

TENTATIVE, SUBJECT TO CHANGE

MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, December 4, 2001  
4:30 P.M.-Closed Session, 7:30 P.M.-Open Session  
Educational Support Services Building

- I. PLEDGE OF ALLEGIANCE
- II. SILENT MEDITATION IN REMEMBRANCE
- III. AGENDA  
Consideration of the agenda for December 4, 2001
- IV. MINUTES  
Consideration of the open and closed session minutes of November 6, 2001 Exhibit A
- V. SUPERINTENDENT'S REPORT
- VI. RECOGNITION OF ADMINISTRATIVE APPOINTMENTS FROM NOVEMBER 20, 2001 (Mr. Grimsley)
- VII. OLD BUSINESS  
Consideration of proposed recommendation for Policy 8130 – Internal Board Policies – Organization (Ms. Johns)  
(Dr. Mohler)  
Exhibit B
- VIII. REPORTS
  - A. Follow-up to the Minority Achievement Initiative (Dr. Hairston)
  - B. Report on Conferences (Board Members)
- IX. NEW BUSINESS
  - A. Consideration of consent to the following personnel matters: (Mr. Grimsley)
    - 1. Resignations Exhibit C
    - 2. Leaves of Absence Exhibit D
    - 3. Student Advisory Council Appointment Exhibit E
  - B. Consideration of consent to the following contract awards: (Ms. Burnopp)  
(Mr. Gay)
    - 1. Allied Health and Fitness Lab Equipment – Eastern Technical High School Exhibit F
    - 2. Contracted Services: On-Call Elevator Maintenance and Repair

IX. NEW BUSINESS (Cont.)

3. Contracted Services: Venetian Blinds Services
4. Food Service: Ice Cream Products
5. Food Service: Paper Products
6. Food Service: Produce
7. Food Service: Snack Products
8. Stationery Supplies – Second One-Year Extension
9. Supplies Contract: HVAC Filters

C. Consideration of consent to the following Building Committee (Building Committee) recommendations:

1. Systemic Renovations – Deep Creek Middle School Exhibit G
2. Request to Negotiate – Consultant Design Services for Systemic Renovations - Various Middle Schools Exhibit H
3. Fee Acceptance – Consultant Design Services for Fire Alarm System Upgrade – Catonsville Middle School, Dundalk High School, Owings Mills High School, Southwestern Academy, and Woodlawn High School Exhibit I
4. Fee Acceptance – Consultant Design Services for Auditorium/ Stage Lighting Upgrade – Dumbarton Middle and Parkville Middle Schools Exhibit J
5. Fee Acceptance – Inspection Services of Reroofing Project - Catonsville Middle School Exhibit K
6. Change Order – Sitework – Package 2B – New Town High School Exhibit L
7. Change Order – Science Laboratory Improvements – Eastern Technical High School Exhibit M
8. Change Order – Major Maintenance Renovation Project - Chesapeake Terrace Elementary School Exhibit N
9. Change Order – Major Maintenance Renovation Project - Dundalk Elementary School Exhibit O
10. Change Order – Major Maintenance Renovation Project - Orems Elementary School Exhibit P

IX. NEW BUSINESS (Cont.)

- 11. Change Order – Major Maintenance Renovation Project -  
Sussex Elementary School Exhibit Q
- 12. Change Order – Major Maintenance Renovation Project -  
Villa Cresta Elementary School Exhibit R
- D. Consideration of revised FY 2003 State Capital Budget Request (Ms. Burnopp)  
Exhibit S

X. INFORMATION

- A. New Rule 8130 – Internal Board Policies: Organization Exhibit T
- B. Southeast Area Educational Advisory Council Minutes Exhibit U
- C. Southwest Area Educational Advisory Council Pre-Budget Meeting Minutes Exhibit V

XI. ANNOUNCEMENTS

Next Board Meeting      December 18, 2001  
7:30 P.M.                  Greenwood

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

Tuesday, November 6, 2001

The Board of Education of Baltimore County, Maryland, met in open session at 5:03 p.m. at Greenwood. President Donald L. Arnold and the following Board members were present: Ms. Maria R. Cirincione, Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzymiski, Dr. Warren C. Hayman, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, Mr. James R. Sasiadek, and Mr. James E. Walker. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

Dr. Hairston shared results of an informal survey regarding field trips.

He also informed Board members that the State Superintendent of Schools has made an announcement that information on the latest MSPAP scores will be withheld until January due to inconsistencies in some of the scores.

Mr. Hayden entered the room at 5:04 p.m.

Mr. Arnold distributed copies of the Board of Education's goals for 2001-2002. He also informed Board members of an art exhibition, reception, and awards ceremony on November 7 to honor students whose art work has been exhibited at the Whiteford, Taylor, & Preston law firm.

At 5:08 p.m., Mr. Hayden moved the Board go into closed session to consult with counsel regarding potential litigation and to consult with counsel to obtain legal advice pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(7) and (a)(8). The motion was seconded by Ms. Jung and unanimously approved by the Board.

**CLOSED SESSION MINUTES**

Ms. Saffran-Brinks advised the Board of the status of a case recently heard by the Board.

Ms. Saffran-Brinks reviewed revisions to a legal document to be considered by the Board this evening.

Mr. Teplitzky entered the room at 5:10 p.m.

Ms. Saffran-Brinks informed Board members of a matter dealing with potential litigation and a recommendation for settlement.

Mr. Haines and Dr. Krempel advised the Board on a matter dealing with potential litigation.

### CLOSED SESSION MINUTES (Cont.)

At 6:48 p.m., Mr. Hayden moved to adjourn the closed session for a brief dinner recess. The motion was seconded by Ms. Jung and approved by the Board.

### OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 7:35 p.m. at Greenwood. President Donald L. Arnold and the following Board members were present: Ms. Maria R. Cirincione, Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzymiski, Mr. John A. Hayden, III, Dr. Warren C. Hayman, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, Ms. Carolyn Ross-Holmes, Mr. James R. Sasiadek, Mr. Sanford V. Teplitzky, and Mr. James E. Walker. In addition, Dr. Joe A. Hairston, Superintendent of Schools; staff members; and members of various civic, employee, and community organizations were present as was the media.

### PLEDGE OF ALLEGIANCE

The open session commenced with the Pledge of Allegiance to the Flag, which was led by Gina Miller and Jen Wynberry, two Baltimore County Public Schools students, and a period of silent meditation for those who have served education in Baltimore County Public Schools.

### MINUTES

Hearing no additions or corrections to the open and closed session minutes of September 25, 2001, and October 11, 2001, Mr. Arnold declared the minutes approved as presented.

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

### SUPERINTENDENT'S REPORT

Dr. Hairston announced that Dr. Margaret Kidder, Coordinator in the Office of Psychological Services, was featured in the November issue of *Baltimore* magazine. She was quoted extensively in the article, "Analyze This." The article addressed mental health care in the Baltimore region.

Dr. Hairston also announced that the school system's ParentMobile is the grand prizewinner of the 2001 National Telecommunications Partnership award. Formal recognition will occur later this month in Washington, DC, and at another awards ceremony in Anchorage, Alaska.

Finally, Dr. Hairston announced that Baltimore County Public Schools was the recipient of a \$50,000 check from First Financial Federal Credit Union. Twenty-three (23) of our schools were participants and recipients of a grant award for technology and instruction. Ms.

SUPERINTENDENT'S REPORT (Cont.)

Thea Jones and Mr. Gregory Barlow were commended for their involvement in this project. Ms. Sharon Norman was also recognized for coordinating this effort. Congratulations were extended to the schools and their principals.

CURRICULUM COMMITTEE REPORT

Ms. Ettinger, Chair of the Board's Curriculum Committee, informed the audience of a visit to Sussex Elementary School by herself, Mr. Hayden, and Mr. Walker. The group's objective was to become informed about the implementation of Curriculum and Instruction strategies at the school. They were impressed with the collaboration taking place between school-based staff and the staff of ESS. Ms. Ettinger used the terms "collaboration" and "focused service" to summarize what was observed during the visit.

Mr. Hayden stated he observed students who were focused and working hard. Mr. Walker commended Sussex's principal and staff for their outstanding efforts.

OLD BUSINESS

Revisions to Policy 1230 – Area Educational Advisory Councils

Mr. Arnold noted an amendment to the proposed revisions to Policy 1230 – Area Educational Advisory Councils. A Board member recommended that "4. Scope" be placed at the beginning of the Policy before "1. Organization."

On motion of Ms. Ettinger, seconded by Mr. Sasiadek, the Board approved the amended revisions to Policy 1230 – Area Educational Advisory Councils.

Field Trips and Foreign Travel

Ms. Ettinger moved acceptance of the Superintendent's recommendation regarding foreign travel. The motion was seconded by Mr. Walker.

Mr. Teplitzky stated he was in favor of the intent of the recommendation, especially as it related to the need to monitor planned field trips for safety up until the time of departure. He voiced his opposition of the final version because it prohibited all foreign field trips for the entire school year. He agreed the Board needs to be responsible and err on the side of safety, but stated the proposal goes too far and represents the wrong decision at this time. He also stated that since the recommendation was presented two weeks ago, he has received a great deal of input from the public, most of it being against the ban on foreign travel. Mr. Teplitzky noted the value of foreign travel stating it is an experience that cannot be duplicated in the classroom. He suggested that trips be reviewed on an individual basis. His proposal would be for constant review of the safety and security of the people on the trip up to the last moment.

Field Trips and Foreign Travel (Cont.)

Mr. Teplitzky stated his belief that the decision as to whether or not students go on foreign field trips should be left to the parents. On the financial side, Mr. Teplitzky suggested the requirement of travel insurance so there would be no significant risk of financial loss. With respect to the security issues, the school and the sponsors would conduct an initial review. A further review by the Executive Director of Schools or someone in a higher position would also take place. Mr. Teplitzky believes the decision as to whether students go on foreign field trips should not be left to the school principal.

Mr. Hayden moved to amend the recommendation by deleting the first sentence and inserting "foreign," before "out-of-state and overnight field trips" wherever it appears in the recommendation. The motion was seconded by Ms. Jung.

Mr. Hayden stated parents should make the decision as to whether their children should be allowed to participate in foreign field trips based on the circumstances at the time.

Ms. Jung also shared her support of Mr. Teplitzky's and Mr. Hayden's comments. She stated that, in her opinion, to deny all foreign travel at this time is wrong.

Dr. Hayman expressed disappointment that the recommendation was not changed based on community responses. He was also troubled by the lack of urgency of the system and the Board to address other "terrifying situations" in the schools.

Mr. Walker voiced his support of the Superintendent's recommendation and questioned why the school system isn't trying to provide this experience to the 98% of the student population that do not participate in foreign travel. He shared his thoughts that perhaps the same kind of enthusiasm seen in the debate of this issue be brought to other important issues.

Mr. Grzymiski shared his concern about the possibility of students being stranded in a foreign country.

Ms. Ettinger thanked the members of the public who contacted Board members in the last two weeks. She stated that due to the unusual situation, her vote would be cast on the side of safety in hopes that next year, when the issue comes up again, the Board won't be faced with the same situation.

Mr. Sasiadek urged his colleagues to vote their conscience.

Mr. Kennedy noted that while Americans are being urged to return to their daily life and routines, once the school sanctions a trip, the perception might exist among parents and the community that students will be safe on the planned trip. He felt the Board should be prudent and stated he would vote in favor of the recommendation.

Field Trips and Foreign Travel (Cont.)

Ms. Ross-Holmes noted the benefits her child received by traveling overseas, but also noted that safety of students is of utmost importance.

Ms. Cirincione stated that everyone agrees foreign travel is valuable but recognized that we are in a unique situation. She shared her position that student safety should be first and foremost in considering this recommendation.

Dr. Hayman noted that the proposed amendment gives the administration flexibility to cancel the trip because of safety considerations. He also questioned why there isn't more encouragement for student participation in foreign travel, noting some schools have scheduled four or five foreign trips and some schools have none scheduled.

By a vote of 4-8, the amendment failed. Mr. Teplitzky, Dr. Hayman, Ms. Jung, and Mr. Hayden voted in favor of the amendment. Mr. Arnold, Mr. Sasiadek, Ms. Cirincione, Mr. Walker, Mr. Grzymiski, Ms. Ross-Holmes, Ms. Ettinger, and Mr. Kennedy voted against the amendment.

The original motion to accept the Superintendent's recommendation passed by a vote of 8-4. Mr. Teplitzky, Dr. Hayman, Ms. Jung, and Mr. Hayden cast the dissenting votes.

University of Maryland Baltimore County-Urban Teacher Education- Partnership Agreement

Dr. Dezmon, Assistant to the Superintendent for Equity and Assurance, explained the program offered by the University of Maryland Baltimore County (UMBC) would provide financial and professional support to student participants in exchange for a long-term commitment for them to teach in high needs elementary and middle schools in the Baltimore County Public Schools. Under the Memorandum of Understanding, Baltimore County would commit \$114,000 (\$28,500 each for four interns) to be funded exclusively through a state dedicated Compensatory Education Grant. Dr. Dezmon stated that UMBC would be expending funds to support these interns and maintain the programs in the selected schools. She noted the program represents an important step in the school system's efforts to recruit and retain quality teachers in our high needs schools.

In response to a question from Mr. Walker, Dr. Dezmon indicated the selection of interns would be the responsibility of UMBC.

Mr. Sasiadek inquired about who determines the amount of the stipend for supervising teachers. Dr. Dezmon responded the stipend is established by the college.

Dr. Hayman moved approval of the Memorandum of Understanding between the Board of Education of Baltimore County and the University of Maryland Baltimore County. Ms. Jung seconded the motion.

University of Maryland Baltimore County Partnership Agreement (Cont.)

Ms. Ettinger inquired if supervision of the interns will be a joint responsibility, to which Dr. Dezmon replied affirmatively.

Mr. Grzynski questioned how assignment of student interns is determined. Dr. Dezmon stated that under the terms of the Memorandum of Understanding, interns entering the program must agree to work in a school designated as a high needs school.

The Board approved the partnership agreement with the University of Maryland Baltimore County for an Urban Teacher Education program.

REPORTS

The Board received the following reports:

- A. Resolution Proclaiming November 14, 2001, as Educational Support Personnel Day – Ms. Marcella Kehr, President of the Baltimore (County Instructional) Assistants and Clerical Employees, invited Board members to attend the local celebration on November 12<sup>th</sup>. She also informed the Board that Governor Glendening has declared November 14<sup>th</sup> as Maryland Educational Support Personnel Day.
- B. Review of Policy and Rule 8130 – Internal Board Policies – Organization – Ms. Johns stated that as a result of the Board's retreat discussion, staff has established a process for the review of policies. Staff's recommendation is to maintain the current language in Policy 8130. New Rule 8130 puts in place a process for reviewing policies and regulations on a regular basis. Ms. Johns noted a correction in #3 of the rule.

Mr. Arnold asked that the Board's goal of implementing policy review be tied into this new rule.

Ms. Ettinger was supportive of the new rule stating that it provides an appropriate process for constructive review.

Mr. Arnold announced the public will be given an opportunity to comment on November 20<sup>th</sup>, and the Board will vote on the policy recommendation on December 4<sup>th</sup>.

At Mr. Teplitzky's request, Ms. Fromm provided a follow-up on bus driver shortage in Baltimore County. She stated that, at the present time, there is one certified driver for every Baltimore County Public School route.

### PERSONNEL MATTERS

On motion of Ms. Ettinger, seconded by Dr. Hayman, the Board approved the personnel matters as presented on Exhibits F, G, and H. (Copies of the exhibits are attached to the formal minutes.)

### CONTRACT AWARDS

On motion of Mr. Kennedy, seconded by Dr. Hayman, the Board approved items 1-4.

1. On-Call Elevator Maintenance and Repair
2. System Programmer
3. Time and Materials Roof Repair Services
4. Lumber

### BUILDING COMMITTEE

The Building Committee, represented by Mr. Kennedy, recommended approval of items 1-9. Mr. Kennedy noted a correction in Exhibit N, deletion of the next to last paragraph.

Mr. Teplitzky pulled items 1 and 4; Mr. Hayden pulled item 5.

The Board approved recommendations 2, 3, and 6-9.

2. Change Order – Major Maintenance Renovation Project – Pleasant Plains Elementary School
3. Change Order – Major Maintenance Renovation Project – Woodmoor Elementary School
6. Change Order – Design Services for Major Maintenance Renovation Project – Chesapeake Terrace Elementary School
7. Change Order – Design Services for Major Maintenance Renovation Project – Mars Estates Elementary School
8. Change Order – Design Services for Major Maintenance Renovation Project – Owings Mills Elementary School
9. Major Maintenance Renovation Projects – Increase Contingency Authorization – Various Elementary Schools

Items 1 and 4

As recommended by the Building Committee, the Board approved items 1 and 4. Mr. Teplitzky abstained from discussion and voting on these items.

1. Hazardous Material Abatement for Major Maintenance Renovation Project – Hawthorne Elementary School
4. Change Order – Major Maintenance Renovation Project – Sussex Elementary School

Item 5

As recommended by the Building Committee, the Board approved item 5. Mr. Hayden abstained from discussion and voting on this item.

5. Change Order – Design Services and Construction Administration for Major Maintenance Renovation Project – Battle Grove Elementary School

INFORMATION

The Board received the following as information:

- A. Minutes of the Central Area Educational Advisory Council meeting, June 13, 2001
- B. Special Education Inclusion Grants
- C. Advanced Placement Incentive Program: Higher Standards for Student Achievement
- D. New Rule 2373 - Public Information Act Requests: Schedule of Fees.

ANNOUNCEMENTS

Mr. Arnold made the following announcements:

- On Monday, November 12, 2001, the Citizens Advisory Committee for Special Education will meet at Greenwood at 7:00 p.m.
- On Tuesday, November 13, 2001, the Southeast Area Educational Advisory Council will meet at Holabird Middle School at 7:30 p.m.
- On Wednesday, November 14, 2001, the Southwest Area Educational Advisory Council will meet at Arbutus Elementary School at 7:30 p.m.

ANNOUNCEMENTS (Cont.)

- Also on November 14, 2001, the Northeast Area Educational Advisory Council will meet at Elmwood Elementary School at 6:30 p.m.
- On November 7, 2001, between 6:30 p.m.-8:30 p.m., Whiteford, Taylor, and Preston will host an art exhibit and awards ceremony honoring students whose art work has recently been exhibited at the firm.
- The next regularly scheduled meeting of the Board of Education of Baltimore County will be held on Tuesday, November 20, 2001, at Greenwood. The meeting will begin with an open session at approximately 4:45 p.m. After the Board adjourns to meet in closed session, followed by a brief dinner recess, the open meeting will reconvene at 7:30 p.m. The public is welcome at all open sessions.

PUBLIC COMMENT

Mr. Arnold reminded speakers to refrain from discussing personnel matters or any other matters that might come before the Board in the way of an appeal.

Mr. Thomas Raybon, President of the Baltimore County Student Councils (BCSC), informed Board members of BCSC's first General Assembly meeting on October 4<sup>th</sup> and noted the next General Assembly meeting would take place tomorrow. Mr. Raybon shared his excitement at the number of registrations received for BCSC's annual Middle School Conference.

Ms. JoLynn Chadwick, Chair of the Citizens Advisory Committee for Gifted/Talented Education, noted that the topic at the last meeting was "Distance Learning." She shared the committee's disappointment that some of the practical issues will probably prevent expansion to many of the schools. Board members were invited to attend the group's next meeting on November 14<sup>th</sup>, where information will be presented to help 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> graders plan and make decisions about their high school years. Finally, Ms. Chadwick noted that her committee cares very much about schools that have an "unhealthy" Gifted/Talented program.

Ms. Teresa LaMaster, Chair of the Citizens Advisory Committee for Special Education, provided a follow-up on her previous comments on the achievement data. She questioned the difference in the CTBS data and the MSPAP data with regard to the number of second graders reading at or above grade level.

Mr. Stephen Crum, a representative of the Southeast Area Educational Advisory Council, voiced his agreement with the Board's decision to ban foreign travel for this school year. Based on his review of the budget book, specifically the school performance indices, Mr. Crum suggested changes at some schools. He noted, in some cases, there is an inverse ratio between how much money the school receives and how well the school performs.

PUBLIC COMMENT (Cont.)

Ms. Lynn Sklar, Chair of the Central Area Educational Advisory Council, informed Board members of a change in the council's meeting format. Board members were invited to attend the next meeting on November 28<sup>th</sup> at Loch Raven Academy at 7:00 p.m. Dr. Barbara Dezmon will be the speaker.

Ms. Laura Nossel, President of the PTA Council of Baltimore County, thanked Board members for their support of the Fall Workshop and Reception. She also recognized Sudbrook's jazz ensemble and the culinary students of Western School of Technology and Environmental Science for their contribution to the evening. Ms. Nossel also thanked school system staff that assisted with the program. Ms. Nossel expressed the Council's appreciation for the additional time provided for the public to share its feelings on the foreign travel issue. She extended congratulations to the school system for the awards received by the ParentMobile. She expressed concern that MSPAP scores will be released later than normal and noted that this will have an impact on instruction. Finally, Ms. Nossel shared her concern regarding future funding for capital projects and the need for qualified maintenance personnel to keep the projects up and running so that we don't find ourselves in the same situation from a few years ago.

Mr. Rodger Janssen expressed his support of the Board's vote to ban foreign travel this school year. He commended staff for producing a fair and equitable travel policy in a short amount of time, but shared his disappointment the recommendation did not include more options. He inquired about the status of the implementation of the safety and security portion of the reorganization study.

At 8:58 p.m., Mr. Walker moved to adjourn the open session. The motion was seconded by Ms. Jung and approved by the Board.

Respectfully submitted,

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Joe A. Hairston  
Secretary-Treasurer

**B**

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** December 4, 2001  
**TO:** **BOARD OF EDUCATION**  
**FROM:** Dr. J. Hairston, Superintendent  
**SUBJECT:** **Review of Board of Education Policy 8130**  
**ORIGINATOR:** Christine M. Johns, Deputy Superintendent of Curriculum and Instruction  
**RESOURCE**  
**PERSON(S):** Dr. Donald Mohler, Executive Director for Student Support Services

**RECOMMENDATION**

That the Board of Education accept the recommendation that Board of Education Policy 8130, Internal Board Policies, be reviewed and remain with its current language.

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The existing policy has not been reviewed since October 8, 1996.

DIM/dim  
Appendix I- Board of Education Policy 8130

## INTERNAL BOARD POLICIES: Organization

### Formulation

#### PURPOSE

The Board of Education of Baltimore County, representing the people of the county, is, in addition to its many other roles, the legislative body which determines all questions of general policy to be employed by the county's public schools. "Policies" are defined as those principles formally adopted by the Board of Education in order to manage the school system.

The Board shall, to the best of its ability, cause the provisions of state and federal laws and the bylaws and policies of the State Board of Education to be carried out. The Board of Education shall determine, with the advice of the county superintendent, the educational policies of the county and shall prescribe rules and regulations for the conduct and management of the schools.

Courses of study, revised courses, required methods of teaching, and any significant program to be tested in one or more schools for the purpose of being considered for use systemwide shall be approved by the Board of Education prior to implementation or discontinuance.

#### PROCEDURE

1. The Board may request or receive a policy analysis from the superintendent on revisions to existing policies or on the need for a new policy.
2. All policy analyses will include the following elements:
  - a. Statement of issues or questions addressed by the proposed policy;
  - b. Where appropriate, cost analysis and fiscal impact on school system;
  - c. Relationship to other Board of Education policies;
  - d. Legal requirement, such as federal, state, or local laws or regulations;

- e. Similar policies adopted by other local school systems;
  - f. A draft of the proposed policy;
  - g. Other alternatives that were considered by staff.
3. The policy analysis will be presented to the Board as an item for discussion.
  4. If limited revisions to existing policies are necessary, the superintendent will present the proposed changes to the Board with an accompanying rationale. There shall be no need for a policy analysis.
  5. When a Board member or the superintendent presents a proposed policy, a time line for adoption will accompany the policy, and will include, where appropriate:
    - a. Opportunity for citizen comment;
    - b. Opportunity for superintendent and staff to provide advice and recommendations;
    - c. Proposed date of adoption.
  6. The superintendent shall, where necessary, develop administrative rules for the implementation of the Board's policies. Such rules will be presented to the Board for information purposes, but do not require an affirmative vote of the Board.
  7. Following discussion, the Board shall adopt policies, in public session, and such adoption shall be recorded in the minutes of the Board.

**Related Policies: Board of Education 8140 – Formulation of Administrative Regulations**

Policy  
adopted: 4/13/72  
revised: 7/13/78  
revised: 10/8/96  
reviewed: 12/04/01

**Board of Education  
of Baltimore County**

**F**

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** November 19, 2001

**TO:** BOARD OF EDUCATION

**FROM:** Dr. J. Hairston, Superintendent

**SUBJECT:** Recommendations for Award of Contracts  
Board Exhibit – December 4, 2001

**ORIGINATOR:** Robert Haines, Deputy Superintendent of Business Services

**RESOURCE**  
**PERSON(S):** Patrick Fannon, Controller; Richard Gay, Purchasing Manager

**RECOMMENDATION**

That the Board of Education approves the recommendations for award of contracts Board Exhibit for the December 4, 2001 board meeting.

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See the attached list of contract recommendations presented for consideration by the Board of Education of Baltimore County.

MA/xxx

Appendix I – Recommendations for Award of Contracts – Board Exhibit

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

**December 4, 2001**

**LEAVES**

**PERSONAL ILLNESS LEAVES**

LIZZIE BARNES – Windsor Mill Bus Facility (Bus Attendant)  
Effective November 5, 2001 through March 31, 2002

**UNUSUAL OR IMPERATIVE LEAVES**

AMY MICHELS – Battle Monument School  
Effective October 15, 2001 through June 30, 2002

\* Non-member Maryland State Retirement System & Pension System

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

**December 4, 2001**

**RECOMMENDED APPOINTMENT**

<b><u>NAME</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>
<b><u>MARGUERITE DECRISPINO</u></b> (Effective December 5, 2001)	Special Education, Team Leader Northwest Infant & Toddlers Center	Assistant Principal Catonsville Elementary School

(Replacing Julie Dudas, Child Rearing Leave)

B.S. 1979, Towson State University; M.Ed. 1982; M.S. 1982, Loyola College; M+30 1994

Team Leader/Special Education: Northwest Infant and Toddlers Center, 1996

Teacher/Special Education: Battle Monument School & SE Area Special Education Office, 1994  
White Oak School & Battle Monument School, 1993  
White Oak School, 1987  
Rolling Road School, 1984  
Parkville High, 1982  
Rolling Road School, 1981

Phase I: 1985, Phase II: 1986

Teacher As Leader: 1997; Aspiring Leader: 1998

20.9 years Baltimore County

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

**December 4, 2001**

**RESIGNATIONS**

**ELEMENTARY – 2**

Battle Grove Elementary School

Lynn T. Walters, 12/23/01, 3.5 yrs.

Halstead Academy

Kristen V. Myron, 11/09/01, 3.3 yrs.

**SECONDARY – 7**

Chesapeake High School

Henry L. Reed, 10/08/01, 5.2 yrs.

Franklin High School

Nicholas A. Gioppo, 11/09/01, 11 wks.

Lansdowne Middle School

Carmen W. Zaborotny, 01/03/02, 4.5 yrs.

Middle River Middle School

Deborah J. DiBona, 01/25/02, 5 mos.

Southwest Academy

Neil J. Redlien, 12/06/01, 3.5 mos.

Woodlawn Middle School

Leslie M. Crue, 11/01/01, 10.2 wks.

Antonio T. Manns, 11/05/01, 6.3 yrs.

**Recommendations for Award of Contracts  
Board Exhibit – December 4, 2001**

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

1. **Allied Health & Fitness Lab –** **Estimated Award Value: \$26,705.52**  
**Equipment Eastern Technical High School** **Various Vendors**  
**Contract #7-700-02**

A bid was issued to 14 vendors on October 18, 2001 for the purchase of weight training equipment for the Allied Health and Fitness program at Eastern Technical High School. Proposals were received from three vendors. One bidder was rejected for failing to meet all specifications.

The specifications were designed to provide all weight training equipment for a fully functional Allied Health and Fitness Lab. A listing of the equipment was developed in coordination with Eastern Technical High School and the bidders at a pre-bid meeting. The installation of all equipment will be completed no later than January 15, 2002. In addition, the Award Bidders will sponsor a program of instruction, conducted by a certified fitness specialist, for the safe use and operation of the equipment. The contract includes a full one-year warranty and a two-year preventive maintenance program.

The bid allowed for the purchase of individual custom-built power racks and the remaining equipment to be purchased as a group. The award of contract is recommended to the lowest responsive bidders meeting all specifications:

**Atlantic Fitness Products, Linthicum, MD** **Power Rack \$ 1,195.00**  
**Weight Equipment \$31,882.30**

**York Barbell, Timonium, MD** **Weight Equipment \$25,510.52**

The contract value will be \$26,705.52. Funding for the equipment will be provided through the Perkins Funds from the Office of Career and Technology Education.

2. **Contracted Services: On-Call** **Estimated Award Value: \$200,000**  
**Elevator Maintenance & Repair** **Otis Elevator Company**  
**Contract # ITB 203397**

A contract to provide firm fixed monthly pricing for preventive maintenance and fixed hourly pricing for repair of elevators, chair lifts and dumbwaiters is anticipated to be approved by the Baltimore County Government on December 3, 2001. Contract pricing also includes the purchase of repair materials at cost plus 10 percent. The terms and conditions of the contract include provisions for the

utilization of the contract by Baltimore County Public Schools. The annual contract was awarded to **Otis Elevator Company, Baltimore, MD**. The initial contract has nine one-year extensions available. The Office of Purchasing recommends the approval of the use of this contract through December 1, 2002. Funding for the purchase of these services will be provided through the operating budget of the Office of Maintenance.

3. **Contracted Services: Venetian Blinds Services** **Estimated Award Value: \$750,000**  
**Three-Year Bid** **Estimated Annual Value: \$250,000**  
**Contract # 3-326-02**

On September 20, 2001 a three-year bid was issued for the purchase and installation of Levelor 2" Venetian blinds and pull-down black out blinds on an "as needed" basis. Bids were issued to 17 vendors and proposals were received from five vendors. One bidder was rejected for failing to meet all specifications.

The specifications were developed in conjunction with the Office of Maintenance and the bidders at a pre-bid. The Award Bidders will be responsible for providing firm quotes for the removal and disposal of existing blinds, blackout blinds, and hardware, and, also, for field measurement for new installation of hardware, blinds and blackout blinds.

The existing buildings in BCPS contain windows of many different dimensions. The bidders were, therefore, asked to provide pricing for several different sized windows representative of those currently in place.

Qty	Window Size	Crown Shade Company	Picture Perfect Windows	Blind Industries	Lloyd Window Products
100	44 x 80	\$4,585.00	\$5,500.00	\$7,300.00	\$7,200.00
100	48 x 84	\$5,133.00	\$5,600.00	\$7,300.00	\$8,064.00
40	72 x 80	\$2,796.00	\$3,480.00	\$4,120.00	\$4,608.00
40	72 x 84	\$2,920.00	\$3,560.00	\$4,120.00	\$4,840.00
TOTALS		\$15,434.00	\$16,140.00	\$24,040.00	\$24,712.00

Three responsive and responsible bidders offering the most favorable aggregate bid prices are being recommended for award. The Primary Award Bidder is **Crown Shade Company, Baltimore, MD**, the Secondary Award Bidder is *Picture Perfect Windows, Owings Mills, MD*, and the Tertiary Award Bidder is Blind Industries of Maryland, Baltimore, MD. The services provided by this contract will be funded from the Office of Maintenance operating budget, Aging School, Capital Improvement, Grants, and the schools' operating accounts.

4. **Food Service: Ice Cream Products** **Estimated Award Value: \$236,440**  
**Contract #4-407-02** **Jack & Jill Ice Cream Company**

A bid for a price agreement for the purchase of ice cream products (sandwich, éclair, chocolate nut cone, non-fat yogurt, ice cream cup, and a variety of ice cream bar items: deluxe, frozen fruit, orange cream and chocolate fudge) for direct delivery to all schools was issued on September 20, 2001 to eight vendors. The specifications were designed to reflect the per each cost of the individual ice cream products times anticipated usage quantity. Proposals were received from two vendors. This is a six-month contract effective January 1, 2002 through June 30, 2002.

This is a requirements contract with quantities projected by the Office of Food and Nutrition Services based upon historical data of product utilization. In addition to the standard items that will be available during the contract period, the Office of Food and Nutrition Services intends to feature one special item from the "optional" list of products (mini ice cream sandwich, push-up bar, Mickey Mouse ice cream bars and Dole juice bars) each month during the school year to offer variety to the students. The award value represents a projected purchase of some 86,000 dozen products. Delivery is made directly to identified schools. BCPS offers no guarantee that the estimated quantities will be met and/or exceeded. The total dollar value of the contract is estimated with the final dollar amount determined by the actual products purchased during the contract period.

	<u>Standard Items</u>	<u>Optional Items</u>
<b>Jack &amp; Jill Ice Cream Company, Columbia, MD</b>	<b>\$186,440.00</b>	<b>\$50,000.00</b>
Berliner Specialty Distribution Company Hyattsville, MD	\$258,850.00	No Bid

Award of contract is recommended to the lowest bidder meeting all specifications, **Jack & Jill Ice Cream Company, Columbia, MD** in the estimated amount of \$236,440. Funding will be provided by the Office of Food and Nutrition Services.

5. **Food Service: Paper Products** **Estimated Award Value: \$585,143**  
**Contract #4-408-02**

A bid for a price agreement for various paper, plastic, foam and aluminum products for the period of January 1, 2002 through June 30, 2002 was issued on September 20, 2001 to 31 vendors. The specifications were designed to reflect a

quantity price times the anticipated usage quantity. Proposals were received from 13 vendors. Two bidders submitted no-bid responses. Awards are recommended to the lowest bidders meeting all specifications:

<b>Acme Paper &amp; Supply Company, Inc., Savage, MD</b>	<b>\$79,090.00</b>
Plates, Sandwich bags, French fry cup, Lunch bags, Hamburger paper, Salad container, Straws, Food trays, Aluminum wrap	
<b>Calico Industries, Inc., Annapolis Junction, MD</b>	<b>\$23,792.00</b>
Food storage bags, Gloves, Food wrap, Masks	
<b>Carroll County Foods, Inc., New Windsor, MD</b>	<b>\$2,217.00</b>
Freezer paper, Antibacterial wipes	
<b>Holt Paper &amp; Chemical Company, Inc., Baltimore, MD</b>	<b>\$179,393.00</b>
Bowls, Cups, Utensils, Coffee filters, French fry bags, Napkins, Trays, Food wrap	
<b>Interboro Packaging Corporation, Montgomery, NY</b>	<b>\$3,014.00</b>
Plastic bags, Rack covers	
<b>Kahn Paper Company, Inc., Capitol Heights, MD</b>	<b>\$110,630.00</b>
Foam trays, Plastic dish inserts, Spork kits, Pan liners	
<b>Leonard Paper Company, Inc., Baltimore, MD</b>	<b>\$178,950.00</b>
Foam trays (five compartment)	
<b>Sysco Food Service of Baltimore, Inc., Jessup, MD</b>	<b>\$7,877.00</b>
Foil pans for steam table	

This is a requirements contract with quantities projected by the Office of Food and Nutrition Services based upon historical data of product utilization. Delivery is made to the Food Service Warehouse for distribution to the schools on an as needed basis. BCPS offers no guarantee that the estimated quantities will be met and/or exceeded. The total dollar value of the contract is estimated with the final dollar amount determined by the actual products purchased during the contract period. The estimated total value of the contract is \$585,143. Funding will be provided by the Office of Food and Nutrition Services.

**6. Food Service: Produce Estimated Award Value: \$200,000**  
**Contract # 4-406-02 Bowie Produce Company, Inc.**

A bid for a price agreement for various produce items, with direct delivery to the schools, for the period of January 1, 2002 through June 30, 2002 was issued on September 20, 2001 to six vendors. Proposals were received from two vendors. One bidder submitted a no-bid response.

**Bowie Produce Company, Inc., Landover, MD** **\$200,000.00**  
Coastal Sunbelt Produce, Inc., Hanover, MD **\$251,340.00**

The bid specifications were designed to allow vendors to bid using a fixed factor, which is added to the base market price of the individual items. This factor shall remain constant for the term of the contract while the price of the commodity may change as market conditions warrant.

This is a requirements contract with quantities projected by the Office of Food and Nutrition Services based on historical data of product utilization. Delivery is made directly to designated schools. BCPS offers no guarantee that the estimated quantities will be met and/or exceeded. The total dollar value of the contract is estimated with the final dollar amount determined by the actual products purchased during the contract period.

Award of contract is recommended to the lowest bidder meeting all specifications, **Bowie Produce Company, Inc., Landover, MD** in the estimated amount of \$200,000. The Office of Food and Nutrition Services will provide the funding.

7. **Food Service: Snack Products** **Estimated Award Value: \$504,000**  
**Contract # 4-409-02**

A bid for a price agreement for various snack products (cakes, cookies, fruit pies, popcorn, potato chips and pretzels) for direct deliveries to the secondary schools for the period of January 1, 2002 through June 30, 2002 was issued on September 20, 2001 to 17 vendors. Proposals were received from seven vendors. Two bidders submitted no-bid responses.

The pricing was designed to reflect the individual cost of each snack item. The specifications allow the award of contract to multiple vendors to allow flexibility in product selection by the Office of Food and Nutrition Services. The award of contract is recommended to the lowest bidders meeting all specifications:

**Interstate Brands Corporation, Philadelphia, PA** **\$24,000.00**  
Hostess Products: Crumb Cake, Cupcakes, Fruit Pies, Mini Donuts, HoHo's, Mini Muffins, Cinnamon Rolls.

**Linden Cookies, Inc., Congers, NY** **\$210,000.00**  
Cookies (variety of flavors), Frito Lay Products: Corn Chips, Pretzels, Potato Chips, Popcorn, Cheese Curls

**McKee Foods, Inc., Collegedale, TN** **\$80,000.00**  
Little Debbie Products: Cookies & Cakes

**Tasty Baking Company, Inc., Philadelphia, PA** **\$120,000.00**  
Tastykake Products: Cupcakes, Fruit Pies, Honey Buns, Coffee Cake Junior,  
Krimpets, Kreme Bars, Mini Donuts

**Wise Foods, Inc., Baltimore, MD** **\$70,000.00**  
Corn Chips, Mini Pretzels, Potato Chips, Cheese Popcorn, Tortilla Chips

This is a requirements contract with quantities projected by the Office of Food and Nutrition Services based on historical data of product utilization. Delivery is made directly to designated schools. BCPS offers no guarantee that the estimated quantities will be met and/or exceeded. The total dollar value of the contract is estimated with the final dollar amount determined by the actual products purchased during the contract period.

The estimated value of all the contracts is \$504,000. Funding will be provided by the Office of Food and Nutrition Services.

8. **Stationery Supplies -** **Estimated Award Value: \$200,000**  
**Second One-Year Extension** **Corporate Express, Inc.**  
**Contract #4-419-00** **(formerly US Office Products)**

A bid to establish a price agreement for the purchase of miscellaneous stationery and office supplies for all schools and offices was issued on October 21, 1999 to 35 vendors. The bid specifications required the bidder(s) to offer a guaranteed discount rate for all office supplies within a published industry catalog for orders processed on an as-needed basis. Delivery is required within seven working days from receipt of the order. The vendor must guarantee the discount rate with deliveries to the individual schools and offices.

An award of contract was approved by the Board of Education on November 23, 1999 to **US Office Products, Baltimore, MD** that offered a discount of 60 percent. In July 2001, US Office Products was purchased by Corporate Express, Inc., Elkridge, MD.

In accordance with the terms and conditions of bid #4-419-00, award of contract is recommended for a one-year extension to **Corporate Express, Inc., Elkridge, MD**. Corporate Express, Inc., has agreed to honor the bid specifications and all terms and conditions of the bid. The estimated award value for the one-year extension is \$200,000 which is based on historical transactions for this product. Corporate Express, Inc. has offered the implementation of on-line ordering, allowing schools and offices to purchase products electronically. Funding for the purchases will be provided through the operating budget of each school and office.

9. **Supplies Contract: HVAC Filters**  
**Contract # 3-321-02**

**Estimated Award Value: \$100,000**  
**Air Filter Maintenance, Inc.**

An annual bid for the purchase of various sized HVAC filters and frames was issued to five vendors on October 4, 2001. Proposals were received from two vendors. The specifications were developed in conjunction with the Office of Maintenance and the bidders at a pre-bid meeting. The specifications were designed to obtain firm fixed pricing for the purchase and delivery of various sized HVAC filters and frames. Installation will be provided through the Office of Maintenance.

Since there are many different HVAC units used throughout the BCPS system, the bidders provided pricing for 67 different sized filters and frames that are representative of those present at the various sites. Award of contract is recommended to **Air Filter Maintenance, Inc. of Baltimore, MD** as the responsive and responsible vendor offering the lowest aggregate unit cost for all items. **Air Filter Maintenance, Inc.** offered pricing that was over 25 percent less than the pricing received from Filter Tech, Inc. of Baltimore, MD.

Based upon historical purchase of these products the estimated award value for this contract is \$100,000 annually. Funding will be provided by the operating budget of the Office of Maintenance.

**BALTIMORE COUNTY PUBLIC SCHOOLS**

Joe A. Hairston, Superintendent

Towson, Maryland 21204-3711

**BOARD EXHIBIT****December 4, 2001**

**TO:** Dr. Joe A Hairston

**FROM:** Department of Physical Facilities

**RE:** Award of Construction Contract - Systemic Renovations  
Deep Creek Middle School

On November 15, 2001, seven (7) bids were received for the Systemic Renovations Project for Deep Creek Middle School - Bid #5-532-02. This project consists of replacing the heating and ventilation system along with the automatic temperature controls, replacing classroom casework, replacing the fire alarm system, replacing ceilings and lighting fixtures in selected areas, and other miscellaneous upgrades. A summary of the bids is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to Jack H. Kidd Associates, Inc., the low responsive bidder, in the amount of \$2,264,500.00 for the Base Bid plus all four alternates. The alternates consists of replacing the store fronts at two entrances, replacing all exterior doors, replacing the overhead doors, and providing wall mounted thermostats in lieu of unit mounted controls.

At this time, the Department of Physical Facilities also requests approval of a 10% Change Order Allocation in the amount of \$226,450.00 to cover unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for this project is available from the Capital Budget Project # 665 – Major Maintenance.

APPROVED:

  
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Donald R. Krempel, Ph.D.  
Executive Director

**BALTIMORE COUNTY PUBLIC SCHOOLS  
DEEP CREEK MIDDLE SCHOOL – SYSTEMIC RENOVATIONS  
BID NUMBER #5-532-02  
NOVEMBER 15, 20001**

	<b>Bidder's Name</b>						
	<b>Jack Kidd Associates</b>	<b>JAK Construction</b>	<b>Phillips Way, Inc.</b>	<b>North Point Builders</b>	<b>Pikounis Construction</b>	<b>Century Construction</b>	<b>James Ancel, Inc.</b>
<b>Base Bid</b>	<b>\$2,147,000.00</b>	<b>\$2,164,000.00</b>	<b>\$2,174,500.00</b>	<b>\$2,228,300.00</b>	<b>\$2,247,000.00</b>	<b>\$2,495,000.00</b>	<b>\$2,587,000.00</b>
<b>Alternate #1:</b> <i>New Store Fronts at Two Entrance Lobbies</i>	<b>\$36,000.00</b>	\$32,000.00	\$35,400.00	\$31,300.00	\$40,000.00	\$35,000.00	\$34,000.00
<b>Alternate #2:</b> <i>Replace Exterior Doors</i>	<b>\$59,500.00</b>	\$41,000.00	\$54,000.00	\$66,500.00	\$61,000.00	\$82,000.00	\$85,000.00
<b>Alternate #3:</b> <i>Replace Overhead Doors</i>	<b>\$7,500.00</b>	\$9,000.00	\$8,000.00	\$11,600.00	\$11,000.00	\$10,000.00	\$9,000.00
<b>Alternate #4:</b> <i>Provide Wall Mounted Thermostats</i>	<b>\$14,500.00</b>	\$25,300.00	\$17,800.00	\$16,100.00	\$14,000.00	\$20,000.00	\$20,000.00
<b>Base Bid Plus Alt. 1-4</b>	<b>\$2,264,500.00</b>	<b>\$2,271,300.00</b>	<b>\$2,289,700.00</b>	<b>\$2,353,800.00</b>	<b>\$2,373,000.00</b>	<b>\$2,642,000.00</b>	<b>\$2,735,000.00</b>

**BALTIMORE COUNTY PUBLIC SCHOOLS**

Joe A. Hairston, Superintendent

Towson, Maryland 21204-3711

**BOARD EXHIBIT****December 4, 2001**

**TO:** Dr. Joe A. Hairston

**FROM:** Department of Physical Facilities

**RE:** Request to Negotiate—Consultant Design Services for Systemic Renovations  
Various Middle Schools

The Fiscal Year 2002 Capital Budget includes funding for design services for systemic renovations at various Middle Schools. The Department of Physical Facilities has advertised for firm interested in performing these services for the initial group of middle schools to be addressed under the Major Maintenance Renovation Program. All procedures in the Board of Education's Policy and Rules, Section 3250 were followed to advertise, qualify, interview, and select the consultants.

In November 2001, the Qualification Committee met and reviewed the "expressions of interest" submitted by thirty-two (32) consultants. This information was reviewed and graded with the Qualification Committee stating that seventeen (17) qualified firms should be considered by the Selection Committee.

The Selection Committee met and discussed the Qualification Committee's report and interviewed all seventeen (17) qualified firms on November 15 and 16, 2001. The Selection Committee recommends that approval be granted to begin contract negotiations with five (5) consultants. The proposed design consultants are as follows: Burdette, Koehler, Murphy and Associates; Kovacs, Whitney and Associates; EBL Engineering, LLC; GWWO Architects, and SRBR, Inc.

APPROVED:



Donald F. Kempel, Ph.D.  
Executive Director

# **BALTIMORE COUNTY PUBLIC SCHOOLS**

Dr. Joe A. Hairston, Superintendent

Towson, Maryland 21204-3711

## **BOARD EXHIBIT**

**December 4, 2001**

**TO:** Dr. Joe A. Hairston

**FROM:** Department of Physical Facilities

**RE:** Fee Acceptance - Consultant Design Services for Fire Alarm System Upgrades  
Catonsville Middle School, Dundalk High School, Owings Mills High School,  
Southwest Academy, and Woodlawn High School

The Fiscal Year 2002 State of Maryland Aging School Program includes funding for upgrading the fire alarm systems at Catonsville Middle School, Dundalk High School, Owings Mills High School, Southwest Academy, and Woodlawn High School. These projects consist of replacing the existing fire alarm systems with new addressable alarm systems. To complete this work, the Department of Physical Facilities will require the services of a consultant to perform the necessary engineering and design.

The Department of Physical Facilities has negotiated a fee of \$24,608.00 at Catonsville Middle School, \$25,774.00 at Dundalk High School, \$25,774.00 at Owings Mills High School, \$25,259.00 at Southwest Academy, and \$28,232.00 at Woodlawn High School with the consulting firm of Kibart, Inc., one of our approved on-call mechanical/electrical engineering consultants. These fees include the preparation of each design, construction documents, assistance in the bidding phase, and construction administration services during construction phase of each project. The Department of Physical Facilities recommends acceptance of these negotiated fees with Kibart, Inc.

Funding for these consultant services is available through the Operating Budget of the Office of Engineering and Construction.

APPROVED:

  
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Donald F. Krenpel, Ph.D.  
Executive Director

**BALTIMORE COUNTY PUBLIC SCHOOLS**

Dr. Joe A. Hairston, Superintendent

Towson, Maryland 21204-3711

**BOARD EXHIBIT****December 4, 2001**

**TO:** Dr. Joe A. Hairston

**FROM:** Department of Physical Facilities

**RE:** Fee Acceptance - Consultant Design Services for Auditorium/Stage Lighting Upgrades – Dumbarton Middle and Parkville Middle Schools

The Fiscal Year 2002 State of Maryland Aging School Program includes funding for upgrading the auditorium/stage lighting at Dumbarton Middle and Parkville Middle Schools. These projects consist of replacing the existing dimming system, providing new auditorium and stage lighting, upgrading the feeders and transformers to serve the new dimmer racks, and providing cooling and ventilation for the dimmer rack locations. To complete this work, the Department of Physical Facilities will require the services of a consultant to perform the necessary engineering and design.

The Department of Physical Facilities has negotiated a fee of \$24,084.00 at Dumbarton Middle School and \$28,760.00 at Parkville Middle School with the consulting firm of James Posey Associates, Inc., one of our approved on-call mechanical/electrical engineering consultants. These fees include the preparation of each design, construction documents, assistance in the bidding phase, and construction administration services during construction phase of each project.

The Department of Physical Facilities recommends acceptance of these negotiated fees with James Posey Associates, Inc.

Funding for these consultant services is available through the Operating Budget of the Office of Engineering and Construction.

APPROVED:



Donald F. Kriempel, Ph.D.  
Executive Director

**BALTIMORE COUNTY PUBLIC SCHOOLS**

Joe A. Hairston, Superintendent

Towson, Maryland 21204-3711

**BOARD EXHIBIT****December 4, 2001**

**TO:** Dr. Joe A. Hairston

**FROM:** Department of Physical Facilities

**RE:** Fee Acceptance – Inspection Services for Reroofing Project  
Catonsville Middle School

In conjunction with the Reroofing Project at Catonsville Middle School, the Department of Physical Facilities requests approval to contract the services of a roofing inspector. The services provided will include, but not be limited to, monitoring the roofing contractor and subcontractors for compliance with the contract documents and preparing daily field observation logs and reports on deviations and corrections made for contract conformance. To obtain these services, the Department of Physical Facilities will utilize the “on-call” inspection service agreement established by the Baltimore County Department of Public Works. The Department of Physical Facilities requests the approval of the Board of Education to enter into a contract with DFI, Inc. for inspection services in the not-to-exceed amount of \$49,795.00

Funding for this service is available in Capital Budget Project #671 - Roof Rehabilitation.

APPROVED:

  
Donald F. Krempel, Ph.D.  
Executive Director

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# **BALTIMORE COUNTY PUBLIC SCHOOLS**

Joe A. Hairston, Superintendent

Towson, Maryland 21204-3711

## **BOARD EXHIBIT**

**December 4, 2001**

**TO:** Dr. Joe A. Hairston

**FROM:** Department of Physical Facilities

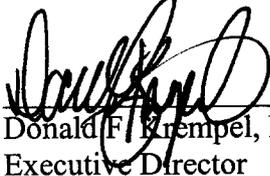
**RE:** Change Order - Sitework: Package 2B  
New Town High School

On November 20, 2001, the Board of Education approved an award of contract with TC Simons, Inc. to perform the sitework in conjunction with the construction of New Town High School. Due to unresolved issues with County and City water officials, the water service for this school was removed from this bid package in order to award the sitework contract without any delay. These technical issues have now been resolved and a proposal has been requested to provide the water service, vault, and water meter.

The Department of Physical Facilities has received a proposal from TC Simons, Inc. in the amount of \$28,070.00 to perform the additional work associated with the water service. This fee has been reviewed by our design consultant and construction manager and found reasonable. Based upon this review, we recommend approval of a change order in the amount of \$28,070.00 with TC Simons, Inc. to provide the water service, vault, and water meter for New Town High School.

Funding for this Change Order is available from Capital Budget Project # 625 – New Town High School.

APPROVED:



Donald F. Krempel, Ph.D.  
Executive Director

# BALTIMORE COUNTY PUBLIC SCHOOLS

Joe A. Hairston, Superintendent

Towson, Maryland 21204-3711

## BOARD EXHIBIT

December 4, 2001

**TO:** Dr. Joe A. Hairston

**FROM:** Department of Physical Facilities

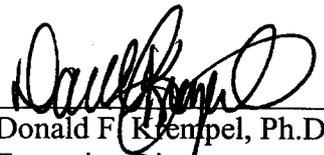
**RE:** Change Order –Science Laboratory Improvements  
Eastern Technical High School

On June 12, 2001, the Board of Education approved a bid of \$608,300.00 from North Point Builders, Inc. for improvements in three science rooms at the Eastern Technical High School. When the existing ceilings were removed, cracks were discovered on the underside of the existing precast roof planks in one room. In order to correct the structural problem with the roof in this area, the existing roofing material must be removed and the planks cut open and the cracks filled with epoxy. The planks will then be filled with reinforced concrete and new roofing material will be installed above this room.

The Department of Physical Facilities has received a proposal from North Point Builders, Inc. in the amount of \$35,522.00 to perform the additional work associated with this repair. This price has been reviewed by our consultant and found reasonable. Based upon this review, we recommend approval of a change order in the amount of \$35,522.00 with North Point Builders, Inc. to perform the necessary repair work to the roof deck.

Funding for this Change Order is available from Capital Budget Project # 666 – Restoration/Alterations/Code Updates.

APPROVED:

  
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Donald F. Krenpel, Ph.D.  
Executive Director

**BALTIMORE COUNTY PUBLIC SCHOOLS**

Joe A. Hairston, Superintendent

Towson, Maryland 21204-3711

**BOARD EXHIBIT****December 4, 2001**

**TO:** Dr. Joe A. Hairston

**FROM:** Department of Physical Facilities

**RE:** Change Order – Major Maintenance Renovation Project  
Chesapeake Terrace Elementary School

On December 5, 2000, the Board of Education approved an award of contract with Orfanos Contractors, Inc. to perform work under the Major Maintenance Renovation Program at Chesapeake Terrace Elementary School. In order to complete this project, it has become necessary to replace the school's existing four-inch domestic water service and install a new six-inch service main to support the sprinkler system. This work was not included in the original scope of work for this firm.

The Division of Physical Facilities has received a proposal from the contractor in the amount of \$16,187.05 to complete the additional scope of work. This cost has been reviewed by our consultant for this project and negotiations are on-going. Based upon this review, we recommend approval of a change order in the not-to-exceed amount of \$16,187.05 with Orfanos Contractors, Inc., to provide these water line upgrades mandated by Baltimore County Department of Public Works.

Funding for this Change Order is available from Capital Budget Project # 665 – Major Maintenance.

APPROVED:



Donald F. Krenpel, Ph.D.  
Associate Superintendent

# **BALTIMORE COUNTY PUBLIC SCHOOLS**

Joe A. Hairston, Superintendent

Towson, Maryland 21204-3711

## **BOARD EXHIBIT**

**December 4, 2001**

**TO:** Dr. Joe A. Hairston

**FROM:** Department of Physical Facilities

**RE:** Change Order – Major Maintenance Renovation Program  
Dundalk Elementary School

On December 19, 2000, the Board of Education approved an award of contract with Chilmar Corporation to perform work under the Major Maintenance Renovation Program at Dundalk Elementary School. In order to complete this project, it has become necessary to replace the school's existing four-inch domestic water service and install a new six-inch service main to support the sprinkler system. This work was not included in the original scope of work for this firm.

The Department of Physical Facilities has received a proposal from the Contractor in the amount of \$81,869.15 to complete the additional scope of work. This cost has been reviewed by our consultant for this project and negotiations are on-going. Based upon this review, we recommend approval of a change order in the not-to-exceed amount of \$81,869.15 with Chilmar Corporation to provide these water line upgrades mandated by Baltimore County Department of Public Works.

Funding for this Change Order is available from Capital Budget Project # 665 – Major Maintenance.

APPROVED:



Donald F. Krenpel, Ph.D.  
Executive Director

**BALTIMORE COUNTY PUBLIC SCHOOLS**

Joe A. Hairston, Superintendent

Towson, Maryland 21204-3711

**BOARD EXHIBIT****December 4, 2001**

**TO:** Dr. Joe A. Hairston

**FROM:** Department of Physical Facilities

**RE:** Change Order – Major Maintenance Renovation Program  
Orems Elementary School

On July 11, 2000, the Board of Education approved an award of contract with Phillips Way, Inc. to perform work under the Major Maintenance Renovation Program at Orems Elementary School. In order to complete this project, it has become necessary to replace the school's existing four-inch domestic water service and install a new six-inch service main to support the sprinkler system. This work was not included in the original scope of work for this firm.

The Department of Physical Facilities has received an original proposal from the Contractor in the amount of \$16,114.00 to complete the installation of the new water line, vault and wet tap that will support the sprinkler system. This cost has been reviewed by our consultant for this project and negotiations are on-going. Based upon this review, we recommend approval of a change order in the not-to-exceed amount of \$16,114.00 with Phillips Way, Inc. to install the two water services, piping and vault work that were not shown on the contract documents.

Funding for this Change Order is available from Capital Budget Project # 665 – Major Maintenance.

APPROVED:



Donald F. Krempel, Ph.D.  
Executive Director

**BALTIMORE COUNTY PUBLIC SCHOOLS**

Joe A. Hairston, Superintendent

Towson, Maryland 21204-3711

**BOARD EXHIBIT****December 4, 2001**

**TO:** Dr. Joe A. Hairston

**FROM:** Department of Physical Facilities

**RE:** Change Order – Major Maintenance Renovation Program  
Sussex Elementary School

On March 13, 2001, the Board of Education approved an award of contract with North Point Builders, Inc. to perform work under the Major Maintenance Renovation Program at Sussex Elementary School. In order to complete this project, it has become necessary to provide a larger capacity electrical service to meet the demands of the new service loads required through the various electrical, mechanical and lighting upgrades. Associated with this work is a new electrical transformer, the installation of a concrete encased electrical ductbank, the installation of an explosion proof door between the existing transformer vault room and the switchgear room, and conduit raceways for a complete installation. This additional work was not included in the original scope of work for this firm.

The Department of Physical Facilities had received a cost proposal from the Contractor in the amount of \$34,125.00 to complete the additional scope of work. Our consultant for this project has reviewed this cost and negotiations are on-going. Based upon this review, we recommend approval of a change order in the not-to-exceed amount of \$34,125.00 with North Point Builders, Inc. to provide the electrical service ductbank and associated conduit raceways necessary to complete this work.

Funding for this Change Order is available from Capital Budget Project # 665 – Major Maintenance.

APPROVED:

  
\_\_\_\_\_  
Donald F. Krumpel, Ph.D.  
Executive Director

**BALTIMORE COUNTY PUBLIC SCHOOLS**

Joe A. Hairston, Superintendent

Towson, Maryland 21204-3711

**BOARD EXHIBIT****December 4, 2001**

**TO:** Dr. Joe A. Hairston

**FROM:** Department of Physical Facilities

**RE:** Change Order – Major Maintenance Renovation Program  
Villa Cresta Elementary School

On March 13, 2001, the Board of Education approved an award of contract with North Point Builders, Inc. to perform work under the Major Maintenance Renovation Program at Villa Cresta Elementary School. In order to complete this project, it has become necessary to install additional piping to air handling units to provide air conditioning in the cafeteria and kitchen areas. In addition, new piping and controls are necessary to reduce water pressure to the unit ventilators so that they function properly.

The Department of Physical Facilities has received a proposal from the Contractor in the combined amount of \$51,612.00 to complete the additional scope of work. This cost has been reviewed by our consultant for this project and negotiations are complete. Based upon this review, we recommend approval of a change order in the not-to-exceed amount of \$51,612.00 with North Point Builders, Inc. to provide all necessary mechanical work necessary to complete this project.

Funding for this Change Order is available from Capital Budget Project # 665 – Major Maintenance.

APPROVED:



Donald F. Krenpel, Ph.D.  
Executive Director

**BALTIMORE COUNTY PUBLIC SCHOOLS**

DATE: November 28, 2001

TO: BOARD OF EDUCATION

FROM: J. HAIRSTON

SUBJECT: **FY03 State Capital Budget Request**

ORIGINATOR: J. Robert Haines, Deputy Superintendent of Business Services

RESOURCE PERSON(S): Barbara Burnopp, Don Krempel

**RECOMMENDATION**

That the Board of Education approves the Revised FY2003 State Capital Budget Request.

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State Capital funding requested for window replacements at Jacksonville, Joppa View, and Seven Oaks Elementary Schools is not necessary at this time due to further review of the condition of the existing windows.

**State Capital Budget Request**  
**Board Recommendation**  
**FY2003**

**Roof Replacements**

	Roof Age (Years)	State	County	Total Cost
Hereford MS *	17	483,085	679,225	1,162,310
Overlea HS *	15	535,075	752,493	1,287,568
Arbutus *	15	382,894	558,788	941,682
Gen. Stricker *	15	753,378	1,035,378	1,788,756
Lansdowne MS *	15	576,500	808,260	1,384,760
Perry Hall ES	15	675,101	852,461	1,527,562
<b>Subtotal</b>		<b>\$ 3,406,033</b>	<b>\$ 4,686,605</b>	<b>\$ 8,092,638</b>

**Major Maintenance Renovations**

	Original Const. Date	State	County	Total Cost
Franklin MS *	1929	1,800,945	3,836,337	5,637,282
Golden Ring MS *	1931	1,313,448	3,338,472	4,651,920
Dundalk MS *	1946	2,134,020	3,777,385	5,911,405
Stemmers Run MS *	1949	466,235	2,391,191	2,857,426
Parkville Cntr of Tech	1953	2,448,764	5,241,493	7,690,257
Dumbarton MS	1956	2,119,348	4,228,443	6,347,791
Sparrows Point HS/MS	1956	3,693,334	7,407,952	11,101,286
Sudbrook Magnet MS	1956	2,683,157	5,943,007	8,626,164
<b>Subtotal</b>		<b>\$ 16,659,251</b>	<b>\$ 36,164,280</b>	<b>\$ 52,823,531</b>

**Science Room Renovations**

	# Class Rooms	# Prep Rms. /Storage	State	County	Total Cost
Chesapeake HS	2	0	281,708	340,049	621,757
Eastern Tech HS	2	0	200,887	243,063	443,950
Woodlawn HS	1	0	65,773	80,927	146,700
Pikesville HS	7	12	706,615	850,438	1,557,053
Loch Raven HS	8	9	708,230	901,376	1,609,606
Perry Hall HS	12	9	1,052,870	1,263,444	2,316,314
Randallstown HS	9	3	772,265	926,718	1,698,983
Lansdowne HS	1	1	94,120	112,944	207,064
<b>Subtotal</b>			<b>\$3,882,468</b>	<b>\$ 4,718,959</b>	<b>\$ 8,601,427</b>

Note: The estimate for Chesapeake HS has been reduced by \$233,376. This change is the result of construction currently being completed at the school which impacts the Science Room Renovations project.

**Boilers**

	Installation Date	State	County	Total Cost
Dulaney HS	1964	225,000	225,000	450,000
Lansdowne HS	1962	225,000	225,000	450,000
Old Court MS	1964	187,500	187,500	375,000
Patapsco HS	1962	225,000	225,000	450,000
Perry Hall MS	1962	225,000	225,000	450,000
Southwest Academy	1959	225,000	225,000	450,000
Woodlawn HS	1961	225,000	225,000	450,000
Randallstown HS	1967	225,000	225,000	450,000
<b>Subtotal</b>		<b>\$1,762,500</b>	<b>\$ 1,762,500</b>	<b>\$ 3,525,000</b>

**Window Replacements**

	<b>State</b>	<b>County</b>	<b>Total Cost</b>
Cedarmere	54,168	6,168	60,336
Red House Run	55,200	51,200	106,400
Sandy Plains	64,200	-	64,200
Warren	50,000	-	50,000
Winfield	87,000	65,000	152,000
Cromwell	117,600	53,800	171,400
Winand	52,224	48,224	100,448
Hernwood	50,000	10,000	60,000
Gunpowder	96,912	60,912	157,824
Halethorpe	114,900	71,900	186,800
Jacksonville **	-	-	-
Joppa View **	-	-	-
Seven Oaks **	-	-	-
<b>Subtotal</b>	<b>\$742,204</b>	<b>\$ 367,204</b>	<b>\$ 1,109,408</b>
<b>Total</b>	<b>\$26,452,456</b>	<b>\$ 47,699,548</b>	<b>\$ 74,152,004</b>

Note: The County has provided \$416,000 in FY2002 funding for these window replacement projects.

\* Indicates that project is included in State FY 03 preliminary recommendation.

\*\* These projects were removed from the revised State request.

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**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** December 4, 2001  
**TO:** **BOARD OF EDUCATION**  
**FROM:** Dr. J. Hairston, Superintendent  
**SUBJECT:** **Information Item-- Rule 8130**  
**ORIGINATOR:** Christine M. Johns, Deputy Superintendent of Curriculum and Instruction  
**RESOURCE**  
**PERSON(S):** Dr. Donald Mohler, Executive Director for Student Support Services

**INFORMATION**

That the Board of Education receive Rule 8130 that outlines administrative procedures to be followed by staff in implementing Policy 8130.

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DIM/dim  
Appendix I- Superintendent's Rule 8130

**INTERNAL BOARD POLICIES: Organization**

**Formulation**

In accordance with Board of Education Policy 8130 (8), the Superintendent establishes the following schedule of review for Board of Education policies enacted, adopted or reviewed after December 4, 2001.

1. The Superintendent or his designee shall assign to the appropriate division head or staff member Board policies for periodic review by the staff.
2. Assigned staff members shall be responsible for presenting amendments to Board policies to the Board of Education and for recommending changes to said policies, where necessary and appropriate.
3. Each Board of Education policy that is adopted, revised or reviewed after December 4, 2001, shall be presented to the Board no later than 5 years after the date of the Board's last official public action, as taken in accordance with Board Policy 8130.
4. Annually, no later than July 30 of each year, the Superintendent or a designated member of his staff, shall present to the Board a list of those policies to be reviewed during the succeeding school year. The Superintendent shall make every effort to present policies to the Board prior to their five-year anniversary date
5. Policies that are not reviewed by the Board in accordance with the five-year schedule shall remain in full force and effect until the Board takes an official action in accordance with Policy 8130.

Rule

Enacted: December 4, 2001

Superintendent of Schools

# Memo

**To:** Southeast Area Educational Advisory Council Members  
**From:** Boyd Crouse  
**Date:** 11/13/01  
**Re:** Minutes – 10/1/01 Meeting

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**Attendance** – Boyd Crouse, Jackie Lamp, Laurel Dvorak, Robert Berkshire, Sandra Mattocks, Pat Meyer, Bonnie Saul, Donna Young, Rachel Young, Tracie Talaney, Corrina Cotsaris

- 1) **Minutes** – None
- 2) **Correspondence** – None
- 3) **Old Business** – None
- 4) **New Business**
  - a) Boyd Crouse met with Maggie Kennedy (Advisory Council Coordinator) and discussed the following items
    - i) Advisory Council Joint Meeting
      - (1) Date – To be announced. Probably in mid-November
      - (2) Requested suggestions for presentation topics
        - (a) Community involvement
        - (b) New BCPS organization charts
        - (c) Clarification of state and local disaster plans
    - ii) Recruited for participation in school system tasks force
      - (1) Middle School
      - (2) High School Assessments – Bob Berkshire

- (3) Curriculum Committee – Tracie Talany
- (4) Technology – Steve Crum; Tracie Talany
- (5) Calendar – Sandra Mattocks
- iii) Reaction to idea of joint meetings with other Advisory Councils. Topics of interest across the county. Public would be invited.
  - (1) Monthly business meeting would be needed to stay on top of community issues
  - (2) Good idea
  - (3) Have 1 – 2 per year
  - (4) Suggested conducting 1 – 2 meetings per year
- b) Southeast Area Pre-Budget Meeting
  - i) Maggie Kennedy will attend
  - ii) Suggestion to contact schools to participate. Sent invitation to principals and PTA Presidents.
- 5) Southeast Area Issues & Concerns** – Concern expressed about lack of climate control, specifically air conditioning, in computer room. Discussion ensued. No additional action required.
- 6) Director's Report**
  - a) Smooth opening for first day of school
  - b) Despite some confusion over dismissal procedure, pleased with handling the effects of 9/11 terrorist attacks.
  - c) Hawthorn Elementary School – Closed due to maintenance accident involving asbestos. Will reopen when air quality meets required standards.

# **Southeast Area Educational Advisory Council**

November 13, 2001

Board of Education  
Baltimore County Public Schools  
6901 Charles Street  
Towson, MD 21204

Dear Board Members:

The Southeast Area Educational Advisory Council held their 2002 – 2003 pre-budget meeting on October 16, 2001 at Sollers Point/Southeast High School. We had the pleasure of presentations from residents and school staff members of our community.

As you review the attached summary, you will begin to see a common theme in all of their requests. The Southeast area is asking that we build on our past successes. There have been many new and improved resources brought into our schools over the years. Our world is expanding beyond our own neighborhoods; our perspectives now need to be global. We must support these resources and allow all of our children equal access to all educational opportunities so they may expand their horizons. The requests brought forth by our community are pointed towards meeting the goal of achievement for all students. These requests further aligns with the following key strategies detailed in the *Blueprint for Progress*:

- ◆ "Establish a flexible and responsive direction for the use of technology to prepare students to meet the requirements of a technologically oriented society and to meet the data access needs of staff members."
- ◆ "Provide the necessary student support services that will enable all students to maximized their educational opportunities."
- ◆ "Provide safe and well-maintained facilities that will enhance the implementation of instructional programs."

We look forward to working with you, the various stakeholder groups within the school system, and our elected officials in this most important responsibility – the education of our children.

Sincerely,

Boyd H. Crouse  
Chairman, Southeast Area Educational Advisory Council

Attachment

**Southeast Area Educational Advisory Council**  
**2002 – 2003 Pre-Budget Meeting Summary**

Tuesday, October 16, 2001

- ❖ **Fred Ludwig – Career & Technology Educational Advisory Council**
  - Program effects 58,000 students
  - Request: Baseline Budget
    - \$835,000
    - Basically the same for 8 years
  - Additional request: Above Baseline
    - \$700,000
      - \$200,000 – modernize computer labs
      - \$450,000 – upgrade & replace print production and digital press equipment
      - \$50,000 – CISCO
  
- ❖ **Joann Jackson – School Counselor**
  - Request: Increase in number of guidance counselors in Middle and High Schools – 1 per grade
  - Present situation – High workload and uneven distribution of counselors throughout county
  
- ❖ **Rebecca Custor – Grange PTA**
  - Request: Parent helpers
    - 4 in 2000 – 2001: Aided in Grade 1 & 2 attaining 99% in CTSB
    - 0 in 2001 – 2002
  - More support needed for non-Title I schools
  
- ❖ **Kerri Zurek – Grange PTA**
  - Request: Technology Support Staff
    - Person(s) qualified in instructional technology, technology management, staff development & support
    - Currently responsibility of Librarian/Media Specialist
    - Optimize benefits of technology present in our schools
  
- ❖ **Chris Steinert – Grange PTA**
  - Request – Full time Gifted & Talented position
    - Provide support to students on all levels of achievement
  
- ❖ **Beverly Childress – Grange PTA**
  - Request: Expedite replacement of building doors and windows
    - Complete all aspects of current renovations
    - Safety factor
    - Adverse effect on climate control systems
  - Request: Additional counselor or counselor “aide” – needed in light of 9/11/01
  
- ❖ **Marilyn Healy – Baltimore County Schools Nurses Association**
  - Request: Additional Health Assistant time
    - Repeat of 2001 – 2002 request
    - Needs assessment being completed to be presented to Board of Education
    - Cited numbers to support position
  
- ❖ **Anne Werps – Media Specialist**
  - Request: Library Staffing
    - Library/Media Specialist staffing to meet Maryland State Department of Education Standards for School Library Media Programs

**Southeast Area Educational Advisory Council**  
**2002 – 2003 Pre-Budget Meeting Summary**

Tuesday, October 16, 2001

- 2 additional Resource Teacher positions for staff of Office of Library Information Services
  
- ❖ **Tami Leaver – Charlesmont PTA**
  - Requests
    - Replace playground equipment
    - Support technology: teaching resources, software, furniture
    - Improved security – Police presence & security equipment

**Southwest Advisory Council**  
<http://myschoolonline.com/md/swadvisory>  
Meeting Minutes - October, 2001  
Topic: Pre-Budget  
Woodlawn Middle School



**In Attendance:**

Dawn Baker  
Jane Davis  
Carl Klein  
Samuel Macer  
Deray McKesson  
Anita Newkirk  
Lisa Orens (Vice Chair)  
Joseph Pallozzi (Chair)  
Alana Wase  
Tracey Weinkam

**Absent:**

Marquita Saunders  
Sabria Smith

Meeting Opened by Joseph Pallozzi at 7:17pm.

Dr. Milbourne – Welcome and Introduction of Board of Education Members

1<sup>st</sup> Speaker: Mrs. Colleen Mitchell, Westowne Elementary, Topic: Paid Parent Helpers

- For all kindergarten classes – funded at county level.
- Westowne Elementary has one, works very well, but is paid from school budget.
- Invitation to board members to visit classroom.

2<sup>nd</sup> Speaker: Mr. Fred Ludwig, Topic: Career and Technology Education (CTE)

- CTE is integrated in every high school and middle school in the County – services 58,000 students.
- Program encompasses over 50 career completers that prepare students academically and technically for college and career. Diverse fields such as engineering, child care, finance and computer information technology.
- Employers are eager to hire CTE graduates.
- 56% of CTE graduates were in college one year after graduation. 60% of CTE graduates were working one year after graduation.
- Baseline budget request: \$835,000 (\$14.40 per student). No increase for 8 years.
- Above baseline request: \$700,000 (\$12.00 per student).
- 2002 funds devoted to modernizing four computer labs (outdated hardware and repairs no longer cost effective).
- Invitation to board members to visit Western Technology.

3<sup>rd</sup> Speaker: Ms. Stephanie Wilson, Topic: Safety at Featherbed Elementary

- Dead end street – single access.
- No sidewalks.
- Too many portables.
- Children must cross street to enter main bldg. (bathrooms and nurse).
- Inadequate parking (double/triple parking).
- Insufficient lighting (vandalism problem). Detective has surveyed school.
- Additional school counselor. Currently only one per 450 students.

4<sup>th</sup> Speaker: Ms. Joanne Armstrong, Topic: Library Media Centers

- Twenty-three high school media specialists approved in budget – none hired.
- Staff school libraries according to the recommended Maryland State Department of Education Standards for School Library Media Programs at all levels.
- Library media specialists should be equitably accessible to all students and should not be part of the staffing formula used to determine student/teacher ratios.
- Library facilities should not be used as an alternate classroom space.
- Staff the Office of Library Information Services with two additional Resource Teacher positions.
- 10.529 million dollars (2000-2001) used to replace outdated book collections in secondary schools. Impact statements are available on the BCPS Library Facts website ([www.bcpl.net](http://www.bcpl.net)).

5<sup>th</sup> Speaker: Mr. John Holland, Topic: Special Education

- Related personal story of how far we have come in the area of special education.

6<sup>th</sup> Speaker: Ms. Karen Hanger, Topic: Additional Health Assistant

- Complexity of students health needs have significantly increased – some due to advances in medical care.
- Landsdowne Middle 2000-2001: 760 students, 316 have reported health problems (diabetics, hemophiliac, anaphylactic allergies, spina bifida (requires twice a day catheterization), cardiac problems (one has a pacemaker), seizures, ADD/ADHD, asthma, emotional problems. Dispensed 7,670 medications, performed 1,374 health procedures and oversaw 5,993 student health visits.
- Assistants have a broad duty range: maintain student health folders and behavior checks lists, coordinate information between parents, students and staff, student triage, dispense prescribed medications, coverage while nurse attends meetings.
- Need a full-time Health Assistant in every school.

7<sup>th</sup> Speaker: Ms. Paulette Hendricks, Topic: Woodlawn Middle

- Classes held in library – need portables.
- Better lighting – conditions unsafe.
- Building not easily accessible.
- Windows won't open.
- Classrooms without blackboards.

8<sup>th</sup> Speaker: Mr. Rodell Carter, Topic: Featherbed Elementary

- School overcrowded – designed for 425, current enrollment over 800.
- More homes being built.
- No sidewalk and cars coming over a hill directly in front of school are a safety concern.
- Wants another school built.

9<sup>th</sup> Speaker: Mr. Karl Klein, Topic: Speech and Debate

- Teams in existence for 3 or more years be given \$5,000.
- Children currently raise own funds through various and many fundraisers.
- Speech and debate teams travel the east coast for competitions.
- Catonsville High School team has won more awards than all sport teams combined.

10<sup>th</sup> Speaker: Mrs. Tracey Weinkam, Topic: Special Education

- Thankful child no longer must be taken to Parkville to attend hearing impaired preschool. Program now available at Hillcrest Elementary.
- SW audiologist does not see children under the age of three.
- SW audiologist inadequate – insufficient technology available.

11<sup>th</sup> Speaker: Mrs. Lisa Orens, Topic: Staffing Levels and Safety

- Teacher staffing ratios inadequate.
- Some schools have security issues (no buzzer systems, doors left open).

12<sup>th</sup> Speaker: Mrs. Dawn Baker, Topic: Westowne Elementary

- Teacher staffing ratios inadequate – continually taking a teacher or two every year (or even a percentage) will eventually lead to a troubled school.
- State of Maryland has provided half funding for new windows and blinds – please do not eliminate. Current condition of windows and blinds gives a very poor impression to passersby and new members of the school community.

Open session ends, advisory meets alone:

- Joint Advisory Meeting, December 6<sup>th</sup>, 7:00pm Cockeysville Middle School.
- Still need more members. Preferably from southern section.
- Jane Davis voiced concern regarding no school crossing sign at Westowne Elementary. *Action Item: Dawn Baker to investigate. Resolved: Mr. Reed of Traffic and Control reports that there are currently four signs within 150 feet of the school. Two of the signs which depict the parent/child with two lines are for the crosswalks. The two signs depicting parent/child without the two lines signify a “school.” An inquiry as to whether a separate sign could be attached to the same pole spelling out the word “School” was negatively received. Note: Data compiled since 1993 reflects no traffic problems/accidents near the school.*

Next Meeting: November 14, 2001, Arbutus Elementary School, Topic: New Reading Series.

Respectfully Submitted by,

Dawn Baker, Secretary

cc: All Meeting Attendees  
Messrs. Kennedy  
Milbourne  
Ms. Zepp