

MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, May 21, 2013
5:00 P.M.-Closed Session, 6:30 P.M.-Open Session
Educational Support Services (ESS Building)

I. PLEDGE OF ALLEGIANCE

II. SILENT MEDITATION IN REMEMBRANCE

III. AGENDA

Consideration of the agenda for May 21, 2013

IV. MINUTES

PULLED Consideration of the Open and Closed Minutes of February 19, 2013

Exhibit A

V. SELECTION OF SPEAKERS

VI. ADVISORY AND STAKEHOLDER GROUPS

VII. GENERAL PUBLIC COMMENT

VIII. SPECIAL ORDER OF BUSINESS – Presentation of Governor’s
Commission to Charles McDaniels, Jr., Romaine Williams, Esq., and Olivia
Adams

IX. SPECIAL ORDER OF BUSINESS – Recognition of Student Board
Member, Olivia Adams

X. SPECIAL ORDER OF BUSINESS – Recognition of 13 High Schools

XI. NEW BUSINESS

A. Consideration of consent to the following personnel matters:

(Dr. Grillo)

1. Transfers

Exhibit B

B. Consideration of consent to Administrative Appointments

(Dr. Dance)

Exhibit C

C. Consideration of Action Taken in Closed Session

(Mr. Nussbaum)

XII. WORK SESSION REPORTS

- A. Report on the Proposed Changes or Deletions to the following Board of Education Policies (first reading): (Ms. Roddy)
- Proposed Deletion of Policy 2320 - ADMINISTRATION: Administrative Operations – Line of Responsibility [Exhibit D](#)
 - Proposed Changes to Policy 3410 – NON-INSTRUCTIONAL SERVICES: Transportation Services – Responsibilities and Duties [Exhibit E](#)
 - Proposed Changes to Policy 3420 - NON-INSTRUCTIONAL SERVICES: Transportation Services – Routes and Services [Exhibit F](#)
 - Proposed Changes to Policy 4102 – PERSONNEL: Conduct – Sexual Harassment [Exhibit G](#)
 - Proposed Deletion of Policy 5310 – STUDENT: Activities – Awards for Achievement [Exhibit H](#)
 - Proposed Changes to Policy 6102 – INSTRUCTION – Teaching Controversial Issues [Exhibit I](#)
 - Proposed Changes to Policy 6304 – INSTRUCTION: Schedules – Commemorations and Observances [Exhibit J](#)

XIII. INFORMATION

- A. Financial Report for months ending March 31, 2012 and 2013 [Exhibit K](#)

XIV. ANNOUNCEMENTS

Next Board Meeting
7:00 PM

Tuesday, June 11, 2013
Greenwood

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 21, 2013

TO: **BOARD OF EDUCATION**

FROM: S. Dallas Dance, Superintendent

SUBJECT: **REPORT ON THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 2320, LINE OF RESPONSIBILITY**

ORIGINATOR: Kevin A. Hobbs, Deputy Superintendent

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

RECOMMENDATION

That the Board of Education reviews the proposed deletion of Policy 2320. This is the first reading.

Attachment I – Policy Analysis
Attachment II – Policy 2320

**POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 2320
LINE OF RESPONSIBILITY**

Statement of Issues or Questions Addressed

In accordance with Board of Education Policy and Superintendent's Rule 8130, Policy 2320 is scheduled for review in school year 2012-2013. Policy 2320 provides that administrative and supervisory employees may appeal an adverse personnel decision through the proper supervisory chain of command. Staff is recommending that Policy 2320 be deleted, because: (1) the Council of Administrative and Supervisory Employees (CASE) Master Agreement, which applies to administrative and supervisory employees, addresses the employee's right to seek resolution of a problem through the grievance or administrative appeal process; (2) State law provides that the Board may hold hearings on certain matters arising out of a dispute or for appeals of decision of the Superintendent; and (3) Board of Education Policies 8340 and 8341 outline the process for filing appeals with the Board. As such, Policy 2320 is not 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 2300, *Administrative Operations*
2. Board of Education Policy 8120, *Purpose, Role, and Responsibility of the Board of Education*
3. Board of Education Policy 8340, *Appeal Before the Board of Education*
4. 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*

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel County Board of Education, Policy 200.07, *Investigations and Due Process*
2. 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 – May 21, 2013

Public comment – June 11, 2013

Third reading/vote – July 9, 2013

ADMINISTRATION: Administrative Operations

Line of Responsibility

- I. Each employee of the Baltimore County Public Schools (BCPS) is responsible to the Board of Education of Baltimore County (Board) through the Superintendent.
- II. An employee shall have the right to appeal any decision made by an administrator to the next higher management level and through appropriate successive steps to the Board. All employees shall be advised of procedures established to assist in the solution of problems.

Legal Reference: *Annotated Code of Maryland*, Education Article, §4-205

Policy
Adopted: 09/18/68
Revised: 03/10/09
Edited: 07/01/11]

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 21, 2013

TO: **BOARD OF EDUCATION**

FROM: S. Dallas Dance, Superintendent

SUBJECT: **REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 3410, RESPONSIBILITIES AND DUTIES**

ORIGINATOR: Michael Sines, Chief Operations Officer

RESOURCE PERSON(S): Jim Mitcherling, Director, Office of Transportation

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 3410. This is the first reading.

Attachment I – Policy Analysis
Attachment II – Policy 3410

**POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 3410
RESPONSIBILITIES AND DUTIES**

Statement of Issues or Questions Addressed

In accordance with Board of Education Policy and Superintendent's Rule 8130, Policy 3410 is scheduled for review in school year 2012-2013. Policy 3410 acknowledges the Board's responsibility to provide transportation services and establish bus stops for eligible students. Staff is recommending that the policy be revised to: (1) include a policy statement that outlines the Board's responsibility to provide transportation services for students; (2) clearly delineate standards for establishing bus stops; (3) 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 3420, *Routes and Services*
2. Superintendent's Rule 6303, *Emergency Closures, Delays and Cancellations*

Legal Requirements

1. *Annotated Code of Maryland*, Education Article §§7-801 to -807, *Transportation*
2. COMAR 13A.06.07, *Student Transportation*
3. *Baltimore County Code*, 2003, Education Article §28-1-102, *Transportation of Private School Students - Authorized*

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel County Board of Education, Policy EA, *Student Transportation Services*
2. Howard County Board of Education, Policy 5200, *Pupil Transportation*
3. Montgomery County Board of Education, Policy EEA, *Student Transportation*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

No other alternatives were considered.

Timeline

First reading – May 21, 2013

Public comment – June 11, 2013

Third reading/vote – July 9, 2013

NON-INSTRUCTIONAL SERVICES: Transportation Services

Responsibilities and Duties

I. POLICY STATEMENT

The BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) RECOGNIZES ITS RESPONSIBILITY to provide school transportation services AND ESTABLISH BUS STOPS for eligible students based on safety, efficiency, adequacy, and economy. [The Board of Education (Board) hereby directs the Superintendent to establish rules to implement this policy.]

II. STANDARDS

- A. [1.] School bus transportation is provided under the jurisdiction of the Board from established stops for elementary and middle school students who must walk more than one (1) mile to the assigned school.
- B. [2.] School bus transportation is provided under the jurisdiction of the Board from established stops for high school students who must walk more than one and one-half (1-1/2) miles to the assigned school.
- C. [3.] School bus transportation is provided under the jurisdiction of the Board from established stops at mid[-]day for all half-day pre-kindergarten students.
- D. [4.] The supervision of students while walking to, from, or waiting at the established bus stop is the responsibility of the students' parents or guardians.
- E. [5.] The supervision of non-transported students to and from school is the responsibility of the students' parents or guardians.

III. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

POLICY 3410

Legal ReferenceS: *Annotated Code of Maryland*, Education Article §§7-801 TO -805,
TRANSPORTATION
COMAR 13A.06.07, *STUDENT TRANSPORTATION*
BALTIMORE COUNTY CODE, 2003, EDUCATION ARTICLE §28-1-
102, *TRANSPORTATION OF PRIVATE SCHOOL STUDENTS -*
AUTHORIZED

RELATED POLICY: BOARD OF EDUCATION POLICY 3420, *ROUTES AND*
SERVICES

RELATED RULE: SUPERINTENDENT’S RULE 6303, *EMERGENCY CLOSURES,*
DELAYS, AND CANCELLATIONS

Policy		Board of Education of Baltimore County
Adopted:	09/18/68	
Revised:	06/19/80	
Revised:	08/20/81	
Revised:	03/23/89	
Edited:	11/25/96	
Revised:	05/06/08	
REVISED:	_____	

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 21, 2013

TO: **BOARD OF EDUCATION**

FROM: S. Dallas Dance, Superintendent

SUBJECT: **REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 3420, ROUTES AND SERVICES**

ORIGINATOR: Michael Sines, Chief Operations Officer

RESOURCE PERSON(S): Jim Mitcherling, Director, Office of Transportation

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 3420. This is the first reading.

Attachment I – Policy Analysis
Attachment II – Policy 3420

**POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 3420
ROUTES AND SERVICES**

Statement of Issues or Questions Addressed

In accordance with Board of Education Policy and Superintendent's Rule 8130, Policy 3420 is scheduled for review in school year 2012-2013. Policy 3420 addresses the Board's responsibility to establish bus routes and provide transportation services for students. Staff is recommending Policy 3420 be revised to: (1) include a policy statement; (2) in Paragraph II.B., delete the word "children," and substitute the word "students;" (3) include an implementation section; and (4) 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 3410, *Responsibilities and Duties*

Legal Requirements

1. *Annotated Code of Maryland*, Education Article §§7-801 to -807, *Transportation*
2. COMAR 13A.06.07, *Student Transportation*
3. *Baltimore County Code*, 2003, Education Article §28-1-102, *Transportation of Private School Students - Authorized*

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel County Board of Education, Policy EA, *Student Transportation Services*
2. Howard County Board of Education, Policy 5200, *Pupil Transportation*
3. Montgomery County Board of Education, Policy EEA, *Student Transportation*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

No other options were considered.

Timeline

First reading – May 21, 2013

Public comment – June 11, 2013

Third reading/vote – July 9, 2013

NON-INSTRUCTIONAL SERVICES: Transportation Services

Routes and Services

I. POLICY STATEMENT

THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) RECOGNIZES ITS RESPONSIBILITY TO ESTABLISH SCHOOL BUS ROUTES AND PROVIDE STUDENT TRANSPORTATION SERVICES.

II. STANDARDS

A. [1.] Regular Routes and Services

THE OFFICE OF TRANSPORTATION SHALL BE RESPONSIBLE FOR the establishment, extension, and change of school bus routes IN ACCORDANCE WITH BOARD POLICIES, SUPERINTENDENT'S RULES, AND SCHOOL SYSTEM PROCEDURES. [shall be the responsibility of the Office of Transportation. Such establishment, extension, and change shall be based on established policies of the Board of Education of Baltimore County (Board) and the rules and regulations developed by the Superintendent.]

B. [2.] Transportation for Private School Students

1. A CHILD [Children] who attends A private ELEMENTARY OR SECONDARY school[s] in Baltimore County may be eligible for school bus transportation on established school bus routes IF:
 - a. THE CHILD RESIDES NEAR A PUBLIC HIGHWAY OF THE COUNTY ON WHICH THE BOARD CURRENTLY OPERATES A PUBLIC SCHOOL BUS FOR TRANSPORTING STUDENTS TO AND FROM BALTIMORE COUNTY PUBLIC SCHOOLS; AND
 - b. TRANSPORTATION CAN BE provided [by the Board] from a point on THE public HIGHWAY [roadways] nearest or most accessible to THE CHILD'S HOME [their respective homes,] to a point on A public HIGHWAY [roadways] nearest or most accessible to THE CHILD'S PRIVATE SCHOOL, [their respective schools,] without changing the ESTABLISHED BUS route [of the bus] USED TO TRANSPORT STUDENTS TO AND FROM PUBLIC SCHOOLS[in question].

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 21, 2013

TO: **BOARD OF EDUCATION**

FROM: S. Dallas Dance, Superintendent

SUBJECT: **REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 4102, SEXUAL HARASSMENT**

ORIGINATOR: Kevin A. Hobbs, Deputy Superintendent

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

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 4102. This is the first reading.

Attachment I – Policy Analysis
Attachment II – Policy 4102

**POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 4102
SEXUAL HARASSMENT**

Statement of Issues or Questions Addressed

In accordance with Board of Education Policy and Superintendent's Rule 8130, Board of Education Policy 4102 is scheduled for review during the 2012-2013 school year. Policy 4102 prohibits sexual harassment and retaliation against an individual for filing a complaint or participating in an investigation. Staff is recommending that the policy be revised to: (1) include a policy statement; (2) require all employees to be informed of the policy and to receive training; (3) include an implementation section; and (4) 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 4002, *Obligations of Employees of the Board of Education of Baltimore County*
3. Board of Education Policy 4100, *Employee Conduct and Responsibilities*

Legal Requirements

1. 42 U.S.C. §2000d, *et seq.*, *Title VI of the Civil Rights Act of 1964, as amended*
2. 42 U.S.C. §2000e, *et seq.*, *Title VII of the Civil Rights Act of 1964, as amended*
3. *Annotated Code of Maryland*, Education Article §6-104, *Discrimination because of race, religion, color, national origin, handicap, or sex prohibited*
4. *Annotated Code of Maryland*, State Government Article §§20-601 to 20-609, *Discrimination in employment*
5. *Baltimore County Code*, Human Relations Article §§29-2-201 to 29-2-204, *Employment Discrimination*

Similar Policies Adopted by Other Local School Systems

1. Frederick County Board of Education, Policy 318, *Sexual Harassment*
2. Harford County Board of Education, Policy 24-0005-000, *Sexual Harassment*
3. Howard County Board of Education, Policy 1020, *Sexual Harassment*
4. Montgomery County Board of Education, Policy ACF, *Sexual Harassment*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

No other alternatives were considered.

Timeline

First reading – May 21, 2013

Public comment – June 11, 2013

Third reading/vote – July 9, 2013

PERSONNEL: Conduct

Sexual Harassment

I. POLICY STATEMENT

- A. Sexual harassment, a form of illegal discrimination, will not be tolerated in Baltimore County Public Schools. Retaliation against an INDIVIDUAL [employee] for making a complaint or for participating in any investigation or proceeding is also illegal and will not be tolerated.
- B. THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) IS COMMITTED TO CREATING AND MAINTAINING A WORK ENVIRONMENT FREE FROM SEXUAL HARASSMENT. TO THAT END, ALL EMPLOYEES WILL BE INFORMED OF THIS POLICY AND SHALL BE REQUIRED TO PARTICIPATE IN TRAINING ON THEIR OBLIGATIONS TO PREVENT AND REPORT SEXUAL HARASSMENT.

II. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY. [The Superintendent shall establish, where necessary and appropriate, administrative procedures for violations of this policy.]

Legal References: 42 U.S.C. §2000d, *Title VI of the Civil Rights Act of 1964, as amended*
 42 U.S.C. §2000e, *Title VII of the Civil Rights Act of 1964, 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 -609, Discrimination in employment.
 BALTIMORE COUNTY CODE, HUMAN RELATIONS ARTICLE §§29-2-201 TO 29-2-204, EMPLOYMENT DISCRIMINATION

POLICY 4102

Related Policies: BOARD OF EDUCATION POLICY 4000, *PRECEPTS, BELIEFS, AND VALUES OF THE BALTIMORE COUNTY PUBLIC SCHOOLS*
Board of Education Policy 4002, *Obligations of Employees of the Board of Education of Baltimore County*
BOARD OF EDUCATION POLICY 4100, *EMPLOYEE CONDUCT AND RESPONSIBILITIES*

Policy
Adopted: 03/25/93
Revised: 03/11/08
Edited: 07/01/11
REVISED: _____

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 21, 2013

TO: **BOARD OF EDUCATION**

FROM: S. Dallas Dance, Superintendent

SUBJECT: **REPORT ON THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 5310, AWARDS FOR ACHIEVEMENT**

ORIGINATOR: Kevin A. Hobbs, Deputy Superintendent

RESOURCE PERSON(S): Patricia Lawton, Chief Academic Officer
Roger Plunkett, Executive Director, Student Support Services

RECOMMENDATION

That the Board of Education reviews the proposed deletion of Policy 5310. This is the first reading.

Attachment I – Policy Analysis
Attachment II – Policy 5310

**POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 5310
AWARDS FOR ACHIEVEMENT**

Statement of Issues or Questions Addressed

In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 5310 is scheduled for review in the 2012-2013 school year. Policy 5310 provides for the recognition of students for scholarships and distinguished service and outlines guidelines for presenting school system awards and scholarships, as well as accepting awards from non-school donors. Students earn many awards each year. Because most of the awards are community-based, the school system cannot monitor or regulate awards’ guidelines. Recognition for student achievement by individual schools is a school-based decision and is left to the discretion of the school principal. As such, staff is recommending that the policy 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 1320, *Contests*
2. Board of Education Policy 8362, *Gifts*
3. Board of Education Policy 8363, *Conflict of Interest – Prohibited Conduct*

Legal Requirements

1. None

Similar Policies Adopted by Other Local School Systems

1. Frederick County Board of Education, Policy 433, *Honors and Awards*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

Revising this policy was considered but deemed to be unnecessary.

Timeline

First reading – May 21, 2013

Public comment – June 11, 2013

Third reading/vote – July 9, 2013

STUDENT: Activities

Awards for Achievement

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

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

1. Are the criteria for making the award under the control of the professional staff, or acceptable to the staff?
2. Are the purposes, either implied or explicit, of the proposed award consistent with our schools' goals?

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

Policy
Adopted: 11/21/68
Revised: 1/8/08]

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 21, 2013

TO: **BOARD OF EDUCATION**

FROM: S. Dallas Dance, Superintendent

SUBJECT: **REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 6102, TEACHER OF CONTROVERSIAL ISSUES**

ORIGINATOR: Kevin A. Hobbs, Deputy Superintendent

RESOURCE PERSON(S): Patricia Lawton, Chief Academic Officer
Elizabeth Aitken, Senior Executive Director

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 6102. This is the first reading.

Attachment I – Policy Analysis
Attachment II – Policy 6102

**POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 6102
TEACHING OF CONTROVERSIAL ISSUES**

Statement of Issues or Questions Addressed

In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 6102 is scheduled for review in school year 2012–2013. Policy 6102 supports teaching of controversial issues as an integral part of the curriculum when enhanced to support the instructional program. Staff is recommending that Policy 6102 be revised and written to: (1) Include a policy statement that authorizes teaching controversial issues that directly relate to the curriculum and are aligned with school system goals; (2) Revise the policy by removing dated references and clearly communicating the intent of the policy; (3) Include an implementation section; (4) Confirm 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 5600, *Students’ Rights and Responsibilities*
2. Board of Education Policy 6000, *Curriculum and Instruction*
3. Board of Education Policy 6002, *Selection of Instructional Materials-Philosophy*
4. Board of Education Policy 6100, *Curriculum*

Legal Requirements

1. COMAR 13A.04.04, *Religious Education*
2. COMAR 13A.04.05, *Education That is Multicultural*
3. COMAR 13A.04.08, *Program in Social Studies*
4. COMAR 13A.04.09, *Program in Science*
5. COMAR 13A.04.14, *Program in English Language Arts*
6. COMAR 13A.04.18, *Program in Comprehensive Health Education*

Similar Policies Adopted by Other Local School Systems

1. Harford County Board of Education, Policy 03.05.090, *Controversial Issues*
2. Howard County Board of Education, Policy 8050, *Teaching of Controversial Issues*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

No other options were considered.

Timeline

First reading – May 21, 2013

Public comment – June 11, 2013

Third reading/vote – July 9, 2013

INSTRUCTION: CURRICULUM

Teaching OF Controversial Issues

I. PHILOSOPHY

- A. THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) RECOGNIZES THAT THE TEACHING OF CONTROVERSIAL ISSUES REPRESENTS AN INTEGRAL PART OF THE CURRICULUM WHEN USED TO ENHANCE AND SUPPORT THE INSTRUCTIONAL PROGRAM.
- B. THE BOARD BELIEVES THAT THE STUDY AND DISCUSSION OF CONTROVERSIAL ISSUES HAVE AN IMPORTANT ROLE FOR EDUCATION IN A FREE SOCIETY. STUDENTS' LEARNING IS ENHANCED BY EXAMINING EVIDENCE, FACTS, AND DIFFERING VIEWPOINTS THROUGH THE EXERCISE OF FREEDOM OF THOUGHT. IT IS THE RESPONSIBILITY OF BALTIMORE COUNTY PUBLIC SCHOOLS TO DEVELOP STUDENTS' ABILITIES TO THINK REFLECTIVELY AND RESPONSIBLY BASED UPON OPPOSING POINTS OF VIEW AND MULTIPLE PERSPECTIVES.

II. DEFINITION

CONTROVERSIAL ISSUE - A PROBLEM, SUBJECT, OR QUESTION ABOUT WHICH THERE ARE SIGNIFICANT DIFFERENCES OF OPINION, NO SIMPLE RESOLUTIONS, AND FOR WHICH RELATED DISCUSSION MAY CREATE STRONG FEELINGS AMONG PEOPLE.

III. STANDARDS

A CONTROVERSIAL ISSUE MAY BE CONSIDERED FOR CLASSROOM INSTRUCTION OR DISCUSSION WHEN THE FOLLOWING CRITERIA ARE MET:

- A. THE ISSUE IS RELATED TO THE INSTRUCTIONAL GOALS OF THE COURSE OF STUDY AND LEVEL OF MATURITY OF THE STUDENTS.

- B. THE CONTROVERSIAL ISSUE IS PRESENTED IN AN IMPARTIAL AND OBJECTIVE MANNER AND IN AN ATMOSPHERE THAT IS FREE FROM BIAS AND PREJUDICE.
- C. THE CONTROVERSIAL ISSUE PRESENTED ENCOURAGES OPEN DISCUSSION AND A RESPECT FOR CONFLICTING BELIEFS AND OPINIONS.

IV. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

[Training in reflective and responsible thinking is the responsibility of all teachers. This training is impossible, or at least severely hampered, if the entire community does not respect the principles of freedom and recognize that dissent does not necessarily mean disloyalty. However, one form of dissent which is absolutely incompatible with freedom is that which attempts to end freedom. Irrational fears do just this, and thereby may block such a community institution as the school in its effort to handle controversial issues.

Many areas of study are alive with controversial issues that demand the teacher-pupil freedom to deliberate, decide, and accept the ultimate responsibility of their decision. Indeed, a sustained study of the political, social, and economic record of man inevitably leads to different value judgments. To learn how to make value judgments is the right of all pupils.

- I. It is the responsibility of the schools to make provision for the study of controversial issues.
 - A. The study shall be emphasized in the senior high school when most pupils are mature enough to study the significant controversial issues facing our citizens.
 - B. The study shall be objective and scholarly with a minimum emphasis on opinion.
- II. The pupil has four rights to be recognized in the study of controversial issues.

- A. The right to study any controversial issue which has political, economic, or social significance and concerning which he should begin to have an opinion.
- B. The right to have free access to all relevant information, including the materials that circulate freely in the community.
- C. The right to study under competent instruction in an atmosphere free from bias and prejudice.
- D. The right to form and express his own opinions on controversial issues without thereby jeopardizing his relations with his teacher or the school.

III. The teacher employs the same methods in handling area of controversy as characterize his best teaching at any time.

- A. The teacher, in selecting both the content and the method of instruction shall be mindful of the maturity level of his students. The teacher has become acquainted with the thought patterns of his community and his decisions shall be made with these in mind.
- B. The teacher shall assure himself that the controversial subject to be discussed belongs within the framework of the curriculum to be covered, that the subject is significant as well as meaningful for the pupils, and that through the discussion pupils will have some opportunity to grow.
- C. The teacher shall handle the classroom presentation in ways which will insure a wide range of information and interpretation for the pupils' consideration. He shall strive to present a balance among many points of view.
- D. The teacher shall not use the classroom as a personal forum. He shall not employ the techniques of the demagogue or the propagandist for attention, for control, or simply for color.
- E. The teacher shall emphasize keeping an open mind, basing one's judgment on known facts, looking closely at facts to evaluate them in terms of the subject under discussion, and being ready to change one's opinion should new facts come to light.
- F. The emphasis always shall be on the method of forming an opinion as much as on the opinion formed.]

LEGAL REFERENCES: COMAR 13A.04.04, *RELIGIOUS EDUCATION*
COMAR 13A.04.05, *EDUCATION THAT IS
MULTICULTURAL*
COMAR 13A.04.08, *PROGRAM IN SOCIAL STUDIES*
COMAR 13A.04.09, *PROGRAM IN SCIENCE*
COMAR 13A.04.14, *PROGRAM IN ENGLISH LANGUAGE
ARTS*
COMAR 13A.04.18, *PROGRAM IN COMPREHENSIVE
HEALTH EDUCATION*

RELATED POLICIES: BOARD OF EDUCATION POLICY 5600, *STUDENTS'
RIGHTS AND RESPONSIBILITIES*
BOARD OF EDUCATION POLICY 6000, *CURRICULUM
AND INSTRUCTION*
BOARD OF EDUCATION POLICY 6002, *SELECTION OF
INSTRUCTIONAL MATERIALS*
BOARD OF EDUCATION POLICY 6100, *CURRICULUM*

POLICY
Adopted: 09/25/69
REVISED: _____

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 21, 2013

TO: **BOARD OF EDUCATION**

FROM: S. Dallas Dance, Superintendent

SUBJECT: **REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 6304, COMMEMORATIONS AND OBSERVANCES**

ORIGINATOR: Kevin A. Hobbs, Deputy Superintendent

RESOURCE PERSON(S): Patricia Lawton, Chief Academic Officer
Elizabeth Aitken, Senior Executive Director

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 6304. This is the first reading.

Attachment I – Policy Analysis
Attachment II – Policy 6304

**POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 6304
COMMEMORATIONS AND OBSERVANCES**

Statement of Issues or Questions Addressed

Policy 6304 outlines standards for the commemoration and observation of special days and events. At the request of the Policy Review Committee, the policy has been revised to: (1) Require the commemoration and observance of certain days and events as required by law and as identified by the Board; (2) Include D-Day as a required day of commemoration and observance; and (3) Arrange the days of commemoration in chronological order. The Policy Review Committee asks that the Board approve this revision.

Cost Analysis and Fiscal Impact on School System

According to the Division of Curriculum and Instruction, the sole cost of the policy revision would be in identifying resources to develop meaningful classroom activities.

Relationship to Other Board of Education Policies

1. Board of Education Policy 6301, *School Calendar*

Legal Requirements

1. *Annotated Code of Maryland*, Education Article §7-103, *Required School Days and Holidays*

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel County Board of Education Policy GAH, *Work Days – Holidays / Special Observances*
2. Harford County Board of Education Policy 04-0019-000, *Ceremonies and Observances*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

No other options were considered.

Timeline

First reading – May 21, 2013

Public comment – June 11, 2013

Third reading/vote – July 9, 2013

INSTRUCTION: Schedules

Commemorations and Observances

I. Policy Statement

[A.] THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) REQUIRES THE COMMEMORATION AND OBSERVANCE OF CERTAIN DAYS AND EVENTS WHEN REQUIRED BY LAW OR WHEN IDENTIFIED BY THE BOARD AS A DAY OF NATIONAL SIGNIFICANCE. Commemoration of special days and events shall be arranged so the observation of these occasions enriches the instructional program.

II. Standards

- A. [In accordance with state law,] Schools shall devote a part of the school day by conducting appropriate exercises in recognition of the following:
 - 1. COLUMBUS DAY;
 - 2. VETERAN’S DAY;
 - 3. LINCOLN’S BIRTHDAY;
 - 4. WASHINGTON’S BIRTHDAY;
 - 5. ARBOR DAY;
 - 6. D-DAY; AND
 - 7. OTHER DAYS OF NATIONAL SIGNIFICANCE.
 - [1. Washington’s Birthday;
 - 2. Lincoln’s Birthday;
 - 3. Veteran’s Day;
 - 4. Columbus Day;
 - 5. Arbor Day; and
 - 6. Other days of national significance.]
- B. The Superintendent shall determine which additional dates shall be designated for special observances.
- C. Students shall be encouraged to develop and take part in activities held in connection with special days and events.
- D. Any student or staff member who wishes to be excused from the participation in commemoration of special days shall be excused.

III. Implementation

[A.]The Board [of Education (Board)] directs the Superintendent to implement this policy.

Legal Reference: *Annotated Code of Maryland, Education Article §7-103, Required School Days and Holidays*

Related Policy: Board of Education Policy 6301, *School Calendar*

Policy

Board of Education of Baltimore County

Adopted: 11/21/68

Revised: 02/26/08

Revised: 02/05/13

REVISED: _____

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 21, 2013

TO: **BOARD OF EDUCATION**

FROM: S. Dallas Dance, Superintendent

SUBJECT: **FINANCIAL REPORT – FOR THE MONTHS ENDING
March 31, 2012 and 2013**

ORIGINATOR: Michael G. Sines, Chief Operations Officer

**RESOURCE
PERSON (S):** Barbara S. Burnopp, Chief Financial Officer
Patrick M. Fannon, Controller

INFORMATION

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Attached is the general fund *Comparison of FY2012 and FY2013 Revenues, Expenditures, and Encumbrances – Budget and Actual* for the periods ended March 31, 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 March 31, 2012 and 2013. Figure 4 is a comparative statement of budget-to-actual revenues, expenditures, and encumbrances.

General Fund Revenue Budget by Source

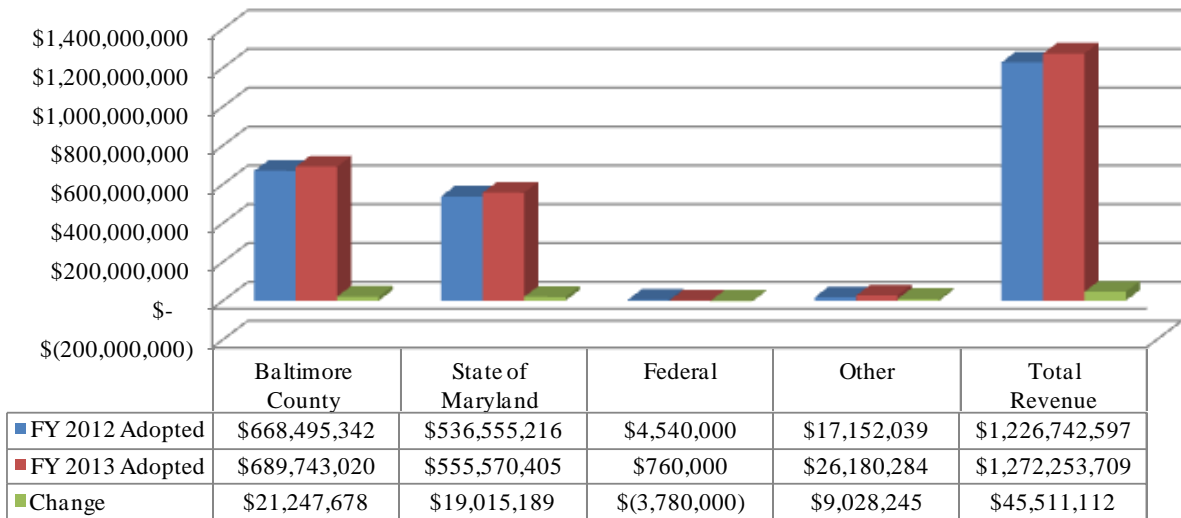


Figure 1

Year-to-Date Comparison

- **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 \$448.4 million, 65% of the budget, as compared to \$438 million, 65.5% 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 March 2013, five 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.

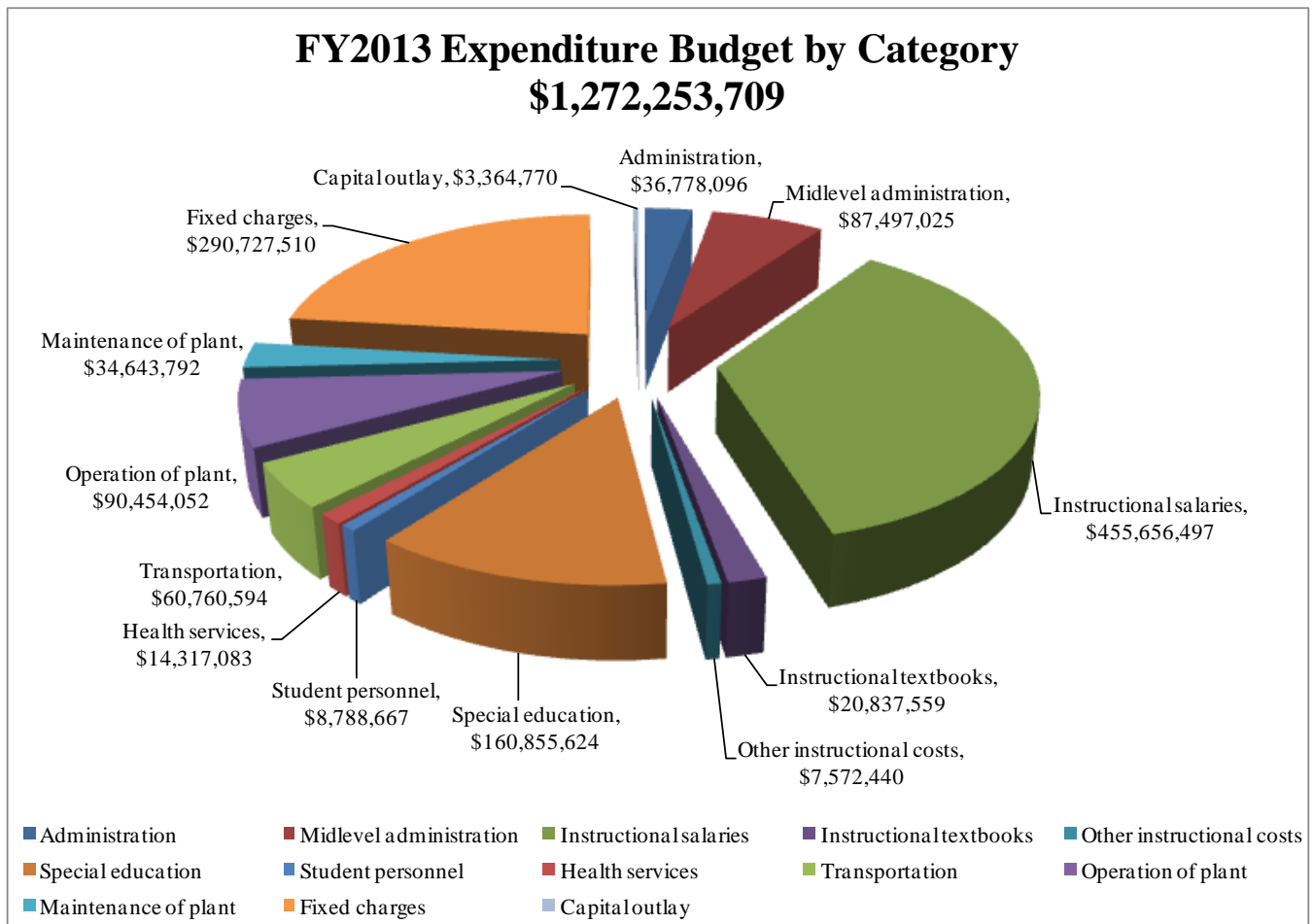


Figure 2 (Detail included in Figure 4)

Total Expenditures and Encumbrances – Year-to-date expenditures and encumbrances through March 2013 are \$954.5 million, 75% obligated, compared to \$926.1 million, 75.5% obligated, for the same period in FY2012. The increase of \$28.4 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 72.1% 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 71.7% 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.

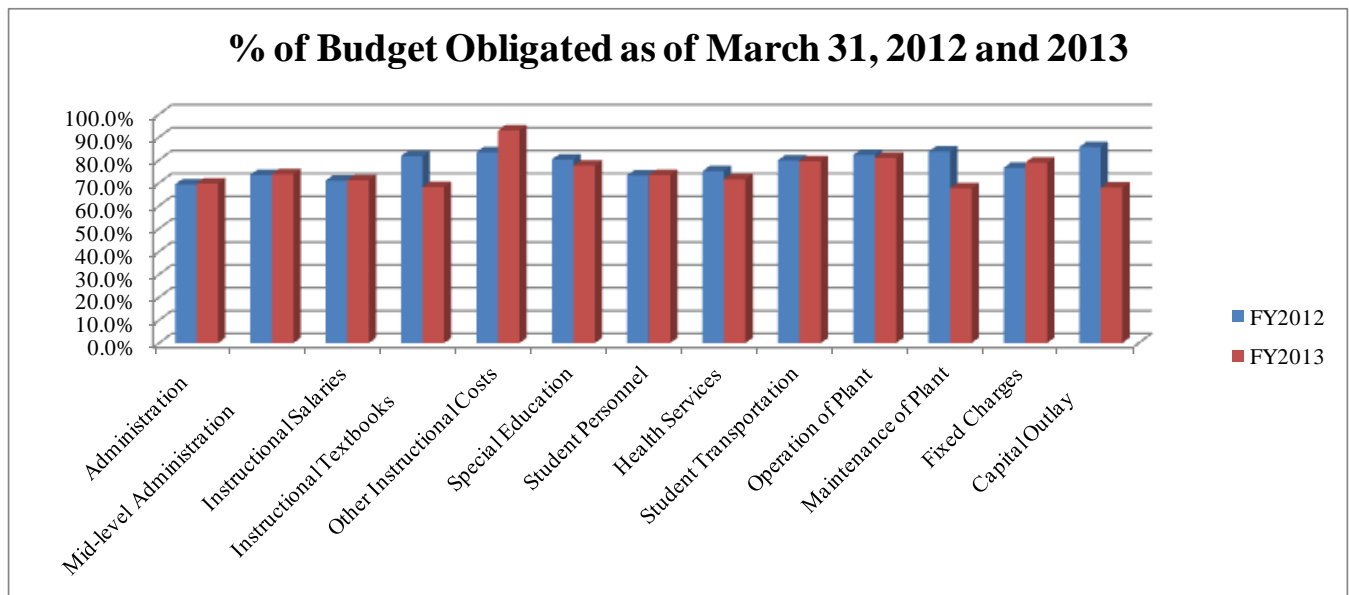


Figure 3

- **Administration and Midlevel Administration** – The budget and expenditures for nonsalary administration expenditures are essentially the same as the prior year. 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 \$2.9 million less than the prior year because FY2012 had higher computer replacements costs through March 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, \$7 million, 93% of the FY2013 budgeted funds, have been committed. In the prior year, \$6.6 million, 83.4%, 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 March 2013, 96.6% of the nonsalary budget has been committed, compared to 96.4% committed at March 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 March 2013, 91.7% of the nonsalary budget has been committed, compared to 93.2% committed at March 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 \$14.8 million, 70.4% of the budgeted amount, as compared with \$14.1 million, or 89.7%, in the prior fiscal year. Capital outlay nonsalary expenditures are 85.7% expended at March 2013, as compared to being over the budget in March 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.

Baltimore County Public Schools
Comparison of FY 2012 and FY 2013 Revenues, Expenditures, and Encumbrances
Budget and Actual
For the Periods Ended March, 2012 and 2013
General Fund

	FY 2012				FY 2013				
	Adjusted	Total	Remaining	Percentage	Adjusted	Total	Remaining	Percentage	
	Budget	Rev/Exp/Enc. as of 03/31/12	Budget as of 03/31/12	Earned or Obligated	Budget	Rev/Exp/Enc. as of 03/31/13	Budget as of 03/31/13	Earned or Obligated	
Revenues									
Baltimore County	\$ 668,495,342	\$ 437,975,107	\$ 230,520,235	65.5%	\$ 689,743,020	\$ 448,350,892	\$ 241,392,128	65.0%	
State of Maryland	536,555,216	439,182,668	97,372,548	81.9%	555,570,405	450,743,949	104,826,456	81.1%	
Federal	4,540,000	4,522,861	17,139	0.0%	760,000	421,017	338,983	55.4%	
Other	17,152,039	12,249,702	4,902,337	71.4%	26,180,284	20,739,723	5,440,561	79.2%	
Total revenues	\$ 1,226,742,597	\$ 893,930,338	\$ 332,812,259	72.9%	\$ 1,272,253,709	\$ 920,255,581	\$ 351,998,128	72.3%	
Expenditures and encumbrances									
Administration	salary	\$ 25,079,503	\$ 18,399,299	\$ 6,680,204	73.4%	\$ 25,058,479	\$ 18,041,259	\$ 7,017,220	72.0%
	non-salary	12,030,213	7,352,533	4,677,680	61.1%	11,719,617	7,603,546	4,116,071	64.9%
	subtotal	37,109,716	25,751,822	11,357,884	69.4%	36,778,096	25,644,805	11,357,884	69.7%
Mid-level administration	salary	78,799,778	57,016,740	21,783,038	72.4%	79,688,827	57,854,038	21,834,789	72.6%
	non-salary	7,927,079	6,784,122	1,142,957	85.6%	7,808,198	6,824,950	983,248	87.4%
	subtotal	86,726,857	63,800,862	22,925,995	73.6%	87,497,025	64,678,988	22,818,037	73.9%
Instruction:									
Instructional salaries	salary	451,832,533	321,377,181	130,455,352	71.1%	455,656,497	324,296,604	131,359,893	71.2%
Instructional textbooks	non-salary	20,977,566	17,160,108	3,817,458	81.8%	20,837,559	14,233,910	6,603,649	68.3%
Other instructional costs	non-salary	8,009,237	6,681,839	1,327,398	83.4%	7,572,440	7,039,028	533,412	93.0%
Special education	salary	113,758,611	84,501,833	29,256,778	74.3%	119,397,050	84,877,958	34,519,092	71.1%
	non-salary	41,470,784	40,090,865	1,379,919	96.7%	41,458,574	39,975,919	1,482,655	96.4%
	subtotal	155,229,395	124,592,698	30,636,697	80.3%	160,855,624	124,853,877	36,001,747	77.6%
Student personnel	salary	8,388,579	6,198,721	2,189,858	73.9%	8,617,556	6,365,230	2,252,326	73.9%
	non-salary	171,111	84,137	86,974	49.2%	171,111	98,224	72,887	57.4%
	subtotal	8,559,690	6,282,858	2,276,832	73.4%	8,788,667	6,463,453	2,325,214	73.5%
Health services	salary	13,417,920	10,010,971	3,406,949	74.6%	13,866,650	9,885,341	3,981,309	71.3%
	non-salary	467,818	430,440	37,378	92.0%	450,433	378,836	71,597	84.1%
	subtotal	13,885,738	10,441,411	3,444,327	75.2%	14,317,083	10,264,177	4,052,906	71.7%
Student transportation	salary	33,290,193	22,507,866	10,782,327	67.6%	34,687,921	23,155,838	11,532,084	66.8%
	non-salary	24,979,624	24,070,908	908,716	96.4%	26,072,673	25,185,996	886,677	96.6%
	subtotal	58,269,817	46,578,774	11,691,043	79.9%	60,760,594	48,341,833	12,418,761	79.6%
Operation of plant	salary	41,374,772	28,976,427	12,398,345	70.0%	43,058,502	29,887,581	13,170,921	69.4%
	non-salary	46,215,315	43,078,156	3,137,159	93.2%	47,395,550	43,451,370	3,944,180	91.7%
	subtotal	87,590,087	72,054,583	15,535,504	82.3%	90,454,052	73,338,951	17,115,101	81.1%
Maintenance of plant	salary	11,942,283	9,076,024	2,866,259	76.0%	13,562,978	8,635,273	4,927,705	63.7%
	non-salary	15,759,183	14,129,852	1,629,331	89.7%	21,080,814	14,842,367	6,238,447	70.4%
	subtotal	27,701,466	23,205,876	4,495,590	83.8%	34,643,792	23,477,640	11,166,152	67.8%
Fixed charges	non-salary	267,632,772	205,406,255	62,226,517	76.7%	290,727,510	229,613,922	61,113,588	79.0%
Capital outlay	salary	2,820,491	2,057,791	762,700	73.0%	2,972,038	1,951,152	1,020,886	65.7%
	non-salary	397,232	702,140	(304,908)	176.8%	392,732	336,529	56,203	85.7%
	subtotal	3,217,723	2,759,931	457,792	85.8%	3,364,770	2,287,681	1,077,089	68.0%
Total Salary		\$ 780,704,663	\$ 560,122,853	\$ 220,581,810	71.7%	\$ 796,566,498	\$ 564,950,274	\$ 231,616,224	70.9%
Total Non-Salary		446,037,934	365,971,356	80,066,578	82.0%	475,687,211	389,584,596	86,102,615	81.9%
Total expenditures and encumbrances		\$ 1,226,742,597	\$ 926,094,209	\$ 300,648,388	75.5%	\$ 1,272,253,709	\$ 954,534,869	\$ 317,718,840	75.0%

Figure 4

Prepared by: Office of Financial Reporting, April 16, 2013

FINANCIAL REPORT
FEDERAL, STATE, AND LOCAL GRANTS
SPECIAL REVENUE FUND
FOR THE PERIOD ENDING MARCH 31, 2013

Attached is the report of federal, state, and local grants budgets and expenditures, for the period ending March 31, 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.

Baltimore County Public Schools
Special Revenue Fund - Federal, State and Local Grants
Budget vs. Actual
As of March 31, 2013

<u>Grant Type</u>	<u>Grant Budget</u>	<u>Inception to Date Expenditures & Encumbrances</u>	<u>Remaining Available Balance</u>
Alternative Education Programs - Federal	\$ 423,172	\$ 268,475	\$ 154,697
Alternative Education Programs - State	15,836	15,836	-
Alternative Education Programs - Local	3,167	3,167	-
Total Alternative Education Programs	<u>442,175</u>	<u>287,478</u>	<u>154,697</u>
Career and Technology Programs - Federal	2,037,890	1,842,405	195,485
Career and Technology Programs - State	156,472	109,163	47,309
Total Career & Technology Programs	<u>2,194,362</u>	<u>1,951,568</u>	<u>242,794</u>
Infants and Toddlers Programs - Federal	4,104,038	2,998,345	1,105,693
Infants and Toddlers Programs - State	1,541,172	994,000	547,172
Total Infants & Toddlers Programs	<u>5,645,210</u>	<u>3,992,345</u>	<u>1,652,865</u>
Race to the Top - Federal	11,911,213	8,119,312	3,791,901
Special Education Programs - Federal	26,920,241	18,244,248	8,675,993
Special Education Programs - State	2,500,822	1,695,387	805,435
Total Special Education Programs	<u>29,421,063</u>	<u>19,939,635</u>	<u>9,481,428</u>
Third Party Billing - Medicaid - Federal	7,513,010	5,122,760	2,390,250
Title I Programs - Federal	63,864,536	49,498,694	14,365,842
Title II Teacher Quality - Federal	11,740,080	7,737,845	4,002,235
Title III World Languages - Federal	1,382,667	654,530	728,137
Other Miscellaneous Programs - Federal	1,907,888	1,606,303	301,585
Other Miscellaneous Programs - State	1,752,896	1,380,862	372,034
Other Miscellaneous Programs - Local	308,532	238,666	69,866
Total Other Miscellaneous Programs	<u>3,969,316</u>	<u>3,225,831</u>	<u>743,485</u>
Total Federal Programs	<u>\$ 131,804,735</u>	<u>\$ 96,092,917</u>	<u>\$ 35,711,818</u>
Total State Programs	<u>5,967,198</u>	<u>4,195,248</u>	<u>1,771,950</u>
Total Local Programs	<u>311,699</u>	<u>241,833</u>	<u>69,866</u>
Total Grant Programs	<u><u>\$ 138,083,632</u></u>	<u><u>\$ 100,529,998</u></u>	<u><u>\$ 37,553,634</u></u>

CAPITAL PROJECT STATUS REPORT
ADDITIONS AND NEW SCHOOL CONSTRUCTION PROJECTS
THROUGH MARCH 31, 2013

Below is a status report of capital additions and new school construction projects as of March 31, 2013. 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.

PROJECT NAME	ESTIMATED COMPLETION DATE	TOTAL BUDGET	EXPENDED	ENCUMBERED	BALANCE
ELEMENTARY SCHOOL-DESIGN	TO BE DETERMINED	\$ 13,091,894	\$ -	\$ -	\$ 13,091,894
LUTHERVILLE AREA ES NEW	AUG '14	8,750,965.00	915,021.03	408,470.97	7,427,473.00
CARVER CENTER (REPLACEMENT)	PUNCHLIST/CLOSE-OUT	73,388,142.00	61,976,283.78	654,455.69	10,757,402.53
DUNDALK HS & SOLLERS PT - CONST	AUG '13	102,247,368.00	79,054,106.34	14,651,736.15	8,541,525.51
DUNDALK HS & SOLLERS PT - DESIGN	AUG '13	6,494,330.00	6,212,066.00	271,255.36	11,008.64
WEST TOWSON ES	CONSTRUCTION COMPLETE	24,272,810.00	21,614,962.44	26,099.55	2,631,748.01
STONELEIGH ES - ADDITION	AUG '13	21,283,646.00	8,531,324.91	5,326,868.14	7,425,452.95
HAMPTON ES - ADDITION	SEPT '13	14,193,857.00	10,639,604.02	1,806,775.44	1,747,477.54
YORK ROAD CORRIDOR ADDITIONS	ON-GOING	432,131.00	0.00	0.00	432,131.00
SPARKS- ES ADITION	AUG '15	320,000.00	0.00	0.00	320,000.00
	Total	\$ 264,475,143	\$ 188,943,369	\$ 23,145,661	\$ 52,386,113

FINANCIAL REPORT
OFFICE OF FOOD AND NUTRITION SERVICES
ENTERPRISE FUND
FOR THE MONTHS ENDING MARCH 31, 2012 AND 2013

Attached is the proprietary fund *Comparison of FY2012 and FY2013 Revenue and Expenses – Budget and Actual* for the periods ending March 31, 2012 and March 31, 2013. Amounts included reflect actual revenues and expenses to date and do not reflect forecasts of revenues and expenses. Figure 1 is a comparative statement of budget-to-actual revenues and expenses. Figure 2 demonstrates the revenue breakdown by category.

Background

Proprietary Fund Financial Statements are used to reflect activities that operate like commercial enterprises. The Office of Food and Nutrition Services operates as an enterprise fund. An enterprise fund charges fees for services which are provided to customers.

The Office of Food and Nutrition Services directs the Child Nutrition Programs consisting of the National School Lunch, School Breakfast, After-School Snack, Supper, Fresh Fruit and Vegetable, and the Summer Food Service Program for the students of Baltimore County Public Schools. These are federally subsidized programs providing the revenue to operate within the district. The program regulations are administered at the national level by the United States Department of Agriculture (USDA). The Maryland State Department of Education (MSDE) is responsible for the program operation within the state. The Office of Food and Nutrition Service operates within federal and state requirements. Federal revenue is received on a per meal basis. MSDE provides the majority of state funds in six equal installments.

Budget

The Office of Food and Nutrition Services' adopted budget is based on past performance and future expectations. At the beginning of the fiscal year, an adjusted budget is prepared to reflect the prior year end activity and actual factors. The attached report includes the adjusted budget.

Revenue

Based on a 180 days operating year, as of March, 2013, 132 days or 73.33% of the school year has lapsed. Year-to-date operating revenues (food sales) total \$9,844,706 (74.12%) compared to \$10,805,712 (74.15%) for the same period in FY2012, a \$961,006 decrease. This change is due to a reduction in paid lunches. Federal reimbursement is \$19,001,557 (76.41%) year-to-date through March, 2013 compared to \$18,099,091 (82.05%) at March, 2012, a \$902,466 increase. This change is due to an increase in the free meal participation. The State revenues are \$645,775 (77.52%) year-to-date through March, 2013 compared to \$602,500 for the same period in FY2012, a \$43,275 increase. For FY 2013, interest income and other revenue includes onetime contributions of \$293,636.

Expenses

Year-to-date expenses through March, 2013 are \$28,712,109 (69.98%) compared to \$27,781,778 (71.01%) for same period in FY2012. This increase of \$930,331 is the result of the increase in meals served and increased prices.

Baltimore County Public Schools
Comparison of FY 2012 and FY 2013 Revenues and Expenses
Budget and Actual
For the Periods Ended March 31, 2012 and 2013
Proprietary Fund

Figure 1

	FY 2012				FY 2013			
	Adjusted Budget	Total Rev/Exp as of 03/31/12	Remaining Budget	% of Budget Earned or Spent	Adjusted Budget	Total Rev/Exp as of 03/31/13	Remaining Budget	% of Budget Earned or Spent
Operating revenues:								
Charges for sales and services	\$ 14,572,050	\$ 10,805,712	\$ 3,766,338	74.15%	\$ 13,282,290	\$ 9,844,706	\$ 3,437,584	74.12%
Operating expenses:								
Cost of food sold	14,934,814	11,960,758	2,974,056	80.09%	17,741,230	12,716,134	5,025,096	71.68%
Salaries, wages, and benefits	21,100,723	13,892,383	7,208,340	65.84%	19,804,437	13,932,836	5,871,601	70.35%
Supplies	1,066,164	855,501	210,663	80.24%	1,298,500	1,032,130	266,370	79.49%
Maintenance and repair of equipment	780,500	462,497	318,003	59.26%	700,500	446,520	253,980	63.74%
Administration and support	742,082	381,250	360,832	51.38%	749,630	389,745	359,885	51.99%
Other	498,000	229,389	268,611	46.06%	736,535	194,744	541,791	26.44%
Total operating expenses	39,122,283	27,781,778	11,340,505	71.01%	41,030,832	28,712,109	12,318,723	69.98%
Operating income (loss)	(24,550,233)	(16,976,066)	(7,574,167)	69.15%	(27,748,542)	(18,867,403)	(8,881,139)	67.99%
Nonoperating revenues (expenses):								
Federal reimbursement of food service costs	22,059,774	18,099,091	3,960,683	82.05%	24,867,462	19,001,557	5,865,905	76.41%
State reimbursement of food service costs	765,584	602,500	163,084	78.70%	833,080	645,775	187,305	77.52%
Federal donated commodities	1,796,000	1,376,933	419,067	76.67%	2,000,000	1,466,668	533,332	73.33%
Interest income and other	8,000	6,524	1,476	81.55%	48,000	293,636	(245,636)	611.74%
Total nonoperating revenues (expenses)	24,629,358	20,085,049	4,544,309	81.55%	27,748,542	21,407,636	6,340,906	77.15%
Total Revenue	39,201,408	30,890,761	8,310,647	78.80%	41,030,832	31,252,342	9,778,490	76.17%
Income (loss)	\$ 79,125	\$ 3,108,983	\$(3,029,858)		\$ -	\$ 2,540,233	\$(2,540,233)	

**Total Revenue
FY 2013
YTD March 31, 2013
\$31,252,342**

Figure 2

