction and/or fiction titles with a one-hour lesson plan and My Books take-home book packs and My Books summer take-home reading packs, which are high quality literature in a variety of subjects and topics.

**Recommendation:**

Award of contract is recommended to:

- **Scholastic, Inc.** Sausalito, CA

**Responsible school or office:** Department of Special Programs

**Contact person:** Kathleen McMahon

**Funding source:** Title I Grant
16. **Contract:** Tire Recapping  
   **Contract #:** MWE-866-13

   **Term:** 1 year   **Extension:** N/A   **Contract Ending Date:** 4/30/14   
   **Estimated contract authority:** $ 150,000

   **Board meeting date:** April 23, 2013   
   **Bid issued:** February 7, 2013   
   **Pre-bid meeting date:** February 21, 2013   
   **Due date:** March 7, 2013   
   **No. of vendors issued to:** 4   
   **No. of bids received:** 2   
   **No. of no-bids received:** 0

**Description:**

This contract consists of recapping service for steel belted tire casings owned by BCPS. The purpose of this contract is to provide the ability to obtain recapped tires. This contract replaces MWE-890-08 that expired February 28, 2013.

**Recommendation:**

Award of contract is recommended to:

   Service Tire Truck Centers, Inc. Arbutus, MD

**Responsible school or office:** Chief Operations Officer

**Contact person:** Michael G. Sines

**Funding source:** Operating budget
17. **Contract**: Wood Floor Refinishing  
   **Contract #**: PCR-263-13  
   **Term**: 5 years  
   **Extension**: N/A  
   **Contract Ending Date**: 4/30/18  
   **Estimated contract authority**: $ 2,500,000  

   **Board meeting date**: April 23, 2013  
   **Bid issued**: February 7, 2013  
   **Pre-bid meeting date**: February 19, 2013  
   **Due date**: March 7, 2013  
   **No. of vendors issued to**: 16  
   **No. of bids received**: 4  
   **No. of no-bids received**: 0  

**Description:**  
This contract consists of providing labor, equipment, materials, supervision, tools, and all related incidentals required to perform routine repairs, replacement, refinishing, and re-lining of wood floors for gymnasiums, stages, steps, corridors, hallways, and classrooms. This contract replaces MWE-899-08, which will expire April 30, 2013.  

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

- Mastercare Flooring, Inc.  
- Miller Flooring Company, Inc.  
- Weyer’s Floor Service, Inc.  

   **Baltimore, MD**  
   **Bel Air, MD**  
   **Odenton, MD**  

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

**Contact person**: Pete Dixit  

**Funding source**: Operating budget
18. **Contract Modification:** Construction Package Ceramic Tile (9B) Contract – George Washington Carver Center for Arts & Technology

**Contract #:** PCR-270-10

<table>
<thead>
<tr>
<th>Term:</th>
<th>N/A</th>
<th>Extension:</th>
<th>N/A</th>
<th><strong>Contract Ending Date:</strong></th>
<th>N/A</th>
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<tbody>
<tr>
<td>Estimated current contract value:</td>
<td>$273,000</td>
<td>Original contingency amount:</td>
<td>$27,300</td>
<td>Increase contingency to amount:</td>
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<td>Estimated total contract amount:</td>
<td>$318,300</td>
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</table>

**Board meeting date:** April 23, 2013

**Description:**

On March 9, 2010, the Board approved this contract. An increase to the contingency in the amount of $18,000 is necessary due to, but not limited to, resurfacing of the existing dining hall and culinary arts kitchen floors with a mud-bed setting to meet finished floor elevation throughout the building. This is a reallocation of other construction contract packages unused contingency funding within the existing project budget.

**Recommendation:**

Award of contract modification is recommended to:

- Lach Tile & Marble, Inc. Baltimore, MD
- **Responsible school or office:** Department of Physical Facilities
- **Contact person:** Pradeep Dixit
- **Funding source:** Capital budget
19. **Contract Modification:** Construction Package Resilient Flooring (9D) Contract – George Washington Carver Center for Arts & Technology

**Contract #:** PCR-270-10

<table>
<thead>
<tr>
<th>Term:</th>
<th>N/A</th>
<th></th>
<th>Extension:</th>
<th>N/A</th>
<th></th>
<th>Contract Ending Date:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated current contract value:</td>
<td>$ 400,000</td>
<td></td>
<td>Original contingency amount:</td>
<td>$ 40,000</td>
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<td>Increase contingency to amount:</td>
<td>$ 33,000</td>
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</table>

**Board meeting date:** April 23, 2013

**Description:**

On March 9, 2010, the Board approved this contract. An increase to the contingency in the amount of $33,000 is necessary due to, but not limited to, floor patching and leveling of existing concrete flooring to accept resilient floor tile in various areas throughout the building. This is a reallocation of other construction contract packages unused contingency funding within the existing project budget.

**Recommendation:**

Award of contract modification is recommended to:

Floors Etc. Hunt Valley, MD

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

**Contact person:** Pradeep Dixit

**Funding source:** Capital budget
20. **Contract:** Video Surveillance System at Various Elementary Schools  
**Contract #:** JMI-624-13

<table>
<thead>
<tr>
<th>Term:</th>
<th>N/A</th>
<th>Extension:</th>
<th>N/A</th>
<th>Contract Ending Date:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated annual award value:</td>
<td>$1,855,000</td>
<td>Estimated contingency amount:</td>
<td>$185,550</td>
<td>Estimated total award value:</td>
<td>$2,040,550</td>
</tr>
</tbody>
</table>

**Board meeting date:** April 23, 2013

**Description:**

This project consists of providing an integrated IP-based video surveillance system that broadens and enhances the existing video surveillance capabilities at 109 elementary schools and special education facilities. The system will integrate with the existing video surveillance systems.

**Recommendation:**

Award of contract is recommended to:

- Kratos Public Safety & Security Solutions, Inc.  
  Elkridge, MD

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

**Contact person:** Pradeep Dixit

**Funding source:** Capital budget
21. **Contract:** Stadium Improvements – Patapsco High School  
**Contract #:** MBU-508-13  
**Term:** N/A  
**Extension:** N/A  
**Contract Ending Date:** N/A  
**Estimated annual award value:** $1,222,700  
**Estimated contingency amount:** $122,270  
**Estimated total award value:** $1,344,970  
**Board meeting date:** April 23, 2013  
**Bid issued:** February 7, 2013  
**Pre-bid meeting date:** February 27, 2013  
**Due date:** March 26, 2013  
**No. of vendors issued to:** 18  
**No. of bids received:** 6  
**No. of no-bids received:** 1  

**Description:**  
This project consists of the construction of a new bleacher system with press box at the school track/football field, new concession building, concrete access driveway and concrete walks, new stormwater management facilities, crowd control fence, stadium perimeter fence, and electronic scoreboard.  

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

Trionfo Builders, Inc.  
Phoenix, MD  

**Responsible school or office:** Department of Physical Facilities  
**Contact person:** Pradeep Dixit  
**Funding source:** Capital budget
**Contract Name:** Stadium Improvements for Patapsco High School  
**Contract #:** MBU-508-13

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Base Bid - A</td>
<td>$1,097,000</td>
<td>$1,314,950</td>
<td>$1,330,000</td>
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</tr>
<tr>
<td>Base Bid - B Unit pricing</td>
<td>$63,700</td>
<td>$45,500</td>
<td>$51,100</td>
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<tr>
<td>TOTAL BASE BID</td>
<td>NO-BID</td>
<td>$1,160,700</td>
<td>$1,360,450</td>
<td>$1,381,100</td>
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<tr>
<td>Alternate #3 Add:</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Installation of pre-</td>
<td></td>
<td>$30,000</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>constructed fully engineered</td>
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<td></td>
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<tr>
<td>storage building and ticket</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>booth</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL NO-BID</td>
<td>$1,222,700</td>
<td>$1,409,650</td>
<td>$1,429,600</td>
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</table>

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Base Bid - A</td>
<td>$1,337,000</td>
<td>$1,345,664</td>
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<tr>
<td>Base Bid - B Unit pricing</td>
<td>$49,230</td>
<td>$53,400</td>
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<tr>
<td>TOTAL BASE BID</td>
<td>$1,386,230</td>
<td>$1,399,064</td>
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<tr>
<td>Alternate #3 Add:</td>
<td></td>
<td>$30,000</td>
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<tr>
<td>Installation of pre-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>constructed fully engineered</td>
<td></td>
<td></td>
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<tr>
<td>storage building and ticket</td>
<td></td>
<td></td>
</tr>
<tr>
<td>booth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$1,436,230</td>
<td>$1,449,564</td>
</tr>
</tbody>
</table>
22. **Contract:** Lutherville Area Elementary School Construction at Mays Chapel Construction Package 3A – Concrete  

**Contract #:** MWE-868-13  

<table>
<thead>
<tr>
<th>Term:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated annual award value:</td>
<td>$815,500</td>
</tr>
<tr>
<td>Estimated contingency amount:</td>
<td>$81,500</td>
</tr>
<tr>
<td>Estimated total award value:</td>
<td>$897,000</td>
</tr>
</tbody>
</table>

| Board meeting date: | April 23, 2013 |
| Bid issued: | March 26, 2013 |
| Pre-bid meeting date: | March 12, 2013 |
| Due date: | March 26, 2013 |
| No. of vendors issued to: | 4 |
| No. of bids received: | 4 |
| No. of no-bids received: | 0 |

**Description:**  
This project consists of all labor and material required to furnish concrete and foundation work for construction of new facility.

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

- **Dance Brothers, Inc.**
  - Baltimore, MD

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

**Contact person:** Pradeep Dixit

**Funding source:** Capital budget
**Contract Name:** Construction of the New Lutherville Area Elementary School at Mays Chapel, Trade Package 3A - Concrete

**Contract Number:** MWE-868-13

<table>
<thead>
<tr>
<th>Bidders’ Names</th>
<th>Dance Brothers, Inc.</th>
<th>Premier Concrete, Inc.</th>
<th>Chevy Chase Contractors, Inc.</th>
<th>Huntington &amp; Hopkins, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL BASE BID</strong></td>
<td>$815,500</td>
<td>$961,350</td>
<td>$964,000</td>
<td>$1,032,785</td>
</tr>
<tr>
<td>Total Base Bid + Alternates</td>
<td>$815,500</td>
<td>$961,350</td>
<td>$964,000</td>
<td>$1,032,785</td>
</tr>
</tbody>
</table>
23. **Contract:** Lutherville Area Elementary School at Mays Chapel  
Construction Package 4A – Masonry

**Contract #:** MWE-868-13

<table>
<thead>
<tr>
<th>Term:</th>
<th>N/A</th>
<th>Extension:</th>
<th>N/A</th>
<th><strong>Contract Ending Date:</strong></th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated annual award value:</td>
<td>$ 3,248,000</td>
<td>Estimated contingency amount:</td>
<td>$ 324,800</td>
<td>Estimated total award value:</td>
<td>$ 3,572,800</td>
</tr>
</tbody>
</table>

| Board meeting date: | April 23, 2013 | Bid issued: | March 26, 2013 | Pre-bid meeting date: | March 12, 2013 |
| Due date: | March 26, 2013 | No. of vendors issued to: | 1 | No. of bids received: | 1 |
| No. of no-bids received: | 0 |

**Description:**

This project consists of all labor and material required to furnish new masonry construction of new facility.

**Recommendation:**

Award of contract is recommended to:

- Karon Masonry of Maryland, Inc. Howard County, MD

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

**Contact person:** Pradeep Dixit

**Funding source:** Capital budget
**Contract Name:** Construction of the New Lutherville Area Elementary School at Mays Chapel, Trade Package 4A - Masonry

**Contract Number:** MWE-868-13

<table>
<thead>
<tr>
<th>Bidder’s Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Karon Masonry of Maryland, Inc.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL BASE BID</th>
<th>$3,248,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Base Bid + Alternates</td>
<td>$3,248,000</td>
</tr>
</tbody>
</table>
24. **Contract:** Lutherville Area Elementary School at Mays Chapel
Construction Package 5A – Structural Steel

**Contract #:** MWE-868-13

<table>
<thead>
<tr>
<th>Term:</th>
<th>N/A</th>
<th>Extension:</th>
<th>N/A</th>
<th><strong>Contract Ending Date:</strong></th>
<th>N/A</th>
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<tbody>
<tr>
<td>Estimated annual award value:</td>
<td>$ 1,800,000</td>
<td>Estimated contingency amount:</td>
<td>$ 180,000</td>
<td>Estimated total award value:</td>
<td>$ 1,980,000</td>
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</tbody>
</table>

**Board meeting date:** April 23, 2013
**Bid issued:** March 26, 2013
**Pre-bid meeting date:** March 12, 2013
**Due date:** March 26, 2013
**No. of vendors issued to:** 2
**No. of bids received:** 2
**No. of no-bids received:** 0

**Description:**
This project consists of all labor and material required to furnish new structural steel construction of new facility.

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

Kinsley Construction, Inc. Timonium, MD

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

**Contact person:** Pradeep Dixit

**Funding source:** Capital budget
**Contract Name:** Construction of the New Lutherville Area Elementary School at Mays Chapel, Trade Package 5A - Structural Steel

**Contract Number:** MWE-868-13

<table>
<thead>
<tr>
<th>Bidders’ Names</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Kinsley Construction, Inc. t/a Kinsley Manufacturing</td>
<td>SA Halac Iron Works, Inc.</td>
</tr>
<tr>
<td><strong>TOTAL BASE BID</strong></td>
<td>$1,800,000</td>
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<tr>
<td>Total Base Bid + Alternates</td>
<td>$1,800,000</td>
</tr>
<tr>
<td></td>
<td>$1,975,000</td>
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</table>
25. **Contract:** Lutherville Area Elementary School at Mays Chapel
    Construction Package 15A – Mechanical / Plumbing

    **Contract #:** MWE-868-13

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

    **Estimated annual award value:** $3,968,000
    **Estimated contingency amount:** $396,800
    **Estimated total award value:** $4,364,800

    **Board meeting date:** April 23, 2013
    **Bid issued:** March 26, 2013
    **Pre-bid meeting date:** March 12, 2013
    **Due date:** March 26, 2013
    **No. of vendors issued to:** 4
    **No. of bids received:** 4
    **No. of no-bids received:** 0

    **Description:**
    This project consists of all labor and material required to furnish and install new mechanical and plumbing systems at the new facility.

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

    **Towson Mechanical, Inc.**
    **Baltimore, MD**

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

    **Contact person:** Pradeep Dixit

    **Funding source:** Capital budget
**Contract Name:** Construction of the New Lutherville Area Elementary School at Mays Chapel, Trade Package 15A - Mechanical & Plumbing  

**Contract Number:** MWE-868-13

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>TOTAL BASE BID</td>
<td>$3,906,000</td>
<td>$3,949,000</td>
<td>$3,970,800</td>
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<tr>
<td>Alternate No.3 ADD: Cast iron, copper or galvanized vent piping:</td>
<td>$43,000</td>
<td>$16,900</td>
<td>$43,000</td>
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<tr>
<td>Alternate No.11 ADD: Carbon dioxide sensors:</td>
<td>$19,000</td>
<td>$16,500</td>
<td>$16,500</td>
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<tr>
<td>Total Base Bid + Alternates</td>
<td>$3,968,000</td>
<td>$3,982,400</td>
<td>$4,030,300</td>
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</table>
26. **Contract:** General John Stricker Middle School: HVAC Renovations  
**Contract #:** JNI-719-13

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

**Estimated annual award value:** $3,089,000  
**Estimated contingency amount:** $308,900  
**Estimated total award value:** $3,397,900

**Board meeting date:** April 23, 2013  
**Bid issued:** February 14, 2013  
**Pre-bid meeting date:** February 21, 2013  
**Due date:** March 14, 2013  
**No. of vendors issued to:** 10  
**No. of bids received:** 4  
**No. of no-bids received:** 0

**Description:**

This project consists of providing air conditioning to portions of General John Stricker Middle School including the gymnasium, locker rooms, activity rooms, Recreation and Parks’ areas, kitchen, and cafetorium. Additionally, lighting will be replaced with energy efficient LED lighting upgrades for the gymnasium, activity rooms and cafetorium.

**Recommendation:**

Award of contract is recommended to:

Phillips Way, Inc.  
Finksburg, MD

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

**Contact person:** Pradeep Dixit

**Funding source:** Capital Budget
**Contract:** General John Stricker Middle School: HVAC Renovations  
**Contract #:** JNI-719-13

<table>
<thead>
<tr>
<th>Bidders’ Names</th>
<th>Phillips Way</th>
<th>Tuckman-Barbee</th>
<th>James W. Ancel, Inc.</th>
<th>Chilmar Corporation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base Bid:</strong></td>
<td>$2,540,000</td>
<td>$3,000,000</td>
<td>$2,945,000</td>
<td>$3,263,396</td>
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<tr>
<td>Alternate #1 Add:</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen Hood</td>
<td>$80,000</td>
<td>$125,000</td>
<td>$70,000</td>
<td>$76,000</td>
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<tr>
<td>Alternate #2 Add:</td>
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</tr>
<tr>
<td>Plumbing Mains</td>
<td>$160,000</td>
<td>$156,000</td>
<td>$150,000</td>
<td>$172,000</td>
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<tr>
<td>Alternate #3 Add:</td>
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<td></td>
</tr>
<tr>
<td>Penthouse Doors</td>
<td>$28,000</td>
<td>$38,000</td>
<td>$41,000</td>
<td>$44,000</td>
</tr>
<tr>
<td>Alternate #4 Add:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor and casework replacement</td>
<td>$10,000</td>
<td>$7,800</td>
<td>$9,000</td>
<td>$11,000</td>
</tr>
<tr>
<td>Alternate #5 Add:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activities Floor &amp; Partition Wall Replacement</td>
<td>$45,000</td>
<td>$43,200</td>
<td>$36,000</td>
<td>$39,000</td>
</tr>
<tr>
<td>Alternate #6 Add:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LED Lighting for Activities Room</td>
<td>$6,000</td>
<td>$6,300</td>
<td>$6,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>Alternate #7 Add:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theatrical LED Lighting for Platform</td>
<td>$168,000</td>
<td>$165,000</td>
<td>$317,000</td>
<td>$164,000</td>
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<tr>
<td>Alternate #8 Add:</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cafetorium Sound System</td>
<td>$29,000</td>
<td>$18,000</td>
<td>$30,000</td>
<td>$34,000</td>
</tr>
<tr>
<td>Alternate #9 Add:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gymnasium Sound System</td>
<td>$23,000</td>
<td>$22,200</td>
<td>$23,000</td>
<td>$37,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$3,089,000</td>
<td>$3,581,500</td>
<td>$3,627,000</td>
<td>$3,846,396</td>
</tr>
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</table>
27. **Contract:** Roof Design and Construction Administration Services – Chapel Hill Elementary School

**Contract #:** MBU-521-13

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

**Estimated annual award value:** $28,505  
**Estimated contingency amount:** $N/A  
**Estimated total award value:** $28,505

**Board meeting date:** April 23, 2013

**Description:**

On July 12, 2005, the Board approved the use of the Pennsylvania Education Joint Purchasing Council (PAEJPC)/Weatherproofing Technologies, Inc. (TREMCO). This project consists of the roof replacement design and construction administration services.

The roof for this school is in need of replacement and approval will allow enough time for the architect’s design to be approved by the State in order for construction to start in 2013.

**Recommendation:**

Award of contract is recommended to:

Pennsylvania Education Joint Purchasing Council (PAEJPC)/Weatherproofing Technologies, Inc. (TREMCO)

**Ashburn, VA**

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

**Contact person:** Pradeep Dixit

**Funding source:** Capital budget
28. **Contract:** Roof Design and Construction Administration Services – Cromwell Valley Magnet School  
**Contract #:** JNI-748-13

<table>
<thead>
<tr>
<th>Term:</th>
<th>N/A</th>
<th>Extension:</th>
<th>N/A</th>
<th><strong>Contract Ending Date:</strong></th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Estimated annual award value:</strong></td>
<td>$</td>
<td>26,839</td>
<td></td>
<td><strong>Estimated contingency amount:</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Estimated total award value:</strong></td>
<td>$</td>
<td>26,839</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Board meeting date:** April 23, 2013

**Description:**

On July 12, 2005, the Board approved the use of the Pennsylvania Education Joint Purchasing Council (PAEJPC)/Weatherproofing Technologies, Inc. (TREMCO). This project consists of the roof replacement design and construction administration services.

The roof for this school is in need of replacement and approval will allow enough time for the architect’s design to be approved by the State in order for construction to start in 2013.

**Recommendation:**

Award of contract is recommended to:

- Pennsylvania Education Joint Purchasing Council (PAEJPC)/Weatherproofing Technologies, Inc. (TREMCO)  
  Ashburn, VA

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

**Contact person:** Pradeep Dixit

**Funding source:** Capital budget
29. **Contract:** Roof Design and Construction Administration Services – Glenmar Elementary School  
   **Contract #:** PCR-283-13  
   
   **Term:** N/A  
   **Extension:** N/A  
   **Contract Ending Date:** N/A  
   **Estimated annual award value:** $26,925  
   **Estimated contingency amount:** $N/A  
   **Estimated total award value:** $26,925  
   
   **Board meeting date:** April 23, 2013  
   
   **Description:**  
   On July 12, 2005, the Board approved the use of the Pennsylvania Education Joint Purchasing Council (PAEJPC)/Weatherproofing Technologies, Inc. (TREMCO). This project consists of the roof replacement design and construction administration services.  
   
   The roof for this school is in need of replacement and approval will allow enough time for the architect’s design to be approved by the State in order for construction to start in 2013.  
   
   **Recommendation:**  
   Award of contract is recommended to:  
   
   Pennsylvania Education Joint Purchasing Council (PAEJPC)/Weatherproofing Technologies, Inc. (TREMCO)  
   Ashburn, VA  
   
   **Responsible school or office:** Department of Physical Facilities  
   **Contact person:** Pradeep Dixit  
   **Funding source:** Capital budget
30. **Contract:** Roof Design and Construction Administration Services – Middleborough Elementary School  
**Contract #:** JMI-626-13

<table>
<thead>
<tr>
<th>Term:</th>
<th>N/A</th>
<th>Extension:</th>
<th>N/A</th>
<th><strong>Contract Ending Date:</strong></th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Estimated annual award value:</strong></td>
<td>$</td>
<td>25,483</td>
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<td><strong>Estimated contingency amount:</strong></td>
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<td><strong>Estimated total award value:</strong></td>
<td>$</td>
<td>25,483</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Board meeting date:** April 23, 2013

**Description:**

On July 12, 2005, the Board approved the use of the Pennsylvania Education Joint Purchasing Council (PAEJPC)/Weatherproofing Technologies, Inc. (TREMCO). This project consists of the roof replacement design and construction administration services.

The roof for this school is in need of replacement and approval will allow enough time for the architect’s design to be approved by the State in order for construction to start in 2013.

**Recommendation:**

Award of contract is recommended to:

Pennsylvania Education Joint Purchasing Council (PAEJPC)/Weatherproofing Technologies, Inc. (TREMCO)  
Ashburn, VA

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

**Contact person:** Pradeep Dixit

**Funding source:** Capital budget
31. **Contract:** Roof Design and Construction Administration Services – Riverview Elementary School  
   **Contract #:** PCR-284-13  
   **Term:** N/A  
   **Extension:** N/A  
   **Contract Ending Date:** N/A  
   **Estimated annual award value:** $25,473  
   **Estimated contingency amount:** $N/A  
   **Estimated total award value:** $25,473  
   **Board meeting date:** April 23, 2013  

**Description:**  
On July 12, 2005, the Board approved the use of the Pennsylvania Education Joint Purchasing Council (PAEJPC) / Weatherproofing Technologies, Inc. (TREMCO). This project consists of the roof replacement design and construction administration services.  

The roof for this school is in need of replacement and approval will allow enough time for the architect’s design to be approved by the State in order for construction to start in 2013.  

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

   Pennsylvania Education Joint Purchasing Council (PAEJPC)/Weatherproofing Technologies, Inc. (TREMCO)  
   Ashburn, VA  

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

**Contact person:** Pradeep Dixit  

**Funding source:** Capital budget
32. **Contract:** Roof Design and Construction Administration Services – Scotts Branch Elementary School  
**Contract #:** PCR-285-13  
**Term:** N/A  
**Extension:** N/A  
**Contract Ending Date:** N/A  
**Estimated annual award value:** $26,313  
**Estimated contingency amount:** $N/A  
**Estimated total award value:** $26,313  

**Board meeting date:** April 23, 2013  

**Description:**  
On July 12, 2005, the Board approved the use of the Pennsylvania Education Joint Purchasing Council (PAEJPC)/Weatherproofing Technologies, Inc. (TREMCO). This project consists of the roof replacement design and construction administration services.  
The roof for this school is in need of replacement and approval will allow enough time for the architect’s design to be approved by the State in order for construction to start in 2013.  

**Recommendation:**  
Award of contract is recommended to:  
Pennsylvania Education Joint Purchasing Council (PAEJPC)/Weatherproofing Technologies, Inc. (TREMCO)  
Ashburn, VA  

**Responsible school or office:** Department of Physical Facilities  
**Contact person:** Pradeep Dixit  
**Funding source:** Capital budget
33. **Consultant**  Long-Term Capital Improvement Plan
   **Selection:**
   **Contract #:**  MWE-876-13

   **Term:**  5 Yrs  **Extension:**  N/A  **Contract Ending Date:**  04/30/2018
   **Estimated contract value:**  $500,000
   **Estimated contingency amount:**  $50,000
   **Estimated total award value:**  $550,000

   **Board meeting date:**  April 23, 2013

**Description:**

The purpose of this contract is to select the architect of record to develop the Long-Term Capital Improvement Plan. In the past BCPS has developed an annual Capital Improvement Plan (CIP) in response to the failure of critical infrastructure (electrical, plumbing, roofs, etc.) in school buildings and to address enrollment trends within specific areas of the school community. While the annual CIP has served the system well, the need to develop a more proactive, long-term CIP for the system has been identified as a crucial requirement for the continued development and well-being of the system.

The information provided during this process will serve as the framework for developing systemwide priorities that address the impact of delivering high quality educational programming that ensures an appropriate and flexible learning environment for students and staff while also weighing financial considerations.

This recommendation is in accordance with §4-117, §5-112, §14-302 of the Annotated Code of Maryland, Education Article, and Policy 3250 and Superintendents’ Rule 3250 and the BCPS pre-qualified Architectural Consultants list established under JMI-605-12 and approved by the Board of Education of Baltimore County on December 6, 2011.

**Recommendation:**

Approval is recommended to:

GWWO, Inc Architects  Baltimore, MD

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

**Contract person:**  Pradeep Dixit

**Funding source:**  Operating budget
Baltimore County Public Schools

Date: April 23, 2013

To: Board of Education

From: Lawrence E. Schmidt, Esquire, President
     S. Dallas Dance, Secretary-Treasurer

Subject: Consideration of the Proposed Schedule of Board Meetings for 2013-2014

Originator: Debi Decker, Sr. Executive Assistant to the Board of Education

Recommendation

That the Board of Education approves the proposed Schedule of Board Meetings for 2013-2014.

During the 2008-2009 school year, the Board piloted a program in which the first meeting has been a business meeting format, which includes three-minute presentations by advisory and stakeholder groups at the beginning of the meeting, and up to ten three-minute statements by the general public at the close of the meeting. The second meeting of the month is a strategic Board work session designed to explore topics in greater depth. Generally, the Board has taken no action other than voting on necessary personnel matters or other items of a time sensitive nature. The Board adopted this program for future meetings beginning in 2009.

In accordance with Board of Education Policy 8315, as amended on December 6, 2011, stakeholder groups and the public now have the opportunity to speak at Board work sessions.

The attached schedule represents the Board’s goal to continuously improve its process and fulfill its responsibilities for a more effective and efficient meeting.

The first meeting of the month, or the business meeting, will begin at 7:00 p.m. The second meeting of the month, or work session, will begin at 6:30 p.m.

* * * * *

Attachment I – Proposed Schedule of Board Meetings
April 23, 2013

TO: Members of the Board of Education

FROM: Lawrence E. Schmidt, Esq., President
S. Dallas Dance, Secretary-Treasurer

RE: Proposed Schedule of Board Meetings, 2013-2014

Please note a deviation from the normal scheduling of Board meetings on the 2nd and 4th Tuesdays for the following months:

- During August, December, and May, meetings have been scheduled on the 1st and 3rd Tuesdays due to other events and the Christmas/Winter break.
- Due to the Easter/Spring Break and the NSBA Conference in April, one Board meeting has been scheduled for the 4th Tuesday of that month.

The following dates for Board of Education meetings for 2013-2014 are proposed for your consideration:

- July 9
  Approved April 2012

- August 6
  Approved April 2012

- August 20
  FY15 Capital Budget Work Session

- September 10 and 24
  September 2 – Labor Day
  September 5 – Rosh Hashanah

- October 8 and 22
  October 2-4 – MABE Conference

- November 5 and 19
  November 28 & 29 – Thanksgiving Holiday

- December 3 and 17
  December 24-31 – Christmas/Winter Break
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 14 and 28</td>
<td>January 1 – Christmas/Winter Break</td>
</tr>
<tr>
<td></td>
<td>January 20 – Martin Luther King, Jr. Birthday Observance</td>
</tr>
<tr>
<td></td>
<td>January 21 – Public Hearing on FY15 Operating Budget</td>
</tr>
<tr>
<td>February 11 and 25</td>
<td>February 17 – President’s Day Observance</td>
</tr>
<tr>
<td>March 11 and 25</td>
<td></td>
</tr>
<tr>
<td>April 22</td>
<td>April 4-7 – NSBA Conference</td>
</tr>
<tr>
<td></td>
<td>April 14-21 – Easter/Spring Break</td>
</tr>
<tr>
<td>May 6 and 20</td>
<td>May 21 – Public Hearing on FY 16 Capital Budget</td>
</tr>
<tr>
<td></td>
<td>May 26 – Memorial Day</td>
</tr>
<tr>
<td></td>
<td>May 25-31 – Commencement Exercises</td>
</tr>
<tr>
<td>June 10</td>
<td>June 1-5 – Commencement Exercises</td>
</tr>
<tr>
<td>July 8</td>
<td>July 4 – Independence Day Observance</td>
</tr>
<tr>
<td>August 12</td>
<td></td>
</tr>
</tbody>
</table>

All Board of Education meetings will be held on the Greenwood Campus, ESS Building, Room 114, with the following exceptions:

- September 10, 2013: Owings Mills High School
- May 6, 2014: Dundalk/Sollers Point High School
DATE: April 23, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF THE PURCHASE AND INSTALLATION OF
SHORT-THROW PROJECTORS AT FORT GARRISON
ELEMENTARY SCHOOL

ORIGINATOR: Kevin Hobbs, Deputy Superintendent

RESOURCE PERSON(S): Karen Blannard, Assistant Superintendent, Elementary Schools Zone 1

RECOMMENDATION

That the Board of Education approves the purchase and installation of short-throw projectors at Fort Garrison Elementary School.

In accordance with Superintendent's Rule 7330, Fort Garrison Elementary School is proposing the purchase and installation of short-throw projectors for approval.

Fort Garrison Elementary School raised $28,915 through a Tech Walk held in April 2012, received a $2,400 donation from the local community association, and a $1,000 donation from Patient First. Fort Garrison Elementary will commit $2,745 from the BCPS budget to cover the remaining costs associated with the purchase and installation of 16 short throw projectors.

The addition of short throw projectors will support the BCPS “Blueprint for Progress” Key Strategies for Goal I – j: integrate technology in the teaching/learning process. Use of the short-throw projectors in all classrooms will enhance student learning by allowing teachers to deliver engaging, multi-sensory instruction.
DATE: April 23, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF NAMING OF AN AREA OF A SCHOOL – COMPUTER LAB AT CHASE ELEMENTARY SCHOOL

ORIGINATOR: Kevin Hobbs, Deputy Superintendent

RESOURCE PERSON(S): Karen Blannard, Assistant Superintendent, Elementary Schools Zone 1

RECOMMENDATION

That the Board of Education approves the naming of the computer lab at Chase Elementary School.

In accordance with Superintendent's Rule 7530, Chase Elementary School is proposing to name the computer lab, an area within their school.

The donor, a former Chase student, has requested to name the computer lab the Jean S. Bias Technology Gateway in honor of his late mother who taught at Chase Elementary for 20 years. A donation in the amount of $30,400 was made to purchase two Dell tablet carts with 40 tablets for student use and two access points to provide wireless connectivity within the school.

The principal has consulted with the Department of Technology to ensure that all technology equipment is purchased through a BCPS approved vendor.

*****
Baltimore County Public Schools

Date: April 23, 2013

To: Board of Education

From: S. Dallas Dance, Superintendent

Subject: Consideration of a Concession Stand at Catonsville High School

Originator: Kevin Hobbs, Deputy Superintendent

Resource Person(s): Mark Bedell, Assistant Superintendent – High Schools
Deborah Bittner, Principal, Catonsville High School

Recommendation

That the Board of Education approves the Catonsville High School privately funded concession stand.

In accordance with the Superintendent’s Rule 7330, Catonsville High School is proposing the erection and installation of a concession stand.

The Catonsville High School (CHS) Booster Club has been raising funds since 2007 to renovate the stadium to complement the turf field. The money has been raised by parent volunteers, alumni, and donations from local businesses. The renovation project is to include a new scoreboard, a new concession stand with restrooms, new bleachers and a new press box. The new scoreboard was purchased and installed in 2009. Funds have now been raised by the CHS Booster Club to install the new concession stand with restrooms with a matched $60,000 grant from the state. The Catonsville High School Booster Club will also provide matched funds from the state of $125,000 for the bleachers and new press box.

*****
DATE: April 23, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF THE TRANSFER OF SOLLERS POINT TECHNICAL HIGH SCHOOL TO BALTIMORE COUNTY GOVERNMENT

ORIGINATOR: Michael G. Sines, Chief Operations Officer

RESOURCE PERSON(S): Pradeep Dixit, Executive Director, Department of Physical Facilities

RECOMMENDATION

At the conclusion of the 2012-2013 school year, in accordance with the statutory school system procedures and requirements, the Sollers Point Technical High School property will be conveyed to Baltimore County.

After the transfer of title by Baltimore County, the Sollers Point Community Center will be completed as planned by the county government.

The former school property will be conveyed by the Department of Physical Facilities after receiving approval from the State of Maryland Interagency Committee for School Construction and State Superintendent of Schools.

*****
DATE: April 23, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF THE TRANSFER OF THE EASTWOOD CENTER ELEMENTARY MAGNET SCHOOL TO BALTIMORE COUNTY GOVERNMENT

ORIGINATOR: Michael G. Sines, Chief Operations Officer

RESOURCE PERSON(S): Pradeep Dixit, Executive Director, Department of Physical Facilities

RECOMMENDATION

At the conclusion of the 2012-2013 school year, in accordance with the statutory school system procedures and requirements, the Eastwood Center Elementary Magnet School property will be conveyed to Baltimore County.

The former school program has been consolidated in the planned 2013 – 2014 Pre-Kindergarten to Eighth Grade Science, Technology, Engineering, and Math magnet program at Norwood Elementary and Holabird Middle Schools.

The former school property will be conveyed by the Department of Physical Facilities after receiving approval from the State of Maryland Interagency Committee for School Construction and State Superintendent of Schools.

*****
Baltimore County Public Schools

Date: April 23, 2013

To: Board of Education

From: S. Dallas Dance, Superintendent

Subject: Consideration of the FY 2013 Operating Budget Supplemental Appropriation

Originator: Michael G. Sines, Chief Operations Officer

Resource Person(s): Barbara Burnopp, Chief Financial Officer
George Sarris, Director, Office of Budget and Reporting

Recommendation

That the Board of Education approves the attached operating budget supplemental appropriation.

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

This operating budget supplemental appropriation in the amount of $6,000,000 is attached for approval by the Board of Education. This supplement includes $3,000,000 in special revenue federal funds provided through the Title I grant program and $3,000,000 in special revenue federal funds provided through the Race to the Top grant program. The funds are available due to the carryover of grant funds from prior years. The Title I funds will be used to promote achievement in the system’s highest poverty schools. The Race to the Top funds will be used to increase student achievement and close the achievement gap by implementing comprehensive reform strategies in the four education areas in the Maryland Reform Plan.

Attachment I: FY 2013 Operating Budget Supplemental Appropriation
**INCREASE**

<table>
<thead>
<tr>
<th>Category</th>
<th>Present Appropriation</th>
<th>Supplement</th>
<th>New Appropriation</th>
</tr>
</thead>
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<td>Special Revenue</td>
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<td>6,000,000</td>
<td>80,272,536</td>
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</table>

**SOURCES OF REVENUE**

<table>
<thead>
<tr>
<th>Category</th>
<th>Present Appropriation</th>
<th>Supplement</th>
<th>New Appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
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<td>-</td>
<td>48,428</td>
</tr>
<tr>
<td>State</td>
<td>5,583,072</td>
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<td>5,583,072</td>
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<tr>
<td>Federal</td>
<td>65,237,074</td>
<td>6,000,000</td>
<td>71,237,074</td>
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<tr>
<td>Other</td>
<td>3,403,962</td>
<td>-</td>
<td>3,403,962</td>
</tr>
</tbody>
</table>

**Total Supplement**

$6,000,000

**Explanation:**

This is a request for a supplemental appropriation of $6,000,000. The Title I and the Race to the Top grant expenditures are projected to exceed the budgeted spending plan by $3,000,000 and $3,000,000, respectively, due to the carryover of funds from prior years. These federal funds are allocated in the special revenue fund and are restricted by the requirements of the grant awards.

**Signatures Required:**

- **Budget and Reporting**
  - Date

- **Fiscal Services**
  - Date

- **Superintendent**
  - Date

- **Board of Education**
  - Date
DATE: April 23, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF THE FY 2013 OPERATING BUDGET APPROPRIATION TRANSFER

ORIGINATOR: Michael G. Sines, Chief Operations Officer

RESOURCE PERSON(S): Barbara Burnopp, Chief Financial Officer
George Sarris, Director, Office of Budget and Reporting

RECOMMENDATION

That the Board of Education approves the attached operating budget appropriation transfer.

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

This budget appropriation transfer is a request to the county to re-appropriate funds between categories. Fiscal Services sets deadlines each spring to provide for a timely closure of financial books as of June 30. As part of that process, decisions are made to transfer funds between categories to balance general fund appropriations for the fiscal year. Expenditure decisions are subject to the availability of funds.

Attachment I: Budget Appropriation Transfer Form
Attachment II: Summary of Increase/Decrease by Category
### BALTIMORE COUNTY PUBLIC SCHOOLS
### BUDGET APPROPRIATION TRANSFER

<table>
<thead>
<tr>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>Category</td>
</tr>
<tr>
<td>Present Appropriation</td>
<td>Amount to Transfer</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>02 - Midlevel Administration</td>
<td>03 - Instructional Salaries</td>
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<tr>
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<td>455,656,467</td>
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<td>(6,975,000)</td>
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<td>87,872,025</td>
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<td>04 - Instructional Textbooks and Supplies</td>
<td>10 - Operation of Plant</td>
</tr>
<tr>
<td>20,837,559</td>
<td>90,454,052</td>
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<td>1,300,000</td>
<td>(550,000)</td>
</tr>
<tr>
<td>22,137,559</td>
<td>89,904,052</td>
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<tr>
<td>05 - Other Instructional Costs</td>
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<tr>
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<tr>
<td>07 - Student Personnel</td>
<td>07 - Student Personnel</td>
</tr>
<tr>
<td>8,786,667</td>
<td>8,886,667</td>
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<tr>
<td>100,000</td>
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<tr>
<td>12 - Fixed Charges</td>
<td>12 - Fixed Charges</td>
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<td>290,727,510</td>
<td>291,927,510</td>
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<tr>
<td>1,200,000</td>
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<tr>
<td>16 - Capital Outlay</td>
<td>16 - Capital Outlay</td>
</tr>
<tr>
<td>3,364,770</td>
<td>3,914,770</td>
</tr>
<tr>
<td>550,000</td>
<td></td>
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**Total Transfer** $7,525,000

**Total Transfer** $(7,525,000)

**Explanation:**
This annual budget appropriation transfer will realign funds by category with planned and projected year-and expenses. Funds are available due to savings in salary expenditures from higher than expected turnover and lower utility usage due to favorable weather. The proposed transfers are necessary to implement the FY2013 operating plan, the Common Core State Curriculum, a K-8 STEM curriculum, and to complete approved school realignment and remodeling. Expenditure decisions are subject to the availability of funds. With the Board’s approval, this transfer will be submitted to the county executive and then to the county council for approval in June.

**Signatures Required:**

- Budget and Reporting Date
- Fiscal Services Date
- Superintendent Date
- Board of Education Date
<table>
<thead>
<tr>
<th>Category</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>02- Midlevel Administration</td>
<td>A transfer of $375,000 will provide funds required for professional development in class scheduling to optimize class sizes.</td>
</tr>
<tr>
<td>04- Instructional Textbooks and Supplies</td>
<td>A transfer of $1,300,000 will provide funds required for principals’ reallocation of school budgets ($1,137,000), and STEM curriculum for Norwood Elementary School and Holabird Middle School ($163,000).</td>
</tr>
<tr>
<td>05- Other Instructional Costs</td>
<td>A transfer of $4,000,000 will provide funds required for principals’ reallocation of school budgets ($754,400), growing enrollment in the state SEED school, juvenile services and foster care education fees ($745,600) mandated by state legislation, and implementation of the Common Core State Curriculum ($2,500,000).</td>
</tr>
<tr>
<td>07 - Student Personnel</td>
<td>A transfer of $100,000 will provide funds required for salaries due to low turnover.</td>
</tr>
<tr>
<td>12 - Fixed Charges</td>
<td>A transfer of $1,200,000 for employee health benefits allocation changes between grants and operating funds.</td>
</tr>
<tr>
<td>15 - Capital Outlay</td>
<td>A transfer of $550,000 will provide funds required for relocatable classrooms at Hillcrest, Woodholme, and Pot Spring Elementary Schools.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>03 - Instructional Salaries</td>
<td>A transfer of $6,975,000 in salary savings will be redirected to professional development for class scheduling, principals’ reallocation of school budgets, STEM curriculum at Norwood Elementary School and Holabird Middle School, state fees for the SEED school and juvenile services and foster care placements, implementation of the Common Core State Curriculum, low turnover in student personnel services, and the allocation of employee health benefits related to fixed charges.</td>
</tr>
<tr>
<td>10. Operation of Plant</td>
<td>A transfer of $550,000 from lower utility and fuel oil consumption will be redirected for upgraded relocatable classrooms at Hillcrest, Woodholme, and Pot Spring Elementary Schools.</td>
</tr>
</tbody>
</table>
DATE: April 23, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: REPORTED ON PROPOSED NEW BOARD OF EDUCATION POLICY 4010, NEPOTISM

ORIGINATOR: Margaret-Ann F. Howie, Esq., General Counsel

RESOURCE PERSON(S): Patricia S. Clark, Policy and Compliance Officer

RECOMMENDATION

That the Board of Education reviews the proposed new Policy 4010, Nepotism. Following discussion at the March 19, 2013, Board meeting, the policy has been revised. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 4010
Attachment III – Policy 4010, Form A
POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 4010

NEPOTISM

Statement of Issues or Questions Addressed
This policy has been developed to ensure that no conflict of interest exists or favoritism is shown for an immediate family member in the hire, retention, promotion, or other employment-related issues. Following discussion at the Board of Education meeting on March 19, 2013, additional revisions have been recommended by the Policy Review Committee. The policy has been edited to: (1) include a definition of “direct chain of supervision;” (2) define “family member” as an individual within the second degree of consanguinity or within the first degree of affinity; and (3) include a consanguinity and affinity relationship chart. The Policy Review Committee is recommending that the Board approve the policy.

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
1. Board of Education Policy 8363, Conflict of Interest – Prohibited Conduct

Legal Requirements
1. None

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel County Board of Education, Policy GAF, Nepotism
2. Baltimore City Board of School Commissioners, Policy GBEG, Nepotism
3. Calvert County Board of Education, Policy 6910, (Personnel) of the Board of Education Regarding Nepotism
4. Howard County Board of Education, Policy 7020, Nepotism

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First reading – April 23, 2013
Public comment – May 7, 2013
Third reading/vote – June 11, 2013
PERSONNEL: GENERAL

NEPOTISM

I. POLICY STATEMENT

A. THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) ENCOURAGES THE PROMOTION AND RETENTION OF QUALIFIED INDIVIDUALS AND PROMOTES HIGH STANDARDS OF ETHICAL BEHAVIOR IN THE EMPLOYMENT, EVALUATION, PROMOTION, AND SELECTION PROCESSES.

B. THE BOARD BELIEVES THAT EMPLOYMENT, RETENTION, AND PROMOTION OF INDIVIDUALS SHOULD BE BASED ON QUALIFICATIONS FOR THE POSITION, PERFORMANCE, AND ABILITY. THE BOARD RECOGNIZES ITS RESPONSIBILITY TO ESTABLISH STANDARDS THAT WILL ASSIST IN AVOIDING CONFLICTS OF INTEREST, NEPOTISM, AND THE APPEARANCE OF FAVORITISM TOWARDS IMMEDIATE FAMILY MEMBERS.

II. DEFINITIONS

A. DIRECT CHAIN OF SUPERVISION - INCLUDES ANY POSITION FOR WHICH THE SUPERVISING EMPLOYEE IS RESPONSIBLE FOR MAKING EMPLOYMENT-RELATED DECISIONS, INCLUDING HIRING, DISCIPLINE, EVALUATION, PROMOTION, DISMISSAL OR CONFERRING OF ANY BENEFIT OF EMPLOYMENT.

B. FAMILY MEMBER – ANY INDIVIDUAL WITHIN THE SECOND DEGREE OF CONSANGUINITY OR WITHIN THE FIRST DEGREE OF AFFINITY AS SHOWN IN POLICY 4010, FORM A.

C. NEPOTISM – FAVORITISM SHOWN TO A FAMILY MEMBER WITH REGARD TO HIRING, RETENTION, PROMOTION, OR OTHER EMPLOYMENT-RELATED ISSUES.

III. STANDARDS

TO ENSURE THAT NO CONFLICT OF INTEREST EXISTS AND THAT NO FAVORITISM IS SHOWN FOR AN IMMEDIATE FAMILY MEMBER, THE FOLLOWING STANDARDS SHALL APPLY:
A. THE BOARD PROHIBITS ITS EMPLOYEES FROM DEMONSTRATING FAVORITISM IN THE HIRING, EMPLOYMENT, RETENTION, PROMOTION OF FAMILY MEMBERS.

B. AN EMPLOYEE MAY NOT HOLD A POSITION THAT IS RESPONSIBLE FOR A DIRECT CHAIN OF SUPERVISION FOR ANOTHER EMPLOYEE WHO IS A FAMILY MEMBER.

IV. EXCEPTIONS

A. ANY EXCEPTION TO THIS POLICY MAY ONLY OCCUR AFTER REVIEW BY THE CHIEF HUMAN RESOURCES OFFICER AND WITH THE APPROVAL OF THE SUPERINTENDENT.

B. THE BOARD REVIEWS AND CONSIDERS ANY EXCEPTIONS CONCERNING THE EMPLOYMENT OF A FAMILY MEMBER OF THE SUPERINTENDENT.

V. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

RELATED POLICY: BOARD OF EDUCATION POLICY 8363, CONFLICT OF INTEREST – PROHIBITED CONDUCT

ATTACHMENT: FORM A, CONSANGUINITY AND AFFINITY RELATIONSHIP CHART

POLICY ADOPTED: BOARD OF EDUCATION OF BALTIMORE COUNTY

ADOPTED: _________
# BALTIMORE COUNTY PUBLIC SCHOOLS

## CONSANGUINITY AND AFFINITY RELATIONSHIP CHART

<table>
<thead>
<tr>
<th>Consanguinity (Includes individuals related by blood to the Employee)</th>
<th>Affinity (Includes the Employee's Spouse and individuals related to the Spouse)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Degree</strong></td>
<td><strong>First Degree</strong></td>
</tr>
<tr>
<td>Father or Mother</td>
<td>Spouse</td>
</tr>
<tr>
<td><strong>Second Degree</strong></td>
<td><strong>Second Degree</strong></td>
</tr>
<tr>
<td>Grandparents</td>
<td>Grandparents</td>
</tr>
<tr>
<td><strong>Third Degree</strong></td>
<td><strong>Third Degree</strong></td>
</tr>
<tr>
<td>Great Grandparents</td>
<td>Great Grandparents</td>
</tr>
<tr>
<td><strong>First Degree</strong></td>
<td><strong>First Degree</strong></td>
</tr>
<tr>
<td>Son or Daughter (&amp; Spouse)</td>
<td>Father or Mother</td>
</tr>
<tr>
<td><strong>Second Degree</strong></td>
<td><strong>Second Degree</strong></td>
</tr>
<tr>
<td>Grandchildren (&amp; Spouse)</td>
<td>Grandchildren</td>
</tr>
<tr>
<td><strong>Third Degree</strong></td>
<td><strong>Third Degree</strong></td>
</tr>
<tr>
<td>Great Grandchildren (&amp; Spouse)</td>
<td>Great Grandchildren</td>
</tr>
<tr>
<td><strong>First Degree</strong></td>
<td><strong>First Degree</strong></td>
</tr>
<tr>
<td>Uncle or Aunt (&amp; Spouse)</td>
<td>Son or Daughter</td>
</tr>
<tr>
<td><strong>Second Degree</strong></td>
<td><strong>Second Degree</strong></td>
</tr>
<tr>
<td>Great Uncle or Aunt (&amp; Spouse)</td>
<td>Uncle or Aunt</td>
</tr>
<tr>
<td><strong>Third Degree</strong></td>
<td><strong>Third Degree</strong></td>
</tr>
<tr>
<td>Great Grand Uncle or Aunt (&amp; Spouse)</td>
<td>Great Uncle or Aunt</td>
</tr>
<tr>
<td><strong>First Degree</strong></td>
<td><strong>First Degree</strong></td>
</tr>
<tr>
<td>First Cousin (&amp; Spouse)</td>
<td>First Cousin</td>
</tr>
<tr>
<td><strong>Second Degree</strong></td>
<td><strong>Second Degree</strong></td>
</tr>
<tr>
<td>Children of Great Uncle or Aunt (&amp; Spouse)</td>
<td>Children of Great Uncle or Aunt</td>
</tr>
<tr>
<td><strong>Third Degree</strong></td>
<td><strong>Third Degree</strong></td>
</tr>
<tr>
<td><strong>Nephew or Niece (&amp; Spouse)</strong></td>
<td><strong>Nephew or Niece</strong></td>
</tr>
<tr>
<td><strong>First Degree</strong></td>
<td><strong>First Degree</strong></td>
</tr>
<tr>
<td>Brother or Sister (&amp; Spouse)</td>
<td>Brother or Sister</td>
</tr>
<tr>
<td><strong>Second Degree</strong></td>
<td><strong>Second Degree</strong></td>
</tr>
<tr>
<td>Children of First Cousin (&amp; Spouse)</td>
<td>Children of First Cousin</td>
</tr>
<tr>
<td><strong>Third Degree</strong></td>
<td><strong>Third Degree</strong></td>
</tr>
<tr>
<td>Grand Nephew or Niece (&amp; Spouse)</td>
<td>Grand Nephew or Niece (&amp; Spouse)</td>
</tr>
</tbody>
</table>

Policy 4010, Form A

Adopted __________
DATE: April 23, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: REPORT ON THE PROPOSED REVISIONS TO BOARD OF EDUCATION POLICY 8340, APPEAL BEFORE THE BOARD OF EDUCATION

ORIGINATOR: Margaret-Ann F. Howie, Esq., General Counsel

RESOURCE PERSON(S): Patricia S. Clark, Policy and Compliance Officer

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 8340.
This is the first reading

*****

Attachment I – Policy Analysis
Attachment II – Policy 8340
POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 8340
APPEAL BEFORE THE BOARD OF EDUCATION

Statement of Issues or Questions Addressed
Board of Education Policy 8340 outlines the rules of procedure for hearings and appeals held before and filed with the Board of Education. Policy 8340 is being revised to: (1) substitute the words “requests for hearing” for the word “appeals” in those actions filed pursuant to Section 6-202 of the Education Article in order to align the policy language with that found in the statute; (2) in Paragraph I.B., add the words “or the Superintendent or his/her staff;” (3) in Paragraph VI.D.4, substitute the word “Board” for “Superintendent;” (4) in Paragraph VI.D.6, clarify that the Board and the Hearing Examiner will follow the standard of review established by COMAR 13A.01.05.05; (5) in Paragraph VII.A., delete Paragraphs 2 – 3, and address how the record for oral argument is prepared; and (6) in Paragraph VIII.C., add the words “in those cases where the Board holds an evidentiary hearing.” The attached revisions to the Policy reflect these recommendations.

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
1. Board of Education Policy 1300, Use of School Facilities
2. Board of Education Policy 8341, Appeal Before a Hearing Examiner

Legal Requirements
1. Annotated Code of Maryland, Education Article §4-205, Powers and Duties of County Superintendent.
2. Annotated Code of Maryland, Education Article §6-202, Suspension and Dismissal of Teachers, Principals and Other Professional Personnel.
3. Annotated Code of Maryland, Education Article §6-203, Hearing Examiner in Certain Counties and Baltimore City.
4. COMAR 13A.01.05, Appeals to the State Board of Education
5. COMAR 13A.05.09.07, Dispute Resolution

Similar Policies Adopted by Other Local School Systems
1. Frederick County Board of Education, Policy 105, Appeal and Hearing Procedures
3. Prince George’s County Board of Education, Policy 4200, Employee and 4-205 Appeals Before the Board of Education

Draft of Proposed Policy
Attached
Other Alternatives Considered by Staff
No other alternatives were considered

Timeline
First reading – April 23, 2013
Public comment – May 7, 2013
Third reading/vote – June 11, 2013
INTERNAL BOARD POLICIES: Operations

Appeal Before the Board of Education

I. Policy Statement
   A. Maryland law provides that the Board of Education of Baltimore County (Board) may hold hearings on certain matters arising out of a dispute or for appeals of decisions of the Superintendent.

   B. Neither the Board as a whole nor any individual member will discuss the case with the aggrieved party, or his/her designated representative, OR THE SUPERINTENDENT OR HIS/HER STAFF, prior to final action being taken by the Board.

II. Procedural Overview
   A. All appeals to the Board shall be from a recommendation, final action, or decision of the Superintendent, or the superintendent’s designated representative.

   B. The Board may consider the appeal itself or refer the appeal to a hearing examiner, as authorized by law. If referred to a hearing examiner, the procedures outlined in Board of Education Policy 8341, Appeal Before a Hearing Examiner, shall apply.

   C. For Board employees requesting an administrative appeal while a grievance on the same subject is being processed in accordance with the formal grievance procedure, such appeal will be held in abeyance until the grievance has reached Level III/arbitration of the Master Agreements’ procedures.

   D. It is the responsibility of the party appealing to follow these procedures and to file all documents by the specified deadlines. If an appeal is not filed within the stipulated time period, OR if the required documentation to be provided by the party is incomplete, or if the party fails to appear at a scheduled hearing, such failures may constitute sufficient grounds for the Board to dismiss the appeal.
III. Applicability

A. These rules govern appeals and hearings within the quasi-judicial responsibilities of the Board. They are not applicable to proceedings involving the Board’s exercise of its legislative or policy-making function.

B. Proceedings covered by this policy arise from proceedings pursuant to the Education Article, Sections 6-202(a), 6-203, and 4-205(c).
   1. Hearings under Section 6-202(a) are on recommendations of the Superintendent to suspend or dismiss professional and/or certificated personnel.
   2. Proceedings under Section 4-205(c) involve appeals from decisions of the Superintendent on controversies and disputes involving the rules and regulations of the Board or the proper administration of the county public school system.
   3. Hearings under Section 6-203 ARE HEARINGS HELD UNDER SECTIONS 4-205(c) AND 6-202, WHICH WERE REFERRED BY THE BOARD TO A HEARING EXAMINER. [involving Sections 4-205(c) and 6-202(a), which are referred by the Board for an initial hearing by a hearing examiner.]

IV. Definitions

A. Appellant – Means the individual or entity appealing a final decision of the Superintendent or a recommendation of the Superintendent.

B. Days – Means calendar days.

C. Designated Representative – Means a party’s attorney, advocate, or association/union official.

D. File – Means the delivery of documents to the administrative office of the Board on or before the documents are due, or depositing the papers in the United States mail or any other delivery method which provides proof of delivery, before the date the papers are due.

E. Party – Means an appellant, respondent, or any person or entity allowed to participate as a party in interest regarding issues outlined in Paragraph II above.
F. *Presiding Officer* – Means the president of the Board, or in the president’s absence, the vice president; or in the absence of both, a member designated by the president or the Board.

G. *Written Notice* – Means to deposit said notice in the United States mail, stamped and addressed to the addressee at the mailing address provided by the appellant or appearing in the records of the Baltimore County Public Schools (BCPS).

V. Initiation of Appeals

A. All appeals filed with the Board shall be from a final action, decision, or recommendation of the Superintendent, or the Superintendent’s designated representative, which adversely affects the person or persons who are appealing.

B. The appeal must be in writing and filed with the Board and include the following:
   1. The full name, mailing address, and telephone number for each appellant, or that of the appellant’s designated representative;
   2. A copy of the decision from which the appeal or request for hearing is being taken;
   3. A concise statement of the issues presented and the facts about which the person or persons taking the appeal or requesting a hearing.

C. Deadlines
   1. Each appeal to the Board under Section 4-205(c) shall be initiated by filing a written notice of appeal with the Board within 30 days after written notice of the Superintendent’s final action or decision has been issued; or, where written notice is not reasonable, by publication or other communication reasonably designed to be available to persons adversely affected.
   2. Each request for a hearing under Section 6-202(a) shall be initiated by NOTING SUCH REQUEST [filing an appeal] with the Board within 10 days after the written notice of the Superintendent’s recommendation that a professional or certificated employee be suspended or dismissed.
3. In computing any period of time prescribed by these procedures or by applicable statute, the date of the Superintendent’s decision is not to be included; Saturdays, Sundays, and legal holidays shall be counted. In the event that the last day computed falls on a Saturday, Sunday, or school system holiday, the period shall extend to the first day thereafter.

4. For filing of documents with the Board, if the administrative offices of the school system are not open during its regular hours on the last day of the period, the documents shall be filed on the next day thereafter when administrative offices are so open.

D. Mailing of Notices and Decisions
1. In all hearings provided for herein, where a party in interest is represented by counsel, an advocate or association/union official, all notices and mailings required by the Board shall be sent to the party’s designated representative and such mailing shall constitute official notice to the party.

E. Compliance
1. If an appeal is not filed within the time periods set forth above or if an appellant fails to appear at a scheduled hearing, such failure shall constitute sufficient grounds for the Board to dismiss THE [an] appeal.

VI. Evidentiary Hearings

A. Applicability
1. The provisions of this paragraph apply to evidentiary hearings before the Board unless otherwise indicated.
2. The strict rules of evidence shall not apply to hearings conducted before the Board.
3. All testimony shall be given under oath.
4. Hearings will not be held in a public session of the Board, unless the appellant and the Superintendent agree in advance, in writing, or on the record that the hearing be public.

B. Notice
1. The Board will provide written notice of the date, time, and location of hearing to all parties.
C. Representation
1. A party may be accompanied, represented, and advised by an attorney or designated representative at all stages of an appeal.
2. If an individual is represented by an attorney or designated representative, the attorney or designated representative shall be responsible for:
   a. Receiving all notices of hearings;
   b. Filing of pleadings, motions or other papers;
   c. Submitting evidence, examining, and cross-examining witnesses; and
   d. Representing the party before the hearing examiner and at oral argument, if applicable.

D. Procedures
1. The party may submit in writing any particulars related to the case which he/she wishes the Board members to have an opportunity to study in advance. The Board will forward a copy of all documents provided by the appellant to the Superintendent.
2. The Superintendent may send to members of the Board any particulars related to the case which he/she wishes the Board members to have an opportunity to study prior to the hearing, with a copy to the aggrieved person or his/her attorney. The Superintendent shall not discuss the case with any member of the Board prior to the hearing.
3. The presiding officer shall have charge of the hearing with authority to permit the examination of witnesses, admit evidence, rule on admissibility of evidence, and adjourn or recess the hearing.
5. Both sides in any hearing shall be given adequate time, in the judgment of the Board, for presentation of facts. Cross-examination shall be permitted, and representatives of both sides shall be given adequate opportunity for rebuttal.
6. IN APPEALS FROM DECISIONS OF THE SUPERINTENDENT OR THE SUPERINTENDENT’S DESIGNEE, THE BOARD AND ITS [The] hearing examiner shall follow the standard of review set forth in COMAR 13A.01.05.05.
VII. Oral Argument Before the Board

A. Applicability
   1. The provisions of this paragraph apply to requests for oral argument from a recommendation rendered by a Board hearing examiner.
   2. The strict rules of evidence shall not apply to hearings conducted before the Board.
   3. All testimony shall be given under oath.
   4. ORAL ARGUMENTS [Hearings] will not be held in a public session of the Board, unless the appellant and the Superintendent agree in advance, in writing, or on the record that the hearing be public.
   5. THE BOARD SHALL ARRANGE FOR THE PREPARATION OF A STENOGRAPHIC OR ELECTRONIC RECORD OF ANY ORAL ARGUMENT.

B. The Board’s scheduler shall prepare or cause to be prepared an official record, which shall include all pleadings, testimony, exhibits, and other memoranda or material filed in the proceedings and provide same to each Board member prior to the scheduled oral argument.

C. Oral argument shall be limited to 15 minutes per side, unless the Board indicates otherwise.

D. No additional evidence not contained in the record of the hearing will be considered by the Board.

VIII. Decision by the Board

A. In cases involving a decision of the Superintendent, the Board will not substitute its judgment for that of the Superintendent unless the decision is arbitrary, illegal, or unreasonable as defined by the Maryland State Board of Education.

B. In cases involving the discipline or discharge of a certificated employee, the Board shall exercise its independent judgment on the record before it in determining whether to sustain the suspension or dismissal of a certificated employee.
   1. The Superintendent has the burden of proof by a preponderance of the evidence.
C. The Board shall deliberate on the facts, evidence, and testimony presented at the hearing IN THOSE CASES WHERE THE BOARD HOLDS AN EVIDENTIARY HEARING.

D. Formal action of the Board will be taken publicly at a Board meeting.

E. The Board shall notify the parties in writing of the decision of the Board.
   1. Each Opinion and Order of the Board shall be mailed in writing to all parties by certified mail or any other delivery method which provides proof of delivery.
   2. The hearing examiner’s Findings of Fact, Conclusions of Law, and Recommendation shall accompany the Opinion and Order when applicable.

IX. Appeal of Board’s Decision to State Board

Decisions of the Board may be appealed to the Maryland State Board of Education in accordance with that agency’s procedures and timelines.

Legal References:  Annotated Code of Maryland, Education Article §4-205, Powers and Duties of County Superintendent.  
Annotated Code of Maryland, Education Article §6-202, Suspension and Dismissal of Teachers, Principals, and Other Professional Personnel  
Annotated Code of Maryland, Education Article §6-203, Hearing Examiner in Certain Counties and Baltimore City  
[Annotated Code of Maryland, Education Article §7-305, Suspension and Expulsion]  
COMAR 13A.01.05, Appeals to the State Board of Education  
COMAR 13A.05.09.07, Dispute Resolution

Related Policies: Board of Education Policy 1300, Use of School Facilities  
[Board of Education Policy 5560, Suspensions, Assignment to Alternative Programs, or Expulsions]  
Board of Education Policy 8341, Appeal Before a Hearing Examiner
DATE: April 23, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: REPORT ON THE PROPOSED REVISIONS TO BOARD OF EDUCATION 8341, APPEAL BEFORE A HEARING EXAMINER

ORIGINATOR: Margaret-Ann F. Howie, Esq., General Counsel

RESOURCE Patricia S. Clark, Policy and Compliance Officer

PERSON(S):

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 8341. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 8341
POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 8341
APPEAL BEFORE A HEARING EXAMINER

Statement of Issues or Questions Addressed
Board of Education Policy 8341 outlines the rules of procedure for hearings referred to a Board hearing examiner. Policy 8341 is being revised to: (1) mirror the definition of “file” found in Policy 8340; (2) substitute the words “requests for hearing” for the word “appeals” for those actions filed pursuant to Section 6-202 of the Education Article in order to align the policy language with that found in the statute; (3) include the standard of proof to be followed in appeals filed pursuant to Sections 4-205 and 6-202 of the Education Article; (3) clarify when the recommendation will be issued by the Board’s hearing examiner; and (4) establish timelines for the prompt issuance of decisions by the Board. The attached amendments to the Policy reflect these recommendations.

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
1. Board of Education Policy 8340, Appeal Before the Board of Education

Legal Requirements
1. Annotated Code of Maryland, Education Article §4-205, Powers and Duties of County Superintendent.
2. Annotated Code of Maryland, Education Article §6-202, Suspension and Dismissal of Teachers, Principals and Other Professional Personnel.
3. Annotated Code of Maryland, Education Article §6-203, Hearing Examiner in Certain Counties and Baltimore City.
4. COMAR 13A.01.05, Appeals to the State Board of Education
5. COMAR 13A.05.09.07, Dispute Resolution

Similar Policies Adopted by Other Local School Systems
1. Frederick County Board of Education, Policy 105, Appeal and Hearing Procedures
2. Harford County Board of Education, Policy 22-0018-000, Hearings Before the Board of Education of Harford County or the Hearing Examiner
4. Prince George’s County Board of Education, Policy 4200, Employee and 4-205 Appeals Before the Board of Education

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered
Timeline
First reading – April 23, 2013
Public comment – May 7, 2013
Third reading/vote – June 11, 2013
INTERNAL BOARD POLICIES: Operations

Appeal Before A Hearing Examiner

I. Purpose

A. Prior to the Board of Education of Baltimore County (Board) rendering a final decision, the Board may refer appeals authorized under the Education Article of the Annotated Code of Maryland to the Board’s hearing examiner. The following Rules of Procedure shall apply for all appeals referred to a Board hearing examiner.

II. Hearing Examiners

A. The Board shall appoint a panel of at least five (5) hearing examiners annually. A hearing examiner must be an attorney admitted to practice before the Maryland Court of Appeals.

B. The hearing examiner for each hearing shall be selected on a rotation basis among the members of the panel of hearing examiners in alphabetical order of last names.

C. The compensation for hearing examiners shall be determined by the Board.

III. Definitions

A. Appellant – Means the individual or entity appealing a final decision of the Superintendent or a recommendation of the Superintendent.

B. Days – Means calendar days

C. Designated Representative – Means a party’s attorney, an advocate, or association/union representative.

D. File – Means the delivery of documents to the administrative office of the Board on or before the documents are due, or depositing the papers in the United States mail OR ANY OTHER DELIVERY METHOD WHICH PROVIDES PROOF OF DELIVERY, before the date the papers are due.
E. **Party** – Means an appellant, respondent, or any person or entity allowed to participate as a party in interest regarding issues outlined in paragraph V below.

F. **Written Notice** – Means to deposit said notice in the United States mail, stamped and addressed to the addressee at the mailing address provided by the appellant or appearing in the records of the Baltimore County Public Schools (BCPS).

IV. Procedures and Deadlines

A. The procedures for each type of appeal are listed below. It is the responsibility of the party appealing to follow the procedures and to file all documents by the specified deadlines. If an appeal is not filed within the stipulated time period, or if the required documentation to be provided by the party is incomplete, or if the party fails to appear at a scheduled hearing, such failure may constitute sufficient grounds for the hearing examiner to recommend that the board dismiss the appeal or for the Board to dismiss the appeal.

V. Appeals and Timelines

A. All appeals to the Board shall be from a recommendation, final action, or decision of the Superintendent, or the Superintendent’s designated representative.

B. Proceedings covered by this policy arise under the Education Article of the *Annotated Code of Maryland*:

1. Section 4-205(c) Appeals – Appeals from decisions of the Superintendent with respect to interpretation of Maryland School Law; bylaws of the State Board of Education; matters relating to controversies and disputes involving the rules and regulations of the county Board or the proper administration of the school system.
   a. An appeal filed pursuant to Section 4-205(c) must be filed in writing with the Board within thirty (30) days of the decision of the Superintendent or the superintendent’s designated representative.
2. Section 6-202 REQUESTS FOR HEARING [Appeals] —
REQUESTS FOR HEARINGS FILED [Appeals taken] by
certificated personnel regarding a recommendation by the
Superintendent that a certificated employee be dismissed or
suspended.
   a. A REQUEST FOR HEARING [An appeal] filed pursuant to
      Section 6-202 must be filed in writing with the Board within
ten (10) days of the Superintendent’s recommendation.

C. The appeal OR REQUEST FOR HEARING must be filed with the Board
   and include the following:
   1. The full name, mailing address, and telephone number for each
      party, or the party’s designated representative, who is taking the
      appeal;
   2. A copy of the decision from which the appeal or request for hearing
      is being taken;
   3. A concise statement of the issues presented and the facts about
      which the person or persons is taking the appeal or requesting a
      hearing.

D. Time and Notice Requirements
   1. In computing any period of time prescribed by these procedures or
      by applicable statute, the date of the Superintendent’s decision or
      recommendation is not included; Saturdays, Sundays, and legal
      holidays shall be counted. In the event that the last day computed
      falls on a Saturday, Sunday, or school system holiday, the period
      shall extend to the first business day thereafter.
   2. For filing of documents with the Board, if the administrative offices
      of the school system are not open during its regular business hours
      on the last day of the period, the documents shall be filed on the next
day thereafter when the administrative offices are open.

E. Mailing of Notices and Findings
   1. In all hearings provided for herein, where a party in interest is
      represented by counsel, an advocate or association/union official, all
      notices and mailings required by the Board of hearing examiner shall
      be sent to the party’s designated representative and such mailing
      shall constitute official notice to the party.
VI. Hearing Procedure

A. Acknowledgement
   1. The Board shall promptly acknowledge receipt of the appeal OR REQUEST FOR HEARING in writing and send a copy of the appeal and the acknowledgement to the Superintendent.
   2. The Board will forward the appeal OR REQUEST FOR HEARING to the Board’s scheduler requesting that the matter be set for hearing before a hearing examiner, unless the Board deems it appropriate to schedule an oral argument or a proceeding without a hearing examiner.

B. Notice of Hearing
   1. Written notice of the date, time, and location of a hearing regarding an appeal OR REQUEST FOR HEARING under this policy shall be forwarded by the Board’s scheduler to all parties.
   2. The notice of hearing shall be sent by the Board’s scheduler to all parties not less than ten (10) days prior to the hearing. Nothing in this policy shall preclude the Board from scheduling a hearing on an expedited basis if necessitated by law or agreed to by the parties.

C. Representation
   1. All parties appearing at formal hearings shall have the right to appear in person or with counsel, or a designated representative of their choice.
   2. All parties shall have the right to be accompanied, represented, and advised by counsel.

D. Hearing Record
   1. The hearing examiner shall prepare an official record, which shall include all pleadings, testimony, exhibits, and other memoranda or material filed in the proceeding.
   2. A stenographic record of all hearings shall be prepared at the expense of the school system. [The record need not be transcribed, however, unless requested by a party to the controversy or by the hearing examiner.]
E. Presiding Officer – Duties and Authority
1. The hearing examiner shall be the presiding officer and shall have charge of the hearing with authority to permit the examination of witnesses, admit evidence, rule on the admissibility of evidence, and adjourn or recess the hearing from time to time.
2. The hearing examiner shall cause an oath to be administered to all witnesses testifying during the proceedings.

F. Order of Procedure
1. The order in which the parties shall present their case shall be determined by the hearing examiner, except that in cases arising under Section 6-202 of the Education Article, the Superintendent shall proceed first.
2. In appeals filed under Section 4-205 of the Education Article, the appellant shall have the burden of proof by a preponderance of the evidence.
3. In requests for hearings filed under Section 6-202 of the Education Article, the Superintendent shall have the burden of proof by a preponderance of the evidence.

G. Examination of Witnesses and Introduction of Evidence
1. The strict Rules of Evidence shall not be applicable to hearings conducted hereunder.
2. The hearing examiner may limit or refuse to admit repetitive evidence and may curtail redundant testimony.
3. All testimony shall be given under oath.
4. Any party or counsel for any party may submit evidence, examine and cross-examine witnesses, and file objections, exceptions, and motions.
5. The hearing examiner may examine all witnesses called by any party. [He/she may call as a witness any person whose testimony may be relevant.]

H. Briefs
1. Any party may submit briefs of the issues of fact and law involved in the hearing in such form and within such time as the presiding officer may designate.
VII. Findings

A. The hearing examiner shall issue *Findings of Fact, Conclusions of Law, and Recommendation* not more than thirty (30) days after RECEIPT OF THE TRANSCRIPT AND CLOSING MEMORANDA, IF APPLICABLE [the record is closed]. THE HEARING EXAMINER MAY EXTEND THAT TIME FOR GOOD CAUSE.

B. The hearing examiner shall distributed or mail to all parties, or the party’s representative, the *Findings of Fact, Conclusions of Law, and Recommendation*.

C. The *Findings of Fact, Conclusions of Law, and Recommendation* will be mailed to the SUPERINTENDENT’S ATTORNEY AND TO THE appellant or his/her representative by certified mail/return receipt requested, or by any other delivery method which provides proof of delivery.

VIII. DECISION OF THE BOARD

A. IN THE EVENT THAT EITHER PARTY REQUESTS ORAL ARGUMENT WITHIN THE APPLICABLE TIME PERIOD SET FORTH IN SECTION IX HEREIN, SUCH ORAL ARGUMENT SHALL BE SCHEDULED AS SOON AS PRACTICABLE.

B. IF ORAL ARGUMENT HAS NOT BEEN REQUESTED, THE MATTER SHALL BE SCHEDULED BY THE BOARD FOR DETERMINATION AT A BOARD MEETING NOT LESS THAN SIXTEEN (16) DAYS, AND NOT MORE THAN THIRTY (30) DAYS, FROM THE DATE OF RECEIPT OF THE HEARING EXAMINER’S *FINDINGS OF FACT, CONCLUSIONS OF LAW, AND RECOMMENDATION*.

IX. [VIII.] Oral Argument

A. Any party to the proceeding may request to appear in person to present oral argument before the Board prior to its rendering a final decision.

B. A request for oral argument must be filed with the Board within fifteen (15) days from the date of the hearing examiner of his/her *Findings of Fact, Conclusions of Law, and Recommendation*. 
C. The rules of procedure for oral argument before the Board are outlined in Board of Education Policy 8340, *Appeal Before the Board of Education*.

Legal References: *Annotated Code of Maryland*, Education Article §4-205, *Powers and Duties of County Superintendent.*  
*Annotated Code of Maryland*, Education Article §6-202, *Suspension and Dismissal of Teachers, Principals and Other Professional Personnel.*  
*Annotated Code of Maryland*, Education Article §6-203, *Hearing Examiner in Certain Counties and Baltimore City*  
COMAR 13A.01.05, *Appeals to the State Board of Education*  
COMAR 13A.05.09.07, *Dispute Resolution*

Related Policy: Board of Education Policy 8340, *Appeal Before the Board of Education*
DATE: April 23, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: REPORT ON THE PROPOSED 2014-2015 SCHOOL CALENDAR

ORIGINATOR: Kevin A. Hobbs, Deputy Superintendent

RESOURCE PERSON(S): Lisa Grillo, Chief Human Resource Officer
George M. Duque, Manager, Staff Relations

RECOMMENDATION

That the Board of Education review the Proposed Baltimore County Public Schools’ Calendar for 2014-2015. This is the first reading.

*****
### BALTIMORE COUNTY PUBLIC SCHOOLS
Towson, Maryland 21204

#### Calendar 2014-2015 - PROPOSED

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August</td>
<td>Administrative &amp; Supervisory Personnel Meeting</td>
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<tr>
<td>15 (F)</td>
<td>Administrative &amp; Supervisory Personnel Meeting</td>
</tr>
<tr>
<td>18 (M)</td>
<td>Teachers on Duty</td>
</tr>
<tr>
<td>19 (T)</td>
<td>System-wide Professional Development Activities – Secondary Schools</td>
</tr>
<tr>
<td>20 (W)</td>
<td>System-wide Professional Development Activities – Elementary Schools</td>
</tr>
<tr>
<td>25 (M)</td>
<td>Opening Day for Students</td>
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<td>5</td>
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<td>10</td>
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<tr>
<td>September</td>
<td>Labor Day – Schools and Offices Closed</td>
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<tr>
<td>1(M)</td>
<td>Labor Day – Schools and Offices Closed</td>
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<tr>
<td>25(Th)</td>
<td>Rosh Hashanah – Schools and Offices Closed</td>
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<td>20</td>
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<td>20</td>
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<tr>
<td>October</td>
<td>Columbus Day*</td>
</tr>
<tr>
<td>13(M)</td>
<td>Columbus Day*</td>
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<tr>
<td>17(F)</td>
<td>Professional Development Day/ MSEA Convention – Schools Closed for</td>
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<td></td>
<td>Students</td>
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<tr>
<td>31(F)</td>
<td>First marking period ends – Schools Close 3 Hours Early for Elementary</td>
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<tr>
<td></td>
<td>and Middle School Students – Grade Reporting and Data Analysis –</td>
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<td></td>
<td>Teachers on Duty**</td>
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<td>22</td>
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<td>23</td>
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<tr>
<td>November</td>
<td>System-wide Professional Development for All Schools – Schools</td>
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<tr>
<td>3(M)</td>
<td>System-wide Professional Development for All Schools – Schools</td>
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<td>Closed for All Students</td>
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<tr>
<td>4 (T)</td>
<td>Election Day – Schools and Offices Closed</td>
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<tr>
<td>11(T)</td>
<td>Veterans Day*</td>
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<tr>
<td>13 (Th)</td>
<td>Distributions of Report Cards; Preschool-3 &amp; Pre-K Conference Day,</td>
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<tr>
<td></td>
<td>No Preschool-3 or Pre-K A.M. or P.M. Sessions – Teachers on Duty</td>
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<tr>
<td>14(F)</td>
<td>Elementary Conference Day – Schools Closed for Elementary Students-</td>
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<tr>
<td></td>
<td>American Education Week</td>
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<tr>
<td>17-21(M-F)</td>
<td>Thanksgiving Holiday—Schools and Offices Closed</td>
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<tr>
<td>27-28(Th-F)</td>
<td>Thanksgiving Holiday—Schools and Offices Closed</td>
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<td>15-16</td>
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<td>17</td>
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<tr>
<td>December</td>
<td>Bill of Rights Day*</td>
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<tr>
<td>15(M)</td>
<td>Bill of Rights Day*</td>
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<tr>
<td>24(W)</td>
<td>Christmas Holiday/Winter Break Begins</td>
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<tr>
<td>January</td>
<td>Schools Reopen</td>
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<tr>
<td>5(M)</td>
<td>Schools Reopen</td>
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<tr>
<td>15(Th)</td>
<td>Dr. Martin Luther King, Jr.’s Birthday *</td>
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<tr>
<td>19(M)</td>
<td>Dr. Martin Luther King, Jr.’s Birthday Oberved—Schools and Offices</td>
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<td>Closed</td>
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<tr>
<td>23(F)</td>
<td>Second Marking Period Ends</td>
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<tr>
<td>26(M)</td>
<td>System-wide School-Based Professional Development- (Full Day</td>
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<td></td>
<td>Teacher Preparation for Schools on Semester Schedules); Schools</td>
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<td></td>
<td>Closed for Students – Teachers Report</td>
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<td>19</td>
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<tr>
<td>February</td>
<td>Distribution of Report Cards</td>
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<tr>
<td>5(Th)</td>
<td>Distribution of Report Cards</td>
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<td>12(Th)</td>
<td>Lincoln’s Birthday*</td>
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<tr>
<td>16(M)</td>
<td>Presidents’ Day—Schools and Offices Closed</td>
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<td>22(Su)</td>
<td>Washington’s Birthday*</td>
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<td>March</td>
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<td>April</td>
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<td>25(M)</td>
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<td>27-30(T-S)</td>
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<td>June</td>
<td>1-4(M-Th)</td>
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<td>12(F)</td>
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<td>15-16(M, T)</td>
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<tr>
<td>June</td>
<td>26 or 29(M,F)</td>
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<td>July</td>
<td>3(F)</td>
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<td>6(M)</td>
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<td>31 (F)</td>
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*Schools open with appropriate exercises OR appropriate exercises to be scheduled on the school day prior

** GRADE & DATA RECORDING, DATA ANALYSIS -- principals and teachers will have time for grade & data recording, data analysis/progress assessment

****ASSESSMENT DAY – High schools will have the opportunity to administer traditional final exams or to use alternative assessment procedures.

If schools are closed seven days due to emergency conditions, it may be necessary to alter the school calendar. Additional days may be scheduled as required at the end of the school year. Depending on the use of emergency closing time, the calendar may be reduced if the time is not needed to meet the minimum required days/hours. One-half days may be modified. Teacher duty days will not exceed 191.
BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 23, 2013
TO: Board of Education
FROM: S. Dallas Dance, Superintendent
SUBJECT: REPORT ON KEY SCHOOL LEGISLATION

ORIGINATOR: Edward J. Novak, Governmental Relations Liaison

INFORMATION

* * * * *

That the Board of Education receives information on Key School Legislation.
The 433rd Session of the Maryland General Assembly began on January 9, 2013, and adjourned SINE DIE on April 8, 2013. There were a total of 2,619 legislative introductions: 1075 Senate Bills, 5 Joint Senate Resolutions, 1,535 House Bills, and 4 Joint House Resolutions.

The following bills are presented for the Board of Education’s consideration. The first section contains bills that the Board has considered and voted on position. The second section contains informational bills. The third section contains informational items only.

**SECTION 1: BOE POSITION**

<table>
<thead>
<tr>
<th>BILL</th>
<th>TITLE / SYNOPSIS</th>
<th>POSITION/ANALYSIS</th>
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**SECTION 2: BOE INFORMATIONAL BILLS**

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<tr>
<th>BILL</th>
<th>TITLE / SYNOPSIS</th>
<th>ANALYSIS</th>
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<td>UNFAVORABLE REPORT</td>
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Both bills were heard in the respective chambers and each bill received an unfavorable committee report.

This bill would require the superintendent to enter into an agreement with an appropriate law enforcement agency to provide a school resource officer (SRO) in each elementary and secondary school; providing that additional funding required for school resource officers shall be paid from the Education Trust Fund from funds allocated from a specified source; and making the Act an emergency measure.
<table>
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<tr>
<th>BILL</th>
<th>TITLE / SYNOPSIS</th>
<th>ANALYSIS</th>
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<tbody>
<tr>
<td><strong>HB 269</strong></td>
<td><strong>Public Schools – Requirements for Controlled Access</strong>&lt;br&gt;Introduced by Delegates Luedtke, Clippinger, Cullison, A. Kelly, S. Robinson, Summers, and Waldstreicher&lt;br&gt;Requiring a new school or a renovated school that receives State public school construction funds to be constructed or renovated to have controlled access to allow visitors to enter the school; providing for the application of the Act to the construction or the renovation of schools that have not initiated a specified Request For Proposal on or before January 1, 2014; etc.&lt;br&gt;&lt;br&gt;Effective Date – July 1, 2013&lt;br&gt;&lt;br&gt;Bill Status:&lt;br&gt;House – Passed House&lt;br&gt;Senate – 04/02/13 - Hearing&lt;br&gt;<a href="http://mgaleg.maryland.gov/2013RS/bills/hb/hb0269F.pdf">http://mgaleg.maryland.gov/2013RS/bills/hb/hb0269F.pdf</a></td>
<td><strong>DIED IN COMMITTEE</strong>&lt;br&gt;The bill passed the House (with amendments) on 03/25/13, with a vote of 132-0; the bill moved to the Senate and was heard by the Budget &amp; Taxation Committee and the Education, Health &amp; Environmental Affairs Committee; no further action was taken.&lt;br&gt;&lt;br&gt;This bill would require that any new or renovated school project (essentially beginning on 01/01/14) that receives state funds be required to have a controlled access system installed. The access system would be required to allow staff the ability to lock school doors, use camera and intercom systems to see and speak to any visitors seeking access to the school, and to use a remote buzzer to allow access to the building. The bill would require the Board of Public Works to issue implementing regulations.</td>
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</table>
| **HB 475** | **Public School Labor Relations - Renegotiation Procedures and Board Administration**<br>Introduced by Chair<br>Authorizing a public school employer and an employee organization to use an alternative procedure regarding the renegotiation of allocated funds under specified circumstances; providing that, in connection with the Public School Labor Relations Board's administration of specified subtitles, references to written communications include electronic communications, time limits may be extended for good cause, and venues for judicial proceedings involving Board action shall be in a specified county; etc. | **DIED IN COMMITTEE**<br>The bill passed the House on 03/25/13, by a vote of 95-39; the bill moved to the Senate and the Senate Finance Committee held a hearing on 04/02/13; no further action was taken.<br><br>Several years ago, the General Assembly enacted legislation that made changes in the collective bargaining process and created a Public Sector Labor Relations Board (PSLRB) to handle disputes arising from negotiations. The law contained a sunset provision that is set to expire on June 30, 2015. Under the law, the PSLRB has the authority to make recommendations for legislative action regarding this statute. This bill is based on...
<table>
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<th>BILL</th>
<th>TITLE / SYNOPSIS</th>
<th>ANALYSIS</th>
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<tr>
<td><strong>HB 507</strong></td>
<td>Effective Date – October 1, 2013</td>
<td>PSLRB’s recommended changes. The bill would cover both certificated and non-certificated bargaining units and allow a school system and a labor organization to negotiate an alternative procedure for the parties to use in situations where renegotiations are required IF the county does not approve sufficient funds to implement a negotiated agreement between the parties; any agreed procedure must comply with existing, relevant statutes regarding the fiscal relationship between a county and a local board. While this bill does not require specific negotiations or agreements between the parties, it is likely that a challenge would arise if a school system refuses to consider and negotiate such procedure, potentially subjecting the board to increased scrutiny before the PSLRB with regard to the need to demonstrate “good faith” in bargaining relationships. This provision is unnecessary because current law requires renegotiation in this situation prior to the local board’s final determination regarding fund allocation.</td>
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| **HB 507** | Baltimore County Public Schools - Enrollment and Transfer - Parental Decision | **DIED IN COMMITTEE**<br>The bill was heard in the House Ways & Means Committee; no further action was taken. |

- **Introduced by Delegates Weir, Aumann, Boteler, Bromwell, Frank, Minnick, Olszewski, and Stein**

- Authorizing the parent or guardian of a student eligible for enrollment in specified grades in Baltimore County public schools to decide to apply to enroll the student in a public school other than the public school to which the student was assigned by the Baltimore County Board of Education, beginning in the 2014-2015 school year; requiring all public schools to be open to specified students on a space-available basis under specified circumstances; etc.

- **Effective Date – October 1, 2013**

- **Bill Status:** House – 02/13/13 - Hearing

<table>
<thead>
<tr>
<th>BILL</th>
<th>TITLE / SYNOPSIS</th>
<th>ANALYSIS</th>
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<tr>
<td></td>
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<td>viable. Although more limited in scope, the bill would still make it difficult for staff to</td>
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<td>adequately plan and project for school capacity, given the significant number of variables that</td>
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<td>affect school enrollment and attendance, including special permission transfers, magnet</td>
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<td>programs, etc.</td>
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<td><strong>HB 661</strong></td>
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<tr>
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<td></td>
<td>Teaching Techniques - Students with Special Needs and Limited English Proficiency</td>
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<tr>
<td></td>
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<td>Introduced by Delegates Luedtke, Afzali, Carr, Frick, A. Kelly, Serafini, Summers, A. Washington,</td>
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<td></td>
<td>and Zucker</td>
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<td>Requiring the State Department of Education to ensure that certified teachers receive adequate</td>
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<td>instruction in techniques for teaching students with special needs and students with limited</td>
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<td>English proficiency and in appropriate behavior interventions; applying the Act to teachers</td>
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<td>certified at specified times; and requiring the Department to adopt regulations.</td>
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<td><strong>Effective Date – October 1, 2013</strong></td>
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<td><strong>Bill Status:</strong> House – 02/20/13 – Hearing</td>
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<td><a href="http://mgaleg.maryland.gov/2013RS/bills/hb/hb0661F.pdf">http://mgaleg.maryland.gov/2013RS/bills/hb/hb0661F.pdf</a></td>
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<td>Senate – 03/20/13 - Hearing</td>
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<td><a href="http://mgaleg.maryland.gov/2013RS/bills/sb/sb0995F.pdf">http://mgaleg.maryland.gov/2013RS/bills/sb/sb0995F.pdf</a></td>
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<td><strong>DIED IN COMMITTEE</strong></td>
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<td>**HB 661 was heard in the House Ways &amp; Means Committee but no further action was taken; SB 995</td>
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<td>was heard by the Senate Education, Health &amp; Environmental Affairs Committee; no further action</td>
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<td>was taken.</td>
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<td>This bill would require MSDE to provide each PreK-12 teacher (newly certified as of July 1,</td>
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<td>2015, and all certified teachers as of July 1, 2017) with instruction regarding techniques for</td>
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<td>teaching students with special needs, students with limited English proficiency, and in</td>
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<td>appropriate behavioral interventions regardless of the teacher’s area of certification. The</td>
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<td>required instruction may be provided through a teacher preparatory program, supplemental</td>
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<td>coursework, or professional development. MSDE is required to adopt necessary regulations to</td>
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<td>implement this requirement.</td>
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<td><strong>HB 833</strong></td>
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<td></td>
<td>College Readiness and Completion Act of 2013</td>
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<td></td>
<td></td>
<td>Introduced by Delegates Kaiser, Bohanan</td>
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<td>Introduced by Senators Pinsky, Madaleno</td>
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<td>Requiring the State Department of Education to establish specified mathematics course requirements</td>
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<td>for specified students; requiring students to enroll in a college preparation curriculum except</td>
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<td>in a specified circumstance; requiring the Department to make a specified assessment of all</td>
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<td>students in the 11th grade by a specified school year; requiring the Department, in collaboration</td>
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<td>with a specified association, to develop and implement specified courses for the 12th grade by</td>
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<td>a specified school year; etc.</td>
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<td><strong>SENATE BILL PASSED</strong></td>
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<td></td>
<td>(HOUSE BILL DIED IN COMMITTEE)</td>
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<td>Both bills were assigned to two committees in each chamber and were heard in the respective</td>
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<td>chamber by the House Ways &amp; Means Committee and the Senate Education, Health &amp; Environmental</td>
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<td>Affairs Committee and the Senate Education, Health &amp; Environmental Affairs Committee; no further</td>
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<td>action was taken on HB 833; SB 740 was approved by the Senate on 03/25/13, by a vote of 46-0</td>
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<td>and was approved by the House on 04/08/13, by a vote of 92-46.</td>
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<td>BILL</td>
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<td>Effective Date</td>
<td>This bill would require MSDE to establish specified mathematics course requirements for certain students and would require students to enroll in a college preparation curriculum (unless a parent or student declines to enroll). MSDE would be required to conduct a specified assessment of all students in the 11th grade and, in collaboration with Maryland public community colleges, to develop and implement specified courses for the 12th grade to facilitate student college readiness. The bill establishes Algebra II as the minimum level of math competency for a high school student enrolled in a college preparation program and would require that additional high school math instruction be in “non-trivial” math classes. The bill also includes provisions for creating a new Early College Access Grant and mandating local school system payment of tuition for all dually enrolled students.</td>
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<td>Status:</td>
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<td>House – 02/26/13</td>
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<td>Senate – Passed</td>
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<td><a href="http://mgaleg.maryland.gov/2013RS/bills/hb/hb0833F.pdf">http://mgaleg.maryland.gov/2013RS/bills/hb/hb0833F.pdf</a></td>
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<tr>
<td>HB 843</td>
<td>State Board of Education - Financial Literacy Curriculum - Graduation Requirement</td>
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<td>Requiring the State Board of Education to develop curriculum content for a course in financial literacy; requiring each county board of education to implement the financial literacy curriculum content developed by the State Board in every high school in the county; and requiring students to complete a course in financial literacy in order to graduate from high school.</td>
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<td>Effective Date</td>
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<td>– October 1, 2013</td>
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<td>Bill Status:</td>
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<td>House – 03/13/13</td>
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<td>– Hearing</td>
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<td><a href="http://mgaleg.maryland.gov/2013RS/bills/hb/hb0926F.pdf">http://mgaleg.maryland.gov/2013RS/bills/hb/hb0926F.pdf</a></td>
<td><strong>DIED IN COMMITTEE</strong></td>
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<td>The bill was heard in the House Ways &amp; Means Committee; no further action was taken.</td>
<td>This bill would require the Maryland State Board of Education to develop a semester long financial literacy curriculum that each local board must implement. The course will be a requirement for high school graduation.</td>
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<td>BILL</td>
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<td>HB 926</td>
<td>County Boards of Education - Spending - Reporting Requirement</td>
<td><strong>DIED IN COMMITTEE</strong>&lt;br&gt;The bill was heard in the House Ways &amp; Means Committee; no further action was taken.</td>
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| | Introduced by Delegate Olszewski | This bill would require that each local board to submit a funding report to MSDE (which would report all 24 board’s information to the General Assembly). The report would include state, local, and federal funding on a per student basis and by individual school for the following funding categories:  
- students receiving compensatory education (FARMS-eligible)  
- limited-English proficiency  
- special education funding  
- magnet students  
- all remaining students  
The reporting would begin no later than 10/01/14, and continue each subsequent 3 years. Implementation of the bill would require a different system of collecting and reporting data because it does not follow existing MSDE reporting. |
<p>| | Requiring each county board of education to provide a report to the State Department of Education by specified dates on the amount of State, local, and federal funds spent per student for specified students at each school; requiring the Department to submit a specified report to the General Assembly by specified dates; etc. | |
| | <strong>Effective Date – October 1, 2013</strong> | <strong>Bill Status:</strong>&lt;br&gt;House – 02/27/13 - Hearing |
| HB 1174 | Educator Evaluation System - Pilot Program Extension | <strong>DIED IN COMMITTEE</strong>&lt;br&gt;The bill was heard in the House Ways &amp; Means Committee; no further action was taken. |
| | Introduced by Delegates Stein, Cardin, Cullison, Gutierrez, Lafferty, Luédtké, Malone, Mizeur, Morhaim, and Weir | This bill would require the MSDE to extend the Education Evaluation System Pilot Program until such time that the state assessments are aligned with the Common Core State Curriculum and the necessary assessments are fully implemented. |
| | Requiring the State Department of Education to extend the pilot program for the Educator Evaluation System until specified assessments are aligned with the Maryland Common Core State Curriculum and the assessments are fully implemented; and requiring the Department to take the steps necessary to implement the pilot program extension requirement. | |
| | <strong>Effective Date – June 1, 2013</strong> | <strong>Bill Status:</strong>&lt;br&gt;House – 03/06/13 - Hearing |</p>
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<th>BILL</th>
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<tr>
<td>HB 1288</td>
<td>Accountability in Education Act of 2013</td>
<td><strong>DIED IN COMMITTEE</strong>&lt;br&gt;&lt;br&gt;The bill was heard in the House Ways &amp; Means Committee; no further action was taken.&lt;br&gt;&lt;br&gt;This bill would require a local board to pay a Maryland public institution of higher education 50% of the tuition and fees charged (upon request and receipt of an invoice) to a student for a noncredit remedial course taken if that student has been certified by a high school principal as qualified to pursue a higher education and enrolled in a public institution within 18 months after graduation from a Maryland public high school. The bill would be effective beginning in the 2014-2015 academic year.</td>
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<tr>
<td>SB 10</td>
<td>Baltimore County – Board of Education – Selection of Members</td>
<td><strong>UNFAVORABLE REPORT</strong>&lt;br&gt;&lt;br&gt;Both bills were heard in the respective chamber and each bill received an unfavorable committee report.&lt;br&gt;&lt;br&gt;SB 10 was pre-filed for the 2013 Session. A similar bill was previously introduced as SB 407 in the 2012 General Assembly. SB 407 was amended in the committee on Education Health and Environmental Affairs and again on the Senate floor during deliberations. The language contained in SB 10 reflects SB 407, as amended. The amended SB 407 was passed by the Senate but no action was taken by the House of Delegates.&lt;br&gt;&lt;br&gt;Summary of SB 10 Provisions:&lt;br&gt;&lt;ul&gt;&lt;li&gt;Would retain the current 12-member size of the board but would change its composition to include 6 members elected on a nonpartisan basis, 5 members appointed by the Governor and 1 student member.&lt;/li&gt;&lt;li&gt;Elected members would be elected (based on affirmative “for” vote cast) from each of the 6 school districts to be established by the Baltimore County</td>
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<td><a href="http://mgaleg.maryland.gov/2013RS/bills/hb/hb0413F.pdf">http://mgaleg.maryland.gov/2013RS/bills/hb/hb0413F.pdf</a></td>
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<td><a href="http://mgaleg.maryland.gov/2013RS/bills/hb/hb0413F.pdf">http://mgaleg.maryland.gov/2013RS/bills/hb/hb0413F.pdf</a></td>
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<td>** The Baltimore County Senate Delegation approved amendments to the bill, but an unfavorable report was</td>
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<td>Bill</td>
<td>Title / Synopsis</td>
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| SB 115 | County Boards of Education – School Budget, Audit, and Procurement Information – Web site Publication | Council; members must be residents of the specific school district and a registered voter; districts must be substantially equal in population and will be redrawn by the County Council after each 10 year census, with consultation with the county board and public input.  
- Authorizes the County Executive to appoint a member(s) if no qualified candidate runs for the office, with the agreement of the County Council.  
- Election of members would first occur at the November 2014 General Election; elected members’ term of 4 years would begin on December 8, 2014; 5 appointed members would be required to be appointed within 90 days of the general election; existing appointed members’ terms would expire no later than December 7, 2014.  
- All members (except the student member whose term is 1 year) are limited to not more than 3 consecutive terms.  
- All members (except the student member) are entitled to $100 annual compensation and allowances for travel and other expenses.  
- Authorizes the Maryland State Board of Education to remove a board member for any of 5 specified grounds, including failure to attend, without good cause, at least 75% of scheduled meetings.  
- Board members would elect a chair and vice-chair from among members at the board’s first December meeting. | **UNFAVORABLE REPORT**  
*The bill received an unfavorable committee report.*  
This bill would require each board to create a searchable Web site (no later than 07/01/14) that would provide budget and audit data annually on an individual school basis, as well as contractor payment data for a party who receives a total annual payment of $25,000 or
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<tr>
<td>SB 277</td>
<td>State Aid for Public Education – Certification of Net Taxable Income</td>
<td>HOUSE BILL PASSED (SENATE BILL DIED IN COMMITTEE)</td>
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<td>HB 229</td>
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<td>SB 277 was heard by the Senate Budget &amp; Taxation Committee; no further action was taken; HB 229 was heard in the House Ways &amp; Means Committee and was passed by the House on 03/12/13, by a vote of 136-0; the bill shifted to the Senate, and was heard by the Senate Budget &amp; Taxation Committee. The bill was passed by the Senate on 04/04/13, by a vote of 47-0. HB 229 was signed into law by the Governor on 04/09/13. This bill would alter the computation of net taxable income annually performed by the Comptroller and used to determine state education aid formulas that use a wealth factor in their calculations. Current law uses tax returns filed no later than September 1 of each year – this bill would require use of the greater of tax returns filed by September 1st or also by November 1st of each year. The bill would be effective beginning in FY 2014 and annually thereafter and would use a five-year phase-in to provide any increased state education aid.</td>
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<td>SB 300</td>
<td>Baltimore County – Board of Education – Prohibited Members</td>
<td>UNFAVORABLE REPORT</td>
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<td>The bill received an unfavorable committee report.</td>
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<td>This bill would change current law to prohibit the appointment of a regulated lobbyist or spouse to the Baltimore County Board of</td>
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<td><strong>SB 422</strong></td>
<td><strong>Effective Date – July 1, 2013</strong></td>
<td>Education.</td>
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<td><strong>HB 667</strong></td>
<td><strong>Bill Status:</strong> Senate – Unfavorable Report**</td>
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<td><strong><a href="http://mgaleg.maryland.gov/2013RS/bills/sb/sb0300F.pdf">http://mgaleg.maryland.gov/2013RS/bills/sb/sb0300F.pdf</a></strong></td>
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<td><strong>An unfavorable report was issued by the Education, Health, and Environmental Affairs Committee and the bill was withdrawn by the sponsor</strong></td>
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<tr>
<th><strong>Public School Employees - Collective Bargaining - Representation Fees</strong></th>
<th><strong>SENATE AND HOUSE BILLS PASSED</strong></th>
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<tr>
<td><strong>Introduced by Senators Pugh, Benson, Conway, Currie, Ferguson, Forehand, Frosh, Garagiola, Gladden, <strong>Kelley</strong>, King, <strong>Klausmeier</strong>, Madaleno, Manno, McFadden, Montgomery, Peters, Pinsky, Ramirez, Robey, Rosapepe, <strong>Stone</strong>, and Young</strong></td>
<td><strong>SB 422 was heard by the Senate Finance Committee, was amended by the committee and, as amended, passed the Senate by a vote of 34-13; SB 422 shifted to the House, was heard by the House Ways &amp; Means Committee and was passed by the House on 04/06/13, by a vote of 99-41; HB 667 was heard by the House Ways &amp; Means Committee, was amended by the committee and was passed by the House on 03/19/13, by a vote of 95-43; HB 667 shifted to the Senate, was heard by the Senate Finance Committee, was amended by the Committee and was passed by the House on 04/04/13, by a vote of 34-13. On 04/06/13, the House concurred with the Senate amendments and the amended bill was passed on 04/06/13, by a vote of 92-35.</strong></td>
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<td><strong>Requiring public school employers to negotiate with employee organizations designated as the exclusive representatives for the public school employees a required service or representation fee to be charged to nonmembers; providing a specified exception and requirement for specified noncertificated employees whose religious beliefs are opposed to joining or financially supporting a collective bargaining organization; requiring the exclusive representative to establish and maintain a specified procedure; etc.</strong></td>
<td><strong>This bill would mandate that all school boards negotiate a &quot;required reasonable service or representation fee&quot; (an agency fee) to be charged to nonmembers (both certificated and non-certificated employee) of collective bargaining organizations for the costs of the organization representing them.&quot; If such a fee has been previously negotiated in a specific county before July 1, 2013, the fee shall be implemented pursuant to the negotiated Agreement, but it must be implemented &quot;consistent with the requirements&quot; of this new bill &quot;without the need for further negotiations.&quot; This is a collective bargaining issue desired by</strong></td>
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<p>| <strong>Effective Date – July 1, 2013</strong> | <strong>Bill Status:</strong> Senate – Returned Passed <strong><a href="http://mgaleg.maryland.gov/2013RS/bills/sb/sb0422F.pdf">http://mgaleg.maryland.gov/2013RS/bills/sb/sb0422F.pdf</a></strong> |
| <strong>House – Passed Enrolled</strong> | <strong><a href="http://mgaleg.maryland.gov/2013RS/bills/hb/hb0667F.pdf">http://mgaleg.maryland.gov/2013RS/bills/hb/hb0667F.pdf</a></strong> |</p>
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<td>unions because they are legally required to represent all employees in a bargaining unit (regardless of whether they are members or not) in many matters that are intrinsic in the labor-management relationship, including negotiations and contract administration, including grievance representation. The “agency” shop model allows unions to recoup the costs of these representational duties by the imposition of a fee that would cover such expenses but would but less than the cost of full union membership, because it would not include payment for expenses related to political or advocacy-related matters. Within the past year, the board has taken action involving changes in the threshold level for modified agency fee involving several collective bargaining agreements.</td>
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| SB 572 HB 925 | Maryland Early Learning Challenge and School Readiness Act (Race to the Tots) | Died in committee  
Both bills were heard in each chamber’s respective committees; no further actions were taken. |
|     | Introduced by Senators Ferguson and Madaleno | This bill establishes an early learning challenge and school readiness grant in MSDE to increase the number of children in high-quality learning programs in locally determined enhancement projects to be funded in FY 2015 and FY 2016 by $10 million appropriated from the Education Trust Fund. The local projects include preschool for all sites (where prekindergarten programs are integrated in child care, head start, or community hubs) to provide existing community services for families with children from birth through age 5 and professional development activities that increase the number of child care providers attaining the highest levels in the Maryland EXCELS Program. |
|      | Establishing the Early Learning Challenge and School Readiness Grant Program in the State Department of Education; providing for the purpose and priorities of the Program; establishing the Early Learning Challenge and School Readiness Grant Program Fund as a special fund to be used for specified purposes; requiring the Department to submit a specified report to the General Assembly on or before a specified date each year; authorizing the Department to accept money from specified sources to award grants under the Program; etc. |  
Effective Date – July 1, 2013  
Bill Status:  
Senate – 03/06/13 - Hearing  
http://mgaleg.maryland.gov/2013RS/bills/sb/sb0572F.pdf  
House – 03/06/13 – Hearing  
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<td>SB 691</td>
<td><strong>Education - Due Process Hearings for Children with Disabilities - Burden of Proof</strong>&lt;br&gt;Introduced by Senators Montgomery and Benson&lt;br&gt;Requiring the State Department of Education, a local school system, or any State agency responsible for providing education to students with disabilities to bear the burden of proof in a due process hearing relating to a dispute over the identification, evaluation, educational placement, or provision of a free appropriate education to a child with disabilities.&lt;br&gt;<strong>Effective Date</strong> – October 1, 2013&lt;br&gt;<strong>Bill Status:</strong>&lt;br&gt;Senate – Unfavorable Report&lt;br&gt;<a href="http://mgaleg.maryland.gov/2013RS/bills/sb/sb0691F.pdf">http://mgaleg.maryland.gov/2013RS/bills/sb/sb0691F.pdf</a>&lt;br&gt;House – Unfavorable Report&lt;br&gt;<a href="http://mgaleg.maryland.gov/2013RS/bills/hb/hb1286F.pdf">http://mgaleg.maryland.gov/2013RS/bills/hb/hb1286F.pdf</a></td>
<td><strong>UNFAVORABLE REPORT</strong>&lt;br&gt;Both bills were heard in the respective chamber and each bill received an unfavorable committee report.&lt;br&gt;This bill would shift the burden of proof in cases involving impartial due process hearings that are requested by any party challenging the appropriateness of a disabled child’s individualized education program from the party initiating the complaint to the party that is required to defend the challenged action. This bill seeks to negate the decision in a 2005 Supreme Court case involving Montgomery County, Maryland that upheld the general rule applicable in court cases that the burden of proof rests with the party initiating a legal challenge, absent a specific, applicable statute to the contrary.</td>
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<td>HB 1286</td>
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<td>SB 958</td>
<td><strong>Education - State Funding - Operating and Capital Funds</strong>&lt;br&gt;Introduced by Senator Madeleno&lt;br&gt;Establishing the rate by which the target per pupil foundation amount is increased in specified fiscal years; requiring that the county boards of education receive a specified grant; and establishing the State goal to provide at least $350,000,000 in each fiscal year to fund public school construction or capital improvement costs.&lt;br&gt;<strong>Effective Date</strong> – July 1, 2013&lt;br&gt;<strong>Bill Status:</strong>&lt;br&gt;Senate – 02/14/13 – First Reading&lt;br&gt;<a href="http://mgaleg.maryland.gov/2013RS/bills/sb/sb0958F.pdf">http://mgaleg.maryland.gov/2013RS/bills/sb/sb0958F.pdf</a>&lt;br&gt;House– 03/19/13 – Hearing&lt;br&gt;<a href="http://mgaleg.maryland.gov/2013RS/bills/hb/hb1474F.pdf">http://mgaleg.maryland.gov/2013RS/bills/hb/hb1474F.pdf</a></td>
<td><strong>DIED IN COMMITTEE</strong>&lt;br&gt;SB 958 did not receive a hearing in the Senate; HB 1474 was heard by the House Ways &amp; Means Committee; no further action was taken.&lt;br&gt;This bill would increase the target per pupil foundation amount in specified fiscal years and require that the local boards receive a specified grant. It would also establish a state goal to provide at least $350 million in each fiscal year to fund public school construction or improvement projects. The bill’s change in the geographic cost index used in the state funding formula to balances allocations among jurisdictions would likely result in little, if any, change for BCPS. The $350 million goal for annual public school construction financing is notable but it is only a goal and the actual amount would likely vary based upon the state budget climate and overall economic condition.</td>
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Note:

HB 1107 - “Prince George’s County – School System – Academic Revitalization and Management Effectiveness Initiative”- after significant changes, this bill was passed by the General Assembly and was signed into law by the Governor on 04/09/13.

SECTION 3: BOE INFORMATION ITEMS

Update: Status of Federal Budget & Funding Issues

Background:
- After numerous delays and last minute posturing, in early January 2013, Congress enacted and the President signed a bill that addressed the federal “fiscal cliff.” The law delayed the implementation of sequestration (consisting primarily of an 8.2% across-the-board cut in most federal programs) for 60 days until March 1, 2013. The legislation also raised taxes on individuals earning in excess of $400,000 (for families the level is $450,000).
- To fund the budgetary effects of delayed sequestration, one-half of the costs (estimated to be $24 billion) will come from a $12 billion in discretionary cuts, equally split between defense and non-defense spending. The other half of the required spending will come from $12 billion in increased revenues, including taxing voluntary transfers of traditional IRAs to Roth IRAs.
- This law provides temporary relief, but will require additional Congressional action again on or near Match 1, 2013.

Next Three Months:

1. Federal Debt Ceiling (authorization to borrow monies to pay previously incurred expenses)
   - Current estimates indicate that the debt ceiling will need to be increased no later than the end of February 2013.
   - During the last significant debt ceiling increase debate (August 2011) Congress created and approved the current budget sequestration process that led to the recently averted “fiscal cliff” crises because of the linkage of an increase in the debt ceiling with mandatory spending cuts.
   - Current political confrontation includes some who argue that the President is empowered to increase the debt ceiling unilaterally (without Congressional approval) based on the authority contained in Article 14, section 4 of the U.S. Constitution, specifically, “The validity of the public debt of the United States, authorized by law, including debts incurred for payment of pensions . . . shall not be questioned.”; Republican Congressional leadership continue to argue that they will not approve an increase in the debt ceiling absent significant cuts in federal spending, including the Social Security and Medicare programs.

2. Annual Congressional Appropriations
   - In recent years, Congress has not enacted the 13 major annual appropriations bills needed to fund the federal government.
   - Funding has been provided through a series of Continuing Resolutions (CR) to fund government operations; much of the CR funding is based on prior spending levels and does not completely consider mandated cost increases in various programs.
Current federal funding has been based on a 6-month CR that will expire on March 27, 2013, unless acted upon previously.

**Potential Impact:**
- The combination of the three issues discussed above could result in increased chaos and uncertainty in the federal budgetary picture
- This is of particular significance because of the 2013 General Assembly Session and its budget deliberation process and schedule. If additional Congressional action on any of these issues is delayed beyond early March 2013, the uncertainty could affect the 2014 state budget because the later part of March is the period when substantial budget determinations are made in anticipation of members taking legislative action to meet this Session’s April 1, 2013, budget approval deadline.

**Baltimore City Public Schools: Proposed Alternative Financing for Public School Construction**

**Background:**
- Baltimore City Public Schools has the oldest inventory of school buildings in Maryland with the average age of school buildings of almost 40 years. Estimates of the cost of addressing school capital program needs in Baltimore City have ranged up to $2.8 billion. Baltimore City Public Schools commissioned a study (Jacobs Report) to provide a current and specific assessment of school facilities needs and associated costs. The results of the report are expected to be finalized and released to the General Assembly and the public shortly. Critical construction needs are expected to require the expenditure of $1 billion over a 10-year period.

**Prior Legislation:**
- HB 304 was introduced in the 2012 General Assembly. The bill would have provided Baltimore City Public Schools a block grant of either the greater of 15% of the total state public construction capital program or $32 million (annually adjusted for inflation). The bill had a hearing in the House Appropriations Committee but no further action was taken. There was no cross-filed bill nor was any action taken by the Senate on HB 304.

**Proposed Financing:**
- Baltimore City Public Schools has indicated that its priority is to seek legislative approval from the General Assembly to change the way that public schools construction funding is provided to Baltimore City.
- Maryland currently allocates funds for school construction through an annual budget appropriations process that utilizes standards under the Public School Construction Capital Improvement Program administered by the Interagency Committee on School Construction.
- Baltimore City Public Schools is interested in obtaining its allocation of state construction funds in the form of an annual block grant of at least $32 million (potentially adjusted for inflation) instead of an annual appropriation (Baltimore City Public Schools indicates that capital funding received in the past 5 years from the state has averaged $36 million per year and capital funding received in the last 5 years from Baltimore City government averaged $19 million per year).
- Funding via a block grant is expected to allow the Baltimore City Public Schools to borrow by leveraging funds to accelerate progress on meeting critical school renovation/construction needs; Baltimore City Public Schools believes that it could borrow funds at a ratio of $15 million in 30-year term bond funds for each $1 million provided by the state in a block grant - thus $32 million yearly would yield about $480 million in borrowed construction funds.
To provide such leverage, it has been reported that the block grant would have to be agreed to be provided by the state annually for at least a period of 20 years; this alternative approach would also require the creation of a non-profit corporation (under section 6320 of the Internal Revenue Code) expected to be known as the Baltimore City Schools Construction Authority that would issue bonds and solicit construction contracts (authority to use such an entity would need to be included in the authorizing legislation).

**Pending Activities:**
- Legislation has not yet been introduced this session.
- Baltimore City Public Schools is planning to brief key committees during the week of January 14, 2013.
- Initial reactions in Annapolis have ranged from cautious to negative; concerns expressed include the effects on the State’s credit and bond rating, total bonding capabilities, potential impact on other school systems, interest from other school systems in obtaining similar authority, level of local funding provided by Baltimore City Public Schools, potential for higher interest costs for the construction bonds because they would be issued by a separate bonding authority (not the city or state), and the capacity of the school system to manage significant, additional construction activities.
Attached is the general fund Comparison of FY2012 and FY2013 Revenues, Expenditures, and Encumbrances – Budget and Actual for the periods ended February 28, 2012 and 2013.

General Fund Comparison of FY2012 and FY2013 Revenues, Expenditures, and Encumbrances - Budget and Actual

These data are presented using Maryland State Department of Education (MSDE) categories. Amounts included reflect actual revenues, expenditures, and encumbrances to date and do not reflect forecasts of revenues and expenditures. Figure 1 presents an overview of the FY2012 and FY2013 general fund revenue budget. Figure 2 provides an overview of the FY2013 general fund expenditure budget. Figure 3 compares the percent of the budget obligated as of February 28, 2012 and 2013. Figure 4 is a comparative statement of budget-to-actual revenues, expenditures, and encumbrances.
**Baltimore County** – The FY2013 county appropriation increased $21.2 million, a 3.2% increase over the FY2012 budget. Increased enrollment resulted in $5.4 million in additional funding for FY2013. Additionally, increased funding was also provided to support the new obligation of the Board to fund a portion of the Maryland State Teachers’ Retirement and Pension System employers’ pension contribution. County funds are drawn based on cash flow requirements. The year-to-date county revenue recognized is $341.7 million, 49.5% of the budget, as compared to $344.5 million, 51.5% of the budget for FY2012.

**State of Maryland** – The FY2013 state appropriation increased approximately $19 million, 3.5% over the FY2012 budget. The increase in the budgeted revenue is a result of an overall increase over the prior year in aid to education. The majority of state funds are received bi-monthly in equal installments. As of February 2013, four of the state payments had been received.

**Federal** – The FY2013 federal budgeted revenue is significantly reduced because of the ending of the Education Jobs Fund Bill, a part of the American Recovery and Reinvestment Act. The school system received approximately $4.1 million in funding from these stimulus funds in the prior year.

**Other Revenues** – The other revenue budget is comprised of re-appropriations of funds from the prior year’s fund balance, out-of-county living arrangement payments from other local education agencies, which are estimated to be $2.1 million and are generally collected at year end, tuitions, and sundry revenues. The budgeted revenue increased significantly over the prior year because of an $8.4 million increase in the re-appropriated fund balance to approximately $17.7 million from the $9.2 million utilized in the prior year. The year-to-date revenue consists primarily of revenue from the re-appropriation of prior year balance of $17.7 million, revenue from the ERATE program, tuition and other revenues.

---

**Year-to-Date Comparison**

- **Baltimore County**
- **State of Maryland**
- **Federal**
- **Other**
- **Total Revenue**

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<thead>
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<th>Source</th>
<th>FY 2012 Adopted</th>
<th>FY 2013 Adopted</th>
<th>Change</th>
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<td>State of Maryland</td>
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</table>

**Figure 1**

![General Fund Revenue Budget by Source](image_url)
Figure 2 (Detail included in Figure 4)

**Total Expenditures and Encumbrances** – Year-to-date expenditures and encumbrances through February 2013 are $819.7 million, 64.4% obligated, compared to $796.1 million, 64.9% obligated, for the same period in FY2012. The increase of $23.5 million in expenditures over the prior year is a result primarily of an encumbrance of $15.8 million for the contribution to the Maryland State Teachers’ Retirement and Pension System, which was not a required expenditure in prior years, and additional costs for health care and other fixed charges. Salary expenditures within categories that are primarily comprised of 12-month positions (e.g., administration, midlevel administration, operation of plant, maintenance of plant, and capital outlay) average 62.6% of the budget amount and are in line considering the percent of the fiscal year that has elapsed. Salary expenditures in categories with large concentrations of 10-month school-based personnel (e.g., instructional salaries, special education, student personnel, health services, and transportation) average 58.6% of the budget, which is in line with the percentage of the school year that has elapsed.

Additionally, $5.9 million was added to the salary budget to provide for additional teachers because of increased enrollment and to provide other additional positions for special education. The budget increases were offset by reductions in non-classroom school staffing positions, decreases in projected overtime compensation, and other miscellaneous staffing strategies and program modifications.

The nonsalary expenditures are budgeted for an overall net increase of $29.5 million, or 6.7% over the prior year. The changes in these expenditures are in a number of categories throughout the budget. The
nonsalary budget for transportation was increased by $1.1 million, a 4.4% increase, because of an expected increase for private bus operators and diesel fuel costs. An increase of $23 million is budgeted for fixed charges, an 8.6% increase, because of the addition of $15.8 million for the contribution to the teachers’ retirement and pension fund, and an increase of approximately $8 million in the contribution to the retired employees health benefit costs (OPEB). The nonsalary budget for operation of plant was increased by $1.2 million for projected increases in energy costs. Additionally, the nonsalary budget for maintenance of plant was increased by approximately $5.3 million primarily relating to $5.2 million of additional funding for the Aging Schools Program.

Figure 3

- **Administration and Midlevel Administration** – The budget for nonsalary administration expenditures is essentially the same as the prior year. The decrease in nonsalary expenditures as compared to the prior year is attributed to a decrease in contracted services primarily relating to the human resource-payroll systems. Midlevel administration nonsalary expenditures are comparable to last year and in line with the budget.

- **Instructional Salaries** – The budget for instructional salaries had a net increase of $3.8 million in FY2013. The budget was increased for salary step increases for teachers.

- **Instructional Textbooks and Supplies** – A significant portion of the instructional textbooks and supplies category is spent early in the fiscal year as orders are placed with vendors for textbooks and classroom supplies needed for the opening of school. The FY2013 budget for this category is essentially unchanged from the prior year. Year to date FY2013 expenditures are $2.4 million less than FY2012 because FY2012 had higher computer replacements costs through February 2012. The
remaining budget will be spent during the school year to purchase additional consumable classroom supplies, textbooks, computers, and other media.

- **Other Instructional Costs** – This category is comprised of commitments for contracted services, staff development, equipment, and other costs used to support the instructional programs. To date, $5.7 million, 75.3% of the FY2013 budgeted funds, have been committed. In the prior year, $5.9 million, 73.3%, had been committed. It is expected that the remaining funds will be utilized by year end.

- **Special Education** – The special education category includes costs associated with the educational needs of students receiving special education services. The FY2013 salary budget increased by $5.6 million, 4.9% over the prior year, which included funding for salary step increases and funding additional positions. Additionally, 82 instructional assistant positions, and 4.7 additional positions were transferred to the operating budget. These positions had previously been funded by grant revenues from the federal stimulus program which were included in the special revenue budget. Of the FY2013 special education nonsalary budget of $41.5 million, $34.3 million (84%) is for placement of children in nonpublic schools. To date, almost the entire nonpublic budget has been committed, which is comparable to the prior year.

- **Student Personnel and Health Services** – Year-to-date FY2013 expenditures for student personnel and health services are currently in line with the budget.

- **Transportation** – This category includes all costs associated with providing school transportation services for students between home, school, and school activities. The salary budget increased by $1.4 million over the budget in the prior year. This increase is primarily for additional funding for salary restructuring and substitute drivers and bus attendants. Much of the transportation nonsalary budget is committed early in the fiscal year to reflect the anticipated annual expenditures for contracts with private bus operators, fuel for vehicles, cost of bus maintenance, and other nonsalary expenditures. The nonsalary budget increased by approximately $1.1 million, which is primarily attributable to an expected increase in cost for services provided by private bus contractors and diesel fuel costs. As of February 2013, 96.5% of the nonsalary budget has been committed, compared to 96.3% committed at February 2012.

- **Operation of Plant** – This category contains salary costs for personnel for care and upkeep of grounds and buildings. Additionally, costs of utilities (including telecommunications costs, gas and electric, fuel oil, sewer, and water) are also included. The salary budget increased by $1.7 million, 4% over the prior year. This increase is primarily for salary restructuring budgeted for school based custodians. The nonsalary expenditure budget for this category has increased $1.1 million, a 2.6% increase over the prior year. This increase is primarily attributable to an anticipated increase in the cost of utilities. Encumbrances for utilities have been established for approximately the full amount of the budgeted annual costs of $28 million. Other expenditures in this category include the cost of building rent, $5.5 million; supplies and materials, $2.4 million; trash removal, $1.2 million; and other related expenditures. As of February 2013, 90.1% of the nonsalary budget has been committed, compared to 92.6% committed at February 2012.
• **Maintenance of Plant and Capital Outlay** – The maintenance category consists of activities related to the service and upkeep of building systems. The salary budget for this area increased by $1.6 million, 13.7% over the prior year, due to salary restructuring and reallocation of projected turnover. The nonsalary expenditure budget for this category increased $5.3 million; a significant portion of this increase is related to additional funding for the state Aging Schools Program. Year-to-date nonsalary expenditures and encumbrances for Maintenance of Plant are $13.9 million, 65.7% of the budgeted amount, as compared with $13.9 million, or 88.4%, in the prior fiscal year. Capital outlay nonsalary expenditures are 69.4% expended at February 2013, as compared to being over the budget in February 2012. The decrease in expenditures over the prior year is a result of a reduction in encumbrances for relocatable units for school renovation programs.

• **Fixed Charges** – This category includes the cost of employee benefits and other fixed costs. Health insurance, including the contribution to retired employees (OPEB) plan, and employer FICA, comprise 71% and 20% of the fixed charges budget, respectively. The FY2013 budget includes an increase of $23 million, which results primarily from an $8 million increase in health insurance contributions to OPEB and the new requirement for an employer contribution to the state teachers’ pension system of $15.8 million.
### Comparison of FY 2012 and FY 2013 Revenues, Expenditures, and Encumbrances

#### General Fund

#### FY 2012

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<th>Revenues</th>
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<th>FY 2013</th>
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<td>Earned or Obligated</td>
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<td>Total Remaining Percentage</td>
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<td>Earned or Obligated</td>
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<td>Budget</td>
<td>Obligated</td>
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<td>Baltimore County</td>
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<td>State of Maryland</td>
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#### Expenditures and encumbrances

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<th>FY 2013</th>
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<td>Budget</td>
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<td>Budget</td>
<td>Earned or Obligated</td>
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<td>Obligated</td>
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<td>5,050,599</td>
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#### Figure 4

Attached is the report of federal, state, and local grants budgets and expenditures, for the period ending February 28, 2013. Expenditure amounts included reflect actual expenses/obligations to date since the inception of the grant and do not reflect forecasts of expenditures. Budget amounts include the total grant awards, which cover the entire grant period, not just the current fiscal year.

**Background**

The special revenue fund accounts for resources received and spent on restricted federal, state, and local grants. These grants include specific requirements regarding how the funds may be used and the period of time in which the funds must be spent. Many grants cross fiscal years and some include grant periods of more than one year. The attached report includes inception to date expenditures for all grants open during fiscal year 2013, including those that have ended during fiscal year 2013.

**Sources of Grant Funds**

The largest source of grant funds is the federal government, which accounts for over 95% of the grant funds received. Federal grants include formula driven entitlement grants such as Title I and Special Education Passthrough, and competitive grants such as Race to the Top. Federal funds also include expenditures of Medicaid reimbursements received for services provided to special education Medicaid-eligible students. The entitlement grants represent over 60% of all grant funds received.

The largest expenditures of the grants are for salaries and benefits (80%). Grant programs fund over 550 positions during fiscal year 2013. This is down significantly from a high of 918 positions in fiscal year 2011 when the last of the American Recovery and Reinvestment Act (ARRA) grants that provided additional funds for the Title I and Special Education programs were phased out. Almost all of the ongoing federal programs have experienced declining funding over the last few years. The only significant new federal program is the Race to the Top program which continues into fiscal year 2015.

The largest grants include Title I, Special Education, and Race to the Top. Title I provides funding to certain schools to improve the academic performance of disadvantaged children. Special Education funds are received based on the number of student enrolled with disabilities and the funds are used to provide special education teachers, instructional assistants, and related services providers. The Race to the Top program is a competitive grant designed to incentivize excellence, spur reforms, and promote the adoption of effective policies and practices. The funds are utilized to revise, strengthen, and implement plans for educational reform and includes professional development and improvements to data systems.
<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Grant Budget</th>
<th>Inception to Date</th>
<th>Remaining Available</th>
<th>Expenditures &amp; Encumbrances</th>
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<td>1,541,172</td>
<td>831,734</td>
<td>709,438</td>
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<tr>
<td><strong>Total Infants &amp; Toddlers Programs</strong></td>
<td><strong>5,645,210</strong></td>
<td><strong>3,735,182</strong></td>
<td><strong>1,910,028</strong></td>
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<tr>
<td>Race to the Top - Federal</td>
<td>12,643,413</td>
<td>8,364,504</td>
<td>4,278,909</td>
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<tr>
<td>Special Education Programs - Federal</td>
<td>26,920,241</td>
<td>15,712,280</td>
<td>11,207,961</td>
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<tr>
<td>Special Education Programs - State</td>
<td>2,500,822</td>
<td>1,475,195</td>
<td>1,025,627</td>
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<tr>
<td><strong>Total Special Education Programs</strong></td>
<td><strong>29,421,063</strong></td>
<td><strong>17,187,475</strong></td>
<td><strong>12,233,588</strong></td>
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<td>Third Party Billing - Medicaid - Federal</td>
<td>5,811,739</td>
<td>4,243,366</td>
<td>1,568,373</td>
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<td></td>
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<tr>
<td>Title I Programs - Federal</td>
<td>63,139,777</td>
<td>46,854,995</td>
<td>16,284,782</td>
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<td>Title II Teacher Quality - Federal</td>
<td>11,740,080</td>
<td>7,486,247</td>
<td>4,253,833</td>
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<td>Title III World Languages - Federal</td>
<td>1,382,667</td>
<td>578,347</td>
<td>804,320</td>
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<tr>
<td>Other Miscellaneous Programs - Federal</td>
<td>1,907,888</td>
<td>1,542,637</td>
<td>365,251</td>
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<tr>
<td>Other Miscellaneous Programs - State</td>
<td>1,931,444</td>
<td>281,770</td>
<td>1,649,674</td>
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<tr>
<td>Other Miscellaneous Programs - Local</td>
<td>308,532</td>
<td>238,666</td>
<td>69,866</td>
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<td></td>
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<tr>
<td><strong>Total Other Miscellaneous Programs</strong></td>
<td><strong>4,147,864</strong></td>
<td><strong>2,063,073</strong></td>
<td><strong>2,084,791</strong></td>
<td></td>
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<tr>
<td><strong>Total Federal Programs</strong></td>
<td><strong>$ 130,110,905</strong></td>
<td><strong>$ 89,471,217</strong></td>
<td><strong>$ 40,639,688</strong></td>
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<tr>
<td><strong>Total State Programs</strong></td>
<td>6,145,746</td>
<td>2,676,771</td>
<td>3,468,975</td>
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<tr>
<td><strong>Total Local Programs</strong></td>
<td>311,699</td>
<td>241,833</td>
<td>69,866</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total Grant Programs</strong></td>
<td><strong>$ 136,568,350</strong></td>
<td><strong>$ 92,389,821</strong></td>
<td><strong>$ 44,178,529</strong></td>
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</table>
Below is a status report of capital additions and new school construction projects as of December 31, 2012. The report includes the project name and description, an estimated completion date, approved budget, expenditures to date, encumbrances (open purchase orders), and the remaining balance.

<table>
<thead>
<tr>
<th>PROJECT NUMBER</th>
<th>PROJECT NAME</th>
<th>ESTIMATED COMPLETION DATE</th>
<th>TOTAL BUDGET</th>
<th>EXPENDED</th>
<th>ENCUMBERED</th>
<th>BALANCE</th>
</tr>
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<tbody>
<tr>
<td>1151506</td>
<td>ELEMENTARY SCHOOL-DESIGN</td>
<td>TO BE DETERMINED</td>
<td>$16,432,859.00</td>
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<td>$16,432,859.00</td>
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<tr>
<td>1151851</td>
<td>LUTHERVILLE AREA ES NEW</td>
<td>AUG '14</td>
<td>$5,410,000.00</td>
<td>726,142.05</td>
<td>560,967.95</td>
<td>4,122,890.00</td>
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<tr>
<td>2001592</td>
<td>CARVER CENTER (REPLACEMENT)</td>
<td>PUNCHLIST</td>
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<td>61,003,350.42</td>
<td>982,651.95</td>
<td>11,402,139.63</td>
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<td>2001593</td>
<td>DUNDALK HS &amp; SOLLERS PT CONST</td>
<td>AUG '13</td>
<td>$100,897,368.00</td>
<td>73,973,568.88</td>
<td>12,530,030.02</td>
<td>14,393,769.10</td>
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<tr>
<td>2001822</td>
<td>DUNDALK HS &amp; SOLLERS PT DESIGN</td>
<td>AUG '13</td>
<td>$6,494,330.00</td>
<td>6,111,943.68</td>
<td>371,377.68</td>
<td>11,008.64</td>
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<tr>
<td>2011612</td>
<td>WEST TOWSON ES</td>
<td>CONSTRUCTION COMPLETE</td>
<td>$24,272,810.00</td>
<td>21,611,987.20</td>
<td>32,962.51</td>
<td>2,627,860.29</td>
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<td>2011656</td>
<td>STONELEIGH ES - ADDITION</td>
<td>AUG '13</td>
<td>$21,984,114.00</td>
<td>5,989,831.68</td>
<td>1,949,449.73</td>
<td>14,044,832.59</td>
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<tr>
<td>2011657</td>
<td>HAMPTON ES - ADDITION</td>
<td>SEPT '13</td>
<td>$14,193,857.00</td>
<td>10,219,297.89</td>
<td>2,072,151.84</td>
<td>1,902,407.27</td>
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<tr>
<td>2011896</td>
<td>YORK ROAD CORRIDOR ADDITIONS</td>
<td>ON GOING</td>
<td>$432,131.00</td>
<td>0.00</td>
<td>0.00</td>
<td>432,131.00</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>$263,505,611.00</td>
<td>$179,636,121.80</td>
<td>$18,499,591.68</td>
<td>$65,369,897.52</td>
</tr>
</tbody>
</table>
Meeting called to order: 7 PM

Advisory Council Members: Jackie Brewster, Bonnie Saul, Sandra Skordalos & Bud Staigerwald

Attendees: Melissa Allen (Eastwood parent), Aurora Arenajo (parent), Marsha Ayres (Charlesmont ES Principal), Seth Barish (Dundalk MS Principal), Kim Barnhouser (Eastwood PTA President), Laura Basta (Colgate teacher), Jaime Beaumier (Eastwood parent), Charlene Behnke (Seneca ES Principal), Stephen Bender (Logan ES Principal), Christine Borkowicz (Norwood PTA President), Thomas Bowser (Sussex ES Principal), Cheryl Brooks (Eastwood Principal), Ben Buehl (Dundalk), Gardner Butler (Eastwood parent), Emily & Natalie Butler (Eastwood students), Crystal Chamberlain (Holabird MS PTA President), Vicky Ciulla (Berkshire ES Principal), Lorena Clary (Holabird MS teacher/community), Kevin Connelly (Colgate ES Principal), Linda Cotter (Logan ES teacher), Tara & Walter Cross (Eastwood parents), R.E. Daddura (Grange ES Principal), Julie Dellone (Holabird MS Principal), Erin DiCello (Colgate ES AP), Russell S. Donnelly, Doug Elmendorf (Chase ES Principal), Dawn Feliciano (Dundalk MS parent), Rich Foot (Eastwood parent), Debbie Forakis (Eastwood PTA), Laura Frasca (Eastwood), Pat Goldys (Norwood ES Principal), Jennifer Gounaris Principal, Bridget Hoban (Dundalk HS English Chair), Lori Hutchinson (Battle Grove ES AP), Ryan Imbriale (Patapsco HS Principal), Tammy Jankewicz (Eastwood), Linda Jones (Dundalk HS Booster President), Jeanie Jung (Dundalk citizen), Sonja Karwacki (Charlesmont ES AP), Denise Kropkowski (Logan ES PK teacher), Mike Kulansky (Advance Path/Sum School Supervisor), Barbara Lewis (Chase ES AP), Oneida Licona (Dundalk HS parent), Maria Lowery (Chesapeake HS Principal), Sharon Mason (Deep Creek ES Principal), Erica McCollough (Dundalk HS teacher), Barbara McLennan (Dundalk ES Principal), Mari Morris (Norwood ES AP), Morrison (parents), Angela Neal (Eastwood), Meghan Nelson-Tracey (Dundalk ES AP), H. Ed Parker (Board of Education), Pam Pfeifer (Eastwood parent), Dwan Pinamonti (Deep Creek MS Principal), Wanda Porter (AVP-SENC PTA Council of Baltimore County), David Proudfoot (Dundalk ES AP), G. Prya (Dundalk ES parent), Mildred Reusing (Sussex ES teacher), Kennis Rolle (Sparrows Point HS teacher), Tammy Rudolph (Dundalk HS Math Chair), Leah Scarafile (Colgate ES counselor), Lisa Schultz (Logan ES teacher), Katherine Scott (Patapsco parent), Tricia Selby (Eastwood parent), Nick Stokes (Patapsco HS & CFA Music Chair), Nicole Swink (Eastwood parent), Cheryl Thim (Bear Creek ES Principal), Constance Thorn (Sussex ES teacher), Anthony Tice (Eastwood parent), Brian Wagner (Dundalk MS AP), Vicki Waite (Eastwood), Jayne Wetzel (Sparrows Point HS AP), Sharon Whitlock (Mars Estates ES Principal), Wrae Wene (Deep Creek MS AP), Sam Wynkoop (Sparrows Point HS Principal), Nancy Yetter (Dundalk HS WL/ESOL Chair)

Presenters: Dr. S. Dallas Dance

Also in attendance: Michele Prumo (Chief of Staff) & Michael Sines (Chief Operations Officer)

Presentation:

Dr. Dance spoke about his first seven months as superintendent.

- 18 community meetings
- Blue Print 2.0
- Transitioning to Common Core
- Infrastructure – air conditioned modernized buildings to support student achievement
- Safety that is proactive
• Organization
• Strategic Plan
• Student enrollment increasing
• Showed a diversity video (Suburban to Suburban/ Urban School System)
• Access and opportunities for all students
• Budget proposal submitted
• Four million to re-develop curriculum
• New data system
• Wireless network in all schools
• Four million for pensions
• Eastwood/ Norwood/ Holabird – STEM Magnet Program

Questions:

Melissa Allen: She has a hearing impaired child at Eastwood. He child’s home school is Norwood. She prefers Eastwood. She likes the class size. Her child is doing very well there.

Kim Barnhouser: How are they going to expand the Eastwood program? Children will be diluted with the Norwood students. Eastwood teachers are not guaranteed a job. Principal only guaranteed to be there one year. Pre-K, 3 & 4 program, ECS & ALS will not be moving with them. Why can’t you make Holabird a middle school magnet program and leave Eastwood? Dr. Dance replied - 150 students will move with the program and staff members at Eastwood will have a job.

Nicole Swink: Why didn’t we just add a middle school magnet in our area? Right now we have to send our children to Parkville or Deep Creek MS. Why not build onto Eastwood to expand the program? Norwood ES is already overcapacity. Will they still be overcapacity with this change? Dr. Dance replied – Schools will be balanced.

Christine Borkowicz: She loves her school (Norwood). Ms. Goldys is wonderful. Leave Eastwood out of it and just send their 5th graders to Holabird MS. They are forcing our children to grow up too quickly. Why can’t they combine two of the middle school?

Pam Pfeifer: What about the events for the 4th and 5th graders? Will they be 4-8 grade events? What is the rush to get us out of Eastwood? Her son is having a panic attack about moving. Dr. Dance replied- Rough no matter when they move. Curriculum is strong. More students will have an opportunity to attend the magnet program.

Crystal Chamberlain: She empathizes with the Eastwood parents and welcomes all of them. Holabird and Norwood are amazing schools. She is excited about a community based magnet program. All students deserve an opportunity to attend. Dr. Dance replied - He appreciates her remarks. He visited Norwood and Holabird and they are doing amazing things at their schools. He wants to create an environment where southeast students have an opportunity in grades K-12.

Additional questions sent to Ms. Prumo via email:

• Sandie Skordalos - What is BCPS doing to provide safety in our trailers?

• Jaime Beaumier - When a final decision is made about Eastwood, will a model of the magnet be available to the parents? When? How?

• Russell Donnelly - He would like Eastwood to remain where it is. Why do we have to lose it?

• Angela Neal - Feels that this transition is being rushed and does not understand why the principals are being put in charge of coming up with the magnet program. They already have full time jobs running their
school buildings. Why wasn't this studied over the summer by BCPS staff along with the principals? Why is there a rush to have it ready by the beginning of next year? Will the curriculum be ready?

- Pam Pfeifer - I have a GT 4th grader who works with 5th graders. If this happens, will my son have to be in with 6th graders next year? How will this be handled?

- Jackie Brewster - What will be done for the students at Berkshire and Colgate ES? They are also feeder schools for Holabird MS. They will be at a disadvantage when they enter Holabird MS. Was there thought into possibly moving the 5th graders from Norwood, Eastwood, Colgate & Berkshire to Holabird MS and creating a 5-8 STEM Academy. If you look at the enrollment in all of these schools they are at or above capacity. I think you will find the same situation at Dundalk ES and Logan ES which feed into an under capacity Dundalk MS. To be fair to those students (who will be attending Dundalk HS with the Holabird MS students), you could create a 5-8 STEM Academy at Dundalk MS as well. If the goal is to create this wonderful progression of K-12, you should be building a STEM focus at all elementary schools. Not just the ones that feed into Dundalk HS. STEM is the future for all of our students.

- When you speak about aging facilities in the SE, you need to look at Colgate ES. Eastwood is a much newer facility. During one of our SE Advisory meetings last year at Colgate, we were told that they cannot be made wheel chair accessible. If they were to have a wheel chair bound student, they go to Eastwood. Will they now need to go to Norwood ES?

Presentation Period Ended 8:06 PM

Advisory Council Meeting
November minutes were approved.
Topic for the April meeting – School Safety
Meeting Adjourned: 9:08 PM
Next meeting: February 11th 7PM at Norwood ES – The New “Teacher Evaluation System”
NON-INSTRUCTIONAL SERVICES: NON-INSTRUCTIONAL SERVICES

FUNDS MANAGEMENT AND CLASSIFICATION OF EXPENDITURES

I. PURPOSE

TO ESTABLISH GUIDELINES FOR THE PROPER ACCOUNTING FOR ALL REVENUES RECEIVED BY BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) AND FOR THE CLASSIFICATION OF INDIRECT COSTS FOR GRANT BUDGETS.

II. DEFINITION

INDIRECT COSTS – AS USED IN THIS RULE, INDIRECT COSTS ARE DEFINED AS THOSE ALLOCATIONS OF ADMINISTRATIVE EXPENDITURES NECESSARY TO MANAGE GRANT PROGRAMS.

III. RESPONSIBILITY

A. THE DEPARTMENT OF FISCAL SERVICES SHALL BE RESPONSIBLE FOR:
   1. ESTABLISHING PROCEDURES TO ENSURE SOUND FISCAL MANAGEMENT AND FINANCIAL REPORTING.
   2. PREPARING THE PROPOSED DRAFT OF EXPENDITURES FROM INDIRECT COST RECOVERY FUNDS, WITH INPUT FROM BCPS STAFF, FOR APPROVAL BY THE SUPERINTENDENT.
   3. PREPARING AN INDIRECT COST RECOVERY BUDGET FOR INCLUSION IN THE OPERATING BUDGET IN THE SPECIAL REVENUE FUND.

IV. GUIDELINES

A. ALL FUNDS RECEIVED AND DISBURSED SHALL BE ACCOUNTED FOR IN ACCORDANCE WITH THE FINANCIAL REPORTING MANUAL FOR MARYLAND PUBLIC SCHOOLS.

B. ALL GRANT BUDGETS SHALL INCLUDE INDIRECT COSTS AND BE COLLECTED IN ACCORDANCE WITH THE FINANCIAL REPORTING MANUAL FOR MARYLAND PUBLIC SCHOOLS.
C. ANNUALLY, THE DEPARTMENT OF FISCAL SERVICES SHALL CALCULATE THE INDIRECT COST RATE PLAN(S) FOR BCPS AND SUBMIT THE PLAN TO THE MARYLAND STATE DEPARTMENT OF EDUCATION FOR APPROVAL.
   1. THE ESTABLISHED INDIRECT COST RATE SHALL APPLY TO ALL GRANTS, UNLESS PROHIBITED BY THE GRANTING AGENCY.

D. ALL GRANT MANAGERS SHALL INCLUDE INDIRECT COSTS WHEN THE BUDGET IS PREPARED AND SUBMITTED, UNLESS PROHIBITED BY THE GRANTING AGENCY.

E. ALL INDIRECT COSTS FROM GRANTS SHALL BE ALLOCATED TO THE INDIRECT COST RECOVERY FUND.

LEGAL REFERENCE: ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §5-101, ANNUAL SCHOOL BUDGET

RELATED POLICIES: BOARD OF EDUCATION POLICY 3113, TRANSFERS AND SUPPLEMENTS

BOARD OF EDUCATION POLICY 3123, REPORTING

RULE

APPROVED: ___________ SUPERINTENDENT OF SCHOOLS
NON-INSTRUCTIONAL SERVICES

Classification of Expenditures

This rule sets forth the definition, purpose, and classification of indirect costs for grant budgets.

Indirect Costs

I. As used in this rule, indirect costs are defined as those allocations of administrative expenditures necessary to manage grant programs.

II. The Department of Fiscal Services shall establish procedures to ensure that all grant budgets include indirect costs, and to account for indirect cost funds collected in accordance with the Financial Reporting Manual for Maryland Public Schools.

III. Annually, the Maryland State Department of Education (MSDE) calculates the indirect cost rate plan for Baltimore County Public Schools (BCPS). The Department of Fiscal Services will apply this rate to all grants, unless prohibited by the granting agent.

IV. All grant managers shall include indirect costs when the budget is prepared and submitted, except where the charging of indirect costs is prohibited by the granting agent.

V. The Department of Fiscal Services will be responsible for collecting indirect costs from the grants. Funds will be allocated to the indirect cost recovery fund.

VI. The Department of Fiscal Services will prepare the proposed draft of expenditures from indirect cost recovery funds with input from BCPS staff, for approval by the superintendent.

VII. The Department of Fiscal Services will prepare an indirect cost recovery budget for inclusion in the operating budget in the special revenue fund.

Rule
Approved: 9/24/02 Superintendent of Schools
Revised: 06/10/08 [Draft 1/22/13]
PERSONNEL: GENERAL

EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

TO OUTLINE PROCEDURES FOR PROMOTING AWARENESS OF EQUAL EMPLOYMENT OPPORTUNITY (EEO) LAWS AMONG EMPLOYEES AND FOR REPORTING AND INVESTIGATING COMPLAINTS OF DISCRIMINATION AND HARASSMENT.

II. DEFINITIONS

THE FOLLOWING DEFINITIONS SHALL APPLY TO THIS RULE:

A. **DISCRIMINATION** – CONDUCT PROHIBITED BY FEDERAL, STATE AND LOCAL LAWS THAT RESULTS IN AN INDIVIDUAL BEING TREATED DIFFERENTLY OR LESS FAVORABLY WITH RESPECT TO EMPLOYMENT OR ANY TERM OR CONDITION OF EMPLOYMENT. ILLEGAL DISCRIMINATION MAY INCLUDE, BUT IS NOT LIMITED TO, CONDUCT BASED ON AN EMPLOYEE’S RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, GENETIC INFORMATION, DISABILITY OR VETERAN STATUS.

B. **EEO OFFICER** – THE SCHOOL SYSTEM’S EQUAL EMPLOYMENT OPPORTUNITY OFFICER

C. **EMPLOYEE** – PERSONS EMPLOYED BY THE SCHOOL SYSTEM ON A FULL TIME, PART TIME OR TEMPORARY BASIS.

D. **HARASSMENT** – SEVERE, PERVERSIVE, OR PERSISTENT CONDUCT OR BEHAVIOR PROHIBITED BY FEDERAL, STATE AND LOCAL LAWS THAT:
   1. CREATES AN INTIMIDATING, HOSTILE, OR OFFENSIVE WORK ENVIRONMENT; OR
   2. LIMITS AN EMPLOYEE’S ABILITY TO PARTICIPATE IN OR BENEFIT FROM EMPLOYMENT OPPORTUNITIES; OR
   3. INTERFERES WITH AN EMPLOYEE’S WORK PERFORMANCE.
E. \textit{Retaliation} – Adverse employment or workplace actions taken against individuals for filing a complaint of discrimination or harassment or for participating in an investigation or other related proceeding.

III. EEO Awareness

A. All new employees will be informed of Board of Education Policy 4001 and this rule during new hire orientation.

B. Employees will receive training regarding equal employment opportunity through the EEO office and/or online training modules.

IV. Reporting Discrimination/Harassment

A. Employees and supervisors are required to report incidents of discrimination.

B. Any employee who believes he or she has been subjected to any action, decision or harassment in violation of Policy 4001 is urged to promptly report the incident(s) to his or her supervisor or to the EEO officer.

C. When the employee believes he or she is being discriminated against or harassed by his/her supervisor, the employee should report the incident(s) to the supervisor’s supervisor or to the EEO officer.

D. An administrator or supervisor who receives a complaint shall immediately notify the EEO officer.
   1. Failure to report the complaint to the EEO officer may result in disciplinary action.
E. COMPLAINT FORMS SHALL BE MADE AVAILABLE ON THE SCHOOL SYSTEM’S EEO WEB SITE AND AVAILABLE AT THE EEO OFFICE.

V. INVESTIGATING DISCRIMINATION/HARASSMENT

A. THE EEO OFFICER OR OTHER DESIGNATED PERSONNEL WILL INVESTIGATE THE COMPLAINT OR ASSIST THE ADMINISTRATOR OR SUPERVISOR IN CONDUCTING AN INTERNAL INVESTIGATION.

B. THE EEO OFFICER WILL ADVISE ALL PARTIES IN WRITING OF THE OUTCOME OF THE COMPLAINT. IF THE EEO OFFICER CONCLUDES THAT A VIOLATION OF POLICY 4001 HAS OCCURRED, APPROPRIATE CORRECTIVE AND/OR DISCIPLINARY ACTION WILL BE TAKEN.

C. THE APPROPRIATE ADMINISTRATOR WILL REVIEW THE EEO OFFICER’S REPORT AND, IN CONSULTATION WITH THE DEPUTY SUPERINTENDENT, ENSURE THAT APPROPRIATE CORRECTIVE AND/OR DISCIPLINARY ACTION IS TAKEN.

D. ANY EMPLOYEE FOUND TO HAVE ENGAGED IN CONDUCT OR PRACTICES IN VIOLATION OF POLICY 4001 MAY BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.

E. A RECORD OF THE COMPLAINT, INVESTIGATION, AND RECORDS WILL BECOME PART OF A CONFIDENTIAL CASE FILE MAINTAINED BY THE EEO OFFICER. ALL COMPLAINTS, INVESTIGATIONS, AND RECORDS WILL BE HANDLED, TO THE EXTENT POSSIBLE, IN A MANNER THAT WILL PROTECT THE PRIVACY INTERESTS OF THOSE INVOLVED.

VI. RETALIATION

A. RETALIATION AGAINST AN INDIVIDUAL WHO HAS MADE A COMPLAINT OR PARTICIPATES IN AN INVESTIGATION OR OTHER PROCEEDING IS STRICTLY PROHIBITED.

B. ALL COMPLAINTS OF RETALIATION WILL BE REPORTED TO THE EEO OFFICER AND WILL BE INVESTIGATED. IF IT IS
DETERMINED THAT RETALIATION HAS OCCURRED, APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN.

29 U.S.C. §§621, ET SEQ., AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967, AS AMENDED
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE, §6-104, DISCRIMINATION BECAUSE OF RACE, RELIGION, COLOR, NATIONAL ORIGIN, HANDICAP, OR SEX PROHIBITED
ANNOTATED CODE OF MARYLAND, STATE GOVERNMENT ARTICLE, §§20-601 TO 20-609, DISCRIMINATION IN EMPLOYMENT
BALTIMORE COUNTY CODE, HUMAN RELATIONS ARTICLE §§29-2-201 TO 29-2-204, EMPLOYMENT DISCRIMINATION

RELATED POLICIES: BOARD OF EDUCATION POLICY 4000, PRECEPTS, BELIEFS, AND VALUES OF THE BALTIMORE COUNTY PUBLIC SCHOOLS
BOARD OF EDUCATION POLICY 4100, EMPLOYEE CONDUCT AND RESPONSIBILITIES
BOARD OF EDUCATION POLICY 4102, SEXUAL HARASSMENT
BOARD OF EDUCATION POLICY 4003, RECRUITMENT AND SELECTION
RULE
APPROVED: _______
NEW CONSTRUCTION: Planning

Patterns of Participation

1. Staff and Other School Personnel

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

   a. The Office of Strategic Planning shall establish lines of communication with staff personnel, school principals, and the Board of Education in determining such issues as the student capacity of a school building, enrollment projections for individual school districts, and changes in school boundaries.

   b. The Office of Engineering and Construction shall consult with the school staff in such issues as the functional and practical aspects of school design, materials, and systems of construction.

   c. The Office of Maintenance and Grounds shall consult with the school staff in such issues as the functional and practical aspects of site development design as well, as the selection of equipment and materials.

   d. The Office of Purchasing shall consult with the school staff in such issues as the selection of furniture and equipment.

2. Other School Systems

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

3. Consultants

   It shall be the responsibility of the Executive Director of Physical Facilities to recommend the employment of consultants when it is deemed advisable and proper by the Superintendent of Schools that such services are required to revise,
enlarge, or improve any phase of the overall planning process for new construction.
NEW CONSTRUCTION: Designing

SCHOOL SITE SELECTION AND ACQUISITION [School Sites]

I. PURPOSE

TO ESTABLISH GUIDELINES FOR IDENTIFICATION AND ACQUISITION OF NEW SCHOOL SITES.

II. SITE SELECTION PROCESS

A. THE SELECTION OF NEW SCHOOL SITES SHALL BE MADE BY THE BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) PUBLIC SITE SELECTION COMMITTEE.

B. BCPS PUBLIC SITE SELECTION COMMITTEE
   1. THE PUBLIC SITE SELECTION COMMITTEE SHALL BE RESPONSIBLE FOR ADVISING THE SUPERINTENDENT ON THE FEASIBILITY OF SCHOOL SITE DEVELOPMENT AND COLLABORATING TO ENSURE COUNTY AND STATE APPROVAL OF A SITE ACQUISITION.
   2. THE PUBLIC SITE SELECTION COMMITTEE SHALL BE APPOINTED BY THE SUPERINTENDENT AND BE COMPRISED OF REPRESENTATIVES FROM THE DEPARTMENTS OF PHYSICAL FACILITIES, FISCAL SERVICES, AND PLANNING AND SUPPORT OPERATIONS. THE SITE REVIEW COMMITTEE MAY ALSO INCLUDE REPRESENTATIVES FROM BALTIMORE COUNTY GOVERNMENT.

C. SITE SELECTION PROPOSALS
   THE PUBLIC SITE SELECTION COMMITTEE WILL SEND ITS RECOMMENDATION TO ACQUIRE A NEW SCHOOL SITE TO THE SUPERINTENDENT FOR CONSIDERATION. THE SUPERINTENDENT WILL EVALUATE THE RECOMMENDATION AND SUBMIT HIS/HER RECOMMENDATION TO THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD).

III. ACQUISITION
.A. THE IDENTIFICATION AND ACQUISITION OF SCHOOL SITES MUST COMPLY WITH ALL FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS.

B. ALL RECOMMENDATIONS TO ACQUIRE SCHOOL SITES SHALL BE SUBJECT TO APPROVAL BY THE BOARD OF EDUCATION AND THE STATE OF MARYLAND INTERAGENCY COMMITTEE ON SCHOOL CONSTRUCTION.

C. UPON APPROVAL BY THE BOARD, THE DEPARTMENT OF FISCAL SERVICES SHALL REQUEST FUNDING FROM BALTIMORE COUNTY GOVERNMENT TO ACQUIRE THE DESIRED SCHOOL SITE.

[1. Selection

The selection of new school sites shall be accomplished jointly by personnel from the Departments of Physical Facilities and Planning and Support Operations, and personnel from various Baltimore County departments grouped under a committee known as the Baltimore County Public Site Selection Committee. Site location proposals by this committee shall be subject to approval by the Board of Education and the State of Maryland Interagency Committee on School Construction.

2. Acquisition

School sites shall be acquired with the assistance of the Baltimore County Bureau of Land Acquisition. The Baltimore County Bureau of Land Acquisition and the Baltimore County Law Office shall assist in all contractual matters associated with each acquisition.

3. Development

School sites shall be developed for joint use by the Board of Education and the Department of Recreation and Parks. If the development and construction of a school at a site is imminent (one to five years), the site shall be planned and developed as part of the overall school plan. If school construction is not imminent (longer than five years), the site may be planned and developed as a recreational facility. Land should be set aside for the anticipated future school and should not be considered as binding relative to the location of the future school and support infrastructure.
Development of the site as a recreational facility would require 100 percent financing responsibility by the Department of Recreation and Parks. Development in this manner would be subject to the limitations as described above.]

LEGAL REFERENCES:

ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §4-109, ESTABLISHMENT OF PUBLIC SCHOOLS
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §4-115, ACQUISITION AND DISPOSITION OF REAL PROPERTY; CONSTRUCTION, ETC., OF SCHOOL BUILDINGS
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §4-116, SELECTION OF SCHOOL SITES; PUBLIC HEARING
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §5-301, STATE PAYMENT OF CERTAIN PUBLIC SCHOOL CONSTRUCTION AND CAPITAL IMPROVEMENT COSTS.
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §5-302, INTERAGENCY COMMITTEE ON SCHOOL CONSTRUCTION.
ANNOTATED CODE OF MARYLAND, STATE GOVERNMENT ARTICLE, §§10-501 TO -511, MEETINGS (OPEN MEETINGS ACT)

RELATED POLICIES:
BOARD OF EDUCATION POLICY 7110, DETERMINING NEEDS
BOARD OF EDUCATION POLICY 7120, PATTERNS OF PARTICIPATION
BOARD OF EDUCATION POLICY 8120, PURPOSE, ROLE, AND RESPONSIBILITIES OF THE BOARD OF EDUCATION

Rule
Approved: 09/25/69
Revised: 09/27/90
Revised: 04/24/07
REVISED: __________

Superintendent of Schools

DRAFT: 1/17/13
NEW CONSTRUCTION: FINANCING
Determination of School DESIGN AND Construction Costs

I. PURPOSE

A. TO IMPLEMENT BOARD OF EDUCATION POLICY 7310.

B. TO ESTABLISH GUIDELINES FOR DETERMINING SCHOOL DESIGN AND CONSTRUCTION COSTS FOR THE BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) CAPITAL PROJECT PROGRAM.

II. GUIDELINES

A. [1.] COST [Preliminary] Estimates

1. PRELIMINARY ESTIMATE

a. THE [It shall be the responsibility of the] Department of Physical Facilities SHALL [to] coordinate the establishment of preliminary cost estimates for THE DESIGN AND CONSTRUCTION OF [new] school construction PROJECTS. These estimates shall be incorporated in a Proposed School Capital Budget which shall be approved by the Board of Education OF BALTIMORE COUNTY (BOARD) prior to its submission to appropriate county and state fiscal and government officials and agencies.

b. The PRELIMINARY [preparation of such] estimates shall reflect any division of costs [that may be necessary] between the Board [of Education] and the Department of Recreation and Parks AND [. Such estimates shall also reflect any division of costs that may be necessary] between Baltimore County GOVERNMENT and the State of Maryland.

2. Final Estimate[s]

a. Following completion OF CONSTRUCTION DOCUMENTS by A DESIGN CONSULTANT [an architect of design development] for a [new] school CONSTRUCTION project, the final estimate of the cost of said project shall be mutually determined by the CONSULTANT [architect] and [appropriate staff members of] the D[d]epartment of
Physical Facilities.

b. In the event that the final cost estimate exceeds budgeted funds, a determination shall be made by the Superintendent to:

1. [a.] Redesign to reduce the scope of the project;
2. [b.] Establish add/deduct bid alternates; [,] AND/OR [c. Proceed with the project as designed with planned provisions for additional funding]
3. [d.] Secure additional funding

B. Construction COST [Contract]

1. INITIAL CONSTRUCTION COST
   The receipt of an acceptable bid in accordance with the applicable procurement regulations for [the construction of] a [new] school construction project shall ESTABLISH [be the determining factor in] the initial CONSTRUCTION cost of the project.

2. THE DEPARTMENT OF PHYSICAL FACILITIES WILL REQUIRE THE PROJECT CONSULTANT TO UPDATE, ON A REGULAR BASIS, THE CONSTRUCTION COST ESTIMATE TO ENSURE THAT THE PROJECT IS BEING DESIGNED AND PLANNED WITHIN FUNDING ALLOCATIONS.

3. [4.] Final CONSTRUCTION Costs
   Final CONSTRUCTION costs FOR A SCHOOL CONSTRUCTION PROJECT shall:
   a. Include all expenses ASSOCIATED WITH THE PROJECT [incurred], including change orders; [,] and shall]
   b. Be determined after the final approval by the CONSULTANT [architect], project manager, and close-out of the project.

C. TOTAL PROJECT COST
   THE TOTAL PROJECT COST SHALL INCLUDE ALL EXPENSES INCURRED DURING THE DESIGN, BIDDING, AND CONSTRUCTION PHASES OF THE PROJECT.

III. COMPLIANCE

THE PROCUREMENT OF CONSTRUCTION CONTRACTS AND COST REPORTING SHALL CONFORM WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS; THE MARYLAND INTERAGENCY COMMITTEE ON SCHOOL CONSTRUCTION
PROCEDURES; AND BOARD OF EDUCATION POLICIES, SUPERINTENDENT’S RULES, AND APPLICABLE BCPS PROCEDURES.

LEGAL REFERENCES: ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §4-115, ACQUISITION AND DISPOSITION OF REAL PROPERTY; CONSTRUCTION, ETC., OF SCHOOL BUILDINGS
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §5-301, STATE PAYMENT OF CERTAIN PUBLIC SCHOOL CONSTRUCTION AND CAPITAL IMPROVEMENT COSTS
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §5-107, Appropriations and Expenditures for Capital Projects
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §5-303, RENOVATION OF EXISTING SCHOOL BUILDINGS
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §5-312, APPLICATION OF HIGH PERFORMANCE BUILDING STANDARDS

RELATED POLICIES: BOARD OF EDUCATION POLICY 3210, PURCHASING GUIDELINES
BOARD OF EDUCATION POLICY 3225, FURNITURE, FIXTURES, AND EQUIPMENT
BOARD OF EDUCATION POLICY 7110, DETERMINING NEEDS
BOARD OF EDUCATION POLICY 7250, SCHOOL BUILDING DESIGN

Rule
Superintendent of Schools

DRAFT: 1/24/13