I. PLEDGE OF ALLEGIANCE

II. SILENT MEDITATION IN REMEMBRANCE

III. AGENDA
Consideration of the agenda for July 9, 2013

IV. MINUTES
Consideration of the Open and Closed Minutes of June 11, 2013

V. SELECTION OF SPEAKERS

VI. ADVISORY AND STAKEHOLDER GROUPS

VII. GENERAL PUBLIC COMMENT

VIII. PRESIDENT’S REPORT

IX. ELECTION OF OFFICERS FOR SCHOOL YEAR 2013-2014

X. OLD BUSINESS
A. Consideration of the following Board of Education Policies (third reading): (Mr. Bowler)
   - Proposed Deletion of Policy 2320 - ADMINISTRATION: Administrative Operations – Line of Responsibility
   - Proposed Changes to Policy 3410 – NON-INSTRUCTIONAL SERVICES: Transportation Services – Responsibilities and Duties
   - Proposed Changes to Policy 3420 - NON-INSTRUCTIONAL SERVICES: Transportation Services – Routes and Services
   - Proposed Changes to Policy 4102 – PERSONNEL: Conduct – Sexual Harassment

Exhibit A
Exhibit B
Exhibit C
Exhibit D
Exhibit E
X. OLD BUSINESS (cont)

- Proposed Deletion of Policy 5310 – STUDENT: Activities – Awards for Achievement  
  Exhibit F
- Proposed Changes to Policy 6102 – INSTRUCTION: Curriculum – Teaching Controversial Issues  
  Exhibit G
- Proposed Changes to Policy 6304 – INSTRUCTION: Schedules – Commemorations and Observances  
  Exhibit H

XI. NEW BUSINESS

A. Consideration of consent to the following personnel matters: (Dr. Grillo)
   1. Transfers  
      Exhibit I
   2. Retirements  
      Exhibit J
   3. Resignations  
      Exhibit K
   4. Leaves of Absence  
      Exhibit L
   5. Deceased: Recognition of Service  
      Exhibit M

B. Consideration of consent to Administrative Appointments (Dr. Dance)  
   1. Recognition of Administrative Appointments  
      Exhibit N

C. Consideration of Amendments to the Superintendent’s Contract

D. Consideration of Board of Education Norms and Focus Areas  
   Exhibit O

E. Consideration of consent to the following contract awards: (Mr. Moniodis)  
   1. Contract Extension and Modification: Augmentative Communication Devices  
      Exhibit P
   2. Contract Extension and Modification: Peer Assistance and Review Program
   3. Accelerated Math Achievement Program
   4. Boiler/Pressure Vessel/Hot Water Generator Installations, Repairs, Inspections, Preventative Maintenance, and Parts
   5. Computerized Counseling Services
   6. Foundational Reading Skill K-Grade 3
   7. Graduation Caps, Gowns, Hoods, and Collars
XI. NEW BUSINESS (cont)

8. Inspection of Storage Tank Systems
9. Instructional Resources – Writer’s Workshop
10. Measure for Academic Progress (MAP)
11. Textbooks – Trade Books for Elementary Language Arts Unit One
12. Vehicle Parts and Materials
13. Site Accessibility Improvements for Loch Raven High School
14. Demolition of Old George Washington Carver Center for Arts and Technology and Construction of Athletic Fields

XII. REPORTS

A. Report on the following Board of Education Policies (first reading): (Mr. Bowler)
   • Proposed Changes to Policy 1260 – COMMUNITY RELATIONS: Community Involvement-School Volunteers Exhibit Q
   • Proposed Changes to Policy 6000 – INSTRUCTION: Instruction-Curriculum and Instruction Exhibit R
   • Proposed Changes to Policy 6200 – INSTRUCTION: Instructional Services-School Libraries Exhibit S
   • Proposed Changes to Policy 6601 – INSTRUCTION: Curriculum Extensions and Alternative Programs-Summer School Exhibit T
   • Proposed Changes to Policy 6604 – INSTRUCTION: Evaluation of the Instructional Program-Purpose of the Evening and Saturday High School Programs Exhibit U

B. Fiscal Year 2015 Operating and Capital Budget Schedules (Ms. Burnopp) Exhibit V

XIII. INFORMATION

A. Revised Superintendent’s Rule 3410 – NON-INSTRUCTIONAL SERVICES: Transportation Services – Responsibilities and Duties Exhibit W

B. Revised Superintendent’s Rule 3420 - NON-INSTRUCTIONAL SERVICES: Transportation Services – Routes and Services Exhibit X
XIII. INFORMATION (cont)

C. Revised Superintendent’s Rule 4102 – PERSONNEL: Conduct – Sexual Harassment

D. Revised Superintendent’s Rule 6102 – INSTRUCTION: Curriculum-Teaching of Controversial Issues

E. Board of Education Policies Schedule for Review in School Year 2013-2014

F. Policy Editing Conventions

G. Appeals and Hearings Handbook

H. Financial Report for the months ending May 2012 and 2013

I. Quality Management System (QMS) Recertification Audit

J. Southeast Area Education Advisory Council Minutes of May 13, 2013

XIV. ANNOUNCEMENTS

Next Board Meeting Tuesday, August 6, 2013
7:00 PM Greenwood
The Board of Education of Baltimore County met 4:00 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. Rodger C. Janssen, Mr. Charles McDaniels, Jr., Mr. George J. Moniodis, Mr. H. Edward Parker, Mr. David Uhlfelder, Romaine Williams, Esq., and Miss Olivia Adams. In addition, Dr. S. Dallas Dance, Superintendent of Schools, and staff members were present.

The Board entertained oral argument in Hearing Examiner’s Case #13-18. The matter was heard in closed session.

In addition to the above listed Board members, the following persons were present for oral argument: the Appellant; Ms. Michele O. Prumo, Chief of Staff; Mr. D. Mychael Dickerson, Chief Communications Officer, Mr. Michael G. Sines, Chief Operations Officer; Margaret-Ann F. Howie, Esquire, General Counsel; Valerie Thompson, Esquire, Associate General Counsel, Dr. Carol Batoff, Superintendent’s Designee, Andrew W. Nussbaum, Esquire, Legal Counsel to the Board of Education; and Ms. Deborah Decker, Senior Executive Assistant to the Board of Education. The proceedings of the hearing were recorded by a court reporter.

Staff exited the room at 4:23 p.m.; the Board deliberated on the case.

The Board convened in open session at 4:35 p.m.

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

Pursuant to the Annotated Code of Maryland, State Government Articles, §§10-508(a)(1), (a)(7), and (a)(9) and upon motion of Mr. Parker, seconded by Mr. McDaniels, the Board commenced its closed session at 4:37 p.m.

CLOSED SESSION MINUTES

The Board of Education of Baltimore County, Maryland, met in closed session at 4:37 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. Rodger C. Janssen, Mr. Charles McDaniels, Jr., Mr. George J. Moniodis, Mr. H. Edward Parker, Mr. David Uhlfelder, Romaine Williams, Esq., and Miss Olivia Adams. In addition, Dr. S. Dallas Dance, Superintendent of Schools, and the following staff members were present: 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; Mr. George Duque, Manager, Office of Staff Relations, Margaret-Ann F. Howie, Esquire, General Counsel; Andrew W. Nussbaum, Esquire, Counsel to the Board of Education; and Ms. Deborah Decker, Senior Executive Assistant to the Board of Education.

Miss Adams exited the room at 4:37 p.m.

Mr. Duque reviewed with Board members the recognition of a new exclusive bargaining representative.

Mr. Duque exited the room at 4:41 p.m.

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

Dr. Grillo and Dr. Arrington exited the room at 5:09 p.m.

Ms. Roddy entered the room at 5:10 p.m.

Mr. Nussbaum provided legal advice regarding compliance training and legal advice regarding pending litigation.

**ADMINISTRATIVE FUNCTION SESSION**

Ms. Prumo, Mr. Sines, and Mr. Dickerson exited the room at 5:19 p.m. so that the Board could convene an administrative function session.

Mr. Schmidt spoke about the upcoming Board elections in July and also committee assignments and times for the next school year.

Dr. Dance and Ms. Howie exited the room at 5:37 p.m. so that the Board could convene an administrative function session.

At 5:38 p.m., Board members discussed the following:

- Board members’ fiscal responsibilities
- Superintendent’s evaluation
- Superintendent’s contract

Mr. Moniodis exited the room at 6:15 p.m.
Mr. Moniodis entered the room at 6:16 p.m.
Ms. Bright Gordon exited the room at 6:22 p.m.
Mr. Janssen exited the room at 6:23 p.m.
Ms. Bright Gordon entered the room at 6:24 p.m.
Mr. Janssen entered the room at 6:25 p.m.

On motion of Mr. Janssen, seconded by Mr. Uhlfelder, the Board adjourned its administrative function session for a brief dinner.

**OPEN SESSION MINUTES**

The Board of Education of Baltimore County, Maryland, reconvened in open session at 7:04 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. Rodger C. Janssen, Mr. Charles McDaniel, Jr., Mr. George J. Moniodis, Mr. H. Edward Parker, Ms. Valerie A. Roddy, Mr. David Uhlfelder, Romaine Williams, Esq., and Miss Olivia Adams. 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 Tasha Fu, a student at Catonsville 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 Open and Closed Minutes of February 19, 2013; the Open and Closed Minutes of March 19, 2013; the Open and Closed Minutes of April 23, 2013; the Open and Closed Minutes of May 7, 2013; the Open and Closed Minutes of May 21, 2013, and the Report on the Public Hearing of May 22, 2013, were deemed approved as presented on the Web site.

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.
While the Board encourages public input on policy, programs, and practices within the purview of this Board and this school system, this is not the proper avenue to address specific student or employee matters, or to comment on matters that do not relate to public education in Baltimore County. The Board encourages everyone to utilize existing avenues of redress for complaints. Inappropriate personal remarks or other behavior that disrupts or interferes with the conduct of this meeting are out of order.

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.

**ADVISORY AND STAKEHOLDER COMMENTS**

Ms. Abby Beytin, President of the Teachers Association of Baltimore County, spoke about teachers who had not yet received their 2013-14 assignment, summer training, and the calendar changes for high school hours.

Ms. Jacqueline Brewster, President of the PTA Council of Baltimore County, informed the Board about the council’s leadership training and upcoming events.

Ms. Jessica Paffenbarger, Chair of the Citizens Advisory Committee for Gifted and Talented Education, discussed the committee’s interest in the ELA programs and the needs of teachers relative to GT programs.

Mr. David Basler, President of the American Federation of State, County, and Municipal Employees (AFSCME), spoke of concerns regarding contracting work out for Operations and Grounds personnel and the need for teaching and training of personnel.

Ms. Jacqueline Brewster, Chair of the Southeast Area Education Advisory Council, spoke about the upcoming joint Advisory Council meeting on June 13 and the opening of Dundalk/Sollers Point High School and the Norwood/Holabird schools this fall.

Ms. Beverly Coleman, Chair of the Southwest Area Education Advisory Council, spoke about the funding of new elementary school seats as announced in the county council’s budget, overcrowding issues and air conditioning concerns in the Southwest area.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 2320

No one signed up to speak.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 3410

No one signed up to speak.
PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 3420

No one signed up to speak.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 4102

No one signed up to speak.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 5310

No one signed up to speak.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 6102

No one signed up to speak.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 6304

No one signed up to speak.

GENERAL PUBLIC COMMENT

Ms. China Williams, a Westowne Elementary parent and PTA member, provided a list of improvements to help with the issue of air conditioning, in particular a revised early dismissal policy.

Mr. Charles Knutson, a Hillcrest Elementary parent, spoke about routine communication from staff regarding overcrowding in the SW Area and of planned solutions and strategies to address these concerns.

Mr. Mohammed Jameel asked the Board to recognize all ethnic holidays on the school calendar.

Ms. Roddy exited room at 7:38 p.m.

Bash Pharoan asked the Board to acknowledge the Muslim holidays on the school calendar.

Ms. Roddy entered the room at 7:39 p.m.

Ms. Jean Suda spoke about high school staffing ratios and the allocation model for Tier 1 schools. She asked that an explanation for the model be provided in a public forum for interested parents.
Ms. Lili Mundroff, a Hillcrest Elementary parent, addressed the Board members about overcrowding concerns and the lack of library time for students. She also stated that she is not pleased with the Bloomsbury site as a possible solution to the help with overcrowding and that more relief strategies are needed.

Ms. Cathy Fu, a parent from Westowne Elementary, spoke about air conditioning concerns and the need for an early dismissal policy to address inside temperatures in school buildings. She also spoke about the disparity in the quality of school buildings.

Tasha Fu deferred her time to Naseen Skaarenborg.

Ms. Naseen Skaarenborg spoke about air conditioning at Westowne Elementary and the need for an early dismissal policy based on inside building temperatures.

Mr. Richard Foot, a parent of Eastwood Magnet School students, stated that he would support an early dismissal policy. Mr. Foot spoke of his displeasure of the planned closing of Eastwood. He reminded the Board that funds realized from the sale of Baltimore County government properties should be applied to air conditioning of non-air conditioned schools.

Miss Erica Fu, a Westowne Elementary student, shared her learning challenges because of the lack of air conditioning.

**SUPERINTENDENT’S REPORT**

Dr. Dance thanked the Board members who will be leaving office for their service to Baltimore County Public Schools. Dr. Dance recognized staff members who have served for over 35 years and who are retiring in the next few weeks. Dr. Dance spoke of his time spent with recent graduates. Dr. Dance shared with the Board that BCPS graduates have received in excess of $139,000 in scholarships. Dr. Dance informed the Board members of the SAT feedback from Grade 11 students taking the test during the school day. This was the first time the test was offered to all students in Grade 11 during the school day. The overall feedback from administrators has been positive. Dr. Dance spoke about the new Teacher Evaluation tool. More work is needed on the document at this time.

Dr. Dance stated there are a number of critical projects underway, including increasing elementary capacity and the move to instructional digital conversion. Dr. Dance informed the Board members of the What’s Happening link on the BCPS Web site. The links will provide updates and frequently asked questions about major initiatives. Dr. Dance will also be requesting approval from the Board members for Blueprint 2.0 later during this meeting.

**PRESIDENT’S REPORT**

Mr. Schmidt provided an update on the following items:
High School Graduations – Board members who attended graduation ceremonies found it to be a very rewarding experience.

End of Year – The first year under Dr. Dance’s leadership has been very successful with Team BCPS and Blueprint 2.0. The Board is very proud of Dr. Dance’s first year, recognizing that there are more challenges ahead.

New Board Members – As of July 1, the Board of Education will welcome three new members: Marisol A. Johnson who replaces Cornelia Bright-Gordon, Edward J. Gillis who will replace Valerie Roddy, and Jonathan P. Galla, student member who will replace Olivia Adams. David Uhlfelder was appointed to another term. Mr. Schmidt expressed his appreciation for departing Board members who have served this school system well.

OLD BUSINESS

Board of Education Policies

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

The Board approved the following proposed policies (favor-12-0):

- Proposed New Policy 4010 – PERSONNEL: General-Nepotism
- Proposed Changes to Policy 8340 – INTERNAL BOARD POLICIES: Operations-Appeal Before the Board of Education
- Proposed Changes to Policy 8341 – INTERNAL BOARD POLICIES: Operations-Appeal Before A Hearing Examiner

Mr. Uhlfelder encouraged Board members ready Policy 8341 and Mr. Schmidt asked Board members to review Policy 4010.

PROPOSED SCHOOL CALENDAR 2014-15

Mr. George Duque, Manager, Office of Staff Relations, presented the School Calendar for the 2014-2015 school year. This is the third reading.

Mr. Uhlfelder moved approval of the proposed School Calendar 2014-2015. The motion was seconded by Ms. Roddy and approved by the Board as presented in exhibit E (favor-11; opposed-0; abstained-1).
REVISIONS TO SCHOOL CALENDAR 2013-2014

Mr. Duque presented the revisions to the School Calendar 2013-2014, stating only the narrative on page 3 changed.

On motion of Mr. Parker, seconded by Ms. Williams, the Board approved the revisions to the School Calendar 2013-2014 as presented in exhibit F (favor-12).

PERSONNEL MATTERS

On motion of Mr. Janssen, seconded by Ms. Roddy, the Board approved the personnel matters as presented on exhibits G, H, I, J, K (Copies of the exhibits are attached to the formal minutes).

On motion of Mr. Janssen, seconded by Ms. Roddy, the Board approved the following administrative appointments as presented in exhibit L (Copy of the exhibit is attached to the formal minutes): Principal, Cedarmere Elementary School, Executive Director of Technology, Principal, Windsor Mill Middle School, Coordinator, Teaching and Learning/Autism, Supervisor, Office of Library Information Services and Instructional Technology, Compliance Specialist, Office of Title I, Principal, Woodmoor Elementary School, Principal, Middle River Middle School, Principal, Patapsco High School and Center for the Arts, Coordinator, Office of Elementary Language.

On a motion of Ms. Williams, seconded by Mr. Moniodis, the Board approved Principal, Overlea High School. Mr. Collins opposed the appointment.

On a motion of Ms. Williams, seconded by Mr. Parker, the Board approved the Principal, Catonsville High School. Mr. Collins opposed the appointment.

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

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<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
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<tbody>
<tr>
<td>LAURA L. BROWN</td>
<td>Assistant Principal</td>
<td>Principal</td>
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<tr>
<td>(Effective July 1, 2013)</td>
<td>Fullerton Elementary School</td>
<td>Cedarmere Elementary School</td>
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<tr>
<td>LLOYD BROWN</td>
<td>Business Development Manager</td>
<td>Executive Director of Technology</td>
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<td>(Effective June 12, 2013)</td>
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<tr>
<td>HARVEY F. CHAMBERS</td>
<td>Assistant Principal</td>
<td>Principal</td>
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<td>(Effective July 1, 2013)</td>
<td>Southwest Academy Magnet School</td>
<td>Windsor Mill Middle School</td>
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<td>for Science and Engineering</td>
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<tr>
<td>DANA A. DEMBY</td>
<td>Area Support Specialist</td>
<td>Coordinator, Teaching and Learning/Autism</td>
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<tr>
<td>(Effective July 1, 2013)</td>
<td>Office of Special Education</td>
<td>Office of Special Education</td>
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REQUEST FOR RECOGNITION BALTIMORE COUNTY PUBLIC SCHOOLS ORGANIZATION OF PROFESSIONAL EMPLOYEES (BCPSOPE)

Mr. Duque asked that the Board recognize the proposed Baltimore County Public Schools Organization of Professional Employees (BCPSOPE) as the exclusive bargaining representative for non-certificated professional employees (exhibit M).

Ms. Bright Gordon moved that the Board recognize the proposed Baltimore County Public Schools Organization of Professional Employees (BCPSOPE) as the exclusive bargaining
representative. The motion was seconded by Ms. Williams and approved by the Board (favor-12).

**PROPOSAL FOR BLUEPRINT 2.0**

Dr. Dance presented the *Blueprint 2.0*, the school system’s five-year strategic plan. He highlighted four focus areas: academics, safety and security, communication, and organizational effectiveness.

Ms. Roddy moved approval of the proposed *Blueprint 2.0*. The motion was seconded by Mr. Uhlfelder and approved by the Board as presented in exhibit N (favor-12).

**FY14 OPERATING BUDGET**

Ms. Barbara Burnopp, Chief Financial Officer, reported on the proposed FY14 Operating Budget. The superintendent’s proposed FY 2014 budget was approved and adopted by the Board on February 5, 2013. The adopted FY 2014 operating budget incorporates the proposed changes to the organizational charts and special education staffing plans. On April 15, 2013, the County Executive proposed some modifications to the FY 2014 operating budget and on May 23, 2013, the County Council adopted the FY 2014 budget with these amendments.

Local county revenues are proposed to remain at or near the Maintenance of Effort (MOE) as prescribed by state law. Other significant amendments proposed by the executive and adopted by the Council include:

- Delete internal auditor position (1.0 FTE) <$70,000>
- Increase automated messaging cost $50,000
- Increase visitor identification system maintenance $84,000
- Delete network monitoring system <$295,600>
- Increase instructional salaries to reflect projected turnover $2,000,000
- Increase Norwood Elementary/Holabird Middle Schools technology outfitting $870,000
- Increase Norwood Elementary/Holabird Middle Schools transportation <$97,832> (7.0 FTEs) and decrease diesel fuel
- Increase teacher mileage reimbursements for Peer Assessment and Review activities $90,000
- Reallocate curriculum development funding to reflect FY13 expenditures <$700,000>
- Reduce AdvancePath funding to reflect Race to the Top Grant support <$275,000>
- Reduce utilities, rent, and custodial supplies <$973,257>
- Reduce Aging School Grant as funded by the state <$1,577,626>
- Reduce health insurance and benefits, and increase other post employment benefits and pension costs <$3,839,563>
Ms. Burnopp reported the total budget for all funds is $1,648,950,092. This includes $896,422,356 in local funding from Baltimore County, $620,027,399 in state funds, $94,032,385 in federal grants and contributions, and $38,467,952 in funds from service charges and other sources. However, it was determined that one student was not accounted for and therefore, Ms. Burnopp advised that she would be bringing forward a supplement to the budget at a later date in the amount of $6,849.

Mr. Parker moved approval of the adopted FY14 Operating Budget and the Special Education Staffing as presented in exhibit O. The motion was seconded by Mr. Bowler. Mr. Uhlfelder asked Ms. Burnopp for the breakdown of the capital budget; Ms. Burnopp referred to attachment 1 of the exhibit. Mr. Janssen asked for an explanation of the amount of increase of mileage for the peer assessments stating that he calculated an increase of $160,000. Ms. Burnopp responded that the increase was calculated and added by the county executive. Mr. Bowler inquired about the changes for transportation and also health insurance. Ms. Burnopp explained the difference in transportation was between a cost reduction to diesel fuel but an increase in FTE’s to transport students to school. The decrease will not impede on the transporting of students this year. Health insurance funding is determined by the county government and at this time Ms. Burnopp does not anticipate a shortage of funds. Mr. Bowler also asked for an explanation of “network monitoring funds.” Ms. Burnopp explained it is a change in the year for the funds. The budget was approved by the Board as presented in exhibit O (favor-11, Ms. Roddy was not present).

BUILDING AND CONTRACT AWARDS

The Building and Contracts Committee represented by Ms. Bright Gordon, recommended approval of items 1 through 28 in exhibit P.

The Board approved the recommendations.

1. MBU-529-11 Contract Extension: Produce
2. PCR-212-11 Contract Modification: Social Workers/Personal Assistants
4. JMI-644-09 Contract Modification and Extension: Advertising and Marketing Services
5. MBU-517-13 Beverages
6. RGA-909-13 Cohort – Business Program Continuation for Associate of Arts Degree in Business Administration
7. JMI-619-13 Conference Room Digital Reconfiguration
8. MWE-867-13 Electrical Installations, Repairs, Upgrades and Preventative Maintenance
9. MBU-514-13 Food Products
10. JMI-630-13 Gasoline and Diesel Fuel
11. JMI-623-13 Information Technology Contracted Staffing Services
12. JNI-753-13 Literacy Skills Foundations
13. JNI-754-13 Math Educational Materials
14. PCR-264-13 Physical Education Equipment Inspection and Repair
15. RGA-123-13 Professional Development, Coaching, and Consulting Services
16. JNI-755-13 Space for Graduation Exercises
17. JNI-761-13 Summer Program for Homeless High School Students
18. MBU-516-13 Uniform Shirts
19. MBU-515-13 USDA Commodity Processing
20. JMI-629-13 Visual Communications Equipment and Services
21. MWE-880-13 Lutherville Area Elementary School Construction at Mays Chapel
   Construction Package 1A – Waste Management
22. MWE-881-13 Lutherville Area Elementary School Construction at Mays Chapel –
   Rebid Package 6A General Trades
23. MWE-869-13 Lutherville Area Elementary School Construction at Mays Chapel
   Construction Package 8A – Storefront and Curtainwall
   Window Systems
24. MWE-881-13 Lutherville Area Elementary School Construction at Mays Chapel --
   Rebid Package 9A Tile & Flooring
25. MWE-881-13 Lutherville Area Elementary School Construction at Mays Chapel –
   Rebid Package 9B Painting
26. MWE-869-13 Lutherville Area Elementary School Construction at Mays Chapel
   Construction Package 10A – Lockers
27. MBU-523-13 Parking Lot and Bus Loop Improvements for Sudbrook Magnet
   Middle
28. RGA-121-13 Request for Approval: Educational Facilities Master Plan and
   Comprehensive Maintenance Plan FY 2014

**SHORT-THROW PROJECTORS AT FRANKLIN ELEMENTARY SCHOOL**

In accordance with Policy 7330, Ms. Karen Blannard, Assistant Superintendent for
Elementary Schools, Zone 1, reported that Franklin Elementary School has requested approval of
nine classroom short-throw projectors. Ms. Blannard explained the use of the short-throw
projectors in classrooms will enhance student learning by allowing teachers to deliver engaging,
multi-sensory instruction.

On motion of Mr. Bowler, seconded by Ms. Bright Gordon, the Board unanimously
approved the purchase and installation of short-throw projectors at Franklin Elementary School
(exhibit Q).
SHORT-THROW PROJECTORS AT TIMBER GROVE ELEMENTARY SCHOOL

Ms. Verletta White, Assistant Superintendent for Elementary Schools, Zone 3, reported Timber Grove Elementary School requested approval of four classroom short-throw projectors. Timber Grove Elementary School’s PTA donated $10,000 for the purpose of purchasing interactive technology. Four classrooms in the fifth grade at Timber Grove Elementary School will receive short-throw projectors.

Mr. Uhlfelder asked why the process takes so long to have approved. Ms. White responded that all offices must vet the proposal as well as all electrical and other vendor related work needs to be in place prior to bringing for Board approval.

On motion of Ms. Williams, seconded by Mr. Roddy, the Board unanimously approved the purchase and installation of short-throw projectors at Timber Grove Elementary School (exhibit R).

CONSENT OF CURRICULA

Mr. Bowler, Chairperson for the Curriculum Committee and Ms. Pat Lawton, Chief Academic Officer, presented the request to approve the following changes to the following curricula for the 2013-14 school year:

- Phase I Chinese VI
- World Languages – deletion of split-level courses
- Mathematics – termination of Algebraic Foundations and Algebraic Thinking Part 1

The Board unanimously approved the changes to the curricula for the 2013-14 school year (exhibit S).

REPORTS

The Board received the following reports:

A. **Board of Education Policies** – Ms. Roddy reported that the Board of Education’s Policy Committee had met to consider the policies presented this evening, and that the committee is recommending approval of these policies. This is the first reading.

- Proposed New Policy 4010 – PERSONNEL: General-Nepotism
- Proposed Changes to Policy 8340 – INTERNAL BOARD POLICIES: Operations-Appeal Before the Board of Education
• Proposed Changes to Policy 8341 – INTERNAL BOARD POLICIES: Operations-Appeal Before A Hearing Examiner

B. Report on the Proposed School Calendar for 2013-2014 – Mr. George Duque, Manager of Staff Relations, stated that the calendar committee took into consideration the requisite 180-student days in developing the calendar, which include seven inclement weather days and three days of professional development for staff. He noted that the school calendar’s objective is to advance student achievement and align activities to support teaching and learning. This is the first reading of the proposed calendar.

INFORMATION

The Board received the following as information:

A. Proposed New Rule 4010 – PERSONNEL: General – Nepotism


C. Southeast Area Education Advisory Council Minutes of April 8, 2013

D. Annual Update on the Baltimore County Education Foundation

ANNOUNCEMENTS

Mr. Schmidt made the following announcements:

• There will be a Joint Advisory Council meeting on June 13, 2013, beginning at 7:00 p.m. in Board Room A of the Administration Building.

• The annual Board of Education Retreat will be held on Saturday, June 29, 2013, beginning at 8:30 a.m. at George Washington Carver Center for the Arts and Technology.

• The Board of Education will hold its next meeting on Tuesday, July 9, 2013, at Carver Center for the Arts and Technology. 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 7:00 p.m. The public is welcome to all open sessions.
ADJOURNMENT

Because there was no further business, the Board adjourned its meeting at 9:24 p.m.

Respectfully submitted,

___________________
S. Dallas Dance
Secretary-Treasurer
/dd
DATE: July 9, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 2320, LINE OF RESPONSIBILITY

ORIGINATOR: S. Dallas Dance, Superintendent

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

RECOMMENDATION

That the Board of Education approves the proposed deletion of Policy 2320. This is the third reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 2320
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
DATE: July 9, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF 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 approves the proposed changes to Policy 3410. This is the third reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 3410
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

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: July 9, 2013

To: Board of Education

From: S. Dallas Dance, Superintendent

Subject: Consideration of 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 approves the proposed changes to Policy 3420. This is the third reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 3420
POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 3420
RUTES 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

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].
2. PRIVATE SCHOOL STUDENTS SHALL ADHERE TO THE SAME BEHAVIOR AND SAFETY RULES AND REGULATIONS AS THOSE REQUIRED OF [These students shall be expected to conform to the same rules and regulations as] public school students.

III. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

Legal References: Annotated Code of Maryland, Education Article §§7-801 TO -807, TRANSPORTATION
COMAR 13A.06.07[.03], STUDENT TRANSPORTATION
Baltimore County Code, 2003, EDUCATION Article §28-1-102, TRANSPORTATION OF PRIVATE SCHOOL STUDENTS - AUTHORIZED

RELATED POLICY: BOARD OF EDUCATION POLICY 3410, RESPONSIBILITIES AND DUTIES
DATE: July 9, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 4102, SEXUAL HARASSMENT

ORIGINATOR: S. Dallas Dance, Superintendent

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

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 4102. This is the third 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
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:


Annotated Code of Maryland, Education Article §6-104, *Discrimination because of race, religion, color, national origin, handicap, or sex prohibited.*


*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 4002, *Obligations of Employees of the Board of Education of Baltimore County*

BOARD OF EDUCATION POLICY 4100, *EMPLOYEE CONDUCT AND RESPONSIBILITIES*
DATE: July 9, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 5310, AWARDS FOR ACHIEVEMENT

ORIGINATOR: S. Dallas Dance, Superintendent

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

RECOMMENDATION

That the Board of Education approves the proposed deletion of Policy 5310. This is the third 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]
DATE: July 9, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 6102, TEACHING OF CONTROVERSIAL ISSUES

ORIGINATOR: S. Dallas Dance, Superintendent

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

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 6102. This is the third reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 6102
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 6102
Board of Education of Baltimore County
Adopted:  09/25/69
REVISED:  ________
DATE: July 9, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 6304, COMMEMORATIONS AND OBSERVANCES

ORIGINATOR: S. Dallas Dance, Superintendent

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

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 6304. This is the third reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 6304
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
Adopted: 11/21/68
Revised: 02/26/08
Revised: 02/05/13
REvised: _______
### BALTIMORE COUNTY PUBLIC SCHOOLS

**TOWSON, MARYLAND 21204**

**July 9, 2013**

**RECOMMENDED TRANSFERS**

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<thead>
<tr>
<th>NAME</th>
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<th>TO</th>
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<tr>
<td>HEATHER A. CAULTON</td>
<td>Assistant Principal</td>
<td>Assistant Principal</td>
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<td>Deer Park Middle Magnet</td>
<td>Franklin Middle School</td>
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<td>(Effective July 10, 2013)</td>
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<td>(Replacing Bryan Thanner, recommended for transfer to Assistant Principal, General John Stricker Middle School)</td>
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<td>RICHARD M. CORNER</td>
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<tr>
<td>CHARLENE C. DIMINO</td>
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<td>(Effective July 10, 2013)</td>
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<tr>
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<td>(Replacing Jane Barranger, retired)</td>
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<tr>
<td>ANNE W. DORSEY</td>
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<tr>
<td>STACEY L. DURKOVIC</td>
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<tr>
<td>SHELLEY A. HARRIS</td>
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<td>LAKECIA D. HINES</td>
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<tr>
<td>JOHN E. HUBER, IV</td>
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<td>ADA V. JESTER</td>
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<tr>
<td>LAURA A. KELLY</td>
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<td>Catonsville Elementary School</td>
<td>Featherbed Lane Elementary School</td>
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<tr>
<td>MARY ANN KNAPP</td>
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</table>
TIFFANY P. LIVINGSTONE
(Effective July 10, 2013)
Principal Featherbed Lane Elementary School
Assistant Principal Franklin Elementary School

(Replacing Shandra Patrick, recommended for appointment to Principal, Westowne Elementary School)

LYNNE M. PALMER
(Effective July 10, 2013)
Principal Johnnycake Elementary School
Principal Reisterstown Elementary School

(Replacing Barbara Shields, retired)

LYNETTA D. PARKER
(Effective July 10, 2013)
Assistant Principal Deer Park Middle Magnet School
Assistant Principal Stemmers Run Middle School

(Replacing Mary Ann Knapp, recommended for transfer to Assistant Principal, Chesapeake High School)

KENNETH J. PIPKIN
(Effective July 10, 2013)
Assistant Principal Woodlawn High School
Assistant Principal Milford Mill Academy

(Replacing Raymond Pluemer, retired)

JUAN F. STEPTER
(Effective July 10, 2013)
Assistant Principal Overlea High School
Assistant Principal Chesapeake High School

(Replacing Tara McNulty, transferred to Supervisor, Student Data Applications)

BRYAN J. THANNER
(Effective July 10, 2013)
Assistant Principal Franklin Middle School
Assistant Principal General John Stricker Middle School

(Replacing Shannon Parker, promoted to Principal at Middle River Middle School)

DEBRA S. TURNOCK
(Effective July 10, 2013)
Assistant Principal Catonsville Middle School
Assistant Principal Dundalk Middle School

(Replacing Sharon Harris, transferring to social studies teaching position, to be determined)

VICKI L. WAITE
(Effective July 10, 2013)
Assistant Principal Eastwood Center Elementary Magnet School
Assistant Principal Fullerton Elementary School

(Replacing Laura Brown, promoted to Principal, Cedarmere Elementary School)
### RETIREMENTS

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>SCHOOL/OFFICE</th>
<th>YRS. OF SERVICE</th>
<th>EFFECTIVE DATE</th>
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<tbody>
<tr>
<td>Beth Alder</td>
<td>Speech/Language Pathologist</td>
<td>White Oak School</td>
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<td>07/01/13</td>
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<tr>
<td>Elizabeth Andryszak</td>
<td>Elementary Classroom Teacher</td>
<td>Glenmar Elementary</td>
<td>26.0</td>
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<tr>
<td>Jane Barranger</td>
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<td>Towson High</td>
<td>36.7</td>
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<tr>
<td>Karen Berkley</td>
<td>Mathematics Teacher</td>
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<td>16.0</td>
<td>07/01/13</td>
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<tr>
<td>Jill Bordenick</td>
<td>Personnel Officer</td>
<td>Human Resources</td>
<td>34.6</td>
<td>09/01/13</td>
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<tr>
<td>Sharon Borsella</td>
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<td>Curriculum &amp; Instruction</td>
<td>15.9</td>
<td>09/01/12</td>
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<tr>
<td>Heather Brack</td>
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<td>Margaret Clarke-Williams</td>
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<tr>
<td>Della Curtis</td>
<td>Coordinator</td>
<td>Office of Science</td>
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<td>Roberta Dunning</td>
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<tr>
<td>Lois Elhai</td>
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<td>Carolyn Fucile</td>
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<td>Romina Gaddy</td>
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<td>Helene Walters</td>
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<td>Anna West</td>
<td>Occupational Therapist</td>
<td>Dundalk Elementary</td>
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<td>Music Teacher</td>
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<td>Karen Willis</td>
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<td>Franklin Wood</td>
<td>Analyst II, Programmer</td>
<td>Technology</td>
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<tr>
<td>Herman Young</td>
<td>Social Studies Teacher</td>
<td>Milford Mill Academy</td>
<td>10.6</td>
<td>07/01/13</td>
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RESIGNATIONS

ELEMENTARY – 19

Baltimore Highlands Elementary School
Christopher M. Wrightson, 06/30/13, 1.0 yr.
Grade 4

Campfield Early Childhood Center
Marvin M. Briscoe, 06/30/13, 4.0 yrs.
Behavior Intervention

Chadwick Elementary School
Maureen P. Wade, 06/30/13, 4.0 yrs.
Grade 1

Dundalk Elementary School
Heather Berner, 06/30/13, 2.0 yrs.
Speech/Language Pathologist

Hebbville Elementary School
Christopher P. Lewis-El, 06/30/13, 7.0 yrs.
Grade 3

Johnnycake Elementary School
Dawn L. Trotter, 06/30/13, 2.0 yrs.
Speech/Language Pathologist

Logan Elementary School
Ashley F. Britt, 06/30/13, 3.0 yrs.
Special Education – Self-Contained

Milbrook Elementary School
Elizabeth L. Curtiss, 06/30/13, 6.0 yrs.
Music - Vocal

Pamela W. Nowlin, 06/30/13, 4.0 yrs.
Occupational Therapist

Oliver Beach Elementary School
Brianna L. Voorhees, 06/30/13, 1.0 yr.
Prekindergarten

Owings Mills Elementary School
Lauren C. Farrelly, 06/30/13, 5.0 yrs.
Grade 2

Pot Spring Elementary School
Joan E. Balog, 06/30/13, 11.0 yrs.
Grade 1

Reisterstown Elementary School
Katherine G. Sonnefeld, 06/30/13, 9.0 yrs.
Kindergarten

Relay Elementary School
Tiffani N. Wheeler, 06/30/13, 2.0 yrs.
Special Education – Self-Contained

Riderwood Elementary School
Janee M. Loutzenhis, 06/30/13, 6.0 yrs.
Special Education – Self-Contained

Sandalwood Elementary School
Keri F. Gang, 06/30/13, 3.0 yrs., 8.0 mos.
Resource Teacher

Shady Spring Elementary School
Tiffany P. Thibodeau, 06/30/13, 5.0 yrs., 4.0 mos.
Grade 4

Bonnie M. Trey, 04/19/13, 8.0 mos.
Mentor-Elementary Cluster

Woodbridge Elementary School
Esther Pollock, 06/30/13, 1.0 yr.
Speech/Language Pathologist

SECONDARY – 53

Arbutus Middle School
Christopher W. Schepers, 06/30/13, 6.0 yrs.
Physical Education

Bridge Center
Gina M. Krakovsky, 06/30/13, 2.0 yrs.
Nurse Practitioner

Carver Center for Arts and Technology
Natalie B. Ware, 06/30/13, 5.0 yrs.
Drama

Catonsville High School
Beatrice Salazar, 06/30/13, 12.0 yrs.
Science

Nina C. Sovik, 06/30/13, 8.0 mos.
Science
Chesapeake High School
Sheri A. Brandenburg Cobb, 06/30/13, 4.0 yrs.
Science

Powell Z. Cucchiella, 05/17/13, 2.0 yrs., 9.0 mos.
Behavior Intervention

Shanon Saulsbury, 06/30/13, 9.0 yrs.
Mathematics

Deep Creek Middle School
Rachel Coulter, 06/30/13, 1.0 yr.
Mathematics

Alexis A. Mazur, 06/30/13, 5.0 yrs.
Library Science Media

Deer Park Middle Magnet School
David M. Cooper, 06/30/13, 3.0 yrs.
Mathematics

Brian K. Lange, 06/30/13, 7.0 yrs.
Music – Instrumental

Robert B. McMonigal, 06/30/13, 3.0 yrs.
English

Ashlei E. Neely, 06/30/13, 4.0 yrs.
Mathematics

Timia J. Williams, 06/30/13, 3.0 yrs.
Mathematics

Dulaney High School
Jonathan W. Arend, 06/30/13, 1.0 yr., 6.0 mos.
Latin

Dundalk High School
Kelly A. Redd, 06/30/13, 5.0 yrs.
Science

Eastern Technical High School
Dolores C. Bonincontri, 06/30/13, 20.0 yrs.
Mathematics

Kimberly A. Ferraro, 06/30/13, 21.0 yrs.
Social Studies

Anthony Rivera, 06/30/13, 7.0 yrs.
Music - Instrumental

General John Stricker Middle School
Erin F. McGarry, 06/30/13, 5.0 yrs.
Spanish

Golden Ring Middle School
Andrea M. Albertini, 06/30/13, 3.0 yrs.
English

Christy L. McKinzie, 06/30/13, 20.0 yrs.
Science

Erin Ross, 06/30/13, 2.0 yrs.
Mathematics

William E. Valcarenghi, 06/30/13, 14.0 yrs.
Mathematics

Hereford High School
David A. Dedionisio, 06/30/13, 4.0 yrs.
Music – Instrumental

Kenwood High School
Christopher M. Dotson, 06/30/13, 4.0 yrs.
Technology Education

Lansdowne Middle School
Cynthia A. Kilcoyne, 06/30/13, 4.0 mos.
Art

Lansdowne High School
David N. Rosen, 06/30/13, 1.0 yr.
English

Loch Raven Technical Academy
Brian M. Ward, 06/30/13, 2.0 yrs.
Mathematics

Middle River High School
Marnien O’Brien, 06/30/13, 9.0 yrs.
Special Education - Inclusion

Milford Mill Academy
Amanda R. Cleveland, 06/30/13, 3.0 yrs.
Science

Valerie A. Scott-Dishroom, 06/30/13, 7.0 yrs., 6.0 mos.
Home Economics

New Town High School
Heather M. McGlown, 06/30/13, 2.0 yrs.
Transition Facilitator

Overlea High School
Angela M. Cogswell, 06/30/13, 2.0 yrs.
Special Education – Inclusion
Lisa Marvel, 06/30/13, 1.0 yr.
Special Education - Inclusion
Resignations

July 9, 2013

Perry Hall Middle School
Jennifer S. Sweeney, 06/10/13, 6.0 yrs., 9.0 mos.
Hearing Impaired-Itinerant

Perry Hall High School
Robin L. Acton, 06/30/13, 12.0 yrs.
Mathematics

Pikesville High School
Shane B. Pickering, 06/30/13, 4.0 yrs.
Science

Rosedale Center
Annette S. Levy, 06/30/13, 3.0 yrs., 5.0 mos.
Special Education - Inclusion

Southwest Academy
Jessica S. Kreichauf, 06/30/13, 4.0 yrs., 5.0 mos.
Spanish

Kimberly M. Wadsworth, 06/30/13, 5.0 yrs.
Mentor

Sparrows Points High School
Catherine K. Conway, 06/30/13, 8.0 yrs.
Mathematics

Sudbrook Magnet Middle School
Kevin-Douglas G. Olive, 06/30/13, 12.0 yrs.
French

Windsor Mill Middle School
Michelle Collier, 06/30/13, 1.0 yr.
Spanish

Erica R. McGowan, 06/30/13, 7.0 yrs.
Special Education – Self-Contained

Sarah E. Molling, 06/30/13, 1.0 yr.
Art

Woodlawn Middle School
Angela M. Robinson, 06/30/13, 8.0 mos.
Art

Woodlawn High School
Megan E. Bovenzi, 06/30/13, 5.0 mos.
Physical Education

Ranyatta A. Casey, 06/30/13, 3.0 yrs.
Social Studies

Amanda Pullen, 06/30/13, 1.0 yr.
English

Jeremiah R. Tabb, 06/30/13, 3.0 yrs.
Special Education – Self-Contained

Lauren Woglom, 06/30/13, 2.0 yrs.
Spanish

CENTRAL OFFICE – 5

Elementary Language Arts
Kathleen M. Foley, 07/22/13, 1.0 yr.
Supervisor, Liberal Arts

Office of Special Programs
Dr. Stephen W. Miles, 07/15/13, 13.0 yrs.
Supervisor - Music

Student Support Services
Samantha S. Buell, 06/30/13, 3.0 yrs.
Psychologist

SW Infants & Toddlers
Maureen Muldoon-Donohue, 06/14/13, 2.0 yrs.
Speech/Language Pathologist

Title I
Susan A. Tucker, 06/30/13, 22.0 yrs.
Resource Teacher

ADMINISTRATOR – 1

Randallstown High School
Allen D. Brown, 06/30/13, 8.0 yrs.
Assistant Principal
SEPARATION FROM LEAVE – 11

Jamie L. Batts, granted Child Rearing Leave, 06/18/11-06/18/13, resigning 06/30/13, 8.0 yrs.
Mary K. Clark, granted Child Rearing Leave, 09/28/11-09/28/13, resigning 06/30/13, 10.0 yrs.
Courtney N. Coleman, granted Academic Leave, 07/01/12-06/30/13, resigning 6/30/13, 4.0 yrs.
Emily K. Donohue, granted Child Rearing Leave, 08/30/11-08/30/13, resigning 06/30/13, 4.0 yrs.
Jennifer C. Giesler, granted Child Rearing Leave, 06/25/11-04/27/13, resigning 04/27/13, 10.0 yrs., 8.0 mos.
Kelly C. Hobbs, granted Personal Leave, 07/01/12-07/01/13, resigning 06/30/13, 6.0 yrs., 5.0 mos.
Meghan P. Jothen, granted Child Rearing Leave, 07/04/11-07/04/13, resigning 06/30/13, 7.0 yrs.
Joshua A. Kukowski, granted Child Rearing Leave, 07/01/11-07/01/13, resigning 06/30/13, 10.0 yrs.
Kathryn L. Neuman, granted Child Rearing Leave, 04/08/11-04/08/13, resigning 04/08/13, 15.0 yrs., 8.0 mos.
Laura E. Ray, granted Child Rearing Leave, 06/25/11-07/01/13, resigning 06/30/13, 9.0 yrs.
Elizabeth R. Watson, granted Child Rearing Leave, 03/03/11-03/03/13, resigning 06/30/13, 11.0 yrs.
BAKTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204

July 9, 2013

LEAVES

CHERYL B. ADAM – (Elementary) – Padonia International Elementary School
Effective August 24, 2013, through August 24, 2015

ANNA M. ARPASI – (Elementary) – Sandy Plains Elementary School
Effective October 14, 2013, through October 14, 2015

TENA R. BASKETTE – (Paraeducator) – Norwood/Eastwood Elementary Schools
Effective January 2, 2014, through May 16, 2014

RENATO BOCO – (Building Service Worker) – Perry Hall High School
Effective July 1, 2013, through June 30, 2014

CHARLES CARTER – (Groundsman) – Dundalk Grounds/Physical Facilities
Effective May 1, 2013, through May 1, 2014

SAMANTHA M. GRAY – (Elementary) – Battle Grove/Red House Run Elementary Schools
Effective August 9, 2013, through August 9, 2015

BAILEY A. JENKINS – (Elementary) – Shady Spring Elementary School
Effective July 28, 2013 through July 28, 2015

JANICE M. MCRAE – (Paraeducator) – Formerly Halstead Academy
Effective August 19, 2013, through December 20, 2013

KATHRYN R. MILLS – (Speech/Language Pathologist) – Formerly Logan Elementary School
Effective September 27, 2013, through September 27, 2015

JESSI PARKS – (Paraeducator) – Dumbarton Middle School
Effective January 2, 2014, through May 16, 2014

ARLENE M. RANDOLPH – (Bus Driver) – Transportation
Effective April 8, 2013, through April 8, 2014

DANIELLE A. RIVERA – (Science) – Catonsville High School
Effective August 19, 2013, through December 18, 2013

GEOFFREY H. ROE – (English) – Owings Mills High School
Effective August 19, 2013, through August 19, 2014

SUZANNE E. SCHUSSLER – (Paraeducator) – Dundalk High School
Effective August 19, 2013, through December 20, 2013

JEANANNE L. STINE – (Counselor) – Deer Park Middle Magnet School
Effective July 1, 2013, through June 30, 2014

MELISSA B. STRAUSS – (Elementary) – Formerly Milbrook Elementary School
Effective July 1, 2013, through June 30, 2014
Baltimore County Public Schools
Towson, Maryland  21204

July 9, 2013

Deceased: Recognition of Service

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

Donald H. Heil
Building Service Worker
Eastern Technical High School
04/29/13
Years of Service:  11.0 yrs., 5.0 mos.

Carol L. Long
Fiscal Assistant II
Accounting
05/18/13
Years of Service:  22.0 yrs., 10.0 mos.

Loretta Slaughter
Bus Attendant
Windsor Mill Bus Facility
04/18/13
Years of Service:  11.0 yrs., 7.0 mos.
# BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204

July 9, 2013

**RECOMMENDED APPOINTMENTS**

<table>
<thead>
<tr>
<th>NAME</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AUBREY P. BROWN</strong></td>
<td>Principal, Acting</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective July 10, 2013)</td>
<td>Calvin Coolidge Senior High School</td>
<td>Deer Park Middle Magnet School</td>
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<tr>
<td></td>
<td>District of Columbia Public Schools</td>
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<tr>
<td><strong>WILLIAM S. BURKE</strong></td>
<td>Executive Director</td>
<td>Assistant Superintendent</td>
</tr>
<tr>
<td>(Effective July 10, 2013)</td>
<td>Office of School</td>
<td>Office of School</td>
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<td>Transformation</td>
<td>Transformation</td>
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<td>Department of Human Resources</td>
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<tr>
<td><strong>CHRISTINA C. BYERS</strong></td>
<td>Principal</td>
<td>Executive Director</td>
</tr>
<tr>
<td>(Effective July 10, 2013)</td>
<td>Milbrook Elementary School</td>
<td>Leadership Development</td>
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<td>Department of Human Resources</td>
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<tr>
<td><strong>CONSTANCE V. DEAN</strong></td>
<td>Coordinator</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective July 10, 2013)</td>
<td>Office of Special Education Placements and Birth to Five</td>
<td>Hereford High School</td>
</tr>
<tr>
<td><strong>JASON M. FEILER</strong></td>
<td>Assistant Principal</td>
<td>Principal</td>
</tr>
<tr>
<td>(Effective July 10, 2013)</td>
<td>Featherbed Lane Elementary School</td>
<td>Seneca Elementary School</td>
</tr>
<tr>
<td><strong>CAROL M. FERRIS</strong></td>
<td>Assistant Principal</td>
<td>Principal</td>
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<tr>
<td>(Effective July 10, 2013)</td>
<td>Westowne Elementary School</td>
<td>Kingsville Elementary School</td>
</tr>
<tr>
<td><strong>LORI M. GRANT</strong></td>
<td>Teacher/Classroom</td>
<td>Assistant Principal</td>
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<td>(Effective July 10, 2013)</td>
<td>Dogwood Elementary School</td>
<td>Winfield Elementary School</td>
</tr>
<tr>
<td>Name</td>
<td>Role</td>
<td>School/Department</td>
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<tr>
<td><strong>ANNE M. HAMMEL</strong></td>
<td>Teacher/English</td>
<td>Assistant Principal</td>
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<tr>
<td>(Effective July 10, 2013)</td>
<td>Pikesville Middle School</td>
<td>Pikesville Middle School</td>
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<tr>
<td><strong>SUSAN E. HARRIS</strong></td>
<td>Assistant Principal</td>
<td>Principal</td>
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<tr>
<td>(Effective July 10, 2013)</td>
<td>Cockeysville Middle School</td>
<td>Dumbarton Middle School</td>
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<tr>
<td><strong>JEFFREY S. HOGAN</strong></td>
<td>Assistant Principal</td>
<td>Principal</td>
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<tr>
<td>(Effective July 10, 2013)</td>
<td>Elmwood Elementary School</td>
<td>Elmwood Elementary School</td>
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<tr>
<td><strong>MICHAELA C. KOCH</strong></td>
<td>Teacher/English</td>
<td>Assistant Principal</td>
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<tr>
<td>(Effective July 10, 2013)</td>
<td>Ridgely Middle School</td>
<td>Ridgely Middle School</td>
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<tr>
<td><strong>JENNIFER M. LYNCH</strong></td>
<td>Psychologist</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective July 10, 2013)</td>
<td>Southwest Student Support Services</td>
<td>Johnnycake Elementary School</td>
</tr>
<tr>
<td><strong>DENISE T. MABRY</strong></td>
<td>Managing Principal</td>
<td>Coordinator</td>
</tr>
<tr>
<td>(Effective July 10, 2013)</td>
<td>Baltimore City Public Schools</td>
<td>Compliance and Related Services</td>
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<td></td>
<td>Westport Elementary/</td>
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<td></td>
<td>Middle School</td>
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<tr>
<td><strong>JANET M. MAHONEY</strong></td>
<td>Assistant Principal</td>
<td>Principal</td>
</tr>
<tr>
<td>(Effective July 10, 2013)</td>
<td>Middlesex Elementary School</td>
<td>Martin Boulevard Elementary School</td>
</tr>
<tr>
<td><strong>ANTHONY J. MARCINO</strong></td>
<td>Supervisor of Assessment</td>
<td>Specialist, Assessment Data</td>
</tr>
<tr>
<td>(Effective July 10, 2013)</td>
<td>St. Mary’s County Public Schools</td>
<td>Department of Research, Accountability, and Assessment</td>
</tr>
<tr>
<td><strong>MARLANA J. MATHIS</strong></td>
<td>Teacher/Resource</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective July 10, 2013)</td>
<td>Halstead Academy</td>
<td>Reisterstown Elementary School</td>
</tr>
<tr>
<td><strong>DEBOREA D. MONTGOMERY</strong></td>
<td>Coordinator</td>
<td>Principal</td>
</tr>
<tr>
<td>(Effective July 10, 2013)</td>
<td>Harford County Public Schools</td>
<td>Powhatan Elementary School</td>
</tr>
<tr>
<td><strong>SHANDRA K. PATRICK</strong></td>
<td>Assistant Principal</td>
<td>Principal</td>
</tr>
<tr>
<td>(Effective July 10, 2013)</td>
<td>Franklin Elementary School</td>
<td>Westowne Elementary School</td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>School/Program</td>
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<tr>
<td><strong>REGINA H. RIDLEY</strong></td>
<td>Teacher/Mentor - Assistant Principal</td>
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<tr>
<td>(Effective July 10, 2013)</td>
<td>Elementary Cluster Windsor Mill Middle School</td>
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<td>Franklin Elementary School</td>
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<tr>
<td><strong>MEGAN P. SHAY</strong></td>
<td>Teacher/Mentor Assistant Principal</td>
<td></td>
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<tr>
<td>(Effective July 10, 2013)</td>
<td>Dundalk Elementary School Dundalk Elementary School</td>
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<tr>
<td><strong>KATINA F. WEBSTER</strong></td>
<td>Teacher/Special Education Assistant Principal</td>
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<tr>
<td>(Effective July 10, 2013)</td>
<td>Self Contained Golden Ring Middle School</td>
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<td></td>
<td>Overlea High School</td>
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<tr>
<td><strong>RICHARD WEISENHOFF</strong></td>
<td>Senior Director, College Executive Director of</td>
<td></td>
</tr>
<tr>
<td>(Effective July 10, 2013)</td>
<td>Readiness System Academics</td>
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<td></td>
<td>The College Board Division of Curriculum and Instruction</td>
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</tr>
<tr>
<td><strong>ERIN V. WOMBLE</strong></td>
<td>Teacher/Resource Assistant Principal</td>
<td></td>
</tr>
<tr>
<td>(Effective July 10, 2013)</td>
<td>Department of Alternative Scotts Branch Elementary</td>
<td></td>
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<tr>
<td></td>
<td>Education/School Support School Programs</td>
<td></td>
</tr>
</tbody>
</table>
DATE: July 9, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF THE BOARD FOCUS AREAS FOR 2013-2014 AND THE BOARD NORMS

ORIGINATOR: Lawrence E. Schmidt, Esq., Board President

RESOURCE PERSON (S):

RECOMMENDATION

That the Board of Education review and approve its Focus Areas for 2013-14 and Norms.

*****

Attachment I – Board Norms
Baltimore County Public Schools - Vision

Baltimore County Public Schools will be among the highest performing school systems in the nation as a result of creating, sustaining, and investing in a culture of deliberate excellence for every student, every school, and every community.

Priorities for Team BCPS 2014-2015

This document highlights the priorities for 2014-2015 which are aligned with Blueprint 2.0, the five-year strategic plan.

Performance Goals from the Baltimore County Public Schools Blueprint 2.0

Goal 1
Every student will experience high academic achievement and continuous growth by participating in a rigorous instructional program designed to raise the academic bar and close achievement gaps so that every student will become a globally competitive citizen in a culturally diverse world.

1. Monitoring the development and implementation of a world-class curriculum based on the Common Core Standards and built on the foundation of a 21st century teaching and learning framework.
2. Provide equitable resources and access to high-quality education programs which include differentiated supports to every school.
3. Support a learner-centered, personalized, instructional digital learning environment for every student through Students and Teachers Accessing Tomorrow.
4. Provide increased access to early childhood education.
5. Support students learning and developing proficiency in a second language.

Goal 2
Every school and office will be safe and secure, promote individual well-being, and provide positive, respectful, and caring environments for teaching, learning, and working.

1. Monitor the comprehensive, systemwide plan for safety and security.
2. Support the expansion of student support services.
3. Develop and sustain a positive climate in every school.
Goal 3
Every stakeholder will experience clear, timely, honest, transparent, and widely available communication about the system initiatives and activities that engages them in building a culture of trust through action and establishes BCPS as a world-class school system.

Communications

Baltimore County Public Schools will engage internal and external stakeholders through an effective communication plan that will be cultivate partnerships and customer service to ensure pride in Team BCPS.

1. Provide all stakeholders with accessible means to communicate with the school system.
2. Engage the community through a comprehensive “I am Team BCPS” campaign.
3. Invite the public sector to partner with BCPS in supporting Blueprint 2.0.
4. Use the advisory councils to support and inform the school system and its work.
5. Develop a legislative platform that supports the goals of Blueprint 2.0.
6. Work with the Education Foundation to provide support to the school system in moving forward with Students and Teachers Accessing Tomorrow.

Goal 4
Baltimore County Public Schools will maximize organizational efficiency and effectiveness by engaging in strategic efforts that employ rigorous, relevant, and reasonable performance standards that provide for all employees’ professional growth and shared accountability for student, school, and organizational performance.

Organizational Effectiveness

Every Baltimore County employee will have the opportunity for professional growth and will be held accountable for meeting performance standards.

1. Implement an integrated Strategic Talent Management Framework and a systemwide organizational development plan that is targeted and differentiated to support the diverse needs of all employees.
2. Support staffing that reflects the cultural diversity of the school system.
3. Implement a systemic performance management framework that includes clear accountability standards.
4. Support Schools for Our Future in order to provide 21st century learning environments, and to meet the needs of increasing student enrollment.
BOARD NORMS
FOR THE BOARD OF EDUCATION OF BALTIMORE COUNTY

OUR FOCUS: Meeting the needs of all of our children in all of our schools and coming to meetings prepared to participate

- We will treat each other with respect by:
  - Listening attentively.
  - Considering all points of view.

- We will interact respectfully with:
  - Members of the community.
  - Public officials.
  - The media.
  - The Superintendent, school system staff, and students.
  - Each other.

- We will communicate openly and honestly using established protocols to:
  - Make requests for BCPS information or staff assistance through the Superintendent.
  - Interact with elected officials and the public.
  - Conduct the business of the Board with transparency so as to achieve the confidence of its constituents and the public.

- We will adhere to standards of ethical conduct and maintain confidentiality, particularly in the areas of closed sessions and administrative function sessions including when interacting with BCPS staff, elected officials, and the community.

- We will recognize and support our collective decision-making responsibility.

- We will continually strive to expand our knowledge of public education and skills in governance through:
  - Conferences
  - Workshops
  - Seminars
  - Books and publications
  - Retreats

Board Norms

Board of Education of Baltimore County
Adopted: 09/15/03
Revised: 08/28/05
Revised: 09/09/08
Readopted: 09/08/09
Revised: 10/05/10
Readopted: 10/11/11
Revised: 10/09/12
Readopted: 07/09/13
DATE: July 9, 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 – July 9, 2013

1. **Contract Extension and Modification:** Augmentative Communication Devices
   
   **Contract #:** JNI-717-09

   **Term:** N/A  
   **Extension:** 5 years  
   **Contract Ending Date:** 9/30/18

   **Estimated contract authority:** $550,000  
   **Estimated modification amount:** $1,000,000  
   **New estimated total contract authority:** $1,550,000

   **Board meeting date:** July 9, 2013

   **Description:**

   On September 9, 2008, the Board approved this contract, and on May 8, 2012, the Board approved a contract modification. This contract extension and modification increases the funding authority and the contract term so that offices and schools can continue to purchase augmentative communication devices to support the academic and communication needs of students who are otherwise unable to communicate verbally.

   The students served range from preschool age through 21 years of age with a wide range of disabling conditions. Students utilize the computer-based devices to facilitate function and interactive communication. The devices are used to support access to curriculum, interpersonal communication, and the ability to participate in career readiness activities.

   **Recommendation:**

   Award of contract extension and modification is recommended to:

   Prentke Romich Company  
   Wooster, OH

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

   **Contact person:** Patricia Lawton

   **Funding source:** Operating budget
2. **Contract Extension**  Peer Assistance and Review Program  
   **and Modification:**  
   **Contract #:** JNI-732-13  
   **Term:** N/A  
   **Extension:** 1 year  
   **Contract Ending Date:** 6/30/14  
   **Estimated contract authority:** $30,000  
   **Estimated modification amount:** $24,000  
   **New estimated total contract authority:** $54,000  
   **Board meeting date:** July 9, 2013  

**Description:**  
On October 9, 2012, the Board approved this contract for the continuing development of a peer assistance and review (PAR) program to support teacher effectiveness. This extension and modification allows the consultant to continue conducting individual training sessions that guide Baltimore County Public Schools’ staff in the design, development, and implementation of a PAR program that is customized to meet the needs of teachers, administrators, and central office staff.  

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

   Bastress Consulting Group  
   Sykesville, MD  

**Responsible school or office:**  
Department of Professional Development  

**Contact person:**  
William S. Burke  

**Funding source:**  
Title II funds
3. **Contract:** Accelerated Math Achievement Program
   **Contract #:** JNI-766-14

   **Term:** 1 year  **Extension:** 2 years  **Contract Ending Date:** 6/30/16
   **Estimated contract authority:** $1,200,000

   **Board meeting date:** July 9, 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 highly qualified tutors to implement an accelerated math achievement program (AMA) in select Tier III schools. The goal of AMA is to increase the number of students at Tier III schools who are performing on or above grade level in algebra or Grade 6 mathematics. With the hiring of ten full-time tutors, the program will be able to serve approximately 145 students in the five schools. The vendor was selected through a recommendation by the Maryland Governor's Office of Service and Volunteerism.

This contract will provide support in recruiting, hiring, and providing on-going professional development for highly qualified tutors. The AMA tutors will provide tutorial support to students at Randallstown High, Kenwood High, Golden Ring Middle, Deer Park Middle, and Windsor Mill Middle schools, while completing a one-year AmeriCorps term of service. AMA tutors will serve in a classroom alongside a classroom teacher providing curriculum-based math support. Students in AMA will be constantly monitored using assessments that align with Common Core State Standards. Students will receive instruction in 45-minute sessions every other day throughout the year.

The vendor was selected through the Maryland State Department of Education and a recommendation by the Maryland Governor's Office of Service and Volunteerism.

**Recommendation:**

Award of contract is recommended to:

   **Civic Works, Inc.**  **Baltimore, MD**
   **Responsible school or office:** Division of Curriculum and Instruction

   **Contact person:** Patricia Lawton

   **Funding source:** Operating budget
4. **Contract:** Boiler/Pressure Vessel/Hot Water Generator Installations, Repairs, Inspections, Preventative Maintenance, and Parts  
   **Contract #:** JNI-741-13  
   **Term:** 5 years  
   **Extension:** 2 years  
   **Contract Ending Date:** 6/30/20  
   **Estimated contract authority:** $7,350,000  
   **Board meeting date:** July 9, 2013  
   **Bid issued:** May 9, 2013  
   **Pre-bid meeting date:** May 16, 2013  
   **Due date:** June 6, 2013  
   **No. of vendors issued to:** 10  
   **No. of bids received:** 2  
   **No. of no-bids received:** 0  

**Description:**

This contract consists of labor, equipment, materials, supervision, tools, and all related incidentals required to inspect, repair, install, and modify boilers and components, associated critical equipment and distribution systems, pressure vessels, and hot water generators on an as-needed basis. This contract replaces bid number JMI-610-08 that expired on June 30, 2013.

**Recommendation:**

Award of contract is recommended to:

- Hurley Company, A Division of Boiler and Furnace Cleaner, Inc.  
  Brentwood, MD  
- East Coast Welding and Construction Co., Inc.  
  Glen Burnie, MD

**Responsible school or office:** Department of Physical Facilities  
**Contact person:** Pradeep Dixit  
**Funding source:** Operating budget
5. **Contract:** Computerized Counseling Services
   **Contract #:** PCR-287-14 (Vista Unified School District, Vista, CA, Contract #C12130378)

   **Term:** 5 years  **Extension:** N/A  **Contract Ending Date:** 7/31/18
   **Estimated contract authority:** $700,000

   **Board meeting date:** July 9, 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 a college and career readiness platform offered by Hobsons, Inc. This platform optimizes student readiness for college and career by providing effective technology to support students, parents, and counselors in developing individualized career and college readiness plans from Grades 7 through 12. Naviance provides comprehensive college and career planning solutions that enhance school counselor productivity and tracking results. The platform helps students and their families connect classroom activities to student life goals, including finding colleges and careers based on their personal skills and areas of interests. Features include:

   - Enabling school and district staff to create personalized college-readiness plans that link students’ skills and areas of interest to their college and career goals.
   - Including over 3,500 videos of leaders discussing their career paths, challenges they faced, and successes from content provider Roadtrip Nation.
   - Providing a mobile app for students that syncs with Naviance tasks and college research and allows students to communicate with counselors from an iPhone or iPod touch.
   - Working in collaboration with the National Student Clearinghouse to allow schools to subscribe to NSC’ StudentTracker data directly through Naviance to measure the college retention and graduation rates of their alumni.
   - Integrating Do What You Are® and CareerKey™ assessments into customized student learning plans.
   - Allowing counselors to track and report their time at work in line with the ASCA National Model®.
• Providing electronic document and transcript delivery services for the largest number of participating colleges (currently more than 1,800) – including an exclusive integration with Docufide by Parchment, the only legally-sanctioned electronic delivery service for The Common Application® school forms and credentials that are integrated into a college-readiness platform.

• Tracking state assessment scores and exhaustive standardized test results (e.g., HSPT®, SSAT, TerraNova™, TOEFL®, International Baccalaureate®, Advanced Placement® SAT®, PSAT®, ACT®, PLAN®, EXPLORE®).

This award of contract has employed the cooperative bidding process. The Education Article requires local boards of education to select the lowest responsible bidder, but this requirement does not apply to: “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.” Md. Code Ed. Ann §5-112 (a)(3). Additionally, §4-123(a)(1) of the Education Article provides that “A county board may enter into an agreement for the cooperative or joint administration of programs with one or more: county boards; (ii) Other educational institutions or agencies; and (iii) Boards of county commissioners or county councils” relating to “(2)(ii) purchasing.”

**Recommendation:**

Award of contract is recommended to:

Hobson, Inc.
Arlington, VA

Responsible school or office: Division of Curriculum and Instruction

Contact person: Patricia Lawton

Funding source: Grant funds
6. **Contract:** Foundational Reading Skill Instruction K-Grade 3  
   **Contract #:** RGA-122-13  

<table>
<thead>
<tr>
<th>Term:</th>
<th>5 years</th>
<th>Extension:</th>
<th>N/A</th>
<th><strong>Contract Ending Date:</strong></th>
<th>6/30/18</th>
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<tr>
<td>Estimated contract authority:</td>
<td>$ 10,000,000</td>
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**Board meeting date:** July 9, 2013  
**Public notice dates:** May 27, 2013, thru June 27, 2013  
**Public display dates:** May 27, 2013, thru June 27, 2013  
**Curriculum Committee approval date:** May 16, 2013

**Description:**

This contract consists of the instructional resources needed to support the effective implementation of foundational reading skill instruction at the elementary level. The Benchmark Start Up Phonics, Build Up Phonics, Spiral Up Phonics materials provide research-based instructional resources to support student development of the skills necessary to become fluent readers and the obtainment of the Common Core State Standards at the elementary level. BCPS has utilized Open Court materials to support instruction of the foundational reading skills for Grades K-3 for over ten years. The Open Court materials are out of date and no longer in print.

In order to provide students with the learning experiences they need to become proficient in learning to read complex text, teachers and students must have access to appropriate resources to support quality instruction. In order to ensure that the instruction of foundational reading skill is delivered in an effective and consistent manner across all elementary schools, new material to support this instruction is necessary.

Under section §7-106, Paragraph (a) of the Education Article of the Annotated Code of Maryland, BCPS purchases the above materials upon the recommendation of the county superintendent and the adopted procedures of the county board. This recommendation is in accordance with Board of Education Policy and Superintendent’s Rule 6002. Instructional materials are recommended after being carefully evaluated and selected by a Curriculum and Instruction committee for use in the subject area; the selected materials support the curriculum and meet the diverse needs of students. Under Superintendent’s Rule 6002 instructional materials may be consumable and expendable and include, but are not limited to, such items as charts, kits, textbooks, magazines, newspapers, pictures, recordings, slides, transparencies, videos, video discs, workbooks, and electronic resources such as software, CD-ROMs, and online services.
**Recommendation:**

Award of contract is recommended to:

Benchmark Education
Pelham, NY

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

**Contact person:**
Patricia Lawton

**Funding source:**
Operating budget
7. **Contract:** Graduation Caps, Gowns, Hoods, and Collars  
   **Contract #:** JNI-756-13

   **Term:** 6 years  
   **Extension:** N/A  
   **Contract Ending Date:** 6/30/19  
   **Estimated contract authority:** $480,000

   **Board meeting date:** July 9, 2013  
   **Bid issued:** April 26, 2013  
   **Pre-bid meeting date:** May 2, 2013  
   **Due date:** May 23, 2013  
   **No. of vendors issued to:** 11  
   **No. of bids received:** 4  
   **No. of no-bids received:** 1

**Description:**
This contract consists of caps, gowns, and hoods, for graduates and staff at high school graduation ceremonies.

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

   National Recognition Products  
   Baltimore, MD

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

**Contact person:** Dr. Roger Plunkett

**Funding source:** School operating budget
8. **Contract:** Inspection of Storage Tank Systems  
   **Contract #:** MBU-519-13

   **Term:** 3 years  
   **Extension:** 2 years  
   **Contract Ending Date:** 6/30/18  
   **Estimated contract authority:** $500,000

   **Board meeting date:** July 9, 2013  
   **Bid issued:** May 9, 2013  
   **Pre-bid meeting date:** May 23, 2013  
   **Due date:** June 6, 2013  
   **No. of vendors issued to:** 25  
   **No. of bids received:** 5  
   **No. of no-bids received:** 0

   **Description:**  
   This contract consists of inspecting and testing storage tanks and systems for the Office of Environmental Services.

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

   **Maryland Pump**  
   **Baltimore, MD**

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

   **Contact person:** Pradeep Dixit

   **Funding source:** Operating budget
9. **Contract:** Instructional Resource – Writer’s Workshop  
**Contract #:** MWE-805-14  

**Term:** 5 years  
**Extension:** N/A  
**Contract Ending Date:** 7/31/18  
**Estimated contract authority:** $500,000  

**Board meeting date:** July 9, 2013  
**Public notice dates:** May 27, 2013 thru June 27, 2013  
**Public display dates:** May 27, 2013 thru June 27, 2013  
**Curriculum Committee approval date:** June 13, 2013  

**Description:**

This contract consists of student instructional resources. *Writer’s Workshop – Units of Study in Opinion, Information and Narrative Writing* provides a curriculum for the effective implementation of writing instruction at the elementary level. These resources will be used to ensure that the instruction of writing is delivered in an effective and consistent manner across all elementary schools in Grades K-5. The initial purchase will be made from the Office of Elementary Language Arts’ operating budget.

In order to provide students with the learning experiences they need to become proficient writers, teachers and students must have access to appropriate resources to support quality instruction. A guide to the common core writing workshop introduces the principles and methods that underlie high-quality writing instruction. After describing the learning pathways elementary writers typically traverse, the resources detail the classroom structures and instructional frameworks that make writing workshops rigorous and responsive. Select chapters consider how to assess writers and use data to inform instruction, support English language learners, and prepare for standardized writing tests. The four units of study at each grade level are organized around narrative, information, and opinion writing. Each unit of study contains 18-22 sequential sessions that walk you step-by-step through the entire writing process from planning and drafting to revising and editing and eventually to publication. Each session lays out the teaching points, mini-lessons, conferences, and small-group work in a way that will help teachers replicate and eventually personalize. A book of If…Then… curricular plans supports targeted instruction and differentiation with alternative assessment-based units. An assessment guide provides student and teacher checklists, diagnostic conferring charts, and record keeping forms for tracking student progress. An accompanying trade book pack models effective writing techniques, encourages students to read as writers, and provides background knowledge. A resources CD-ROM provides session-specific print resources to support teaching across the year and includes instructional charts, checklists, bibliographies, samples of student writing, and an assortment of other practical teaching tools.

Under section §7-106, Paragraph (a) of the Education Article of the Annotated Code of Maryland, BCPS purchases the above materials upon the recommendation of the county superintendent and the adopted procedures of the county board. This recommendation is in accordance with Board of Education Policy and Superintendent’s Rule 6002. Instructional
materials are recommended after being carefully evaluated and selected by a Curriculum and Instruction committee for use in the subject area; the selected materials support the curriculum and meet the diverse needs of students. Under Superintendent’s Rule 6002 instructional materials may be consumable and expendable and include, but are not limited to, such items as charts, kits, textbooks, magazines, newspapers, pictures, recordings, slides, transparencies, videos, video discs, workbooks, and electronic resources such as software, CD-ROMs, and online services.

Recommendation:

Award of contract is recommended to:

Heineman Publishing  
Portsmouth, NH

Responsible school or office: Division of Curriculum and Instruction

Contact person: Patricia Lawton

Funding source: Operating budget
10. **Contract:** Measures for Academic Progress (MAP)  
**Contract #:** RGA-125-14 (Milwaukee Public Schools RFP #697)

Term: 5 years  
Extension: N/A  
Contract Ending Date: 7/31/18  
Estimated total award value: $ 827,000  

Board meeting date: July 9, 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:**

On March 6, 2012, the Board approved a contract that purchased the license for MAP testing to all students in Grades K-8 with onsite professional development workshops, administrator and district office training, and technical support. The contract was modified and extended on August 7, 2012. The pilot was successfully completed in 2012, so BCPS expanded this assessment program to an additional 39 schools across all levels during SY 2012-2013. This contract will expand the assessment program to 75,000 students annually. This contract replaces RGA-131-12 that expired on June 30, 2013.

This assessment program is in response to the school system’s need for additional student achievement data. The MAP assessment program will be used to provide critical information on students that are new to BCPS as well as provide data on current students to ensure they are meeting the benchmarks to be college and career ready. Teachers will be able to respond to learning deficits in a timely and strategic way based on student results. The assessments are aligned to the new Common Core State Standards (CCSS). Reports on student achievement will be available at system, school, teacher, and student levels. Parents will receive a score report after each administration. The assessment will be used to help monitor student growth and achievement in relation to the CCSS in anticipation of the new state-mandated assessments in 2014-2015. The assessment will be given three times a year in reading and mathematics. The assessment is computer-based and takes approximately 50 minutes.

This award of contract has employed the cooperative bidding process. The Education Article requires local boards of education to select the lowest responsible bidder, but this requirement does not apply to: “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.” Md. Code Ed. Ann §5-112 (a)(3) Additionally, §4-123(a)(1) of the Education Article provides that “A county board may enter into an agreement for the cooperative or joint administration of programs with one or more: county boards; (ii) Other educational institutions or agencies; and (iii) Boards of county commissioners or county councils” relating to “(2)(ii) purchasing.”
**Recommendation:**

Award of contract is recommended to:

- Northwest Evaluation Association  
  Portland, OR

**Responsible school or office:**

- Office of Research and Accountability

**Contact person:**

- Yakoubou Ousmanou

**Funding source:**

- Operating funds
11. **Contract:** Textbooks – Trade Books for Elementary Language Arts Unit One  
**Contract #:** MWE-806-14

**Term:** 5 years  **Extension:** N/A  **Contract Ending Date:** 7/31/18  
**Estimated contract authority:** $ 400,000

**Board meeting date:** July 9, 2013  
**Public notice dates:** June 5, 2013, thru July 5, 2013  
**Public display dates:** June 5, 2013, thru July 5, 2013  
**Curriculum Committee approval date:** May 16, 2013

**Description:**

This contract consists of student instructional resources. These trade books will support the effective implementation of unit one of the elementary language arts curriculum for Grades 1-5. These resources will be used to ensure that the instruction of language arts is aligned to Common Core State Standards and will support effective classroom instruction. The initial purchase will be made from the Office of Elementary Language Arts’ operating budget.

Under section §7-106, Paragraph (a) of the Education Article of the Annotated Code of Maryland, BCPS purchases the above materials upon the recommendation of the county superintendent and the adopted procedures of the county board. This recommendation is in accordance with Board of Education Policy and Superintendent’s Rule 6002. Instructional materials are recommended after being carefully evaluated and selected by a Curriculum and Instruction committee for use in the subject area; the selected materials support the curriculum and meet the diverse needs of students. Under Superintendent’s Rule 6002 instructional materials may be consumable and expendable and include, but are not limited to, such items as charts, kits, textbooks, magazines, newspapers, pictures, recordings, slides, transparencies, videos, video discs, workbooks, and electronic resources such as software, CD-ROMs, and online services.

**Recommendation:**

Award of contract is recommended to:

- **AKJ Books**  
  Halethorpe, MD

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

**Contact person:** Patricia Lawton

**Funding source:** Operating budget
12. **Contract:** Vehicle Parts and Materials  
**Contract #:** MBU-518-13  
**Term:** 3 years  
**Extension:** 2 years  
**Contract Ending Date:** 6/30/18  
**Estimated contract authority:** $10,000,000

- **Board meeting date:** July 9, 2013  
- **Bid issued:** May 9, 2013  
- **Pre-bid meeting date:** May 23, 2013  
- **Due date:** June 6, 2013  
- **No. of vendors issued to:** 76  
- **No. of bids received:** 29  
- **No. of no-bids received:** 0

**Description:**

This contract consists of providing various vehicle parts and materials on an as-needed basis for the Office of Transportation.

**Recommendation:**

Award of contract is recommended to:

- American Truck & Bus Inc.  
- B&W Auto Electric Inc.  
- Apple Ford Lincoln  
- Baltimore Auto Supply Co.  
- Beltway International Trucks  
- Bob Davidson Ford/Lincoln  
- IG Burton & Company, Inc.  
- CRW Parts, Inc.  
- County Auto Parts Inc.  
- D&W Diesel, Inc.  
- Delcoline, Inc.  
- Dovell & Williams  
- Harbor Truck Sales & Svc.  
- Hickory International, Inc.  
- JG Parts & Sons, Inc.  
- Fleet Pride  
- Jasper Engineers & Transmissions  
- Johnson & Towers  
- NAPA of Greater Washington DC  
- K. Neal Int'l Trucks  
- School Bus Parts  
- P&H Auto Electric  
- Packer Norris parts, LLC

Annapolis, MD  
Baltimore, MD  
Columbia, MD  
Baltimore, MD  
Baltimore, MD  
Baltimore, MD  
Milford, DE  
Baltimore, MD  
Timonium, MD  
Auburn, NY  
Timonium, MD  
Glen Burnie, MD  
Baltimore, MD  
Baltimore, MD  
Bel Air, MD  
Mardela Springs, MD  
Baltimore, MD  
Baltimore, MD  
Baltimore, MD  
Hyattsville, MD  
Hyattsville, MD  
Plumsteadville, PA
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<tr>
<th>Parts Authority Southern LLC</th>
<th>Washington, DC</th>
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<tbody>
<tr>
<td>Quality Automotive Warehouse</td>
<td>Baltimore, MD</td>
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<td>Rok Brothers</td>
<td>Millersville, MD</td>
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<td>Salvo Auto Parts</td>
<td>Baltimore, MD</td>
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<td>Timonium Auto Parts</td>
<td>Hunt Valley, MD</td>
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<tr>
<td>Vehicle Maintenance Program</td>
<td>Boca Raton, FL</td>
</tr>
</tbody>
</table>

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

**Contact person:** Michael G. Sines

**Funding source:** Operating budget
13. **Contract:** Site Accessibility Improvements for Loch Raven High School  
   **Contract #:** JNI-762-14

- **Estimated annual award value:** $2,398,750
- **Estimated contingency amount:** $239,875
- **Estimated total award value:** $2,638,625

- **Board meeting date:** July 9, 2013
- **Bid issued:** May 16, 2013
- **Pre-bid meeting date:** May 29, 2013
- **Due date:** June 18, 2013
- **No. of vendors issued to:** 4
- **No. of bids received:** 1
- **No. of no-bids received:** 0

**Description:**

This project consists of the installation of a new Americans with Disability Act compliant walkway from the school building to the athletic fields with a ramp to the running track and the stadium bleachers, the installation of a new combined vehicular and pedestrian bridge across the stream, and the construction of a new concession building.

**Recommendation:**

Award of contract is recommended to:

- Huntington and Hopkins, Inc.  
  Baltimore, MD

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

**Contact person:** Pradeep Dixit

**Funding source:** Capital budget
**Contract Name:**  Site Accessibility Improvements for Loch Raven High School  
**Contract Number:**  JNI-762-14

<table>
<thead>
<tr>
<th>Bidder’s Name</th>
<th>Huntington and Hopkins, Inc.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
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<td>PART A - Lump Sum Item</td>
<td>$2,300,500</td>
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<tr>
<td>PART B - Unit Price Lump Sum</td>
<td>$98,250</td>
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<tr>
<td>TOTAL BASE BID (PART A + PART B)</td>
<td>$2,398,750</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,398,750</strong></td>
</tr>
</tbody>
</table>
14. **Contract**: Demolition of Old George Washington Carver Center for Arts and Technology and Construction of Athletic Fields  

**Contract #:** PCR-286-14  

- **Estimated annual award value:** $3,969,000  
- **Estimated contingency amount:** $396,900  
- **Estimated total award value:** $4,365,900  

- **Board meeting date:** July 9, 2013  
- **Bid issued:** May 30, 2013  
- **Pre-bid meeting date:** June 6, 2013  
- **Due date:** June 20, 2013  
- **No. of vendors issued to:** 8  
- **No. of bids received:** 4  
- **No. of no-bids received:** 0  

**Description:**  
This project consists of the demolition of the old George Washington Carver Center for Arts and Technology building and the construction of athletic fields.  

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

- Roy Kirby & Sons, Inc.  
  - Baltimore, MD  

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

**Contact person:** Pradeep Dixit  

**Funding source:** Capital budget
**Contract Name:** Demolition of Old George Washington Carver Center for Arts and Technology and Construction of Athletic Fields

**Contract Number:** PCR-286-14

<table>
<thead>
<tr>
<th>Bidders’ Names</th>
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</thead>
<tbody>
<tr>
<td>Roy Kirby &amp; Sons, Inc.</td>
<td>$3,969,000</td>
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<tr>
<td>Potts &amp; Callahan, Inc.</td>
<td>$4,586,686</td>
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<tr>
<td>Urban &amp; Zink Contractor, Inc.</td>
<td>$4,845,800</td>
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<tr>
<td>K &amp; K Adams, Inc.</td>
<td>$4,970,000</td>
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<tr>
<td><strong>Base Bid</strong></td>
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<tr>
<td><strong>Total</strong></td>
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<td>$4,586,686</td>
<td>$4,845,800</td>
<td>$4,970,000</td>
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</table>
DATE: July 9, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 1260, SCHOOL VOLUNTEERS

ORIGINATOR: Mychael Dickerson, Chief Communications Officer

RESOURCE PERSON(S):

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 1260, School Volunteers. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 1260
Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 1260 is scheduled for review in school year 2012-2013. Policy 1260 recognizes the importance school volunteers play in supporting student learning. Staff is recommending that the policy be revised to: (1) include a philosophy statement recognizing the role of volunteers in supporting student learning; (2) require all volunteers complete the school system’s volunteer application and training process prior to working in a school; 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 1200, Community Involvement
2. Board of Education Policy 1210, Relationship with Parent-Teacher (Student) Associations
3. Board of Education Policy 1240, Visitors to Schools
4. Board of Education Policy 1270, Parent and Family Involvement
5. Board of Education Policy 2352, Health and Safety
6. Board of Education Policy 3150, Board Insurance Program
7. Board of Education Policy 4103, Suspected Child Abuse, Neglect, and/or Inappropriate Behavior Toward a Student by an Employee of the Baltimore County Public Schools
8. Board of Education Policy 6800, Field Trips and Foreign Travel

Legal Requirements
1. Annotated Code of Maryland, Education Article §4-105, Comprehensive Liability Insurance; Defense of Sovereign Immunity
2. Annotated Code of Maryland, Education Article §4-106, Immunity of County Board Employees, Volunteers, and Board Members
3. Annotated Code of Maryland, Education Article §6-106, Volunteer Aides

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel Board of Education, Policy KH, Parent/Family/Community Involvement
2. Carroll County Board of Education, Policy KC, Parent/Family/Community Involvement

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.
Timeline
First reading – July 9, 2013
Public comment – August 6, 2013
Third reading/vote – September 10, 2013
COMMUNITY RELATIONS: Community Involvement

School Volunteers

I. PHILOSOPHY

A. THE Board of Education of Baltimore County (Board) recognizes that participation in the work of the school system by parents, guardians, businesses, and community members provides important support for schools and students and helps to foster strong school-community relationships. THE BOARD ENCOURAGES THE INVOLVEMENT OF VOLUNTEERS IN BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) AND RECOGNIZES THE ROLE VOLUNTEERS HAVE IN SUPPORTING STUDENT LEARNING. [Therefore, the Board supports the use of volunteers in instructional and non-instructional activities in a manner that promotes safe and orderly learning environments.]

B. IN ORDER TO ENSURE A SAFE SCHOOL ENVIRONMENT, PRIOR TO VOLUNTEERING FOR THE SCHOOL SYSTEM, ALL VOLUNTEERS SHALL COMPLETE THE BCPS VOLUNTEER APPLICATION AND TRAINING PROCESS.

II. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

Legal References: Annotated Code of Maryland, Education Article §4-105, COMPREHENSIVE LIABILITY INSURANCE; DEFENSE OF SOVEREIGN IMMUNITY
Annotated Code of Maryland, Education Article §4-106, IMMUNITY OF COUNTY BOARD EMPLOYEES, VOLUNTEERS, AND BOARD MEMBERS
Annotated Code of Maryland, Education Article §6-106, VOLUNTEER AIDES
RELATED POLICIES: BOARD OF EDUCATION POLICY 1200, COMMUNITY INVOLVEMENT
BOARD OF EDUCATION POLICY 1210, RELATIONSHIP WITH PARENT-TEACHER (STUDENT) ASSOCIATIONS
BOARD OF EDUCATION POLICY 1240, VISITORS TO SCHOOLS
BOARD OF EDUCATION POLICY 1270, PARENT AND FAMILY INVOLVEMENT
BOARD OF EDUCATION POLICY 2352, HEALTH AND SAFETY
BOARD OF EDUCATION POLICY 4103, SUSPECTED CHILD ABUSE, NEGLECT, AND/OR INAPPROPRIATE BEHAVIOR TOWARD A STUDENT BY AN EMPLOYEE OF THE BALTIMORE COUNTY PUBLIC SCHOOLS
BOARD OF EDUCATION POLICY 6800, FIELD TRIPS AND FOREIGN TRAVEL
BOARD OF EDUCATION POLICY SUB SERIES 8360, ETHICS CODE

[Related Policies:  Board of Education Policy 8363
Board of Education Policy 4004
Board of Education Policy 2352]
DATE: July 9, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 6000, CURRICULUM AND INSTRUCTION

ORIGINATOR: S. Dallas Dance, Superintendent

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

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 6000, Curriculum and Instruction. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 6000
STATEMENT OF ISSUES OR QUESTIONS ADDRESSED
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 6000 is scheduled for review in school year 2012–2013. Policy 6000 outlines the Board’s responsibility for the development and oversight of curriculum. Staff is recommending that Policy 6000 be revised and written to: (1) include a policy statement that clearly outlines the Board’s expectations concerning curriculum review and development; (2) outline standards, including the requirement that all curriculum and courses of study be approved by the Board; (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 6002, Selection of Instructional Materials
2. Board of Education Policy 6100, Curriculum
3. Board of Education Policy 6102, Teaching of Controversial Issues
4. Board of Education Policy 8130, Formulation

LEGAL REQUIREMENTS
1. Annotated Code of Maryland, Education Article §4-101, Control and Promotion of Education
2. Annotated Code of Maryland, Education Article §4-108, Duties in General
3. Annotated Code of Maryland, Education Article §4-111, Curriculum Guides and Courses of Study; Study of Sign Language

SIMILAR POLICIES ADOPTED BY OTHER LOCAL SCHOOL SYSTEMS
1. Anne Arundel County Board of Education, Policy IE, Curriculum
2. Frederick County Board of Education, Policy 500, Curriculum and Courses of Study
3. Howard County Board of Education, Policy 8000, Curriculum

DRAFT OF PROPOSED POLICY
Attached

OTHER ALTERNATIVES CONSIDERED BY STAFF
No other alternatives were considered.

TIMELINE
First reading – July 9, 2013
Public comment – August 6, 2013
Third reading/vote – September 10, 2013
INSTRUCTION: INSTRUCTION

Curriculum and Instruction

I. POLICY STATEMENT

The Board of Education of Baltimore County (Board) recognizes that the foundation of the school system’s educational program is a SYSTEM-WIDE [systemic] curriculum designed and structured so that Baltimore County Public School (BCPS) students will have the knowledge, skills, and attitudes to reach their potential as responsible, productive citizens in a global economy and a multicultural society. THE BOARD FURTHER RECOGNIZES THE NEED AND VALUE FOR AN ONGOING PROGRAM OF CURRICULUM REVIEW AND DEVELOPMENT.

[The Board recognizes that the curriculum must delineate a prescribed course of study “to provide a quality education that develops the content knowledge, skills, and attitudes that will enable all students to reach their maximum potential as responsible, life-long learners and productive citizens.”]

II. STANDARDS

A. THE BOARD DELEGATES TO [T]he Superintendent THE RESPONSIBILITY OF ESTABLISHING, IMPLEMENTING, AND MONITORING [shall establish, implement, and monitor] a process for the development, alignment, and review of the written, taught, and assessed curriculum.

B. ALL CURRICULA must reflect[s] global, national, state, and local standards and requirements and provide academic rigor for all students.

III. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.
POLICY 6000

Legal References: Annotated Code of Maryland, Education Article §4-101, CONTROL AND PROMOTION OF EDUCATION
Annotated Code of Maryland, Education Article §4-108, DUTIES IN GENERAL
Annotated Code of Maryland, Education Article §4-111, CURRICULUM GUIDES AND COURSES OF STUDY: STUDY OF SIGN LANGUAGE

RELATED POLICIES: BOARD OF EDUCATION POLICY 6002, SELECTION OF INSTRUCTIONAL MATERIALS
BOARD OF EDUCATION POLICY 6100, CURRICULUM
BOARD OF EDUCATION POLICY 6102, TEACHING OF CONTROVERSIAL ISSUES
BOARD OF EDUCATION POLICY 8130, FORMULATION

Policy
Adopted: 11/21/68
Revised: 02/26/08
REVISED: ______

Board of Education of Baltimore County
BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: July 9, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 6200, SCHOOL LIBRARIES

ORIGINATOR: S. Dallas Dance, Superintendent

RESOURCE PERSON(S): Patricia Lawton, Chief Academic Officer

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 6200, School Libraries. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 6200
P O L I C Y  A N A L Y S I S  F O R  
B O A R D  O F  E D U C A T I O N  P O L I C Y  6 2 0 0  
S C H O O L  L I B R A R I E S

Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 6200 is scheduled for review in school year 2012-2013. Policy 6200 was presented to the Board for first reader at its meeting on February 19, 2013. Based on comments received, during second reader, the Board asked that the policy be remanded to the Policy Review Committee for further review. At the request of the Chief Academic Officer, a focus group consisting of principals and library media specialists was convened to provide feedback concerning the policy. As a result of the comments received from the focus group, staff is recommending that the policy be revised to: (1) include a policy statement that recognizes the importance of the school library media program in supporting student achievement; (2) include guidelines that reflect current library media program standards and expectations; (3) include the requirement that the Superintendent request funding in the annual operating budget for maintaining and upgrading school library collections, as well as staffing school libraries with certificated library media specialists; (4) include an implementation section; and (5) conform with the Policy Review Committee’s editing conventions.

Cost Analysis and Fiscal Impact on School System
The Superintendent will request sufficient funding to sustain school libraries from the annual operating budget. The proposed request for FY14 is $2,134,686.

Relationship to Other Board of Education Policies
1. Board of Education Policy 3111, Budget Planning and Preparation
2. Board of Education Policy 6002, Selection of Instructional Materials
3. Board of Education Policy 6202, Telecommunications Access to Electronic Information, Services, and Networks

Legal Requirements
1. COMAR 13A.05.04.01, Public School Library Programs
2. COMAR 13A.12.03.03, Library Media Specialist

Similar Policies Adopted by Other Local School Systems
2. Harford County Board of Education, Policy 04-0016-000, Professional Library/Media Center
3. Harford County Board of Education, Policy 06-0022-000, School Media Centers
4. Montgomery County Board of Education, Policy IIB, Evaluation and Selection

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

Timeline
First reading – July 9, 2013
Public comment – August 6, 2013
Third reading/vote – September 10, 2013
POLICY 6200

INSTRUCTION: Instructional Services

School Libraries

I. POLICY STATEMENT

A. The Board of Education of Baltimore County (Board) recognizes that school library media centers provide students and staff equitable access to the print and digital resources critical to supporting 21st century teaching and learning.

B. The Board further recognizes that CERTIFICATED [state certified] library media specialists SERVE A [are] critical ROLE IN SUPPORTING STUDENT ACHIEVEMENT BY COLLABORATING AND CO-TEACHING [partners] with CLASSROOM teachers in integrating information and technology literacy skills INTO THE CONTENT CURRICULUM AND MEETING THE EXPECTATIONS FOR STUDENT RESEARCH SET FORTH IN THE COMMON CORE STATE STANDARDS. [with all curricula by collaborating and co-teaching to positively impact the achievement of all students. Hence, the schools shall provide and maintain adequate school libraries and ensure sufficient staffing.]

C. THE BOARD IS COMMITTED TO MAINTAINING [Hence, the schools shall provide and maintain] adequate school libraries and ENSURING STAFFING OF LIBRARY MEDIA SPECIALISTS [ensure sufficient].

[The Superintendent shall develop rules, regulations and procedures to insure the quality of content in these libraries and their systematic maintenance as current resources for teachers, students, and their families.]

II. GUIDELINES

A. BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) SCHOOL LIBRARY MEDIA PROGRAM SHALL MEET THE MARYLAND STATE DEPARTMENT OF EDUCATION STANDARDS FOR SCHOOL LIBRARY MEDIA PROGRAMS IN MARYLAND. THE PROGRAM SHALL ALSO ADHERE TO THE MARYLAND STATE CURRICULUM IN INFORMATION LITERACY SKILLS AND THE AMERICAN ASSOCIATION OF SCHOOL LIBRARIES STANDARDS FOR THE 21ST CENTURY LEARNER.
B. SCHOOL LIBRARY MEDIA COLLECTIONS WILL BE SELECTED AND EVALUATED CONSISTENT WITH POLICY 6002, SELECTION OF INSTRUCTIONAL MATERIALS.

C. DURING PREPARATION OF THE ANNUAL OPERATING BUDGET, the Superintendent shall CONSIDER [annually request sufficient funds to maintain these services using] the standards RECOMMENDED BY [of] the American Library Association, [and] the Maryland School Library Media Program Standards, AND BOARD POLICY 3111, BUDGET PLANNING AND PREPARATION TO: [as guides.]

1. UPGRADE AND MAINTAIN SCHOOL LIBRARY COLLECTIONS; AND

2. ENSURE STAFFING OF CERTIFICATED LIBRARY MEDIA SPECIALISTS IN SCHOOL LIBRARIES.

III. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

Legal References: COMAR 13A.05.04.01, Public School Library Programs
COMAR 13A.12.03.03, Library Media Specialist

Related Policies: [Board of Education Rule 1120, Copyright]
BOARD OF EDUCATION POLICY 3111, BUDGET PLANNING AND PREPARATION.

Board of Education Policy [and Rule] 6002, Selection of Instructional Materials
Board of Education Policy [and Rule] 6202, Telecommunications Access to Electronic Information, Services, and Networks

RELATED RULE: SUPERINTENDENT’S RULE 1120, COPYRIGHT

POLICY
Adopted: 11/21/68
Revised: 06/10/08
REVISED: ___________
DATE:    July 9, 2013

TO:    BOARD OF EDUCATION

FROM:    S. Dallas Dance, Superintendent

SUBJECT:    REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 6601, SUMMER SCHOOL

ORIGINATOR:    S. Dallas Dance, 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 changes to Policy 6601, *Summer School*. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 6601
STATEMENT OF ISSUES OR QUESTIONS ADDRESSED
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 6601 is scheduled for review in school year 2012-2013. Policy 6601 establishes a summer school program that provides students with additional opportunities to obtain academic support or to earn graduation credits. Staff is recommending that the policy be revised to: (1) include a policy statement; (2) clearly delineate standards of the program; (3) reflect students’ ability to take online and blended courses as well as extended-year programs; (4) include an implementation statement; and (5) conform with the Policy Review Committee’s editing conventions.

COST ANALYSIS AND FISCAL IMPACT TO THE 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 5120, Attendance and Excuses
2. Board of Education Policy 5210, Factors Involved in Student Evaluation
3. Board of Education Policy 5500, Conduct
4. Board of Education Policy 5550, Disruptive Behavior
5. Board of Education Policy 6200, Curriculum and Instruction
6. Board of Education Policy 6602, Alternative Education Programs

LEGAL REQUIREMENTS
1. COMAR 13A.03.02.05, Other Provisions for Earning Credit

SIMILAR POLICIES ADOPTED BY OTHER LOCAL SCHOOL SYSTEMS
1. Anne Arundel County Board of Education, Policy IFP, Secondary Summer School Program
2. Frederick County Board of Education, Policy 400-40, Summer School
3. Harford County Board of Education, Policy 04-0010-000, Summer School Program

DRAFT OF PROPOSED POLICY
Attached

OTHER ALTERNATIVES CONSIDERED BY STAFF
No other alternatives were considered.

TIMELINE
First reading – July 9, 2013
Public comment – August 6, 2013
Third reading/vote – September 10, 2013
INSTRUCTION: Curriculum Extensions and Alternative Programs

Summer School

I. POLICY STATEMENT

The Board of Education of Baltimore County (Board) may conduct a summer school program each year [. Its purpose is] to provide additional opportunities for students to receive academic support and participate in enrichment activities.

II. STANDARDS

A. COURSE REQUIREMENTS IN SUMMER SCHOOL PROGRAMS SHALL BE THE SAME AS THOSE REQUIRED FOR COURSES IN THE COMPREHENSIVE HIGH SCHOOL AND ADHERE WITH THE SCHOOL SYSTEM’S CURRICULUM AND GRADING STANDARDS.

B. SUCCESSFUL COMPLETION OF THE SUMMER SCHOOL COURSE SHALL BE REQUIRED FOR A STUDENT TO EARN CREDIT TOWARD HIGH SCHOOL GRADUATION OR, IF TAKEN FOR REVIEW CREDIT, FOR GRADE-LEVEL PROMOTION. [Summer school attendance does not in any way guarantee promotion for students. They may, however, earn credits toward high school graduation which may result in a change of class placement in the high school].

III. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

Legal Reference: COMAR 13A.03.02.05, Other Provisions for Earning Credit
RELATED POLICIES: BOARD OF EDUCATION POLICY 5120, ATTENDANCE AND EXCUSES
BOARD OF EDUCATION POLICY 5210, FACTORS INVOLVED IN STUDENT EVALUATION
BOARD OF EDUCATION POLICY 5500, CONDUCT
BOARD OF EDUCATION POLICY 5550, DISRUPTIVE BEHAVIOR
BOARD OF EDUCATION POLICY 6200, CURRICULUM AND INSTRUCTION
BOARD OF EDUCATION POLICY 6602, ALTERNATIVE EDUCATION PROGRAMS
DATE: July 9, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 6604, EVENING AND SATURDAY HIGH SCHOOL PROGRAMS

ORIGINATOR: S. Dallas Dance, 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 changes to Policy 6604, Evening and Saturday High School Programs. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 6604
POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 6604
PURPOSE OF THE EVENING AND SATURDAY HIGH SCHOOL PROGRAMS
RENAMED AS, “EVENING AND SATURDAY HIGH SCHOOL PROGRAMS”

Statement of Issues or Questions Addressed
In accordance with Board of Education and Superintendent’s Rule 8130, Policy 6604 is scheduled for review in school year 2012-2013. Policy 6604 establishes evening and Saturday high school programs as alternative educational opportunities to complete course requirements for a regular diploma. Staff is recommending that the policy be revised to: (1) rename it; (2) include a policy statement; (3) outline the types of courses offered, including e-learning opportunities; (4) establish the same course requirements in evening and Saturday high schools as those courses in comprehensive high schools, including grading and attendance; (5) include a student behavior section that requires students enrolled in these programs to follow the school system’s code of conduct and outlines consequences for disruptive behavior; (6) 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 5120, Attendance
2. Board of Education Policy 5210, Factors Involved in Student Evaluation
3. Board of Education Policy 5500, Conduct
4. Board of Education Policy 5550, Disruptive Behavior
5. Board of Education Policy 6602, Alternative Education Programs

Legal Requirements
1. COMAR 13A.03.02.05, Other Provisions for Earning Credit

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel County Board of Education, Policy IFO, Evening High School Program
2. Frederick County Board of Education, Policy 400-11, Evening High School Student Enrollment and Attendance
3. Howard County Board of Education, Policy 8030, Graduation Requirements

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First reading – July 9, 2013
Public comment – August 6, 2013
Third reading/vote – September 10, 2013
INSTRUCTION: Curriculum Extensions and Alternative Programs

I. POLICY STATEMENT

A. THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) MAY OFFER EVENING AND SATURDAY HIGH SCHOOL PROGRAMS TO PROVIDE STUDENTS WITH ALTERNATIVE OPPORTUNITIES TO COMPLETE COURSE REQUIREMENTS, INCLUDING:
   1. ONLINE AND BLENDED PROGRAMS TO PROVIDE STUDENTS WITH E-LEARNING OPPORTUNITIES; AND
   2. CREDIT-RECOVERY PROGRAMS FOR ORIGINAL OR REVIEW CREDIT.

B. THE SUPERINTENDENT SHALL PROVIDE FOR THE ADMINISTRATION AND SUPERVISION OF THE EVENING AND SATURDAY HIGH SCHOOL PROGRAMS.

II. STANDARDS

A. EVENING AND SATURDAY HIGH SCHOOL PROGRAMS WILL OFFER:
   1. ORIGINAL AND REVIEW CREDIT COURSES FOR THOSE STUDENTS WHO NEED TO MEET THE REQUIREMENTS FOR GRADUATION OR ADMISSION TO INSTITUTIONS OF HIGHER LEARNING OR WISH TO ADVANCE TO A HIGHER COURSE LEVEL.
   2. E-LEARNING OPPORTUNITIES FOR CREDIT RECOVERY AND ORIGINAL CREDIT.

B. COURSE REQUIREMENTS IN EVENING AND SATURDAY HIGH SCHOOL PROGRAMS SHALL BE THE SAME AS THOSE FOR COURSES IN COMPREHENSIVE HIGH SCHOOLS AND ADHERE WITH THE SCHOOL SYSTEM’S CURRICULUM AND GRADING STANDARDS.

C. EVENING AND SATURDAY HIGH SCHOOL PROGRAMS SHALL FOLLOW THE SCHOOL SYSTEM’S POLICIES AND RULES CONCERNING ATTENDANCE AND BEHAVIOR.
III.  ELIGIBILITY

A.  EVENING AND SATURDAY HIGH SCHOOL PROGRAMS ARE OPEN TO ANYONE WHO HAS COMPLETED THE EIGHTH GRADE AND IS:
   1.  A CURRENT HIGH SCHOOL STUDENT WHO IS ATTENDING A PUBLIC HIGH SCHOOL AND HAS THE WRITTEN PERMISSION OF THE PRINCIPAL OF THE STUDENT’S HOME SCHOOL;
   2.  NOT CURRENTLY ATTENDING HIGH SCHOOL AND DOES NOT HAVE A HIGH SCHOOL DIPLOMA; OR
   3.  TAKING COURSES TO GAIN ADMISSION TO COLLEGE.

IV.  STUDENT BEHAVIOR

STUDENTS ENROLLED IN EVENING AND SATURDAY HIGH SCHOOL PROGRAMS ARE REQUIRED TO FOLLOW THE SCHOOL SYSTEM’S CODE OF CONDUCT. STUDENTS WHO TAKE PART IN DISRUPTIVE BEHAVIOR WILL BE DISCIPLINED IN ACCORDANCE WITH BOARD POLICY AND SUPERINTENDENT’S RULE 5550, DISRUPTIVE BEHAVIOR.

V.  IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

[I.  The Superintendent shall provide for the administration and supervision of the Evening and Saturday High School Programs.

II. The purpose of these programs shall be to give students alternative opportunities to complete the course requirements for a regular (credit) Maryland high school diploma.

A.  Original and review credit courses shall be offered for those who need to meet the requirements for graduation or admission to institutions of higher learning.

B.  The Evening and Saturday High Schools shall have the ability to offer courses (credits), tests (High School Assessments), and/or other completer requirements (student service learning) needed to meet the state and county requirements for a high school diploma.
III. The Evening and Saturday High Schools are open to anyone who has completed the eighth grade and is:

A. Attending a public high school and has the permission of that school’s administration; or

B. Not currently attending high school and does not have a high school diploma; or

C. Taking courses to gain admission to college.

IV. The Evening and Saturday High Schools will follow the Baltimore County Public Schools’ curriculum standards and all policies on student behavior, attendance, grading, and graduation.]

Legal Reference: COMAR 13A.03.02.05, OTHER PROVISIONS FOR EARNING CREDIT

Related Policies: BOARD OF EDUCATION POLICY 5120, ATTENDANCE AND EXCUSES
BOARD OF EDUCATION POLICY 5210, FACTORS INVOLVED IN STUDENT EVALUATION
BOARD OF EDUCATION POLICY 5500, CONDUCT
BOARD OF EDUCATION POLICY 5550, DISRUPTIVE BEHAVIOR
Board of Education Policy 6602, Alternative EDUCATION Programs

Policy
Adopted: 11/21/68
Revised: 09/07/99
Revised: 07/08/08
REVISED: ________
DATE: July 9, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: REPORT ON THE FISCAL YEAR 2015 OPERATING AND CAPITAL BUDGET SCHEDULES

ORIGINATOR: Michael Sines, Chief Operations Officer

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

INFORMATION

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

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

*****

Attachment I – FY2015 Operating Budget Schedule
Attachment II – FY2015 Capital Budget Schedule
## FY2015 OPERATING BUDGET SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 9, 2013</td>
<td>Present proposed operating schedule to the Board</td>
</tr>
</tbody>
</table>
| August/September 2013 | ◇ Pre-budget meeting with the superintendent  
                         | ◇ Pre-budget meetings with staff                                     
                         | ◇ Grants and general fund instructions to offices                    |
| October 2013          | **Southeast Area Advisory Council Pre-Budget Meeting**                |
|                       | 7 p.m. – Location TBD                                                |
|                       | (Sign up begins at 6:30 p.m.)                                       |
| October 2013          | **Northeast Area Advisory Council Pre-Budget Meeting**               |
|                       | 7 p.m. – Location TBD                                                |
|                       | (Sign up begins at 6:30 p.m.)                                       |
| October 2013          | **Central Area Advisory Council Pre-Budget Meeting**                 |
|                       | 7 p.m. – Location TBD                                                |
|                       | (Sign up begins at 6:30 p.m.)                                       |
| October 2013          | **Northwest Area Advisory Council Pre-Budget Meeting**               |
|                       | 7 p.m. – Location TBD                                                |
|                       | (Sign up begins at 6:30 p.m.)                                       |
| October 2013          | **Southwest Area Advisory Council Pre-Budget Meeting**               |
|                       | 7 p.m. – Location TBD                                                |
|                       | (Sign up begins at 6:30 p.m.)                                       |
| September/October 2013| ◇ BRASS training and FY15 budget planning sessions for office budgets |
|                       | ◇ Office budget requests are due to the Office of Budget and Reporting (OBR) |
| November 2013         | ◇ Initial budget review by the superintendent                         |
|                       | ◇ Schools allocate holdback allotments                                |
| January 14, 2014      | Superintendent presents proposed FY15 budget to the Board            |
|                       | – distribution of the budget book                                    |
| January 21, 2014      | Board public hearing – West Towson Elementary School                 |
|                       | (snow date: January 22, 2014)                                        |
| January 28, 2014      | Board work session (snow date: January 29, 2014)                     |
| February 11, 2014     | **Board adopts FY15 budget**                                         |
| February 25, 2014     | Distribution of budget book                                           |
| March 1, 2014         | FY15 proposed budget due to the county executive                      |

*Specific to the Board of Education*

*Requires action by the Board of Education*

Revised: 7/9/2013
## FY2015 OPERATING BUDGET SCHEDULE

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2014</td>
<td>◇ General fund budget instructions to schools</td>
</tr>
<tr>
<td></td>
<td>◇ County executive staff reviews BCPS budget proposal</td>
</tr>
<tr>
<td>March – April 2014</td>
<td>Schools develop FY15 budget requests</td>
</tr>
<tr>
<td>April 2014</td>
<td>County executive presents FY15 budget recommendations to the county council</td>
</tr>
<tr>
<td>April 2014</td>
<td>◇ BRASS training and assistance for schools</td>
</tr>
<tr>
<td></td>
<td>◇ School budget requests are due to OBR</td>
</tr>
<tr>
<td>April – May 2014</td>
<td>County council reviews budget request on all county budgets</td>
</tr>
<tr>
<td>May 2014</td>
<td>County council holds a public hearing on all county budgets</td>
</tr>
<tr>
<td>May 2014</td>
<td>County council work session on BCPS budget</td>
</tr>
<tr>
<td>May 2014</td>
<td>County council adopts FY15 budget</td>
</tr>
<tr>
<td>June 10, 2014</td>
<td>Board of Education approval of FY15 operating budget</td>
</tr>
<tr>
<td>July 1, 2014</td>
<td>FY15 funds available</td>
</tr>
<tr>
<td>July 2014</td>
<td>Distribution of the FY15 adopted budget book</td>
</tr>
</tbody>
</table>

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Specific to the Board of Education  
Requires action by the Board of Education

Revised: 7/9/2013
## FY2015 CAPITAL BUDGET SCHEDULE

**STATE/COUNTY REQUEST**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 22, 2013</td>
<td>Public hearing on FY15 capital budget requests</td>
</tr>
<tr>
<td>July 9, 2013</td>
<td>Present proposed capital schedule to the Board</td>
</tr>
</tbody>
</table>
| July 2013          | ◊ Office of Budget and Reporting and Department of Physical Facilities to meet with offices and schools to review project requests as necessary  
                          ◊ All capital project requests are due to the Office of Budget and Reporting  
                          ◊ State/county capital request reviewed by the superintendent |
| August 6, 2013     | Superintendent presents proposed FY15 state capital request to the Board |
| August 20, 2013    | Board work session on proposed FY15 state capital request             |
| September 10, 2013 | Board votes on superintendent’s proposed FY15 state capital request  |
| October 2013       | State request due to the State Interagency Committee for Public Construction (IAC) |
| October 2013       | Central Area Advisory Council FY16 Capital Pre-Budget Meeting  
                          7 p.m. – Location TBD  
                          (Sign up begins at 6:30 p.m.) |
| October 2013       | Northwest Area Advisory Council FY16 Capital Pre-Budget Meeting  
                          7 p.m. – Location TBD  
                          (Sign up begins at 6:30 p.m.) |
| October 2013       | Southwest Area Advisory Council FY16 Capital Pre-Budget Meeting  
                          7 p.m. – Location TBD  
                          (Sign up begins at 6:30 p.m.) |
| October 2013       | Southeast Area Advisory Council FY16 Capital Pre-budget Meeting  
                          7 p.m. – Location TBD  
                          (Sign up begins at 6:30 p.m.) |
| October 2013       | Northeast Area Advisory Council FY16 Capital Pre-budget Meeting  
                          7 p.m. – Location TBD  
                          (Sign up begins at 6:30 p.m.) |

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Specific to the Board of Education

*Requires action by the Board of Education*

Revised: 7/9/2013
## FY2015 Capital Budget Schedule

### State/County Request

**October 2013**
- Public School Construction Program review meeting with the Maryland State Department of Education

**November 2013**
- IAC issues recommendations for state request

**December 2013**
- Appeal hearing to IAC for state request

**December 3, 2013**
- Superintendent presents county capital request to the Board

**January 14, 2014**
- Board votes on superintendent’s proposed state (if applicable) and county capital request

**January 2014**
- County capital request is submitted by this date to the Baltimore County Office of Budget and Finance and forwarded to the Office of Planning and Zoning. The county executive conducts an overview meeting with the County Planning Board in January

**January 2014**
- Appeal hearing to the Board of Public Works (BPW) for state request

**January/February 2014**
- Presentation to the County Planning Board for county request

**February/March 2014**
- County capital budget is reviewed by county agencies

**April 2014**
- County executive presents the proposed county capital budget to the county council

**April/May 2014**
- State legislature approves state capital budget
- County council reviews budget request

**May 2014**
- County council holds a public hearing on all county budgets

**May 21, 2014**
- Public hearing on BCPS FY16 capital requests

**May 2014**
- County council adopts the FY15 county capital budget

**May 2014**
- BPW approves IAC recommendations of the state request

**July 1, 2014**
- FY15 capital funds available

**July 2014**
- Distribution of the FY15 budget book

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Specific to the Board of Education

Requires action by the Board of Education

Revised: 7/9/2013
NON-INSTRUCTIONAL SERVICES: Transportation Services

Responsibilities and Duties

I. PURPOSE

TO ESTABLISH GUIDELINES FOR PROVIDING SCHOOL TRANSPORTATION SERVICES FOR ELIGIBLE STUDENTS.

II. RESPONSIBILITY

A. Office of Transportation
   1. Shall be responsible for ensuring compliance with federal, state, and local regulations regarding the specifications, purchase, maintenance, inspection, and disposal of all Board of Education OF BALTIMORE COUNTY (Board) vehicles.
   2. Shall be responsible for ensuring compliance with federal, state, and local regulations regarding the certification of school bus drivers and attendants.
   3. Shall be responsible for ensuring compliance with federal, state, and local regulations regarding all school bus operations.
   4. Shall establish boundary maps and/or written descriptions defining the transported area for all schools.
   5. Safe bus routes and stops shall be established.
   7. Shall establish operating procedures and guidelines for school administrators, parents, and students.
   8. Shall establish a handbook for bus drivers and attendants.
   9. School bus routes shall be monitored so driver practices, bus load capacities, route conditions, and stop locations are checked.
   10. Loading and unloading procedures shall be evaluated at all schools, and necessary steps taken to correct unsatisfactory conditions.
   11. Shall incorporate best practices into the daily transportation operation.
   12. Attendants shall be employed to ride each bus transporting students with special needs. Their primary responsibility shall be to ensure the safety of students during loading, unloading, and transport.
   13. Shall establish procedures for the use of Board buses for authorized field trips. A list of approved contractors shall be made available to schools.
B. Principals
1. Shall notify students regarding bus schedules and stops. Bus cards may be issued as needed.
2. Shall be responsible for assigning students to an established bus stop and to ensure that the assignment is to the same established bus stop every day of the week. Morning, midday, and afternoon stops may be different but must be consistent each day of the week.
3. Shall ensure that students are familiar with the established crossing procedures for students:
   a. Students are to be at the established bus stop on the side of the road of the pick up five (5) minutes before the designated arrival time of the school bus.
   b. Students embarking from the school bus must stand away from the side of the bus until the bus pulls away. When traffic clears students shall proceed across the road.
   c. Same side service shall be provided for elementary school students residing on a road with a posted speed limit of 35 mph or greater.
   d. Same side service shall be provided to secondary students residing on a road with a posted speed limit of 40 mph or greater.
4. Shall be alert for any unsafe school bus practices and/or conditions and shall make corrections or, if necessary, notify the Office of Transportation of the concern.
5. Shall ensure that students and parents are informed annually regarding guidelines for students while at the bus stop, on the bus, and at the discharge point. All students and parents shall be furnished a copy of the “Parents’ & Students’ Guide to Transportation.” These guidelines shall be discussed with students so they are completely aware of their responsibilities.
6. Shall be completely familiar with the guide for SCHOOL administrators, established by the Office of Transportation.
7. Shall conduct practice emergency bus evacuation drills semi-annually in September and February.
8. Shall conduct safety and orientation meetings with bus drivers for the interpretation of local school regulations.
9. Shall advise and assist bus drivers in maintaining positive behavior management on the bus at all times.
10. Shall be completely familiar with Superintendent’s Rule 6303, *EMERGENCY CLOSURES, DELAYS, AND CANCELLATIONS* [6114, Unplanned and Emergency Closures].
11. Shall work closely with the Office of Transportation when responding to any complaints or INQUIRIES regarding school bus service, walking routes, and the need for crossing guards.

12. Shall arrange for transportation services for students with special needs.
   a. STUDENTS WITH SPECIAL NEEDS MUST BE MET BY A PARENT OR RESPONSIBLE CARETAKER [A parent or responsible person shall be required to meet the bus] at the DESIGNATED [established] bus stop in the morning, afternoon, and at midday, UNLESS:
      (1) THE PARENT PROVIDES WRITTEN PERMISSION TO THE SCHOOL PRINCIPAL THAT AUTHORIZES THE STUDENT TO EMBARK AND DISEMBARK INDEPENDENTLY AT THE DESIGNATED BUS STOP; OR [Unless a written request for the student provided with special transportation] to embark and disembark without supervision [is initiated by the parent and approved by the principal, a parent or responsible person shall be required to meet the bus at the established bus stop in the morning, afternoon, and at midday.]
      (2) THE STUDENT’S INDIVIDUALIZED EDUCATION PROGRAM SPECIFIES THAT THE STUDENT EMBARK OR DISEMBARK INDEPENDENTLY AT THE DESIGNATED BUS STOP.

   b. The principal shall prepare and maintain, with the assistance of the Office of Special Education, a roster of students with special needs requiring special transportation. The complete roster shall be provided to the Office of Transportation in July of each year.

   c. The principal shall be responsible for providing notification to parents of students with special needs regarding transportation arrangements and schedules.

   d. Principals shall submit to the Office of Transportation an updated roster of students requiring special needs transportation on the last Friday in October.

III. Transportation Services from Child Care Facilities

   A. Baltimore County Public Schools (BCPS) will provide transportation from a child care provider to a public school providing the child care facility is within the boundaries of the school district and the transported area of the school.
B. STUDENTS [Children] who have transferred to a public school under existing transfer policies and are attending a child care facility within the boundaries of the school district and the transported area to which the child has transferred will likewise be provided transportation from the child care facility to the public school.

C. STUDENTS [Children] attending child care facilities that are within the non-transported area of an assigned school will not be provided transportation, unless the walking conditions as determined by the Office of Transportation are unsafe.

Legal References:  
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §§7-801 to -807, TRANSPORTATION  
COMAR 13A.06.07, STUDENT TRANSPORTATION  
BALTIMORE COUNTY CODE, 2003, EDUCATION ARTICLE §28-1-102, TRANSPORTATION OF PRIVATE SCHOOL STUDENTS - AUTHORIZED

[Annotated Code of Maryland, Transportation Article, §11-153, -154, -173, -174; 13-420; 16-186; 21-703, -706, -706.1, -806, -1118; 22-218, -418; 25-110  
COMAR 11.19.01 – 11.19.08  
COMAR 13A.06.07  
49 CFR Part 40]

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

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

Rule
Approved: 09/18/68
Revised: 05/06/08
REVISED ___________
NON-INSTRUCTIONAL SERVICES: Transportation Services

Routes and Services

I. PURPOSE

TO OUTLINE THE PROCESS BY WHICH BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) WILL PROVIDE TRANSPORTATION SERVICES FOR ELIGIBLE STUDENTS FROM DESIGNATED BUS STOPS TO THE STUDENT’S ASSIGNED SCHOOL.

II. DEFINITIONS

DESIGNATED BUS STOP – A BUS STOP ASSIGNED TO A STUDENT AS ESTABLISHED BY THE BCPS OFFICE OF TRANSPORTATION.

III. GUIDELINES

THE OFFICE OF TRANSPORTATION IS RESPONSIBLE FOR STUDENT TRANSPORTATION AND THE SAFE AND EFFICIENT OPERATION OF BCPS BUSES. THE OFFICE OF TRANSPORTATION SHALL BE RESPONSIBLE FOR ESTABLISHING ROUTES FOR SCHOOL BUSES AND THE STOPS FOR LOADING AND UNLOADING STUDENTS.

IV. ESTABLISHING BUS STOPS AND ROUTES

A. Regular routes shall be established in the interest of safety with the following factors given consideration:
   1. Students’ eligibility for bus service within the school boundary;
   2. Age, health, and physical condition of students;
   3. Location of students’ homes and number of students in areas to be served;
   4. Availability of buses for routes; AND
   5. Road and student walking conditions.

B. Bus schedules shall be established to fully utilize all buses [but safety shall be foremost in mind].

C. In establishing bus stops, safety of students presently on the bus, safety of students boarding or leaving the bus, and safety of other motorists shall be taken into consideration.
D. Before schools open each year and at various times during the year, bus routes, stops, and schedules shall be reviewed to determine means of improving safety and efficiency of the operation.

V. Crossing Procedures For Students

A. Taking into consideration that motorists all too frequently ignore a school bus’s flashing red lights, the following crossing procedures have been established in the interest of safety:
   1. Students are to be at their designated bus stops and on the side of the road of the bus pickup five (5) minutes before the bus arrives.
   2. Except at specifically designated bus stops, the students are not to wait until the bus stops and then cross the road to board the bus.
   3. Students getting off the bus are to wait on the side of the road where they get off.
   4. Students must stand away from the side of the bus until the bus pulls away, leaving better clearance for vision in both directions.
   5. When traffic is cleared and it is safe to cross, the students proceed to the other side of the road.

B. School administrators and parents ARE RESPONSIBLE FOR REINFORCING [need to reinforce rules continually about] safe crossing RULES with the students. [If assistance is needed, seek the support of the Baltimore County Public Schools’ Office of Transportation. Refer to the School Bus Safety curriculum guide.]

VI. SAME SIDE SERVICE

A. Same side service will be provided:
   1. For elementary students residing on a 35+ mph roadway.
   2. For secondary students residing on a 40+ mph roadway.
   3. Where deemed appropriate in the interest of student safety by BCPS [Baltimore County Public Schools’] Office of Transportation personnel.
LEGAL REFERENCES: ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §§7-801 TO -807, 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 3410, RESPONSIBILITIES AND DUTIES

Rule
Superintendent of Schools
Approved: 09/18/68
Revised: 12/03/96
Edited: 02/20/13
REVISED: _________
PERSONNEL: Conduct

Sexual Harassment

I. Purpose

Sexual harassment is a form of prohibited discrimination and an unlawful employment practice. Employees and supervisors are required to report sexual harassment or retaliation and ALL complaints will be investigated and appropriate action(s) taken.

II. Definitions

THE FOLLOWING DEFINITIONS SHALL APPLY TO THIS RULE:

A. Sexual harassment – Any deliberate and/or repeated unwelcome behavior of a sexual nature, whether it is verbal, nonverbal, or physical. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct constitute sexual harassment when SUCH BEHAVIORS OR CONDUCT:
   1. [Such behaviors and conduct] AffectS a decision concerning employment, such as hiring and firing; [.]
   2. [Such behaviors and conduct are used to make] INFLUENCES decisions about pay, promotion, or job assignment; [.]
   3. [Such behaviors or conduct] InterfereS with an employee’s work performance; [.] OR
   4. [Such behaviors or conduct] CreateS an intimidating, hostile, or offensive work environment.

B. Victims – May be male or female, and do not have to be the opposite sex of the harassers. Victims may be anyone offended by the conduct.

C. Harassers – May be male or female and may be co-workers, supervisors, administrators, or third parties, such as vendors, contractors, or volunteers.

D. Retaliation – [means] adverse employment or workplace actions taken against individuals for filing a complaint of sexual harassment or for participating in an investigation or other related proceeding.
E. Employee – PERSONS EMPLOYED BY THE SCHOOL SYSTEM ON A FULL-TIME, PART-TIME OR TEMPORARY BASIS. [means for the purpose of this rule, only, permanent or temporary personnel]

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

III. Sexual Harassment Awareness

A. All new employees will BE INFORMED [receive a copy] of Board of Education Policy 4102 and this Rule during new hire orientation.

B. Employees will receive annual notice that sexual harassment is prohibited. Employees will also receive the process for reporting sexual harassment.

C. Notice that sexual harassment is prohibited will be provided to non-employees including vendors, consultants, contractors, and volunteers.

D. ALL EMPLOYEES SHALL BE REQUIRED TO RECEIVE SEXUAL HARASSMENT TRAINING UPON HIRE AND EVERY TWO (2) YEARS.

IV. Reporting Sexual Harassment

A. It is the responsibility of the employee to report allegations of sexual harassment to his or her supervisor or to the EEO [Equal Employment Office (EEO)] Officer.

B. When the employee believes he or she is being harassed by his/her supervisor, the employee should report the harassment to the supervisor’s supervisor or directly to the EEO Officer.

C. It is the responsibility of employees that are not direct victims but are offended by the conduct to report the conduct to his or her supervisor or to the EEO Officer.

D. An administrator or supervisor who receives a complaint against a school system employee or third party will immediately notify the EEO Officer. Failure to report the complaint to the EEO Officer will result in disciplinary action.
V. Investigating Sexual Harassment

A. The EEO Officer or other designated personnel will investigate the complaint or assist the administrator or supervisor in conducting [the investigation] AN INTERNAL INVESTIGATION.


C. IF THE EEO OFFICER CONCLUDES THAT A VIOLATION OF POLICY 4102 HAS OCCURRED, APPROPRIATE CORRECTIVE AND/OR DISCIPLINARY ACTION WILL BE TAKEN.
   1. THE APPROPRIATE ADMINISTRATOR WILL REVIEW THE EEO OFFICER’S REPORT WITH THE DEPUTY SUPERINTENDENT, AND WILL ENSURE THAT APPROPRIATE CORRECTIVE AND/OR DISCIPLINARY ACTION IS TAKEN.

D. A RECORD OF THE COMPLAINT, INVESTIGATION, AND FINDINGS 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. DISCIPLINE

A. ANY EMPLOYEE WHO SEXUALLY HARASSES ANOTHER EMPLOYEE OR THIRD PARTY WILL FACE DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.

B. APPROPRIATE CORRECTIVE ACTION UP TO AND INCLUDING TERMINATION OF SERVICES WILL OCCUR IN CASES OF HARASSMENT OF AN EMPLOYEE BY A NON-EMPLOYEE SUCH AS A VENDOR, CONTRACTOR, OR VOLUNTEER.

[B. A record of the complaint and the findings will become part of the investigation record and will be maintained in the EEO office.]
VI. Findings of Sexual Harassment

A. If it is determined that sexual harassment has occurred, appropriate corrective action will be taken. An employee who sexually harasses another employee or third party will face disciplinary action up to and including termination.

B. Appropriate corrective action up to and including termination of services will occur in cases of harassment of an employee by a non-employee such as a vendor, contractor, or volunteer.

VII. Retaliation

A. Retaliation against an INDIVIDUAL [employee] who has made a complaint or participated in an investigation or other proceeding involving sexual harassment [by another employee] is strictly prohibited.

B. All complaints of retaliation will be reported to AND INVESTIGATED BY the EEO Officer [and will be investigated]. If it is determined that retaliation has occurred, appropriate disciplinary action will be taken.

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.
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 4002, Obligations of Employees of the Board of Education of Baltimore County
BOARD OF EDUCATION POLICY 4100, EMPLOYEE CONDUCT AND RESPONSIBILITIES
Rule

Approved: 03/11/08
Edited: 07/01/11
REVISED: _______

Superintendent of Schools
INSTRUCTION: CURRICULUM

TEACHING OF CONTROVERSIAL ISSUES [Resource Personnel and Outside Speakers]

I. PURPOSE

TO ESTABLISH GUIDELINES FOR TEACHING CONTROVERSIAL ISSUES AND CRITERIA FOR APPROVING RESOURCE SPEAKERS.

II. GUIDELINES

A. THE STUDY OF CONTROVERSIAL ISSUES SHALL BEGIN IN ELEMENTARY GRADES AND BE EMPHASIZED IN SECONDARY SCHOOLS WHEN STUDENTS DEMONSTRATE THE MATURITY TO FORMULATE AND EXPRESS OPINIONS ABOUT THE SIGNIFICANT ISSUES FACING CITIZENS, COMMUNITY, AND SOCIETY.

B. THE STUDY OF CONTROVERSIAL ISSUES SHALL BE PRESENTED IN AN OBJECTIVE AND SCHOLARLY FORMAT.

C. THE STUDENT SHALL HAVE THE FOLLOWING RIGHTS AND ASSOCIATED RESPONSIBILITIES IN THE STUDY OF CONTROVERSIAL ISSUES.

1. THE RIGHT TO STUDY ANY ISSUE, WHICH HAS POLITICAL, ECONOMIC, OR SOCIAL SIGNIFICANCE.
2. THE RIGHT TO ACCESS ALL RELEVANT INFORMATION THAT IS APPROPRIATE TO THE MATURITY LEVEL OF THE STUDENT.
3. THE RIGHT TO STUDY IN AN ATMOSPHERE FREE FROM BIAS AND PREJUDICE.
4. THE RIGHT TO FORM AND RESPECTFULLY EXPRESS OPINIONS ON CONTROVERSIAL ISSUES.

III. RESOURCE SPEAKERS

A. RESOURCE SPEAKERS MAY BE INVITED TO SPEAK TO STUDENTS ABOUT CONTROVERSIAL ISSUES IN CONJUNCTION
RULE 6102

WITH THE EDUCATIONAL PROGRAM AND DURING SCHOOL-SPONSORED ACTIVITIES.

B. SCHOOL PRINCIPALS ARE RESPONSIBLE FOR APPROVING STAFF REQUESTS TO INVITE RESOURCE SPEAKERS TO PARTICIPATE DURING CLASSROOM INSTRUCTION OR SCHOOL-SPONSORED ACTIVITIES OR EVENTS.

C. THE FOLLOWING CRITERIA SHOULD BE APPLIED TO DETERMINE APPROVAL OF A RESOURCE SPEAKER:
1. THE BACKGROUND OF THE INDIVIDUAL(S) TO APPEAR AT THE SCHOOL.
2. SENSITIVITY TO THE RELEVANT NEEDS AND CLIMATE OF THE SCHOOL COMMUNITY.
3. THE EDUCATIONAL BENEFIT AND IMPACT OF THE PRESENTATION.
4. THE RELATIONSHIP OF THE PRESENTATION TO CULTURALLY SENSITIVE TOPICS.
5. ALIGNMENT WITH THE INTELLECTUAL AND EMOTIONAL MATURITY OF THE STUDENTS.

IV. RESPONSIBILITIES

A. TEACHERS
1. TEACHERS SHALL UTILIZE BEST INSTRUCTIONAL PRACTICES WHEN PRESENTING CONTROVERSIAL ISSUES, INCLUDING BUT NOT LIMITED TO:
   a. ADDRESSING CONTROVERSIAL ISSUES RELEVANT TO THE CONTENT OF THE COURSE AND APPROPRIATE TO THE MATURITY LEVEL OF THE STUDENTS.
   b. GUIDING INSTRUCTION IN WAYS THAT PRESENT A BALANCE AMONG MANY POINTS OF VIEW TO ENSURE A WIDE RANGE OF INFORMATION AND INTERPRETATION FOR THE STUDENTS’ CONSIDERATION.
   c. ADDRESSING CONTROVERSIAL TOPICS AS IMPARTIALLY AND OBJECTIVELY AS POSSIBLE, WITHOUT INTERJECTING PERSONAL BELIEFS INTO INSTRUCTION.
d. ENCOURAGING CRITICAL THINKING THROUGH AN EMPHASIS ON EVIDENCE AND THE ABILITY TO ALTER OPINIONS WHEN WARRANTED BY NEW INFORMATION.

B. PRINCIPALS

PRINCIPALS, IN CONSULTATION WITH THE DIVISION OF CURRICULUM AND INSTRUCTION AND IN ACCORDANCE WITH CURRICULAR GUIDELINES, BEAR THE PRIMARY RESPONSIBILITY FOR THE DEVELOPMENT OF SCHOOL PROCEDURES FOR THE TEACHING OF CONTROVERSIAL ISSUES.

C. DIVISION OF CURRICULUM AND INSTRUCTION

THE DIVISION OF CURRICULUM AND INSTRUCTION SHALL PROVIDE ASSISTANCE AND GUIDANCE TO PRINCIPALS AND TEACHERS CONCERNING THE TEACHING OF CONTROVERSIAL ISSUES.

[The principal shall approve outside speakers, resource personnel, and other persons prior to their appearance before student groups. This authority carries with it the responsibility of investigating the backgrounds of persons involved. In making this decision the following shall be considered:

1. Personal background of the individuals to appear at the school.
2. Organizations represented by the speaker or resource person.
3. Appropriateness of the subject to the maturity level of student.
4. Climate of student body and community.
5. Advisability of having a person not directly involved but knowledgeable about a given topic or organization, rather than a member of an organization or a proponent of an extreme point-of-view.
6. Advisability of placing restrictions on publicity, distribution of literature, and materials to be exhibited.]
Each principal shall develop a procedure to be used in seeking approval for outside speakers and resource persons and shall maintain a file of these requests. Since an all-inclusive composite listing of approved speakers, resource persons, organizations, and issues of debate is not feasible, the principal shall exercise his authority and good judgment in handling all matters relative to the approval or disapproval of outside guests and the discussion of controversial issues.

Principals are not obligated to approve any speaker by virtue of the speaker’s appearance at another school in Baltimore County. Principals should feel free to consult with the area directors and coordinators.

A suggested form which may be used in processing requests of this nature may be found on the following page.

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

RELATED POLICIES:
BOARD OF EDUCATION POLICY 3160, SCHOOL SPONSORED RESPONSIBILITIES ACTIVITIES
BOARD OF EDUCATION POLICY 5600, STUDENT’S RIGHTS AND RESPONSIBILITIES
BOARD OF EDUCATION POLICY 6000, CURRICULUM & INSTRUCTION
BOARD OF EDUCATION POLICY 6002, SELECTION OF INSTRUCTIONAL MATERIALS – PHILOSOPHY
BOARD OF EDUCATION POLICY 6100, CURRICULUM

Rule
Approved: 09/25/69
REVISED: ________
APPLICATION FORM FOR
UTILIZATION OF RESOURCE PERSONNEL AND OUTSIDE SPEAKERS

Date _______________________

School _________________________________________________________________

Teacher _______________________________ Subject __________________________

Unit or topic under consideration ____________________________________________

How resource person(s) will contribute to better understanding of this study:
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Name of resource person _________________________________________________

Address of resource person ________________________________________________

Background and qualifications of resource person __________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

________________________________
Signature of Department Chairman

Approved ☐

Disapproved ☐

________________________________
Signature of Principal]
DATE: July 9, 2013
TO: BOARD OF EDUCATION
FROM: S. Dallas Dance, Superintendent
SUBJECT: BOARD OF EDUCATION POLICIES SCHEDULED FOR REVIEW IN 2013-2014

PRESENTERS: Mr. Michael Bowler, Vice-Chairman
Policy Review Committee

RESOURCE PERSON(S): Margaret-Ann F. Howie, Esq., General Counsel
Patricia S. Clark, Policy and Compliance Officer

INFORMATION

In accordance with Superintendent’s Rule 8130, the list of policies scheduled for review in School Year 2013-2014 is attached.

*** ***

Attachment
Proposed Policy Schedule 2013-2014

In accordance with Superintendent’s Rule 8130, the following policies are scheduled for review in school year 2013-2014.

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<td>6202 P</td>
<td>Telecommunications Access to Electronic Information, Services and Networks (rescheduled from 2012-13)</td>
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<td>6501 P</td>
<td>Evaluation of the Instructional Program</td>
<td>07/09</td>
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<td>6701 P</td>
<td>Extracurricular Activities (rescheduled from 2012-13)</td>
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<tr>
<td>6702 P</td>
<td>Intramural, Informal, and Interscholastic Athletics (rescheduled from 2012-13)</td>
<td>09/09</td>
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<tr>
<td>8132 P</td>
<td>Control and Communications</td>
<td>02/09</td>
</tr>
<tr>
<td>8140 P</td>
<td>Administrative Operations</td>
<td>03/09</td>
</tr>
<tr>
<td>8311 P</td>
<td>Meetings</td>
<td>08/08</td>
</tr>
<tr>
<td>8314 P</td>
<td>Meeting Agenda</td>
<td>10/08</td>
</tr>
<tr>
<td>8341 P</td>
<td>Questions and Answers on Appeals and Hearings &lt;annual review&gt;</td>
<td>09/11</td>
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</table>
BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: July 9, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: POLICY EDITING CONVENTIONS

PRESENTERS: Mr. Michael Bowler, Vice-Chairman
Policy Review Committee

RESOURCE PERSON(S): Margaret-Ann F. Howie, Esq., General Counsel
Patricia S. Clark, Policy and Compliance Officer

INFORMATION

That the Board of Education is informed of the Policy Review Committee’s Policy Editing Conventions.

* * * * *

Attachment
Introduction
The Board of Education’s Policy Review Committee has been charged with the task of
directing and overseeing revision of the Board’s policies. A policy is a statement of the
vision, goals, principles, or position of the Board of Education to guide and direct the
Superintendent and staff. Policies are promulgated by the Board of Education in
accordance with Board of Education Policy 8130. In general, policies will answer the
question: “What do we want the school system to do?”

In the 8000 Series, Internal Board Operations, policies are understood as tools to
establish concrete approaches and mechanisms for self-governance of the Board. The
Committee’s primary task is to discuss policies as the governance documents for the
school system. To this end and in order to ensure consistency in the style and format of
the Board’s policies, the Committee hereby recommends that the following conventions
be employed when policies are presented to the Committee and to the Board for adoption,
re-adoption, or amendment.

I. Policies shall contain numbered paragraphs, using standard outline format:

I.

A.

1. a. (1)

B.

1. a. (1)

II.

A.

1. a. (1)
II. Correct Use of Names

A. In each policy, the Board shall be referenced as follows:
   1. *First Use:* “Board of Education of Baltimore County (Board)”
   2. *Thereafter in Policy:* “Board”

B. School System
   1. *First Use:* “Baltimore County Public Schools (BCPS)”
   2. *Thereafter in Policy:* “BCPS”

C. County Superintendent
   1. Correct: “Superintendent”
   2. Incorrect: Superintendent of Schools
   3. Incorrect: Superintendent or Designee

III. Editing

A. All deletions shall be indicated by brackets [deleted language].

B. All new language shall be indicated by **ALL CAPITAL LETTERS**.

C. All policies shall employ a standard font (Times New Roman, Size 13).

IV. Implementation Section

If applicable, each Board policy should contain an implementation section that will be standardized as follows:

The Board directs the Superintendent to implement this policy.

V. Proper Terminology

A. In accordance with Board of Education Policy 8130(II)(F), the Board shall adopt policies during one of its public meetings. Upon adoption, the term “adopted” shall indicate the date when the Board’s action occurred.
   1. Once the Board has adopted a policy, it will indicate revision of such through the term “revised” and the date that such revision was approved.
   2. When the Board determines that no revisions are required, but wishes to indicate that a review has occurred, it will do so by employing the term “readopted” along with the date that such action occurred.
VI. Review of these Conventions

A. The Committee will review the aforementioned editing conventions on an annual basis to ensure their utility to the school system and to the Board.

B. The editing conventions will be distributed to all Board members each new school year during the Board’s July meeting.
Baltimore County Public Schools

Date: July 9, 2013

To: Board of Education

From: S. Dallas Dance, Superintendent

Subject: Appeals and Hearings Handbook

Presenters: Mr. Michael Bowler, Vice-Chairman
Policy Review Committee

Resource Person(s): Margaret-Ann F. Howie, Esq., General Counsel
Patricia S. Clark, Policy and Compliance Officer

Information

That the Board of Education is informed of the Appeals and Hearings Handbook, Questions and Answers on Appeals and Hearings Before the Board of Education of Baltimore County, and the edits to the handbook that have been recommended by the Policy Review Committee.

Attachment
QUESTIONS AND ANSWERS ON APPEALS AND HEARINGS BEFORE THE BOARD OF EDUCATION OF BALTIMORE COUNTY

2013-2014
QUESTIONS AND ANSWERS ON
APPEALS AND HEARINGS BEFORE THE
BOARD OF EDUCATION OF BALTIMORE COUNTY

IT IS STRONGLY RECOMMENDED THAT YOU READ THIS ENTIRE
DOCUMENT IN ORDER TO UNDERSTAND THE BOARD OF
EDUCATION’S HEARING PROCESS

I. Introduction

A. You are receiving this document because you have requested a hearing before the Board of Education of Baltimore County (Board), and this hearing has been assigned to one of the Board’s hearing examiners or has been scheduled to be heard by the Board. This document explains, broadly, the procedure used for these hearings, and will tell you what to expect. This document is not intended to provide legal advice or counsel on the substance of your case. For legal advice about your case, you should consult with an attorney.

B. Once your appeal has been referred to a hearing examiner, THE BOARD’S SCHEDULER WILL SEND all correspondence concerning your hearing before the Board’s hearing examiner [will be sent] to you or to your designated representative as outlined in Paragraph II below [by the Board’s scheduler].

C. You must provide the Board’s scheduler with your current contact information, or the contact information for your representative, including your complete address and home telephone number or a telephone number where you or your representative may be reached during business hours.

D. You and your representative will receive a written notice that includes the date, time, and place of the hearing. This hearing notice will contain the name of the hearing examiner selected to conduct your hearing.

E. You will receive a copy of the Board’s policies on hearings, Policies 8340 and 8341. Specific procedures are addressed in these policies. If the policies are not included in the information provided to you, you may either request a copy of the policies or the policies are available online at the following links:


II. Do I need an attorney or may I represent myself?

A. An individual may represent him/herself in any hearing before a Board hearing examiner; no person is required to have an attorney.
B. An individual may be accompanied, represented, and advised by an attorney or a representative who is not an attorney, such as an advocate, or an association/union representative (hereinafter “designated representative”) at all stages of an appeal.
C. The Superintendent will be represented by an attorney.
D. If you choose to be represented by a designated representative, you are required to notify the Board’s scheduler of the name and contact information of your DESIGNATED [attorney or] representative.
E. If you have informed the Board’s scheduler that you are represented by a designated representative, the designated representative shall be responsible for:
   1. Receiving all notices of hearings;
   2. Filing of all pleadings, motions, or other papers;
   3. Submitting evidence, examining, and cross-examining witnesses; and
   4. Representing you before the hearing examiner and, if applicable, at oral argument before the Board.
F. You should consult directly with your designated representative if you have questions about your hearing.

III. What types of proceedings are covered by this procedure?

A. Appeals and hearings covered by this document include formal hearings before hearing examiners in matters arising under Sections 4-205 and 6-202 of the Education Article of the *Annotated Code of Maryland* as well as oral arguments before the Board.
B. This document does not address student suspensions and expulsions, employee collective bargaining agreement grievances, or meetings about any of these matters.

IV. Who will conduct the hearing?

A. The Board selects a panel of independent hearing examiners to conduct hearings where evidence is gathered. These persons are not employees of the Board or of the Superintendent.
   1. As required by Board Policy, the hearing examiner must be an attorney admitted to practice law in Maryland.
   2. The hearing examiner assigned to listen to your case reviews the evidence and argument presented at the hearing, applies relevant law, and issues a recommendation on the issues in question.
   3. The hearing examiner is independent and neutral. The hearing examiner will not give legal advice to any party or witness.
B. In some instances, the Board will conduct hearings without a hearing examiner.

V. What will the hearing examiner know about my case?
A. The hearing examiner will not have any advance notice about the specifics of your dispute. He/She will only have received your letter of appeal to the Board. You will be able to provide any necessary evidence during the hearing itself.

VI. *May I contact the hearing examiner to discuss my case?*

A. No. The hearing examiner may not speak with you unless all parties are present by phone or in person.
B. If you have a matter that needs to be addressed by the hearing examiner prior to or after the hearing, please contact the Board’s scheduler listed on your hearing notice.

VII. *What happens at the hearing before the hearing examiner?*

A. The hearing will be recorded by a court reporter. All individuals giving testimony will be required to take an oath.
B. This is your opportunity to present your side of the case and your story. You should bring any documents or witnesses that you believe support your case and that you wish to be considered by the hearing examiner.
   If you decide to bring such documents, you will need the original and four copies of any documents you wish to use. The original may be needed to show to the hearing examiner; copies will be distributed as follows: one for your records, one for the official record, one for the hearing examiner, and one for the Superintendent’s counsel.
C. You may bring witnesses to the hearing before the hearing examiner. They will be required to testify under oath.
D. Neither the Board nor any of its hearing examiners has the authority to subpoena documents or witnesses.
F. The hearing examiner is required to control the hearing, including the examination of witnesses; rule on the admissibility of evidence; and postpone, continue, or recess the hearing.
G. You, or your designated representative, may submit evidence, examine and cross-examine witnesses, and make objections and motions.
H. In a REQUEST FOR hearing on a dismissal or suspension of certificated employees (under Section 6-202 of the Education Article), the Superintendent shall proceed first AND SHALL HAVE THE BURDEN OF PROOF BY A PREPONDERANCE OF THE EVIDENCE.
I. In administrative appeals (under Section 4-205 of the Education Article), the Appellant shall proceed first AND SHALL HAVE THE BURDEN OF PROOF BY A PREPONDERANCE OF THE EVIDENCE. The hearing examiner may vary the order of presentation.
J. The Superintendent may appear in person, or through counsel or a designated representative, and shall be afforded the same rights as a party to submit evidence, examine and cross-examine witnesses, and make objections and motions.

K. The hearing examiner may limit or REFUSE [decline] to admit cumulative or repetitive evidence and restrict redundant or duplicative testimony. The hearing examiner may encourage, but may not require, the parties to make an agreement as to matters not in dispute and to reduce cumulative evidence.

L. The hearing examiner has no authority to compel any witness to testify.

M. Hearings ordinarily will be limited to no more than three hours, and each of the parties will be allotted up to one and one half hours to present that party’s side of the case. The hearing examiner may extend the time for the hearing as he/she deems necessary or upon request of a party.

VIII. What will happen if I am unable to attend the hearing before the hearing examiner?

A. If you cannot attend your hearing, you must send a written request to the Board’s scheduler as soon as you know that you are unable to attend. **Your request must be received no later than 10 calendar days prior to the scheduled date of the hearing.**

1. The Board’s scheduler will forward your request, along with the supporting documentation, to the hearing examiner. **The request must establish good cause for your inability to attend the hearing and include supporting documentation.** For example, if there is a health-related reason why you are unable to attend the hearing, you must provide a doctors note confirming the reason. Similarly, if you have vacation or travel plans, you must provide proof of your plans.

2. Failing to hire an attorney and have counsel enter an appearance will not be considered as a valid reason to receive a postponement.

3. The hearing examiner will decide whether the hearing will be postponed. If you fail to appear, your case will be dismissed.

B. **If you file your written request for a postponement less than 5 calendar days before the scheduled date of the hearing, you must provide proof that you had an emergency reason for being unable to appear.** You should send a copy of your request for postponement to the Board’s scheduler. The Board’s scheduler will forward your request, along with supporting documentation, to the hearing examiner. **AN EMERGENCY REASON MAY INCLUDE, FOR EXAMPLE, A SUDDEN ILLNESS OR INJURY OCCURRING WITHIN THE FIVE DAYS PRIOR TO THE HEARING, OR A CHANGE IN EMPLOYMENT OR WORK ASSIGNMENT OCCURRING WITHIN THE FIVE DAYS PRIOR TO THE HEARING. PROOF OF EMERGENCY REASON INCLUDES WRITTEN MEDICAL DOCUMENTATION OR EMPLOYER DOCUMENTATION THAT VERIFIES BOTH THE EMERGENCY AND THE TIMING OF THE EMERGENCY. THE DOCUMENTATION MUST BE SIGNED BY A MEDICAL PROVIDER OR EMPLOYER’S REPRESENTATIVE OR PERSON WITH SIMILAR AUTHORITY.**
1. The hearing examiner will decide whether the hearing will be postponed. If your request is denied, you must attend the hearing as scheduled. *Do not assume that your request has been granted.* You should call the Board’s scheduler listed on your hearing notice to determine if the request to postpone was granted.

2. Generally, a hearing will not be rescheduled, postponed, or continued if the postponement request is received within 5 calendar days of the scheduled date, unless the parties agree or the hearing examiner approves the request.

C. If your request for postponement is not granted and you fail to appear, your case will be dismissed.

D. Any request for additional postponement(s) that is not approved by the hearing examiner will result in your case being dismissed.

IX. What happens after the hearing before the hearing examiner?

A. The hearing examiner may ask you to provide additional written information or legal memoranda to support your case. The hearing examiner will provide you with the necessary deadlines for providing this information.

B. A transcript of the hearing will be provided at the expense of the Board. Either party may request a copy of the transcript at no charge to that party.

C. The hearing examiner has 30 calendar days AFTER [following the close of the hearing and] receipt of the transcript[,] and any CLOSING legal memoranda[,] or further argument[,] to issue his/her *Findings of Fact, Conclusions of Law, and Recommendation* to the Board[,] unless otherwise agreed by the parties. THE HEARING EXAMINER MAY EXTEND THAT TIME FOR GOOD CAUSE.

D. A copy of the hearing examiner’s Recommendation will be sent to THE SUPERINTENDENT’S ATTORNEY AND TO you or, if you are represented, to your designated representative by certified mail or any other delivery method which provides proof of delivery.

E. Failure by the hearing examiner to submit the decision within the stated time does not mean that any party has become the prevailing party in the dispute.

X. What may I do if I disagree with the hearing examiner’s recommendation?

A. If you do not agree with the hearing examiner’s recommendation, any party to the proceeding may request oral argument before the Board.

B. **If you request oral argument, you will have 15 calendar days from the date of the hearing examiner’s decision to make your request. This request must be filed with the Board of Education, in writing. NO EMAILS, FACSIMILE, OR OTHER FORMS OF ELECTRONIC COMMUNICATIONS WILL NOT BE ACCEPTED.**

C. Your request for oral argument shall be considered timely filed within the 15 calendar days if your appeal request: (1) has been delivered to the Board’s administrative office on or before the papers are due; or (2) has been deposited in
the United States mail or any other delivery method which provides proof of delivery **before the papers are due.**

XI. **What will happen at the oral argument before the Board?**

A. You or, if you are represented, your designated representative will receive a written notice of the date, time, and location of the oral argument before the Board from the administrative assistant to the Board.

B. Prior to the hearing, each Board member will be provided with a copy of the hearing examiner’s Recommendation and the official record of the proceedings.

C. Generally, the hearing will be scheduled during one of the Board’s regularly scheduled meetings.

D. Hearings, arguments, and other proceedings before the Board shall be held in closed session except as provided by law or otherwise approved by the Board.

E. The Board will consider only that evidence entered in the record before the hearing examiner. NO new or additional evidence NOT CONTAINED IN THE RECORD OF THE HEARING BEFORE THE HEARING EXAMINER will [not] be considered by the Board.

XII. **What will happen if I am unable to attend the oral argument before the Board?**

A. If you cannot attend oral argument, you must send a written request to reschedule your hearing as soon as you know that you are unable to attend.

B. You should direct your request for postponement to the Board, with a copy to the Superintendent’s counsel. The Superintendent, through his counsel, may object to your request.

C. If you do not attend the oral argument and if you have failed to contact the Board about your attendance, your appeal will not be considered and your case will be dismissed.

XIII. **Will the Board members speak to me about my hearing?**

A. No. While a matter is under consideration by the Board or by a hearing examiner, no Board member may discuss the case with any party or his/her designated representative outside of the presence of all other parties or consider communications in writing without supplying copies to all other parties and providing an opportunity for a response. Information concerning a pending matter may not be released publicly by the Board, a Board member, a hearing examiner, or a staff member unless it is a matter of public record.

XIV. **Final action by the Board.**

A. Following oral argument, the Board will issue an opinion and order. The opinion and order will be in writing and will be mailed to you or, if represented,
to your designated representative BY CERTIFIED MAIL OR ANY OTHER DELIVERY METHOD WHICH PROVIDES PROOF OF DELIVERY.

B. Formal action of the Board will be taken publicly at a Board meeting. For cases involving students, all references to the student will be by first and last initial.

C. Decisions of the Board may be appealed to the Maryland State Board of Education. The procedures for appealing matters to the Maryland State Board of Education may be found in the Code of Maryland Regulations (COMAR), Title 13A, Section 01.05.01-11.

D. You should consult with an attorney concerning your rights to appeal.

XV. Will the hearings be postponed due to inclement weather?

A. The hearings will only be cancelled if Baltimore County Public Schools and administrative offices are closed. Any delayed school openings will not affect the time of the hearing.

B. Weather-related announcements concerning Baltimore County Public Schools and Board meetings will be broadcast on the following radio station: WBAL AM 1090. You may also call 410-887-5555 to hear the latest school system closings.

XVI. How will I contact the Board’s Scheduler or the Board of Education Offices?

A. **Board’s Scheduler:**
   Office of Law
   6901 Charles Street
   Towson, MD 21204
   410-887-4060
   Attention: Mrs. Jeanette B. Murray

B. **Board of Education Office:**
   Board of Education of Baltimore County
   6901 Charles Street
   Towson, MD 21204
   410-887-4126
   Attention: MS. DEBORAH DECKER [Mrs. Brenda L. Stiffler]

**LEGAL ADVICE**

**THE STAFF OF THE BOARD’S OFFICES CANNOT GIVE LEGAL ADVICE TO YOU ON THE SUBJECT OF YOUR APPEAL. YOU SHOULD CONSULT A LAWYER IF YOU WISH TO DETERMINE YOUR RIGHTS IN YOUR APPEAL.**
BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: July 09, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent


ORIGINATOR: Michael G. Sines, Chief Operations Officer

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

INFORMATION

* * * *


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 May 31, 2012 and 2013. Figure 4 is a comparative statement of budget-to-actual revenues, expenditures, and encumbrances.
General Fund Revenue Budget by Source

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<th>FY 2013 Adopted</th>
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<td>State of Maryland</td>
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<td>Federal</td>
<td>$4,540,000</td>
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<td>Other</td>
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<td>Total Revenue</td>
<td>$1,226,742,597</td>
<td>$1,272,253,709</td>
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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 $627.7 million, 91% of the budget, as compared to $629.3 million, 94.1% 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 May 2013, all of the expected scheduled state payments had been received. Additionally, a payment from the state will be received in July 2013 for the state’s share of the Out-of-County funding; and, a final payment of the Non-public Placement funding is expected to be after year end.

- **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.
**FY2013 Expenditure Budget by Category**  
**$1,272,253,709**

**Figure 2 (Detail included in Figure 4)**

Total Expenditures and Encumbrances – Year-to-date expenditures and encumbrances through May 2013 are $1.17 billion, 91.8% obligated, compared to $1.12 billion, 91.7% obligated, for the same period in FY2012. The increase of $43.6 million in expenditures over the prior year is a result primarily of expenditures 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 87.4% 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 89.2% 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.

A budget appropriation transfer request, which will realign funds by category with planned and projected year end expenditures, was approved by the board in April. This request was subsequently submitted to the county executive and county council for consideration and was approved during the June council meeting. The revised expenditure budgetary amounts will be reflected in the June financial report.

![% of Budget Obligated as of May 31, 2012 and 2013](image)

**Figure 3**

- **Administration and Midlevel Administration** – The budget for nonsalary administration expenditures is essentially the same as the prior year. The increase of approximately $1 million in current year nonsalary expenditures, as compared with the prior year, is primarily the result of an encumbrance for consulting services for development of a capital improvement program and for expenditures relating to office moves. 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 $1.6 million less than the prior year because FY2012 had higher computer replacements costs through May 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. The expenditures in this category are approximately $2.9 million over budget, primarily because of a contract to develop a digital platform for language arts curriculum which was begun in the current fiscal year. A budget appropriation transfer request has been approved by the board to provide funding for this and some additional projects. In the prior year, $8.1 million had been committed.

• **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 May 2013, 98% of the nonsalary budget has been committed, compared to 97.9% committed at May 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 May 2013, 93% of the nonsalary budget has been committed, compared to 91.2% committed at May 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 $15.5 million, 73.8% of the budgeted amount, as compared with $15.3 million, or 97.5%, in the prior fiscal year. Capital outlay
nonsalary expenditures are in excess of the budgeted amount at May 2013, as compared to being 70.8% in May 2012. The increase in expenditures over the prior year is a result of encumbrances for additional relocatable classroom units to address elementary capacity issues in the western county, and to replace units damaged in a fire. A budget appropriation transfer request has been approved by the board and submitted to the county for approval to provide funding for these additional projects.

- **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

#### Budget and Actual

For the Periods Ended May 31, 2012 and 2013

**General Fund**

<table>
<thead>
<tr>
<th>FY 2012</th>
<th>FY 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
</tr>
<tr>
<td>Adjusted Budget</td>
<td>Total Remaining</td>
</tr>
<tr>
<td>Baltimore County</td>
<td>$689,743,020</td>
</tr>
<tr>
<td>State of Maryland</td>
<td>555,570,405</td>
</tr>
<tr>
<td>Federal</td>
<td>760,000</td>
</tr>
<tr>
<td>Other</td>
<td>28,180,284</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$1,226,742,597</td>
</tr>
</tbody>
</table>

| **Expenditures and Encumbrances** | | |
|----|----|
| **Administration** | | |
| Salary | $25,079,503 | $22,156,568 | 88.3% | $25,058,479 | $22,010,459 | 87.8% |
| Non-salary | 10,262,158 | 1,768,055 | 85.3% | 11,719,617 | 11,215,114 | 95.0% |
| **Subtotal** | 37,341,661 | 34,924,623 | 93.0% | 36,778,096 | 33,225,573 | 96.6% |
| **Mid-level Administration** | | |
| Salary | 78,799,778 | 9,673,133 | 77.1% | 79,688,827 | 71,211,400 | 84.8% |
| Non-salary | 7,942,872 | 7,581,282 | 96.4% | 7,808,198 | 7,851,282 | 100.6% |
| **Subtotal** | 86,742,650 | 77,154,415 | 88.9% | 87,497,025 | 78,962,681 | 90.4% |
| **Instruction** | | |
| Instructional Salaries | 451,832,533 | 400,623,676 | 87.8% | 455,656,497 | 405,620,816 | 90.5% |
| Instructional Textbooks | 20,977,566 | 165,547 | 99.2% | 20,837,559 | 168,042 | 92.1% |
| Other Instructional Costs | 8,009,237 | 139,259 | 101.1% | 7,572,440 | 10,434,178 | 137.8% |
| **Special Education** | | |
| Salary | 113,758,611 | 8,889,765 | 93.5% | 119,397,050 | 107,255,901 | 97.5% |
| Non-salary | 41,470,784 | 1,353,312 | 97.6% | 41,458,574 | 104,349,755 | 89.7% |
| **Subtotal** | 155,229,395 | 10,243,077 | 93.4% | 160,855,624 | 147,605,656 | 91.8% |
| **Student Personnel** | | |
| Salary | 8,388,579 | 806,230 | 99.4% | 8,617,556 | 7,812,964 | 80.5% |
| Non-salary | 171,111 | 119,114 | 93.0% | 171,111 | 118,633 | 93.9% |
| **Subtotal** | 8,559,690 | 925,344 | 94.0% | 8,788,667 | 7,931,597 | 90.2% |
| **Health Services** | | |
| Salary | 13,417,920 | 902,480 | 93.3% | 13,866,650 | 12,392,715 | 90.6% |
| Non-salary | 467,818 | 4,314 | 99.1% | 450,433 | 488,885 | 99.4% |
| **Subtotal** | 13,885,738 | 906,795 | 93.5% | 14,317,083 | 12,881,600 | 90.0% |
| **Student Transportation** | | |
| Salary | 33,290,193 | 5,205,064 | 84.4% | 34,687,921 | 30,295,980 | 87.3% |
| Non-salary | 24,974,624 | 536,590 | 97.9% | 26,072,673 | 25,551,525 | 98.0% |
| **Subtotal** | 58,264,817 | 5,741,654 | 90.1% | 60,760,594 | 55,847,505 | 91.9% |
| **Operation of Plant** | | |
| Salary | 41,374,772 | 6,131,732 | 84.2% | 43,058,502 | 57,899,788 | 74.1% |
| Non-salary | 46,213,345 | 4,056,019 | 91.2% | 47,395,556 | 44,084,632 | 99.1% |
| **Subtotal** | 87,588,117 | 10,187,750 | 88.4% | 90,454,052 | 81,984,420 | 90.6% |
| **Maintenance of Plant** | | |
| Salary | 11,942,283 | 1,012,572 | 91.5% | 13,562,978 | 10,915,940 | 89.0% |
| Non-salary | 15,364,887 | 394,296 | 97.5% | 21,080,814 | 15,547,673 | 75.8% |
| **Subtotal** | 27,307,170 | 1,406,868 | 94.9% | 34,643,792 | 26,546,613 | 74.6% |
| **Fixed Charges** | | |
| Non-salary | 267,632,772 | 6,657,615 | 97.5% | 293,272,510 | 284,919,344 | 95.8% |
| **Capital Outlay** | | |
| Salary | 2,820,491 | 363,050 | 87.1% | 2,972,038 | 3,367,315 | 97.9% |
| Non-salary | 397,232 | 1,152,822 | 80.5% | 392,732 | 856,640 | 181.1% |
| **Subtotal** | 3,217,723 | 478,862 | 85.1% | 3,364,770 | 1,233,955 | 98.5% |
| **Total Salary** | 780,704,663 | 87,115,848 | 88.8% | 796,566,498 | 707,783,276 | 98.8% |
| **Total Non-Salary** | 446,037,943 | 14,908,423 | 96.7% | 475,687,211 | 460,607,180 | 99.6% |
| **Total Expenditures and Encumbrances** | $1,226,742,597 | $102,024,271 | 91.7% | $1,272,253,709 | $103,863,253 | 91.8% |

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**Figure 4**

DATE: July 9, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: QUALITY MANAGEMENT SYSTEM (QMS) RECERTIFICATION AUDIT

ORIGINATOR: Yakoubou Ousmanou, Chief Accountability Officer

RESOURCE PERSON(S): Robert Gibson, Coordinator, Quality Management System

INFORMATION

That the Board receives an update on the recertification audit performed on the Baltimore County Public Schools Quality Management System (QMS) that has been established consistent with the International Organization for Standardization (ISO) 9001:2008 standards and Policy 3170.

*****

In June 2010 Baltimore County Public Schools (BCPS) was certified for three years by an independent registrar as successfully implementing its QMS in accordance with ISO 9001:2008 requirements, the most widely implemented and respected quality standards in the world. By completing periodic surveillance audits to demonstrate continued adherence to the standards, this certificate of compliance with the ISO requirements remained valid until June 15, 2013. To show its ongoing commitment to providing quality central office products and services that meet the needs of the schools and their principals, BCPS underwent a rigorous systems recertification audit in March 2013 to renew the current three-year registration under the ISO standards.

The independent auditors’ recertification report recommended renewal of the ISO 9001:2008 certificate upon submission of evidence that two minor nonconformity findings had been addressed. Corrective actions were implemented to resolve these nonconformity findings and BCPS has achieved recertification of its QMS.

A new ISO 9001:2008 certificate has been issued to BCPS on 6/15/2013 by the Preferred Registrar Group, Inc. and will remain valid until 6/15/2016 contingent upon the completion of periodic audits to ensure conformance with the standards.
Southeast Area Education Advisory Council
Meeting Minutes May 13, 2013

Meeting called to order: 7:10 PM

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

Attendees: Kim Barnhouser (Edgemere ES PTA President), Susan Hahn (BCPS Parent rep.), Kristin Lore (Edgemere ES AP), Helen Shiflett (Edgemere ES PTA President), & Susan Smith (Edgemere ES Principal)

Roundtable Discussion:

Kim Barnhouser – Eastwood ES:
• Plan to make memories of the time they have left at Eastwood before it closes
• Want more communication from BCPS
• At Holabird they are working on the curriculum
• They will not be changing the name next year.
• They will not be working as a K-8 school next year.
• Planning a big get together event on August 22
• Making many changes to Holabird (office closer to the front door, wall to separate 6-8 from 4-5 students, separate entrance for 4-5, no bell system, different dismissal times, classrooms will be sectioned off by grade level, possibility of having school uniforms – different color for 6-8 and 4-5 so it will be easier to identify students, & playground will be added at Holabird)
• Other items– Students will share cafeteria, gym and music rooms, 4th & 5th graders will be escorted throughout the school day, & Holabird will have a breakfast program
• PTAs are all working together.
• Still have questions regarding this new program:
  ➢ What will happen to Eastwood principal after the first year?
  ➢ Only 4th & 5th graders from Eastwood will be allowed to go to Holabird, what happened to expanding this magnet program? Holabird will have 891 students with a capacity of 1028. If the purpose of this change was to accommodate more students to the Eastwood Magnet School, then why is the k-2 program only open to the students who were already attending Eastwood and Norwood? What happened to the students that were on the waiting list at Eastwood? Why are they not being allowed to attend this new STEM program?
  ➢ How will the students at Berkshire and Colgate do when they attend Holabird MS? Why weren’t these students allowed an opportunity to attend?
  ➢ How will the students at Logan ES and Dundalk MS do when they mix in with these STEM students at Dundalk HS?
Principal at Eastwood is never at Eastwood. She is too busy making plans at Holabird.

Helen Shiflett – Edgemere ES
- They had several new PTA events like “Muffins with Moms” and “Donuts with Dads” to try to get more parents involved. Both were very successful. Other recent events included - Spring Fling and Ice Cream Social & Reading Night. Their PTA has a core group of about 8-10 people who work together. They have focused on planning a lot of free events to get parents involved.

Susan Hahn – Parent Support Services:
- She let everyone know that she is available to come out and work with parents.

Roundtable Discussion Ended: 7:56 PM

Advisory Council Meeting

The SE Advisory thanks our host school Edgemere ES for the warm greeting and participation.

Then we discussed:
- Kim Barnhouser will be putting together her resume to submit to join the Southeast Advisory Council.
- Joint Advisory Council meeting on June 13th at 7 pm. Bill Bafitis, Jackie Brewster, Sandy Skordalos and Bud Staigerwald will attend.
- Role of the Advisory Council
- Building our Advisory Council
- We would like to know which schools the new houses on Peninsula Expressway/Cove Road will be attending.

Meeting Adjourned: 8:54 PM

Next meeting: June 17 at Squire’s 6:30 pm – Advisory Council Members – Planning 2013-2014