MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

MONTHLY WORK SESSION

Tuesday, October 22, 2013
5:00 p.m. - Closed Session, 6:30 p.m. - Open Session
Greenwood

I. PLEDGE OF ALLEGIANCE

II. SILENT MEDITATION IN REMEMBRANCE

III. AGENDA
   Consideration of the agenda for October 22, 2013

IV. SELECTION OF SPEAKERS

V. ADVISORY AND STAKEHOLDER GROUPS

VI. GENERAL PUBLIC COMMENT

VII. SPECIAL ORDER OF BUSINESS – Presentation of Governor’s
    Commissions to Edward Gilliss, Esq., Ms. Marisol A. Johnson, Mr. David
    Uhlfelder, and Mr. Jonathan P. Galla

VIII. OLD BUSINESS
   A. Consideration of Proposed Changes to the 2013-14 School Calendar
      (Mr. Duque)
      Exhibit A
   B. Consideration of Proposed Changes to the 2014-15 School Calendar
      (Mr. Duque)
      Exhibit B

IX. NEW BUSINESS
   A. Consideration of consent to Administrative Appointments
      (Dr. Dance)
      Exhibit C
      1. Recognition of Administrative Appointments
   B. Consideration of Actions Taken in Closed Session
      (Andrew Nussbaum, Esq.)
IX. NEW BUSINESS (cont)

C. Consideration of consent to the following contract awards: (Mr. Moniodis) Exhibit D

1. Literacy Professional Development
2. Automated Substitute Teacher Notification System
3. Cohort – Business Administration
4. Cohort – Educational Leadership and Instructional Technology Master of Science
5. Cohort – School Library Media and Educational Leadership Master of Science
6. Cohort – Urban Educational Leadership Master of Science Program
7. Elementary Language Arts’ Instructional Materials
8. Psychiatric Evaluations
9. Psychological Evaluations

X. WORK SESSION REPORTS

A. Report on the following Board of Education Policies (first reading): (Ms. Williams)

- Proposed Changes to Policy 2361 – ADMINISTRATION: Administrative Operations - Distribution of Non-School Materials Exhibit E
- Proposed Changes to Policy 3215 – NON-INSTRUCTIONAL SERVICES: Contract Execution Exhibit F
- Proposed Deletion of Policy 3240 – NON-INSTRUCTIONAL SERVICES: Purchasing - Modification of Award of Contract Exhibit G
- Proposed Deletion of Policy 4501 – PERSONNEL: Temporary Employment - Summer School Teachers Exhibit H
- Proposed Deletion of Policy 4502 – PERSONNEL: Temporary Employment - Curriculum Development Workshop Participants Exhibit I
- Proposed Deletion of Policy 6701 – INSTRUCTION: Extracurricular Activities Exhibit J
- Proposed Changes to Policy 6702 – INSTRUCTION: Extracurricular Activities Exhibit K
X. WORK SESSION REPORTS (cont)

- Proposed Changes to Policy 7530 – NEW CONSTRUCTION: Occupying-Naming of an Area of a School  
  Exhibit L

- Proposed Changes to Policy 8315 – INTERNAL BOARD POLICIES: Operations-Participation by the Public  
  Exhibit M

B. Report on *Blueprint 2.0* Goal 4: Human Resources  
  (Dr. Grillo)  
  Exhibit N

XI. ANNOUNCEMENTS

Next Board Meeting  Tuesday, November 5, 2013
7:00 p.m.  Greenwood
DATE: October 22, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF PROPOSED CHANGES TO 2013-2014 SCHOOL CALENDAR

ORIGINATOR: Dr. Lisa Grillo, Chief Human Resources Officer

RESOURCE PERSON(S): Verletta White, Chief Academic Officer
William S. Burke, Assistant Superintendent, Organizational Development
George M. Duque, Manager, Office of Staff Relations and Employee Performance Management

RECOMMENDATION

That the Board of Education approve the proposed changes to the 2013-2014 School Calendar to allow for the scheduling of an additional professional development day on December 2, 2013, (schools closed for elementary students only) for elementary teachers for all content areas to focus on strategies and best practices for small group instruction, gifted and talented, and other instructional needs.

*****

Attachment(s): Revised 2013-2014 BCPS Calendar
<table>
<thead>
<tr>
<th>Month</th>
<th>Day(s)</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>16(F)</td>
<td>Administrative &amp; Supervisory Personnel Meeting</td>
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<td></td>
<td>19(M)</td>
<td>Teachers on Duty</td>
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<td></td>
<td>20 or 21(T,W)</td>
<td>Systemwide Professional Development Activities - Common Core State</td>
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<td>Standards. Teachers will Participate on One of the Two Scheduled Days</td>
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<td></td>
<td>26(M)</td>
<td>Opening Day for Students</td>
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<tr>
<td>September</td>
<td>2(M)</td>
<td>Labor Day – Schools and Offices Closed</td>
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<td>5(Th)</td>
<td>Rosh Hashanah – Schools and Offices Closed</td>
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<td>October</td>
<td>14(M)</td>
<td>Columbus Day*</td>
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<td></td>
<td>18(F)</td>
<td>Professional Development Day/ MSEA Convention – Schools Closed for</td>
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<td></td>
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<td>Students</td>
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<td></td>
<td>31(Th)</td>
<td>First marking period ends – Schools Close 3 Hours Early for Elementary</td>
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<td></td>
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<td>and Middle School Students – Grade Reporting and Data Analysis –</td>
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<td>Teachers on Duty**</td>
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<tr>
<td>November</td>
<td>1(F)</td>
<td>Systemwide Professional Development for All Schools – Schools Closed</td>
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<td></td>
<td>11(M)</td>
<td>for All Students</td>
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<td>14(Th)</td>
<td>Veterans Day*</td>
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<td></td>
<td>15(F)</td>
<td>Distribution of Report Cards (secondary)- PS-3 &amp; PK Conference Day,</td>
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<td>No PS-3 or PK A.M. or P.M. Sessions – Teachers on Duty</td>
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<td>18-22(M-F)</td>
<td>American Education Week  – Schools Closed</td>
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<td>28-29(Th-F)</td>
<td>Thanksgiving Holiday—Schools and Offices Closed</td>
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<td>December</td>
<td>2(M)</td>
<td>Professional Development for Elementary Teachers – Schools Closed</td>
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<td>15(Su)</td>
<td>for Elementary Students</td>
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<td>20(F)</td>
<td>Bill of Rights Day*</td>
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<td>Christmas Holiday/Winter Break Begins at End of School Day</td>
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<td>January</td>
<td>2(Th)</td>
<td>Schools Reopen</td>
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<td>15(W)</td>
<td>Dr. Martin Luther King, Jr.’s Birthday *</td>
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<td>17(F)</td>
<td>Second Marking Period Ends- Schools Close 3 Hours Early for</td>
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<td>Elementary and Middle School Students – Grade Reporting and Data</td>
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<td>Analysis – Teachers on Duty**</td>
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<td>20(M)</td>
<td>Dr. Martin Luther King, Jr.’s Birthday Observed—Schools and Offices</td>
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<td>Closed</td>
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<td>21(T)</td>
<td>Systemwide Professional Development —Schools Closed for all</td>
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<td></td>
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<td>Students – Teachers on Duty</td>
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<table>
<thead>
<tr>
<th>Pupil Days</th>
<th>Teacher Days</th>
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<td>February</td>
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<td>16-17(M, T)</td>
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<td>June</td>
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<td>27 or 30(M, F)</td>
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<td>July</td>
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<td>7(M)</td>
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<td>August</td>
<td>1(F)</td>
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**TOTAL** 187 196
*Schools open with appropriate exercises OR appropriate exercises to be scheduled on the school day prior

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

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

If schools are closed seven days due to emergency conditions, it may be necessary to alter the school calendar. Additional days may be scheduled as required at the end of the school year. Depending on the use of emergency closing time, the calendar may be reduced if the time is not needed to meet the minimum required days/hours. One-half days may be modified. Teacher duty days will not exceed 191.
DATE: October 22, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF PROPOSED CHANGES TO 2014-2015 SCHOOL CALENDAR

ORIGINATOR: Dr. Lisa Grillo, Chief Human Resources Officer

RESOURCE PERSON(S): Verletta White, Chief Academic Officer
William S. Burke, Assistant Superintendent, Organizational Development
George M. Duque, Manager, Office of Staff Relations and Employee Performance Management

RECOMMENDATION

That the Board of Education approve the proposed change to the 2014-2015 School Calendar to allow for the distribution of elementary report cards on November 7, 2014, one week prior to the Elementary Conference Day and the annotation that secondary report cards will be distributed on November 13, 2014.

*****

Attachment(s): Revised 2014-2015 BCPS Calendar
<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Pupil Days</th>
<th>Teacher Days</th>
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<tbody>
<tr>
<td>August</td>
<td>15 (F)</td>
<td>Administrative &amp; Supervisory Personnel Meeting</td>
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<td></td>
<td>18 (M)</td>
<td>Teachers on Duty</td>
<td>10</td>
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<td></td>
<td>19 (T)</td>
<td>System-wide Professional Development Activities – Secondary Schools</td>
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<td></td>
<td>20 (W)</td>
<td>System-wide Professional Development Activities – Elementary Schools</td>
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<td></td>
<td>25 (M)</td>
<td>Opening Day for Students</td>
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<tr>
<td>September</td>
<td>1(M)</td>
<td>Labor Day – Schools and Offices Closed</td>
<td>20</td>
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<td></td>
<td>25(Th)</td>
<td>Rosh Hashanah – Schools and Offices Closed</td>
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<tr>
<td>October</td>
<td>13(M)</td>
<td>Columbus Day*</td>
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<td>17(F)</td>
<td>Professional Development Day/ MSEA Convention – Schools Closed for Students</td>
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<td>31(F)</td>
<td>First marking period ends – Schools Close 3 Hours Early for Elementary and Middle School Students – Grade Reporting and Data Analysis – Teachers on Duty**</td>
<td>22</td>
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<tr>
<td>November</td>
<td>3(M)</td>
<td>System-wide Professional Development for All Schools – Schools Closed for All Students</td>
<td>23</td>
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<td>4 (T)</td>
<td>Election Day – Schools and Offices Closed</td>
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<td>7 (F)</td>
<td>Report Cards Distributed (elementary)</td>
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<td>11(T)</td>
<td>Veterans Day*</td>
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<td>13 (Th)</td>
<td>Distributions of Report Cards (secondary); Preschool-3 &amp; Pre-K Conference Day, No Preschool-3 or Pre-K A.M. or P.M. Sessions – Teachers on Duty</td>
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<td>14(F)</td>
<td>Elementary Conference Day – Schools Closed for Elementary Students-</td>
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<td>17-21(M-F)</td>
<td>American Education Week</td>
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<td>27-28(Th-F)</td>
<td>Thanksgiving Holiday—Schools and Offices Closed</td>
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<tr>
<td>December</td>
<td>15(M)</td>
<td>Bill of Rights Day*</td>
<td>15-16</td>
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<td>24(W)</td>
<td>Christmas Holiday/Winter Break Begins</td>
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<td>January</td>
<td>5(M)</td>
<td>Schools Reopen</td>
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<td>15(Th)</td>
<td>Dr. Martin Luther King, Jr.’s Birthday *</td>
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<td>19(M)</td>
<td>Dr. Martin Luther King, Jr.’s Birthday Observed—Schools and Offices Closed</td>
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<td>23(F)</td>
<td>Second Marking Period Ends</td>
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<td>26(M)</td>
<td>System-wide School-Based Professional Development- (Full Day Teacher Preparation for Schools on Semester Schedules); Schools Closed for Students – Teachers Report</td>
<td>18</td>
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<td>Date</td>
<td>Event Details</td>
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<td>February</td>
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<tr>
<td>5(Th)</td>
<td>Distribution of Report Cards</td>
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<td>12(Th)</td>
<td>Lincoln’s Birthday*</td>
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<td>Presidents’ Day—Schools and Offices Closed</td>
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<td>22(Su)</td>
<td>Washington’s Birthday*</td>
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<td><strong>Pupil Days</strong> 19 <strong>Teacher Days</strong> 19</td>
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<td>March</td>
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<td>Maryland Day*</td>
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<td>April</td>
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<td>2 (Th)</td>
<td>Third Marking Period Ends</td>
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<td>3 (F)</td>
<td>Spring Break/Easter Holiday Begins</td>
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<td>13 (M)</td>
<td>Schools Reopen</td>
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<td>23 (Th)</td>
<td>Distribution of Report Cards</td>
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<td><strong>Pupil Days</strong> 16 <strong>Teacher Days</strong> 16</td>
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<td>May</td>
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<tr>
<td>11(M)</td>
<td>Pre-K/Kindergarten Conference Day – No Preschool-3, Pre-K or Kindergarten Sessions</td>
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<td>22(F)</td>
<td>Last Day for Seniors</td>
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<td>Memorial Day Observed – Schools and Offices Closed</td>
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<td>27-30(T-S)</td>
<td>Commencement Exercises</td>
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<td><strong>Pupil Days</strong> 20 <strong>Teacher Days</strong> 20</td>
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<td>June</td>
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<td>1-4(M-Th)</td>
<td>Commencement Exercises</td>
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<tr>
<td>10(W)</td>
<td>Assessment Day****: High Schools close 3 Hours Early; Teachers on Duty</td>
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<tr>
<td>11-12(Th,F)</td>
<td>Assessment Day****, Grade &amp; Data Recording/Analysis**: All Schools Close 3 Hours Early, Teachers on Duty</td>
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<td>12(F)</td>
<td>Last Day of Classes for Students</td>
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<td>14(Su)</td>
<td>Flag Day*</td>
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<td><strong>Pupil Days</strong> 10 <strong>Teacher Days</strong> 10</td>
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<td><strong>TOTAL</strong> 185 <strong>Teacher Days</strong> 193</td>
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<td>June</td>
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<td>26 or 29(M,F)</td>
<td>Summer School Teachers on Duty (Teachers choose either day)</td>
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<tr>
<td>July</td>
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<td>3(F)</td>
<td>Independence Day Holiday – Schools and Offices Closed</td>
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<td>6(M)</td>
<td>Summer School Begins</td>
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<tr>
<td>31 (F)</td>
<td>Summer School Ends</td>
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</table>

*Schools open with appropriate exercises OR appropriate exercises to be scheduled on the school day prior

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

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

Depending on the number of days used for emergency conditions, it may be necessary to alter the school calendar. Additional days may be scheduled as required at the end of the school year. Depending on the use of emergency closing time, the calendar may be reduced if the time is not needed to meet the minimum required days/hours. One-half days may be modified. Teacher duty days will not exceed 191.
<table>
<thead>
<tr>
<th>If schools are closed:</th>
<th>The school year will end on:</th>
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<tr>
<td>1 day</td>
<td>Friday, June 12, 2015</td>
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<tr>
<td>2 days</td>
<td>Friday, June 12, 2015</td>
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<tr>
<td>3 days</td>
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<tr>
<td>4 days</td>
<td>Friday, June 12, 2015</td>
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<tr>
<td>5 days</td>
<td>Tuesday, June 16, 2015</td>
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<td>6 days</td>
<td>Tuesday, June 16, 2015</td>
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<tr>
<td>7 days</td>
<td>Wednesday, June 17, 2015</td>
</tr>
</tbody>
</table>
DATE: October 22, 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 – October 22, 2013

1. **Contract Extension and Modification:**  
   Literacy Professional Development  
   Contract #: JNI-744-13

   **Term:** N/A  
   **Extension:** 1 year, 7 mos.  
   **Contract Ending Date:** 10/31/15

   **Estimated contract authority:** $100,000
   **Estimated modification amount:** $287,000
   **New estimated total contract authority:** $387,000

   **Board meeting date:** October 22, 2013

   **Description:**

   On March 5, 2013, the Board approved this contract through March 31, 2014. The Office of Title I is extending the contract for one year and seven months enabling principals, assistant principals, and teachers to continue to engage in a whole-school professional development until the end of the grant. Therefore, the contract needs to be modified to add funding for the extension of the program.

   As aligned with Goal 1, Key Action 6, in the system strategic plan, *Blueprint 2.0*, this contract allows onsite consulting services that will enable principals, assistant principals, and teachers to engage in a whole-school professional development initiative around the implementation of guided reading and the reading workshop model. Schools will benefit from classroom coaching services in which consultants identified as experts in the guided reading and reading workshop models will provide job-embedded professional development support to teachers.

   **Recommendation:**

   Award of contract extension and modification is recommended to:

   Heinemann  
   Baltimore, Maryland

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

   **Contact person:**  
   Kathleen McMahon

   **Funding source:**  
   FY 14 Title I School Improvement  
   1003(a) Approaching Target and Title I (a) grants
2. **Contract Modification:** Automated Substitute Teacher Notification System
   **Contract #:** RGA-122-04 (Anne Arundel Contract #110-98)

   **Term:** N/A  **Extension:** N/A  **Contract Ending Date:** 4/30/19
   **Estimated contract authority:** $588,197
   **Estimated modification amount:** $954,600
   **New estimated total contract authority:** $1,542,797

   **Board meeting date:** October 22, 2013

**Description:**

On April 23, 2013, the Board approved this contract. BCPS currently uses the SmartFind Express® software that automates the substitute teacher finding process. This modification accommodates an add-on software module for the digital resource library (DRL) that provides teaching and professional development resources for teachers. The DRL will be available systemwide to all educators and will provide onsite professional development services and support.

The DRL is an on-demand professional development library built to support 21st century instructional design and delivery. BCPS staff will have access to a collection of resources and essential tools designed to maximize teacher effectiveness. The library includes tools, templates, professional development kits, and personalized professional development pathways for educators. The DRL supports Blueprint 2.0, Goal 1, Strategic Initiative C.

**Recommendation:**

Award of contract modification is recommended to:

   eSchool Solutions, Inc.  Orlando, FL

**Responsible school or office:** Department of Digital Learning

**Contact person:** Ryan Imbriale

**Funding source:** Operating and Grant budgets
3. **Contract:** Cohort – Business Administration

**Contract #:** RGA-906-14

**Term:** 5 years  **Extension:** N/A  **Contract Ending Date:** 12/31/18  
**Estimated total award value:** $ 281,250

**Board meeting date:** October 22, 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 is for a cohort program to provide 45 graduate-credit hours in business and management strategies coursework. The cohort will begin in the fall semester of 2014 and conclude in the fall semester of 2018. Successful completion of the course will lead to a Master in Business Administration degree. Enrollment is open to BCPS Division of Business Services’ staff and instructional staff interested in school business leadership, with a maximum of 25 participants. Interested participants must pass the Graduate Management Admissions Test and meet all university acceptance requirements. This is for a joint degree conferred by Towson University and the University of Baltimore.

The cohort supports the *Blueprint 2.0* Goal 4, Strategic Initiative A. The cohort coursework will focus on organizational effectiveness through innovative business practices and management strategies.

**Recommendation:**

Award of contract is recommended to:

Towson University  
Towson, MD

**Responsible school or office:** Office of Organizational Development

**Contact person:** William S. Burke

**Funding source:** Operating budget
4. **Contract:** Cohort – Educational Leadership and Instructional Technology  
   Master of Science  
   **Contract #:** RGA-904-14  
   **Term:** 4 years  
   **Extension:** N/A  
   **Contract Ending Date:** 12/31/17  
   **Estimated total award value:** $180,000  
   **Board meeting date:** October 22, 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 is for a cohort program to provide 36 graduate-credit hours with an emphasis on pedagogy as it relates to the use of technology in classroom instruction and the leadership components correlated to Administrator I certification. The cohort will begin in the spring semester of 2014 and conclude in the fall semester of 2017. Successful completion of the course will lead to a Master of Science in Human Resource Development – Educational Leadership Track degree and Administrator I certification. Enrollment is open to BCPS tenured teachers, with a maximum of 20 participants.

There is a need for skilled and effective leaders who are focused on the delivery of 21st century instruction, information and technology learning competencies, rigorous instruction, digitally-enhanced curriculum, and support in all curricular areas. The cohort supports the *Blueprint 2.0* Goal 1, Strategic Initiatives B and C, and Goal 4, Strategic Initiative A. The cohort coursework will focus on the infusion of 21st century skills into classroom instruction, curriculum development, and leadership.

**Recommendation:**

Award of contract is recommended to:

- **Towson University**  
  **Towson, MD**

**Responsible school or office:** Office of Organizational Development  
**Contact person:** William S. Burke  
**Funding source:** Operating budget
5. **Contract:** Cohort – School Library Media and Educational Leadership Master of Science

**Contract #:** RGA-905-14

**Term:** 4.5 years  **Extension:** N/A  **Contract Ending Date:** 8/31/18

**Estimated total award value:** $210,000

**Board meeting date:** October 22, 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 is for a cohort program to provide 42 graduate-credit hours in school library media and leadership coursework. The cohort will begin in the spring semester of 2014 and conclude in the summer semester of 2018. Successful completion of the course will lead to a Master of Science in Instructional Technology degree with dual certification in Library Media and Administration. Enrollment is open to BCPS tenured teachers, with a maximum of 20 participants.

There is a need for skilled and effective leaders who are prepared and capable of leading change in the digital age. The cohort supports Blueprint 2.0, Goal 1, Strategic Initiatives B and C and Goal 4, Strategic Initiative A. The cohort coursework will focus on the delivery of 21st century instruction, information and technology learning competencies, rigorous instruction, digitally-enhanced curriculum, and support in all curricular areas for all schools.

**Recommendation:**

Award of contract is recommended to:

Towson University  
Towson, MD

**Responsible school or office:** Office of Organizational Development

**Contact person:** William S. Burke

**Funding source:** Operating budget
6. **Contract:** Cohort – Urban Educational Leadership Master of Science Program  
   **Contract #:** RGA-903-14  

   **Term:** 3 years  
   **Extension:** N/A  
   **Contract Ending Date:** 12/31/16  
   **Estimated total award value:** $123,750

   **Board meeting date:** October 22, 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 is for a cohort program to provide 33 graduate-credit hours in school leadership coursework. The cohort will begin in the spring semester of 2014 and conclude in the fall semester of 2016. Successful completion of the course will lead to a Master of Science in School Leadership degree. Enrollment is open to BCPS teachers who hold a bachelor’s degree in education, with a maximum of 15 participants.

There is a need to build leadership capacity for all schools. The cohort supports the *Blueprint 2.0, Goal 4, Strategic Initiative A*. The cohort coursework will focus on school improvement and transformational leadership and will prepare participants to assume leadership roles at all schools.

**Recommendation:**

Award of contract is recommended to:

   **Morgan State University**  
   **Baltimore, MD**

**Responsible school or office:** Office of Organizational Development

**Contact person:** William S. Burke

**Funding source:** Operating budget
7. **Contract:** Elementary Language Arts’ Instructional Materials  
 **Contract #:** MWE-820-14  
 **Term:** 10 years  
 **Extension:** N/A  
 **Contract Ending Date:** 10/30/23  
 **Estimated contract authority:** $15,675,096.45

- **Board meeting date:** October 22, 2013  
- **Public notice dates:** September 23, 2013 thru October 23, 2013  
- **Public display dates:** September 23, 2013 thru October 23, 2013  
- **Curriculum Committee approval date:** October 17, 2013

**Description:**

This contract consists of elementary language arts’ curriculum. The initial purchase will encompass Grades 1–5. BCPS has the option to add kindergarten materials during the course of the contract. These materials will be used to develop a Common Core State Standards-aligned (CCSS-aligned) Grades K–5 elementary language arts’ curriculum.

To develop a CCSS-aligned Grades K–5 elementary language arts’ curriculum, many different types of texts are needed, including print and digital/multi-media resources. The materials must engage a diverse population and contribute to student learning of reading, writing, speaking, listening, and language. This set of materials has been thoughtfully designed to promote development of student language arts skills using increasingly complex texts. The teacher materials and available research should help teachers fully implement the BCPS’ curriculum.

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:

- McGraw-Hill Education
  - Columbus, OH

**Responsible school or office:**

- Department of Academics

**Contact person:**

- Dr. Richard Weisenhoff

**Funding source:**

- Operating budget
8. **Contract:** Psychiatric Evaluations  
**Contract #:** MWE-809-14

**Term:** 4 years  
**Extension:** N/A  
**Contract Ending Date:** 10/31/17  
**Estimated contract authority:** $120,000

**Board meeting date:** October 22, 2013  
**Bid issued:** August 18, 2013  
**Pre-bid meeting date:** August 22, 2013  
**Due date:** September 6, 2013  
**No. of vendors issued to:** 13  
**No. of bids received:** 2  
**No. of no-bids received:** 0

**Description:**

This contract consists of supplemental services for the independent psychiatric evaluation services on an as-needed basis for non-work related illnesses and injuries. The services may include psychiatric review of employment records, identification of need for other services, treatment recommendations, assessment of ability to perform essential functions of position (independent medical evaluation), work restrictions, diagnosis, prognosis, transitional duty, hearings, and litigation. This contract replaces MWE-816-06 that will expire May 31, 2014. During the previous contract award period, BCPS spent $143,175 on these types of services.

Board of Education policy 4006 recognizes that job-related medical evaluations are essential to the safety and security of our schools. The cultivation of a safe and secure workplace environment is a *Blueprint 2.0* systemwide priority. The evaluations provided under this contract allow BCPS to determine whether an employee may pose a threat to self, others, or the public. The capacity to support our employees results in earlier treatment and return to work.

**Recommendation:**

Award of contract is recommended to:

- Interdynamics, Inc.  
  Lanham, MD
- Optimum Health Systems, Inc.  
  Baltimore, MD

**Responsible school or office:** Department of School Safety and Security

**Contact person:** Dale Rauenzahn

**Funding source:** Operating budget
9. **Contract:** Psychological Evaluations  
   **Contract #:** MWE-810-14  

   **Term:** 4 years, 2 mos.  
   **Extension:** 2 years  
   **Contract Ending Date:** 12/31/19  
   **Estimated contract authority:** $ 150,000

   - **Board meeting date:** October 22, 2013  
   - **Bid issued:** August 18, 2013  
   - **Pre-bid meeting date:** August 22, 2013  
   - **Due date:** September 6, 2013  
   - **No. of vendors issued to:** 16  
   - **No. of bids received:** 2  
   - **No. of no-bids received:** 0

**Description:**

This contract consists of supplemental services for the independent psychological evaluation services on an as-needed basis for non-work related illnesses and injuries. The services may include psychological review of history records, work status, treatment recommendations, ability to perform essential functions of position (fitness for duty), work restrictions, diagnosis and prognosis, transitional duty, hearings, and litigation. This contract replaces MWE-809-06 that will expire May 31, 2014. During the previous contract award period, BCPS spent $154,123 on these types of services.

Board of Education policy 4006 recognizes that job-related medical evaluations are essential to the safety and security of our schools. The cultivation of a safe and secure workplace environment is a **Blueprint 2.0** systemwide priority. The evaluations provided under this contract allow BCPS to determine whether an employee may pose a threat to self, others, or the public. The capacity to support our employees results in earlier treatment and return to work.

**Recommendation:**

Award of contract is recommended to:

- Forensic & Law Enforcement Services, LLC  
  Towson, MD  
- Interdynamics, Inc.  
  Lanham, MD

**Responsible school or office:** Department of School Safety and Security

**Contact person:** Dale Rauenzahn

**Funding source:** Operating budget
BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: October 22, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 2361, DISTRIBUTION OF NON-SCHOOL MATERIALS

ORIGINATOR: S. Dallas Dance, Superintendent

RESOURCE PERSON(S): Michele Prumo, Chief of Staff

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 2361. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 2361
**Policy Analysis for**
**Board of Education Policy 2361**
**Distribution of Non-School Materials**

**Statement of Issues or Questions Addressed**
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 2361 is scheduled for review in school year 2013-2014. Policy 2361 outlines the Board’s parameters for school dissemination of non-school materials. Staff is recommending that the policy be revised to: (1) include a policy statement that reflects the Board’s willingness to allow, under certain conditions, to use schools to inform students, staff, and the community of certain events; (2) include booster clubs and the BCPS Education Foundation as approved groups; (3) include a statement that approval to disseminate does not imply Board or school system endorsement of the organization or information disseminated; 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 1210, *Relationship with Parent-Teacher (Student) Associations*
2. Board of Education Policy 1300, *Use of School Facilities*
3. Board of Education Policy 3160, *School-Sponsored Activities*
4. Board of Education Policy 8363, *Conflict of Interest – Prohibited Conduct*

**Legal Requirements**
1. None

**Similar Policies Adopted by Other Local School Systems**
1. Anne Arundel County Board of Education, *Policy KA, Distribution of Non-School Communications*
2. Howard County Board of Education, *Policy 10010, Distribution and Display of Materials and Announcements*
3. Montgomery County Board of Education, *Policy CNA, Informational Material and Announcements*

**Draft of Proposed Policy**
Attached

**Other Alternatives Considered by Staff**
No other alternatives were considered.
Timeline
First reading – October 22, 2013
Public comment – November 5, 2013
Third reading/vote – December 3, 2013
I. POLICY STATEMENT

The Board of Education of Baltimore County (Board) RECOGNIZES THE NEED FOR AN APPROPRIATE MEANS TO INFORM STUDENTS, STAFF, AND PARENTS ABOUT SCHOOL AND COMMUNITY ACTIVITIES AND EVENTS THAT NEITHER UNDULY BURDENS THE SCHOOL STAFF NOR DISRUPTS THE LEARNING ENVIRONMENT. THE BOARD ALSO RECOGNIZES ITS RESPONSIBILITY TO ESTABLISH CRITERIA FOR THE DISSEMINATION OF THESE MATERIALS IN ORDER TO PROVIDE A LEARNING ENVIRONMENT THAT IS FREE FROM DISRUPTION.

II. GUIDELINES

THE [limits the] distribution of materials AND ANNOUNCEMENTS in or from schools and offices SHALL BE LIMITED to materials published by [entities of] federal, state, and local governmentAL ENTITIES, NATIONALLY AFFILIATED [and] parent-teacher associations, BOOSTER CLUBS AFFILIATED WITH A BALTIMORE COUNTY PUBLIC SCHOOL (BCPS), [or materials from businesses with] established school-sponsored business partnerships, AND THE BCPS EDUCATION FOUNDATION. APPROVAL TO DISSEMINATE OR DISPLAY MATERIALS IN ONE OR MORE BALTIMORE COUNTY PUBLIC SCHOOL DOES NOT IMPLY BOARD OR SCHOOL SYSTEM ENDORSEMENT OF THE ORGANIZATION OR THE INFORMATION IT DISSEMINATES.

III. IMPLEMENTATION

The Board directs the Superintendent [to establish procedures] to implement this policy.
Legal Requirement: *Child Evangelism Fellowship of Maryland v. Montgomery County Public Schools*, 457 F.3d 376 (4th Cir. 2006)

RELATED POLICIES: BOARD OF EDUCATION POLICY 1210, *RELATIONSHIP WITH PARENT-TEACHER (STUDENT) ASSOCIATIONS*
BOARD OF EDUCATION POLICY 1300, *USE OF SCHOOL FACILITIES*
BOARD OF EDUCATION POLICY 3160, *SCHOOL-SPONSORED ACTIVITIES*
BOARD OF EDUCATION POLICY 8363, *CONFLICT OF INTEREST – PROHIBITED CONDUCT*

Policy
Adopted: 11/16/72
Revised: 12/08/88
Revised: 08/16/90
Revised: 04/21/09
REVISED: __________
Baltimore County Public Schools

Date: October 22, 2013

To: Board of Education

From: S. Dallas Dance, Superintendent

Subject: Report on the Proposed Changes to Board of Education Policy 3215, Contract Execution

Originator: Michael G. Sines, Chief Operation Officer

Resource Person(s): Barbara Burnopp, Executive Director, Fiscal Services

Recommendation

That the Board of Education reviews the proposed changes to Policy 3215. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 3215
Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 3215 is scheduled for review in school year 2013-2014. Policy 3215 establishes guidelines for the approval of contracts and agreements on behalf of the school system. Staff has reviewed Policy 3215 in connection with Policy 3240. Upon review, staff has recommended that Policy 3240 be deleted, with essential portions of Policy 3240 that relate to the modification of contracts be transferred to Policy 3215. Staff is recommending that the policy be revised to: (1) rename it; (2) include a policy statement that includes the Board’s right to authorize modifications to the contract documents after execution of the contract; (3) establish guidelines for the execution of contracts and contract modifications; (4) include a statement that clearly indicates that no work shall be initiated until a contract has been executed and a purchase order issued; (5) include an implementation section; and (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 3160, School-Sponsored Activities
2. Board of Education Policy 3210, Purchasing Guidelines
4. Board of Education Policy 5330, Social Events
5. Board of Education Policy 7000 Series, New Construction
6. Board of Education Policy 8360 Sub Series, Ethics Code

Legal Requirements
1. Annotated Code of Maryland, Education Article §5-112, Bids

Similar Policies Adopted by Other Local School Systems

Draft of Proposed Policy
Attached
Other Alternatives Considered by Staff
Staff considered eliminating the policy, but felt that the policy is a necessary component for providing direction to the Superintendent and to school system vendors.

Timeline
First reading – October 22, 2013
Public comment – November 5, 2013
Third reading/vote – December 3, 2013
NON-INSTRUCTIONAL SERVICES: Purchasing

Contract[s] EXECUTION

I. POLICY STATEMENT

A. THIS POLICY IS INTENDED TO ENSURE THAT CONTRACTS FOR THE ACQUISITION OF GOODS AND SERVICES ON BEHALF OF BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) ARE PROPERLY EXECUTED BY AUTHORIZED OFFICIALS.

B. FOLLOWING THE EXECUTION OF A CONTRACT, THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) RESERVES THE RIGHT TO AUTHORIZE MODIFICATIONS TO THE CONTRACT DOCUMENTS. [With respect to the award and execution of a contract for expenditures approved by the Board of Education of Baltimore County (Board), the Superintendent shall establish administrative rules wherein necessary contracts and agreements shall be executed to reflect the range of equipment, supplies, commodities, services, including construction or renovation projects, regardless of the funding source.]

II. GUIDELINES

A. CONTRACTS OR CONTRACT MODIFICATIONS IN EXCESS OF $500,000 SHALL BE EXECUTED BY THE BOARD PRESIDENT AND THE SUPERINTENDENT.

B. CONTRACTS OR CONTRACT MODIFICATIONS OF $500,000 OR LESS MAY BE EXECUTED BY THE SUPERINTENDENT OR HIS/HER DESIGNEE.

C. NO VENDOR, CONSULTANT, OR CONTRACT MANAGER SHALL INITIATE WORK UNTIL A CONTRACT HAS BEEN PROPERLY EXECUTED AND A PURCHASE ORDER HAS BEEN ISSUED BY BCPS.

[The rules shall provide for the issuance of a contract or agreement to document the scope, surety, responsibilities of the parties, terms and conditions of performance, and authorization for payment.]
III. IMPLEMENTATION

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

B. WITH RESPECT TO THE AWARD AND EXECUTION OF A CONTRACT FOR EXPENDITURES APPROVED BY THE BOARD, THE SUPERINTENDENT MAY ESTABLISH OTHER ADMINISTRATIVE RULES HE DEEMS APPROPRIATE TO DOCUMENT THE SCOPE, SURETY, RESPONSIBILITY OF THE PARTIES, TERMS AND CONDITIONS OF PERFORMANCE, AND AUTHORIZATION FOR PAYMENT.

LEGAL REFERENCES:  ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §5-112, BIDS

RELATED POLICIES:  BOARD OF EDUCATION POLICY 3160, SCHOOL-SPONSORED ACTIVITIES
BOARD OF EDUCATION POLICY 3210, PURCHASING GUIDELINES
BOARD OF EDUCATION POLICY 5330, SOCIAL EVENTS
BOARD OF EDUCATION POLICY 7000 SERIES, NEW CONSTRUCTION
BOARD OF EDUCATION POLICY 8360 SUB SERIES, ETHICS CODE
DATE: October 22, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 3240, MODIFICATION OF AWARD OF CONTRACT

ORIGINATOR: Michael G. Sines, Chief Operations Officer

RESOURCE PERSON(S): Barbara Burnopp, Executive Director, Fiscal Services

RECOMMENDATION

That the Board of Education reviews the proposed deletion of Policy 3240. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 3240
POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 3240
MODIFICATION OF AWARD OF CONTRACT

Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 3240 is scheduled for review in school year 2013-2014. Policy 3240 provides that the Board reserves the right to authorize modifications of previously approved contracts. Staff is recommending that the policy be deleted. The policy is not required by statute or regulation. More importantly, the Office of Purchasing possesses procedures for the modification of award of contracts and change orders. As a result, staff does not believe that the policy is required.

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 3210, Purchasing Guidelines
2. Board of Education Policy 3215, Contracts
3. Board of Education Policy 7000 Series, New Construction
4. Board of Education Policy 8360 Sub Series, Ethics Code

Legal Requirements
1. None

Similar Policies Adopted by Other Local School Systems

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
Staff considered revising the policy, but determined that deletion was appropriate.

Timeline
First reading – October 22, 2013
Public comment – November 5, 2013
Third reading/vote – December 3, 2013
NON-INSTRUCTIONAL SERVICES: Purchasing

Modification of Award of Contract

I. Following the execution of a contract, the Board of Education of Baltimore County (Board) reserves the right to authorize modifications in the scope of work outlined in the contract documents. Such modifications are or may be known as: Rescission of a Contract, Extension of a Contract, or Issuance of Change Orders. Modifications shall be subject to approval if the modification is equal to or exceeds the statutory bid limit, or if the modification exceeds the contingency allocation originally approved. Modifications shall be subject to approval by the Superintendent if the modification is less than the statutory bid limit or if greater than the statutory bid limit as long as the contingency allocation originally approved is not exceeded.

II. All modifications of the award of contracts shall take into consideration the availability of funds (capital or operating budget) for the project or the purchase.

III. The Superintendent shall establish rules for modification of contract documents in accordance with this policy.

Legal Reference: Annotated Code of Maryland, Education Article, §5-112
DATE:          October 22, 2013

TO:            BOARD OF EDUCATION

FROM:          S. Dallas Dance, Superintendent

SUBJECT:       REPORT ON THE PROPOSED DELETION OF BOARD OF
               EDUCATION POLICY 4501, SUMMER SCHOOL TEACHERS

ORIGINATOR:    Lisa Grillo, Chief Human Resources Officer

RECOMMENDATION

That the Board of Education reviewed the proposed deletion of Board of Education Policy 4501. This is the first reading.

*****

Attachment I – Policy analysis
Attachment II – Policy 4501
**POLICY ANALYSIS FOR**
**BOARD OF EDUCATION POLICY 4501**
**SUMMER SCHOOL TEACHERS**

**Statement of Issues or Questions Addressed**
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 4501 is scheduled for review in school year 2013-2014. Policy 4501 provides that teachers will be assigned to teach summer school. Staff is recommending that the policy be deleted for the following reasons: (1) deletion of the policy will not affect the administration of the summer school program; (2) the Department of Human Resources has established procedures which clearly outline the application process and eligibility requirements for certificated personnel to teach classes in the school system’s summer school program. As such, staff does not believe the policy is needed.

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

**Relationship to Other Board of Education Policies**
1. None

**Legal Requirements**
1. None

**Similar Policies Adopted by Other Local School Systems**
Staff could find no similar policies issued by any other Maryland local board of education.

**Draft of Proposed Policy**
Attached

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

**Timeline**
First reading – October 22, 2013
Public comment – November 5, 2013
Third reading/vote – December 3, 2013
PERSONNEL: Temporary Employment

Temporary and Part-Time: Summer School Teachers

Teachers will be assigned to summer school classes as necessary and as appropriate.
DATE: October 22, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: REPORT ON THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 4502, CURRICULUM DEVELOPMENT WORKSHOP PARTICIPANTS

ORIGINATOR: Lisa Grillo, Chief Human Resources Officer

RESOURCE PERSON(S):

RECOMMENDATION

That the Board of Education reviews the proposed deletion of Board of Education Policy 4502. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 4502
Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 4502 is scheduled for review in school year 2013-2014. Policy 4502 provides that teachers will be assigned as participants in Curriculum Development Workshops. Staff is recommending that the policy be deleted for the following reasons: (1) deletion of the policy will not affect the administration of curriculum development workshops; (2) the Department of Human Resources has established procedures which clearly outline the application process and eligibility requirements for curriculum development workshop participants. As such, staff does not believe the policy is required.

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. None

Legal Requirements
1. None

Similar Policies Adopted by Other Local School Systems
Staff could find no similar policies issued by any other Maryland local board of education.

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First reading – October 22, 2013
Public comment – November 5, 2013
Third reading/vote – December 3, 2013
PERSONNEL: Temporary Employment

Temporary and Part-Time: Curriculum Development Workshop Participants

Teachers will be assigned as participants in Curriculum Development Workshops as necessary and appropriate.
DATE: October 22, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: REPORT ON THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 6701, EXTRACURRICULAR ACTIVITIES

ORIGINATOR: S. Dallas Dance, Superintendent

RESOURCE PERSON(S): Verletta White, Chief Academic Officer, Curriculum and Instruction
                   Ms. Kathleen McMahon, Executive Director, Curriculum and Instruction

RECOMMENDATION

That the Board of Education reviews the proposed deletion of Policy 6701, Extracurricular Activities. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 6701
Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 6701 is scheduled for review in school year 2013–2014. Policy 6701 asserts that extracurricular activities, as part of a student’s overall educational experience, can augment student achievement. Staff is recommending that Policy 6701 be deleted, but that certain concepts embodied in Policy 6701 be transferred to Policy 6702. Because Policies 6701 and 6702 both address the school system’s extracurricular program; only one is needed.

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

Relationship to Other Board of Education Policies
1. Board of Education Policy 5320, Organizations

Legal Requirements
1. None

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel County Board of Education, Policy JJA, Extracurricular Programs Academic Eligibility
2. Harford County Board of Education, Policy 06-0007-000, Curricular and Extracurricular Activities
3. Howard County Board of Education, Policy 9070, Academic Eligibility for High School Extracurricular Activities
   Montgomery County Board of Education, Policy IQD, Academic Eligibility for Extracurricular Activities

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other options were considered.

Timeline
First reading – October 22, 2013
Public comment – November 5, 2013
Third reading/vote – December 3, 2013
INSTRUCTION

Extracurricular Activities

It is the goal of the Board of Education of Baltimore County (Board) to improve achievement for all students. Achievement can be augmented through access to, and participation in, extracurricular activities designed to engage student interest and ability. Extracurricular activities are an integral part of school life and often require as much careful planning and supervision as the academic subjects. These activities remain in the position of supplementing the actual courses of study.

Whenever or wherever held, when conducted under the name of the school or school system or any class or organization thereof, extracurricular activities shall be under the general supervision of the school authorities.

Legal References: Annotated Code of Maryland, Education Article §7-108
COMAR 13A.08.01.09

Related Policies: Board of Education Policy 5320
DATE: October 22, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 6702, INTRAMURAL, INFORMAL, AND INTERSCHOLASTIC ATHLETICS

ORIGINATOR: Verletta White, Chief Academic Officer

RESOURCE PERSON(S): Ms. Kathleen McMahon, Executive Director, Curriculum and Instruction

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 6702, Intramural, Informal, and Interscholastic Athletics. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 6702
POLICY ANALYSIS FOR 
BOARD OF EDUCATION POLICY 6702 
INTRAMURAL, INFORMAL, AND INTERSCHOLASTIC ATHLETICS 
RENAMED AS, “EXTRACURRICULAR ACTIVITIES”

Statement of Issues or Questions Addressed
During the review of Policy 6701, staff concluded that Policies 6701 and 6702 should be combined, because both policies concern extracurricular activities. Policy 6702 has been revised to: (1) rename the policy; (2) include a policy statement that reflects the Board’s commitment to providing a wide variety of extracurricular activities as part of a student’s overall educational experience; (3) include a definition of “extracurricular activities;” (4) identify standards that clearly outline the Board’s expectations for planning and supporting extracurricular activities in schools; (5) include an implementation section; and (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 3151, Accident Insurance
2. Board of Education Policy 3160, School-Sponsored Activities
3. Board of Education Policy 5110, Admission
4. Board of Education Policy 5140, Special Permission Transfer
5. Board of Education Policy 5150, Resident and Non-Resident Students
6. Board of Education Policy 5470, Wellness
7. Board of Education Policy 5500, Conduct
8. Board of Education Policy 5550, Disruptive Behavior
9. Board of Education Policy 5600, Students’ Rights and Responsibilities

Legal Requirements
1. 42 U.S.C. §11432(g)(1)(I)–(g)(1)(J), McKinney-Vento Homeless Assistance Act
2. COMAR 13A.06.03, Interscholastic Athletics in the State
3. COMAR 13A.06.04, Corollary Athletic Programs

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel County Board of Education, Policy JJA, Extracurricular Programs Academic Eligibility
2. Frederick County Board of Education, Policy 509, Extracurricular Activities
3. Harford County Board of Education, Policy 06-0007-000, Curricular and Extracurricular Activities
4. Harford County Board of Education, Policy 06-0008-000, Intramural Athletic Activities
5. Harford County Board of Education, Policy 06-0009-000, Interscholastic Athletics
6. Howard County Board of Education, Policy 9070, Academic Eligibility for High School Extracurricular Activities
7. Montgomery County Board of Education, Policy IQD, Academic Eligibility for Extracurricular Activities
Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First reading – October 22, 2013
Public comment – November 5, 2013
Third reading/vote – December 3, 2013
INSTRUCTION: Extracurricular Activities

EXTRACURRICULAR ACTIVITIES [Intramural, Informal, and Interscholastic Athletics]

I. POLICY STATEMENT

THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) IS COMMITTED TO PROVIDING A WIDE VARIETY OF EXTRACURRICULAR OPPORTUNITIES FOR STUDENTS. THE BOARD BELIEVES THAT ACCESS TO, AND PARTICIPATION IN, EXTRACURRICULAR ACTIVITIES ENGAGES STUDENT INTEREST AND ABILITY AND IS AN ESSENTIAL PART OF A STUDENT’S OVERALL EDUCATIONAL EXPERIENCE.

II. DEFINITION

A. EXTRACURRICULAR ACTIVITIES – ACTIVITIES AVAILABLE TO STUDENTS BEYOND THE REGULAR SCHOOL DAY, WHICH ARE VOLUNTARY AND NOT REQUIRED FOR THE SATISFACTORY COMPLETION OF A PARTICULAR CLASS.

III. STANDARDS

A. STUDENTS SHOULD BE ENCOURAGED TO PARTICIPATE IN EXTRACURRICULAR OPPORTUNITIES AVAILABLE AT SCHOOL, INCLUDING STUDENT ORGANIZATIONS AND OTHER SCHOOL-SPONSORED ACTIVITIES.

B. PRINCIPALS WILL ENSURE THAT PARENTS AND STUDENTS ARE NOTIFIED OF THE VARIOUS EXTRACURRICULAR ACTIVITIES AVAILABLE AT THE SCHOOL.

C. EXTRACURRICULAR ACTIVITIES SHALL BE SPONSORED, APPROVED, CONDUCTED, PLANNED, AND SUPERVISED BY SCHOOL PERSONNEL REGARDLESS OF WHETHER THEY TAKE PLACE ON OR OFF SCHOOL PROPERTY OR OCCUR DURING NORMAL SCHOOL HOURS.
IV. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

[I. Intramural and Informal Athletics

A. The Board of Education of Baltimore County (Board) recognizes that informal and intramural athletics provide the benefits of competitive experiences to students. Every student must be provided an equal opportunity to participate in informal and intramural athletics regardless of physical ability.

II. Interscholastic Athletics

A. A quality interscholastic athletic program is vital to the positive social, physical, and educational development of students.

B. The Board adopts the rules and regulations of the Maryland Public Secondary School Athletic Association, in addition to the regulations, policies, and procedures for interscholastic athletics adopted by the Baltimore County Public Schools (BCPS) Athletic Association.]

Legal References: 42 U.S.C. §11432(g)(1)(I)–(g)(1)(J), MCKINNEY-VENTO HOMELESS ASSISTANCE ACT
[Annotated Code of Maryland, §7-108] COMAR 13A.06.03, INTERSCHOLASTIC ATHLETICS IN THE STATE
COMAR 13A.06.04, COROLLARY ATHLETIC PROGRAMS

Related Policies: BOARD OF EDUCATION POLICY 3151, ACCIDENT INSURANCE
BOARD OF EDUCATION POLICY 3160, SCHOOL-SPONSORED ACTIVITIES
BOARD OF EDUCATION POLICY 5110, ADMISSION
BOARD OF EDUCATION POLICY 5140, SPECIAL PERMISSION TRANSFER
BOARD OF EDUCATION POLICY 5150, RESIDENT AND NON-RESIDENT STUDENTS
BOARD OF EDUCATION POLICY 5500, CONDUCT
BOARD OF EDUCATION POLICY 5550, DISRUPTIVE BEHAVIOR
BOARD OF EDUCATION POLICY 5600, STUDENTS’ RIGHTS AND RESPONSIBILITIES
[Board of Education Policy 5300]
DATE: October 22, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 7530, NAMING OF AN AREA OF A SCHOOL

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

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

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 7530. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 7530
Statement of Issues or Questions Addressed
At the request of the president of the Board of Education, the Policy Review Committee has been asked to review Policy 7530 and make recommendations concerning expanding the policy to permit naming rights for certain persons. Policy 7530 outlines the standards for naming of a capital project or area of a school. The Policy Review Committee is recommending that the policy be revised to: (1) rename it; (2) permit parts of a school to be named after a person who is living; (3) include a statement regarding the implementation of this policy; 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 7330, Capital Projects that are Funded by Private Donations
2. Board of Education Policy 7520, Naming of a Building and Dedication
3. Board of Education Policy 8362, Gifts
4. Board of Education Policy 8363, Conflict of Interest – Prohibited Conduct

Legal Requirements
1. None

Similar Policies Adopted by Other Local School Systems

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First reading – October 22, 2013
Public comment – November 5, 2013
Third reading/vote – December 3, 2013
NEW CONSTRUCTION: Occupying

Naming of AN [a Capital Project or] Area of a School

I. Philosophy

[A.] The Board of Education of Baltimore County (Board) recognizes that individuals, private organizations, parent and community groups, or businesses may wish to propose a name for AN [a capital project or] area of a school.

II. Authority

A. THE BOARD HEREBY RETAINS THE RIGHT TO NAME OR RENAME ANY AREA OF A SCHOOL AT ANY TIME IN THE FUTURE IF THE NAME IS DEEMED BY THE BOARD TO BE INCONSISTENT WITH ITS EDUCATIONAL MISSION OR IS OTHERWISE DISRUPTIVE TO THE LEARNING ENVIRONMENT.

B. The Board reserves sole control and authority over the naming of any school, capital project or area of any school. [Moreover, the Board hereby retains the right to rename any capital project or area at any time in the future if the name is deemed by the Board to be inconsistent with its educational mission or IS otherwise disruptive to the learning environment.]

III. STANDARDS [Implementation]

A. The Board WILL CONSIDER THE FOLLOWING CRITERIA WHEN [hereby directs the Superintendent to establish procedures for] accepting a proposal to name OR RENAME AN [a capital project or] area of a school:

1. Exceptional private donations or other circumstances [may be recognized by naming a capital project or an appropriate area at a school] in honor of a [deceased individual,] private organization, business, community organization, or foundation.

2. A PERSON, LIVING OR DEAD, WHO HAS MADE A CONTRIBUTION OF SIGNIFICANCE TO BALTIMORE COUNTY PUBLIC SCHOOLS.
B. [3.] Unless reauthorized by the Board, no naming OR RENAMING shall extend beyond FIFTEEN (15) [ten (10)] years from the date of formal Board adoption, EXCEPT THAT FOR GOOD CAUSE SHOWN, THE BOARD MAY REVOKE ANY NAME ASSIGNED TO AN AREA OF A SCHOOL BEFORE THE EXPIRATION OF THE FIFTEEN YEAR PERIOD.

IV. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

Related Policies:
- Board of Education Policy 7330, *Capital Projects that are Funded by Private Donations*
- Board of Education Policy 7520, *Naming of the Building and Dedication*
- 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—PROHIBITED CONDUCT*
REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 8315, PARTICIPATION BY THE PUBLIC

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 8315. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 8315
Statement of Issues or Questions Addressed
The Policy Review Committee has been asked by the Board to review Board of Education Policy 8315 and provide recommendations. Policy 8315 establishes the commitment of the Board to allow citizen and stakeholder participation in its public meetings by establishing a period for public comment during its regular meetings. The Policy Review Committee is recommending that the policy be revised to update the year referenced in the policy so that the most recent employee group, Baltimore County Organization of Professional Employees, can be recognized at its public meetings.

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 8312, Public Meetings

Legal Requirements
1. None

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel County Board of Education, Policy BCB, Public Participation
2. Carroll County Board of Education, Policy BEDH, Citizen Participation at Board Meetings
3. Harford County Board of Education, Policy 22-0008-000, Public Participation at Board Open Meetings of Public Hearings
4. Howard County Board of Education, Policy 2040, Public Participation in Meetings of the Board
5. Prince George’s County Board of Education, Policy 8345, Public Comment and Board of Education Member Participation at Board of Education Meetings
   http://www1.pgcps.org/generalcounsel/boardpolicies/bp8000.aspx

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

Timeline
First reading – October 22, 2013
Public comment – November 5, 2013
Third reading/vote – December 3, 2013
INTERNAL BOARD POLICIES: Operations

Meetings: Participation by the Public

I. Policy Statement

[A.] Citizens of the county have the express right and are encouraged to attend all public meetings of the Board of Education of Baltimore County (Board) and to observe the deliberation of its members.

II. Public Comment

A. A period of public participation shall be set aside during regular Board meetings at a time to be determined by the Board.

B. Any citizen who wishes to address the Board at one of its meetings must complete the requisite sign-in form prior to the opening of each meeting, and provide the agenda item or educational topic he/she wishes to discuss.

III. Stakeholder Groups

A. It is the practice of the Board to provide an opportunity for stakeholder groups to report the results of their meetings and group activities at each of its regular Board meetings.

B. For the purpose of this policy, stakeholder groups are THOSE identified BY THE BOARD AND [as those] existing as of the 2013-2014 [2008-2009] school year.
DATE: October 22, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: REPORT ON BLUEPRINT 2.0 GOAL 4: HUMAN RESOURCES

ORIGINATOR: Dr. Lisa Grillo, Chief Human Resources Officer

RESOURCE PERSON(S): Dr. Frances Allen, HR Business Manager
Dr. Alpheus Arrington, Executive Director, HR Operations
Mr. William Burke, Assistant Superintendent, Organizational Development
Ms. Christine Byers, Executive Director, Executive Leadership
Mr. George Duque, Manager, Staff Relations and Performance Management
Ms. Ann Geisinger, HR Officer, HR Planning
Ms. Basheera James, Esq., Director, Employment Dispute Resolution
Mr. Herman James, Director, Staffing
Dr. Roger Plunkett, Personnel Officer, Talent Acquisition
Mr. Rick Polk, Team Leader, HR Planning
Dr. Lisa Williams, Director, Equity and Cultural Proficiency

INFORMATION

That the Board of Education receives a progress report on the Department of Human Resources activities related to the implementation of Blueprint 2.0 Goal 4: Organizational Effectiveness.

*****
BCPS, through Blueprint 2.0, has identified and established performance goals, along with initiatives and key actions for accomplishing them. The primary focus and action area for the Department of Human Resources is Goal 4: Organizational Effectiveness. The Department is responsible for developing and implementing a comprehensive human resources management plan that addresses recruiting, selecting, developing, supporting, evaluating and retaining highly qualified and effective staff at all levels of the organization. Eight key actions have been identified in Blueprint 2.0 to support this initiative.

The Department of Human Resources is aware that only by successfully identifying the talent we need and attracting, recruiting, hiring, supporting, growing and evaluating that talent can we realistically guarantee a sustained competitive advantage within public education and ensure that each and every BCPS student is ready to perform successfully on the global stage.

The Strategic Talent Management Framework which includes all components of the employment life cycle will support the department processes and practices and data will be utilized to direct strategies and actions. Additionally, the Department of Human Resources is committed to serving as a strategic partner to support the defined priorities of the district.
Implementation of Blueprint 2.0: The Department of Human Resources

Report to the Board of Education

Dr. S. Dallas Dance, Superintendent
Dr. Lisa M. Grillo, Chief Human Resources Officer
BLUEPRINT 2.0

Creating a culture of deliberate excellence for every student, every school, every community

GLOBALLY COMPETITIVE GRADUATES

To equip every student with the critical 21st century skills needed to be globally competitive, BCPS must ensure that every school has an equitable, effective digital learning environment, and every student has equitable access to learning and developing proficiency in a second language.

Team BCPS
Vision Statement: The Department of Human Resources

Baltimore County Public Schools, an employer of choice, will achieve and maintain an engaged and high-performing workforce that is committed to graduating globally competitive students.
20,000 Applicants

14,766 Employees

7,400 Retirees
Current Regular Employees

- 1 - Teachers - School Based
- 2 - Principals/Assistant Principals
- 3 - School Based Not Teachers or APs
- 4 - Central Office
- 5 - Transportation

- Regular Employees: 8,667
- Teachers: 796
- Principals/Assistant Principals: 1,059
- School Based Not Teachers or APs: 3,799
- Central Office: 445
- Transportation: 1,059

Total: 8,667
Ethnicity and Race

Students

- EEO Hispanic/Latino: 3.6%
- EEO American Indian: 6.6%
- EEO Asian: 6.3%
- EEO Black: 44.4%
- EEO Hawaiian: 38.6%
- EEO White: 0.1%
- MultiRace: 0.1%

Teachers

- EEO Hispanic/Latino: 0.4%
- EEO American Indian: 0.4%
- EEO Asian: 10.4%
- EEO Black: 0.1%
- EEO Hawaiian: 0.1%
- EEO White: 86.4%
- MultiRace: 0.0%
Teachers Eligible to Retire

Teachers Now: 1164
Teachers 5 years: 2005
Principals and Assistant Principals Eligible to Retire

- Principals & APs Now: 93
- Principals & APs 5 years: 152
Goal 4: Organizational Effectiveness

Develop and implement a comprehensive human resources management plan that addresses recruiting, selecting, developing, supporting, evaluating, and retaining highly qualified and effective staff at all levels of the organization.
The BCPS Strategic Talent Management Framework
Creating a culture of deliberate excellence for every student, every school, every community

Service for Team BCPS

Maximized Organizational Performance

Exiting

Vibrant Career Pathways

Differentiated Engagement

Sustained Competitive Advantage

Service for Communities

Globally Competitive Graduates

Service for Schools

Return on Human Capital Investment
<table>
<thead>
<tr>
<th>Life Phase</th>
<th>Primary Owners</th>
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<tbody>
<tr>
<td>Recruiting &amp; Hiring</td>
<td><strong>Talent Acquisition; Organizational Development</strong></td>
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<tr>
<td>Onboarding</td>
<td><strong>Talent Acquisition &amp; Organizational Development; Human Resource Operations</strong></td>
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<tr>
<td>Developing and Growing</td>
<td><strong>Organizational Development; Staff Relations &amp; Employee Performance Management</strong></td>
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<tr>
<td>Recognizing and Supporting</td>
<td><strong>Talent Acquisition &amp; Human Resource Operations</strong></td>
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<td>Evaluating</td>
<td><strong>Staff Relations &amp; Employee Performance Management</strong></td>
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<tr>
<td>Exiting</td>
<td><strong>Human Resource Operations</strong></td>
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Department of Human Resources

Dr. Lisa Grillo
Chief Human Resources Officer

Krystal Brown
Executive Administrative Assistant

William Burke
Assistant Superintendent Organizational Development

Christina Byer
Executive Director Leadership Development

Dr. Lisa Williams
Director Equity and Cultural Proficiency

George Duque
Manager Employee Performance Management and Staff Relations

Herman James
Director Staffing

Dr. Alpheus Arrington
Executive Director Human Resource Operations

Basheera James, Esq.
Office of Employment Dispute Resolution

Dr. Fran Allen
HR Business Manager

Joan Ferenc (.5)
Admin Secretary

Vacant
Executive Director Talent Acquisition

Ann Geisinger
HR Officer Office of HR Planning

9/27/13
<table>
<thead>
<tr>
<th>8 Key Actions</th>
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<tbody>
<tr>
<td>✓ Create and implement Strategic Talent Management Framework</td>
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<tr>
<td>✓ Develop a system wide Organizational Development Plan</td>
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<tr>
<td>✓ Develop and implement a performance management system</td>
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<tr>
<td>✓ Develop and implement a long term recruitment and staffing strategy</td>
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<tr>
<td>✓ Develop HR processes, work flow, and operating procedures</td>
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<td>✓ Build a pipeline of effective district leaders</td>
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<tr>
<td>✓ Implement Peer Assistance and Review (PAR)</td>
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<tr>
<td>✓ Develop and implement the Employee Dispute Resolution process</td>
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</table>
Create, publish, and develop a BCPS recruitment branding strategy

Develop a district-wide recruitment strategy that focuses on district priorities and current market trends (school leaders, critical teaching areas, and transportation employees)

Create a targeted recruitment strategy for Tier III schools
Organizational Development

All employees will have access to ongoing job-embedded professional growth opportunities that:

 ensure and increase effectiveness
 provide certification and licensure opportunities
 develop leadership skills
Pathways for Growth

- **Onboarding**
  - Team BCPS
    - Expectations
    - Importance of role to the team
    - Performance measures
  - BCPS Culture and Organizational Structure

- **Induction**
  - Skills needed to be effective
  - Supports

- **Ongoing**
  - Evaluation Feedback
  - System changes
  - Salary Advancement
  - Certification/Licensure
  - Access to growth opportunities

- **Leadership**
  - Being a leader in your current position
  - Taking on new opportunities/promotion
Benefits, Leaves and Retirements

- BCPS in compliance with ACA
- Over 95% of employees who average 30 hours per week are eligible for benefits
- Temporary employees currently not eligible for benefits were provided information on the Maryland Healthcare Exchange where they may purchase healthcare benefits

HR Planning

- Project manage the development of an HR Standard Operating Procedure (SOP) manual.
- Gather information from internal HR offices in order to identify ways to integrate technology to increase operational efficiency and improve customer service.
- Begin looking at technology solutions for HR employee personnel filing system.
Staffing

- Improve the customer service experience for principals through a revised staffing structure.

- Review and revise the “excess” process for both teachers and paraprofessionals.
  - Identify a focus group to include assistant superintendents, TABCO/ESPBC, EEO Office, principals, teachers and HR professionals to begin formulating a process strategy to revise the excess plan.
  - Conduct research of best practices including but not limited to renaming the process to eliminate the negative connotation of the term “excess.”

- Support staffing differentiation for Tier III schools in Baltimore County Public Schools.
Employment Dispute Resolution

- Develop processes and procedures that reflect an equitable balance of fairness, sensitivity, efficiency, and diversity awareness.
- Develop a documentation guide for administrators to ensure appropriate, clear, and effective feedback is provided to employees.
- Review EEO Office procedures and those of other school systems to determine best practices.
- Create a training program to educate school based administrators and assistant superintendents about EEO laws and ADA.
Establish and manage a comprehensive performance review process ensuring that all employees are evaluated appropriately and on time.

- Monitor implementation of new evaluation system for teachers and principals.

- Provide professional development to increase knowledge and familiarity with the appraisal process.

- Adopt the Interest-Based Negotiations model for collective bargaining with BCPS unions.
By the end of Year 1:

- PAR
- Onboarding, Induction, and Leadership Development programs
- Filling of critical positions with top candidates
- New staffing structure to support principals
- Revised Excess Process
- EDR Structure
- Teacher and Principal Evaluation systems