

MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, May 14, 2002
3:45 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 Tuesday, May 14, 2002
- IV. MINUTES
Consideration of the Report of the Board of Education Work Session, Exhibit A
March 19, 2002, and the open and closed session minutes of March 26, 2002
- V. SUPERINTENDENT'S REPORT
- VI. RECOGNITION OF ADMINISTRATIVE APPOINTMENTS FROM (Mr. Grimsley)
APRIL 23, 2002
- VII. OLD BUSINESS
Consideration of revisions to Policy [6162.5] 6500 – Research and (Ms. Flynn)
Testing Exhibit B
- VIII. REPORTS
 - A. Report on Proposed School Calendar 2003-2004 (Ms. Norman)
Exhibit C
 - B. Report on Proposed Revisions to Policy 5550 (Dr. Mohler)
Exhibit D
 - C. Report on Proposed Revisions to Policies 3111, 3112, and 3113 (Ms. Burnopp)
Exhibit E
 - D. Update on Title I School Choice Option (Mr. Boone)
(Ms. Cassell)
Exhibit E-1
- IX. NEW BUSINESS
 - A. Consideration of consent to the following personnel matters: (Mr. Grimsley)
 - 1. Retirements Exhibit F
 - 2. Resignations Exhibit G

IX. NEW BUSINESS (Cont.)

- 3. Leaves of Absence Exhibit H
- 4. Appointments Exhibit I
- 5. Rehired Retired Principals Exhibit I-1
- B. Consideration of Ethics Review Panel appointment Exhibit J
- C. Consideration of consent to the following contract awards: (Ms. Burnopp)
(Mr. Gay)
 - 1. eCatalog Contracts Exhibit K
 - 2. Broadcast Quality Digital Television Character and Graphics Generator
 - 3. Contracted Services: Emergency Hazardous Material Clean-Up
 - 4. Contracted Services: Servicing of Underground and Above Ground Storage Tanks
 - 5. Enzyme Treatment Program - Five Year Contract
 - 6. Equipment Contract: Audio & Video Equipment - Two-Year Bid
 - 7. Financing: Cars, Trucks & School Buses - Four-Year Bid
 - 8. Interpreting Services – First One-Year Extension
 - 9. Microsoft License Agreement – Two-Year Extension
 - 10. Printing: BEBCO Forms
 - 11. Providers for 403(b) Plan – Six Month Extension
 - 12. Services Contract – US Communities – Board Authority Additional Purchasing Options
 - 13. Special Education: Intensity “V Program” – Second One-Year Extension
 - 14. Universal Virus Protection System for BCPS – One-Year Extension
- D. Consideration of consent to the following Building Committee recommendations: (Building Committee)

IX. NEW BUSINESS (Cont.)

1. Running Track Resurfacing - Dulaney High School Exhibit L
 2. Running Track Resurfacing - Loch Raven High School Exhibit M
 3. Gym Renovations – Middle River Middle School Exhibit N
 4. Parking Lot Improvements - Warren Elementary School Exhibit O
 5. Parking Lot Lighting - Various Schools Exhibit P
 6. Asbestos Abatement – Major Maintenance Renovation Projects – Hernwood Elementary School Exhibit Q
 7. Fee Acceptance – Design Services for Reroofing Project – Golden Ring Middle School Exhibit R
 8. Fee Acceptance – Design Services for Reroofing Project – Owings Mills Elementary School Exhibit S
 9. Fee Acceptance – Design Services for Reroofing Project – Parkville Middle School Exhibit T
 10. Fee Acceptance – Consultant Services for ADA Surveys and Evaluation - Five Middle Schools Exhibit U
 11. Change Order – Reroofing Project – Edmondson Heights Elementary School Exhibit V
 12. Change Order – Design Services for Major Maintenance Renovation Project – Timonium Elementary School Exhibit W
 13. Change Order – Site work Contract – New Town High School Exhibit W-1
 14. Joint Use Agreements – Chapel Hill Elementary and Randallstown Elementary Schools Exhibit X
 15. Increase Contingency Authorization for IT Communication Cabling for Major Maintenance Renovation Projects – Various Elementary Schools Exhibit Y
- E. Consideration of additional lease space (Ms. Fromm)
Exhibit Z
- F. Consideration of Budget Supplement for FY '02 (Ms. Burnopp)
Exhibit AA

X. INFORMATION

Minutes from the Southwest Area Educational Advisory Council meeting, Exhibit BB
April 2002

XI. ANNOUNCEMENTS

Next Board Meeting May 28, 2002
7:30 P.M. Greenwood



REPORT OF THE WORK SESSION ON SECONDARY CLASS SIZE
BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Tuesday, March 19, 2002

President Donald L. Arnold called the work session to order at 6:10 p.m. In addition to President Arnold, the following Board members were present: Ms. Maria R. Cirincione, Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzymiski, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, Ms. Janese Murray, Mr. James R. Sasiadek, and Mr. James E. Walker. In addition, staff members were present.

Mr. Evans, Position Administrator, through a Power Point™ presentation, briefly reviewed elementary staff allocations and responded to questions raised at the Board's last work session. He also reviewed middle and high school staffing allocations.

Mr. Hayden entered the room at 6:18 p.m.; Mr. Teplitzky entered the room at 6:22 p.m.

Mr. Kennedy emphasized the thoughts of several Board members from the last work session by stating the school system needs to find an appropriate and clearer way to communicate staffing information to parents. He also noted that we need to better communicate with parents our efforts in staffing schools that need assistance. Ms. Ettinger agreed with Mr. Kennedy's comments.

Ms. Ettinger inquired as to how the designated reading teacher, at the secondary level, is used to serve children. She also asked if principals have complete authority in determining how these positions are used or if there is guidance from central office. Mr. Evans responded by stating the principal generally does a diagnostic review of students' needs. He noted the two types of reading professionals—reading teachers and reading specialists—and their differences, and stated there is a variety of ways these professionals can be used. Ms. Johns stated these positions are assigned as a reading teacher. However, principals may use these positions based on their schools' needs. For example, one high school may use the position for an SAT preparation class, while another high school may use the position for its reading program.

With regard to reading teachers and reading specialists, Ms. Ettinger asked how it is determined which individual is assigned to a school and what they are capable of doing to serve that school's population. Ms. Audette stated the allocation represents a position for reading. It does not indicate whether it is for a teacher or specialist. In the majority of positions that are assigned, they are reading teachers, not specialists.

Ms. Simon noted a need for hiring reading specialists, particularly high needs schools with low achievement. She also noted that before the end of the school year, a curriculum workshop will be held that will include middle school reading specialists and classroom reading teachers. The purpose of the workshop will be to identify a common set of criteria to be used in every middle school to determine which students would go from 6th grade reading into 7th grade reading or 6th grade reading to 7th grade foreign language. Ms. Simon stated that at present, there is no common practice for which students go into reading and which go into foreign language.

Ms. Ettinger commended Ms. Simon for moving in that direction. Ms. Ettinger asked what incentives/supports we are providing to encourage reading teachers to become certified reading specialists. Ms. Simon described partnerships/collaborations with Towson University to build reading teachers, especially in the Northwest, Southwest, and Southeast Areas. Ms. Ettinger expressed an interest in knowing how many teachers have gone on to become certified specialists after the cohorts ended.

Mr. Arnold suggested the presentations provided this evening by Mr. Evans and Ms. Simon on class size formula and reading, respectively, be considered as subjects for airing on The Education Channel.

Ms. Ettinger suggested that given the Middle School Task Force is currently functioning, it might be wise to have them include the transitioning needs, with respect to reading, in their recommendations.

Ms. Simon explained for Ms. Jung how English teacher workloads are affected by the amount of writing that is done. She stated that many good English teachers leave the profession because they are overwhelmed by the workload. Ms. Jung asked for a copy of the recommendations from the National Council of Teachers of English with regard to teachers' class loads.

Ms. Ettinger left the room at 7:25 p.m.

Mr. Kennedy expressed concern about some special education children being mainstreamed in regular classes with no special education teacher working with them and the additional burden it places on the teacher. It also affects the instructional program that the teacher provides to the rest of the class.

Ms. Johns noted that a child's IEP, by law, guides what that child needs. The principal must take into consideration a child's IEP when scheduling their school and grouping youngsters. Mr. Boone stated that the law requires the school system to meet the needs of the child in the least restrictive environment. The law also calls for all educators to make necessary adaptations in instruction to meet IEP goals. Mr. Evans added that from a personnel standpoint, the system is looking for teachers who have had student teacher experience in inclusion settings or who have gone to colleges and universities where they have dual majors, i.e., elementary education and special education.

Ms. Murray inquired about accommodations in schools where there are a high number of special needs students. Mr. Boone stated Title I funds and other grant funds supplement efforts at schools based on the number of poverty students at the school.

Ms. Jung asked how a school's socioeconomic situation determines the number of social workers assigned to a building and if wellness centers are placed in a building. She also asked about the source of funding. Dr. Mohler noted that there are a number of components, including student mobility and student achievement data, which are important in the assignment

of personnel, such as social workers, pupil personnel workers, health assistants, and psychologists. After a review of these components by Health Services, Pupil Personnel, and Psychological Services, a determination is made as to which school(s) receives these types of personnel and wellness centers. A principal may determine that based upon the school's improvement plan, he/she may wish to use part of their Title I funds for a social worker position or fund an extra day for a psychologist. Community agencies may also partner with the Department of Student Support Services to provide services.

Mr. Kennedy noted a number of factors that impact class size. Ms. Johns stated that while the principal has the flexibility to determine staffing, the Executive Directors of Schools approve schools' organization reports. Mr. Boone expressed the need for principals to receive high quality training so they know what is instructionally best.

Mr. Evans continued with his Power Point™ presentation and reviewed information on the number of combination classes in the county, as well as showing information on the cost of reducing student/teacher ratios for grades K-2.

Mr. Teplitzky acknowledged that it will take a great deal of money to reduce student/teacher ratios to where the Board and the school system would like it to be. He stated the Board needs to receive from the superintendent and staff an action plan to address these critical staffing issues, alternatives to be considered, and the cost implications for the alternatives. Mr. Hayden stated that adopting a policy of incrementally moving toward a goal(s) enables the Board and school system to invite legislators to adopt the policy, too, and join with the system in moving toward the goal(s).

Board members decided not to schedule a third work session on class size and staffing. Mr. Arnold suggested that a session be scheduled when the Superintendent and staff have possible recommendations to present to the Board.

The work session was adjourned at 8:20 p.m.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

dz

TENTATIVE MINUTES

BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Tuesday, March 26, 2002

The Board of Education of Baltimore County, Maryland, met in open session at 5:07 p.m. at Greenwood. President Donald L. Arnold and the following Board members were present: Ms. Maria R. Cirincione, Mr. Thomas G. Grzymski, Mr. John A. Hayden, III, 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.

Mr. Arnold asked for a volunteer to participate in a commencement program.

Mr. Arnold informed Board members of several functions during the upcoming national conference.

At 5:10 p.m., Mr. Sasiadek moved the Board go into closed session to discuss personnel matters and to discuss matters relative to negotiations pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1) and (a)(9). The motion was seconded by Mr. Kennedy and unanimously approved by the Board.

CLOSED SESSION MINUTES

Mr. Grimsley reviewed with Board members two items that are negotiated with employee groups.

Mr. Teplitzky entered the room at 5:19 p.m.; Ms. Murray entered the room at 5:23 p.m.

Mr. Grimsley reviewed the advisory council appointments and administrative transfer on tonight's agenda.

At 6:08 p.m., Mr. Kennedy moved the Board adjourn the closed session. The motion was seconded by Ms. Jung and approved by the Board.

OPEN SESSION MINUTES

Mr. Sasiadek immediately moved the Board go into closed session to consult with counsel for legal advice pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(7). The motion was seconded by Mr. Walker and unanimously approved by the Board.

CLOSED SESSION

Board members consulted with Ms. Saffran-Brinks about responding to an individual who may initiate litigation against the school system. Ms. Saffran-Brinks was advised as to how to proceed in this matter.

Ms. Howie counseled the Board with regard to a pending contract. Information regarding this contract will be mailed to Board members.

Mr. Hayden left the room at 6:55 p.m.

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

At 7:18 p.m., Mr. Grzymiski moved to adjourn the closed session for a brief dinner recess. The motion was seconded by Mr. Kennedy and approved by the Board.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 7:56 p.m. at Greenwood. President Donald L. Arnold and the following Board members were present: Ms. Maria R. Cirincione, Mr. Thomas G. Grzymiski, Mr. John A. Hayden, III, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, Ms. Janese Murray, Mr. James R. Sasiadek, Mr. Sanford V. Teplitzky, and Mr. James E. Walker. In addition, Dr. Joe A. Hairston, Superintendent of Schools; staff members; 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 Ariel and Asia Johnson, students at Middle River Middle School, and a period of silent meditation for those who have served education in the Baltimore County Public Schools.

MINUTES

Hearing no additions or corrections to the open and closed session minutes of February 26, 2002, 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 informed Board members and the audience that students from the Carver Center for Arts and Technology won 30 awards in the National Foundation for Advancement in the Arts' Recognition and Talent Search--more than any school in the country.

The Superintendent also announced that Emilie Clingerman, a senior at Loch Raven High School, was recently honored for her exemplary volunteer service with a state level Certificate of Excellence from The 2002 Prudential Spirit of Community Awards.

Dr. Hairston recognized the Woodlawn High School students who recently competed in the USFURST Regional Robotics Competition. This was the team's first year of competition, and they placed 30th out of 66 teams.

Dr. Hairston expressed his appreciation to the Essex-Middle River Chamber of Commerce for taking an active part in schools on the east side of Baltimore County. The Chamber recently held a breakfast for principals. Students in attendance at the breakfast discussed the pros and cons of MSPAP.

The Superintendent noted a recent visit to Harford Hills Elementary School.

Dr. Hairston also announced that he and Board member Michael Kennedy traveled to Annapolis the previous evening to attend a reception for Maryland's Blue Ribbon Schools. Catonsville Middle School was recognized as Baltimore County's Blue Ribbon School. Western was recognized for receiving an Honorable Mention.

Ms. Flynn provided an update on the proposed revisions to Policy 6500. She noted that suggestions from the last Board meeting have been incorporated into the recommended changes. The Board will vote on the proposed changes on April 23rd.

REPORT

The Board received the following report:

Proposed Schedule of Board Meetings, 2002-2003 – Mr. Arnold reviewed the proposed schedule and noted this item will be placed on the April 23rd Board meeting agenda for action.

PERSONNEL MATTERS

On motion of Mr. Kennedy, seconded by Mr. Walker, the Board approved the personnel matters as presented on Exhibits B-1, C, D, E, and F. (Copies of the exhibits are attached to the formal minutes.)

CONTRACT AWARDS

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

1. Service Contract: Audiological Examination Booth and Equipment – Maiden Choice School
2. TV/VCR Bracket Supply and Installation
3. Contracted Services: Evaluation of Magnet School Programs
4. Consulting Contract: Demographic Services

LIFE INSURANCE CONTRACT AWARD

Mr. Kennedy moved approval of an award of contract for life insurance. The motion was seconded by Mr. Hayden.

In response to a question by Mr. Kennedy, Mr. Grimsley explained why there is a recommended change in vendor for life insurance.

Mr. Hayden suggested an aging teacher population might be one reason for the significant increase in the life insurance contract. Ms. Lee, Benefits Manager, stated the rate increase is reflective of the number of claims—there are more claims than premiums. She stated her belief that the average age of teachers has not changed dramatically in the past three years. Ms. Lee noted that there are fewer active employees purchasing life insurance relative to the number of retirees. It was also noted that active employees and retirees would see a rate increase.

The Board approved an award of contract for life insurance.

BUILDING COMMITTEE

The Building Committee, represented by Mr. Kennedy, recommended approval of items 1-25.

Dr. Krempel explained the work to be done at Chesapeake High School, as presented on Exhibit EE-1. Mr. Kennedy added this work is related to the new computer repair program that will start this fall at Chesapeake.

Mr. Damron explained QZAB, as referenced in Exhibit S.

With regard to Items U-X, Dr. Krempel explained to Board members Facilities has been prudent with bidding and budgets for the Phase II systemic projects. As a result of being within budget parameters, Facilities is able to add alternates to some of the projects.

Mr. Hayden pulled item 2.

The Board approved recommendations 1, 3-25.

1. Major Maintenance Renovation Project – Charlesmont Elementary School
3. Major Maintenance Renovation Project – Pinewood Elementary School
4. Major Maintenance Renovation Project – Timber Grove Elementary School
5. Fire Alarm and Sprinkler System Upgrades – Deer Park Middle Magnet School
6. Locker Replacement – Milford Mill Academy
7. Door Replacement – Sandalwood Elementary School
8. Track Replacement – Towson High School
9. Window Replacement Projects – Various Elementary Schools
10. Renovation of Behavior Management Resource Rooms – Various Schools

BUILDING COMMITTEE (Cont.)

11. Food Service Line Equipment for Major Maintenance Renovation Projects – Various Elementary Schools
12. Fee Acceptance – Design Services for Stage Lighting Replacement – Dundalk Middle School
13. Fee Acceptance – Design Services for Performance Center – Carver Center for Arts and Technology
14. Request for Acceptance of Alternate – Major Maintenance Renovation Project – Chadwick Elementary School
15. Request for Acceptance of Alternate – Major Maintenance Renovation Project – Oliver Beach Elementary School
16. Request for Acceptance of Alternate – Major Maintenance Renovation Project – Pine Grove Elementary School
17. Request for Acceptance of Alternate – Major Maintenance Renovation Project – Relay Elementary School
18. Change Order – IT Communication Cabling for Major Maintenance Renovation Project – Johnnycake Elementary School
19. Change Order – Electrical Services for Major Maintenance Renovation Project – Various Elementary Schools
20. Change Order – Design Services for Major Maintenance Renovation Project – Baltimore Highlands Elementary School
21. Change Order – Design Services for Major Maintenance Renovation Project – Grange Elementary School
22. Increase Contingency Funds for Major Maintenance Renovation Projects – Various Elementary Schools
23. Rescission of Award of Contract – Major Maintenance Renovation Project – Fullerton Elementary School

BUILDING COMMITTEE (Cont.)

24. Fee Acceptance – Construction Manager at Risk Services for Major Maintenance Renovation Project – Fullerton Elementary School
25. Information and Communication Technology Lab Renovations – Chesapeake High School

Item 2

As recommended by the Building Committee, the Board approved item 2. Mr. Hayden abstained from discussion and voting on this item.

2. Major Maintenance Renovation Project – Logan Elementary School

INFORMATION

The Board received the following as information:

- A. Revised Rule 4118.1 – Tenure and Non-Tenure
- B. Revised Rule 5140 – Enrollment and Attendance
- C. Revised Rule 6114 – Inclement Weather
- D. Revised Rule [6162.5] 6500 – Research and Testing.

ANNOUNCEMENTS

Mr. Arnold made the following announcements:

- Schools and offices will be closed for Spring Break Thursday, March 28, 2002, through Friday, April 5, 2002. Schools and offices will reopen on Monday, April 8, 2002.
- On Monday, April 8, 2002, the Citizens Advisory Committee for Special Education will meet at 7:00 p.m. at Greenwood.
- On Wednesday, April 10, 2002, the Northeast Area Educational Advisory Council will meet at Kenwood High School at 6:30 p.m.

ANNOUNCEMENTS (Cont.)

- On Tuesday, April 16, 2002, the Southeast Area Educational Advisory Council will meet at Sandy Plains Elementary School at 7:30 p.m.
- On Wednesday, April 17, 2002, the Southwest Area Educational Advisory Council will meet at Woodlawn High School at 7:30 p.m.
- Also on Wednesday, April 17, 2002, the Northwest Area Educational Advisory Council will meet at Glyndon Elementary School at 7:30 p.m.
- The next regularly scheduled meeting of the Board of Education of Baltimore County will be held on Tuesday, April 23, 2002, at Greenwood. The meeting will begin with an open session at 4:30 p.m. After the Board adjourns to meet in closed session, followed by a brief dinner recess, the open meeting will reconvene at approximately 7:30 p.m. The public is welcome at all open sessions.

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

PUBLIC COMMENT

Ms. Maria Cirincione, representing the Baltimore County Student Councils (BCSC), advised the Board with regard to the following activities: legislative trip to Annapolis, BCSC General Assembly position on legislation, bull roast, calendar input, and state convention.

Ms. Teresa LaMaster, Chair of the Advisory Committee for Special Education, shared her concerns about the revisions to Rule 6500. Her first concern is that there should be two different rules to address systemwide test administration and administration of tests to individual students. Secondly, Ms. LaMaster questioned whether IMAP (Individual Mastery Assessment Program) is included as a standardized test in this rule, and if not, what rule would cover the administration of IMAP. She also asked if the local school test administrator is responsible for the administration of IMAP? With regard to the statement in the rule indicating the test coordinator is responsible for...ensuring that all required procedures are implemented during test administration, Ms. LaMaster inquired if the test coordinator will ensure students with disabilities will participate in the test and that any accommodations for students with disabilities are appropriately implemented. Finally, she shared her opinion that a portion of the revised rule that discusses the selection and administration of standardized tests belongs in a different rule that addresses the identification of remedial and special education needs

PUBLIC COMMENT (Cont.)

of students. Ms. LaMaster also stated that school psychologists don't always have the expertise to make those decisions.

Ms. Meg O'Hare, Chair of the Northeast Area Educational Advisory Council, recognized Estelle Collins and Rick Archambault for the excellent presentation on the Middle School Task Force at last month's council meeting. The advisory councils are looking at ways to maximize the time school system staff and the community spend making presentations to the various stakeholder groups. Ms. O'Hare advised the Board on the work of the Middle School Task Force. She invited Board members to read an article that appeared in today's *Sun* regarding a 1985 Baltimore City school graduate who is now a businessman and cannot read. The man is now learning to read. Ms. O'Hare urged Baltimore County Public Schools to identify students in middle and high schools that have difficulty reading.

Ms. Leah Reed, a representative of the Minority Achievement Advisory Group (MAAG), spoke of the disproportionate number of students living in group homes in the Southwest and Northwest Areas. She noted that additional staff is needed to attend to these students' special needs. MAAG also thanked the Board for its on-going efforts in closing the achievement gap. She asked the Board to remain focused in developing and implementing a five-year plan regulated by Education That is Multicultural and asked that MAAG and the community be advised of specific plans.

Ms. Laura Nossel, President of the PTA Council of Baltimore County, thanked the Board for its support of HB 1010. She thanked Mr. Beytin and Dr. Poff for testifying on behalf of the bill. The High School Assessment Task Force continues to have concerns with the Maryland State Department of Education as to the direction our students will need to go with the High School Assessments. Mr. Boone, Ms. Copple, and Ms. Nazelrod and their staffs were recognized for their presentation at a recent PTA Council meeting. Ms. Nossel asked the Board to consider placing business managers in schools to assist the principal with his/her many responsibilities. She also asked the Board to continue to be proactive with communications to parents and the business community.

Mr. Mark Beytin, President of the Teachers Association of Baltimore County, noted the average age of teachers who have resigned within their first year of teaching is 38-39 years, and the average age of new employees is climbing. He also noted that approximately one-half of our teachers have less than 11 years experience. With regard to the Villa Cresta asbestos situation, Mr. Beytin expressed his hope that the system will

PUBLIC COMMENT (Cont.)

take the necessary and proper steps to avert these situations in the future. He also complimented Dr. Hairson and staff on the way the situation was handled.

There were no speakers who wished to address the Board with regard to the proposed changes to Policy [6162.5] 6500 – Research and Testing.

Mr. Rodger Janssen stated he was happy to see an effort being made to resolve the boundary and overcrowding issues in Baltimore County. He expressed his hope that the consultant's recommendations would be adhered to and the consultant would remain to see them implemented and assist the Board with the implementation of the recommendations. Mr. Janssen also shared his hope that the Northeast and Southwest Areas would be included in this study. With regard to the meeting with Villa Cresta parents and community, Mr. Janssen thanked Ms. Johns, Mr. Haines, and other staff members who attended.

Mr. Arnold wished everyone a good Spring Break.

At 8:55 p.m., Mr. Sasiadek moved to adjourn the open session. The motion was seconded by Mr. Teplitzky and approved by the Board.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

dz

Revised
May 7, 2002

B

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 14, 2002

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: Research and Testing Policy Revision (Policy 6500)

ORIGINATOR: Christine Johns, Deputy Superintendent of Curriculum and Instruction

RESOURCE PERSON(S): Donna Flynn, Executive Director of Assessment

INFORMATION

Recommended changes reflect the new organization and eliminate redundant language as well as outdated practices and procedures. THE POLICY NUMBER HAS BEEN CHANGED TO 6500 FOR BOTH THE POLICY AND RULE TO REFLECT NEW INDEXING GUIDELINES.

This policy was adopted in 1969 and revised in 1994. This revision is part of the initiative of the Division of Curriculum and Instruction to update the 6000 policy series. Board approval of the revisions to Policy 6500 is requested.

Changes have been reviewed twice by the Board Policy Review Committee.

Changes reflect comments received following the first and second readings of the proposed changes to the policy on March 12, 2002, and on March 26, 2002. This is the Board's third reading and a vote to approve is recommended.

Originator: Donna Flynn

Attachment 1 – Revised Policy 6500

Deputy Superintendent's authorization to proceed ____ () **Date**

Instruction

Research and Testing

[All [research and the] instruments used in research administered to students, parents, and other constituents INCLUDING SURVEYS, QUESTIONNAIRES AND INTERVIEW PROTOCOLS of the Baltimore County Public Schools **AS WELL AS THOSE ORIGINATING OUTSIDE OF THE SCHOOL SYSTEM** shall be submitted for approval to the DEPARTMENT OF ASSESSMENT AND STUDENT DATA [Office of Student Evaluation]. All COUNTYWIDE standardized tests and questionnaires, administered under the auspices of the Baltimore County Public Schools shall be reviewed and approved by the DEPARTMENT OF ASSESSMENT AND STUDENT DATA [Office of Student Evaluation] prior to their administration.] [All tests, examinations, or questionnaires, or parts thereof, to be presented to the pupils of the Baltimore County Public Schools having to do with personality, psychology, psychiatry, home life, or personal attitudes or morals shall receive specific approval of the Director of Student Evaluation unless the tests, examinations, or questionnaires are carried on with in the Office of Psychological Services of the Office of Pupil Personnel.] *ALL COUNTYWIDE STANDARDIZED TESTS AND QUESTIONNAIRES ADMINISTERED UNDER THE AUSPICES OF THE BALTIMORE COUNTY PUBLIC SCHOOLS, INCLUDING THOSE ORIGINATING OUTSIDE OF THE SCHOOL SYSTEM, SHALL BE REVIEWED AND APPROVED BY THE DEPARTMENT OF ASSESSMENT AND STUDENT DATA PRIOR TO THEIR ADMINISTRATION.*

THE DEPARTMENT OF ASSESSMENT AND STUDENT DATA SHALL INSURE THAT ALL STANDARDIZED TESTING IS ADMINISTERED AND REPORTED IN ACCORDANCE WITH FEDERAL AND STATE MANDATES.

Policy

Adopted: 4/10/69

Revised: 7/12/94

REVISED:

Board of Education
of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

C

DATE: May 14, 2002
TO: BOARD OF EDUCATION
FROM: Dr. J. Hairston, Superintendent
SUBJECT: Proposed 2003-2004 School Calendar
ORIGINATOR: Dr. J. Hairston, Superintendent
RESOURCE PERSON: Sharon Norman, Director, Office of Communications

Recommendation

**That the Board receive as an action item the proposed
2003-2004 school calendar developed by the
School Calendar Committee**

JAH/sn

Attachment

BALTIMORE COUNTY PUBLIC SCHOOL
Towson, Maryland 21204
Proposed Calendar 2003 –2004

		Pupil Days	Teacher Days
August	15(F)	Meeting of Admin/Supervisory Personnel	
	18(M)	Teachers on Duty	
	25(M)	Opening Day for Students	5
			10
September	1(M)	Labor Day – Schools Closed	
	12(F)	Team Planning for Instruction – Schools close 3 hours early for elementary and middle school students	
		21	21
October	6(M)	Yom Kippur – Schools Closed	
	13(M)	Columbus Day*	
	17(F)	Professional Development Day/MSTA Convention	
	20(M)	Schools Closed for Students	
	20(M)	Professional Development Day – Schools Closed for Students	
	31(F)	First Marking Period Ends – Assessment Day for elementary and middle schools*** - Schools Close 3 hours early for elementary and middle school students	
		20	22
November	7(F)	Milestone Assessments – Schools close 3 hours early for elementary and middle school students	
	11(T)	Veterans Day*	
	10-14(M-F)	American Education Week	
	14(F)	Distribution of Report Cards	
	25(T)	Elementary Conference Day – Schools Closed for elementary students	
	26(W)	Professional Development Day – Schools Closed for Students	
	27-28(Th-F)	Thanksgiving Holiday – Schools Closed	
		17	18
December	5(F)	Team Planning for Instruction – Schools close 3 hours early for elementary and middle school students	
	15(M)	Bill of Rights Day*	
	23(T)	Christmas/Winter Holiday begins at end of school day	
		17	17
January	5(M)	Schools Reopen	
	15(Th)	Dr. Martin Luther King, Jr.’s Birthday*	
	19(M)	Dr. Martin Luther King, Jr.’s Birthday Observed – Schools Closed	
	23(F)	Second Marking Period Ends – Assessment Day – all schools close 3 hours early	
	30(F)	Milestone Assessments – Schools Close 3 hours early for elementary and middle school students	
		19	19

February	9(M) 12(Th) 13(F) 16(M) 22(Su)	Distribution of Report Cards Lincoln's Birthday* Professional Development Day – Schools Closed for students President's Day – Schools Closed Washington's Birthday**	18	19
March	2(T) 25(Th) 26(F)	Primary Election Day—Schools Closed Maryland Day* Third Marking Period Ends – Assessment Day for elementary and middle school students – schools close 3 hours early for elementary and middle school students	22	22
April	2(F) 13(T) 14(W)	Easter/Spring Holiday begins at the end of the school day Schools Reopen Report Cards Distributed	16	16
May	7(F) 28(F) 29-30(S-Su) 31(M)	PreK/K Conference Day – no preK, half-day, or full day Kindergarten sessions Last Day for Seniors Commencement Exercises Memorial Day – Schools Closed	20	20
June	1-6 (T-Su) 14(M) 14-15(M-T) 15(T) 16(W)	Commencement Exercises Flag Day* Assessment Days****Schools close 3 hours early for high school students; teachers on duty Assessment Day***Schools close 3 hours early for elementary and middle school students; teachers on duty Last Day of Classes for Students and Teachers; schools close 3 hours early for students; teachers on duty	12	12
TOTALS			187	196
June	25(F) 28(M)	Summer School Teachers on duty for all centers (elementary, middle, high) Summer School begins for all centers		
July	5(M) 6(T) 30(F)	Summer School closed for Independence Day Curriculum Workshops begin Last Day of Summer School for all Centers		

Functional Test Dates for Reading, Mathematics, and Citizenship: July 14-15, 2004

Functional Test Dates for Writing: Prompt I July 14; Prompt II July 15, 2004

*Schools open with appropriate exercises

**Appropriate exercises to be scheduled on the Friday before

***ASSESSMENT DAYS- Elementary and middle schools will be given time for parents, teachers, and students to meet and/or assess progress

****ASSESSMENT DAYS- High schools will have the opportunity to administer traditional midterm and/or final exams or to use alternative assessment procedures

If inclement weather conditions force us to close schools more than seven days, it will be necessary to alter the school calendar. These additional days will be scheduled as required at the end of the school year. The calendar will be reduced up to 5 days if not needed to offset days/hours when schools are closed due to inclement weather. **Teacher duty days will not exceed 191.**

One-half days are subject to modification because of inclement weather and other unusual or emergency conditions.

D

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 14, 2002

TO: **BOARD OF EDUCATION**

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Revision of Board of Education Policy 5550

ORIGINATOR: Christine M. Johns, Deputy Superintendent of Curriculum and Instruction

RESOURCE PERSON(S): Dr. Donald Mohler, Executive Director for Student Support Services
Mr. Dale Rauenzahn, Director, Student Support Services

RECOMMENDATION

That the Board of Education accept the proposed revisions to Board of Education Policy 5550.

Policy 5550, Students: Conduct, is reviewed every year by a broad-based committee. Mr. Dale Rauenzahn, Director for Student Support Services, chaired the committee. The following individuals served on the committee:

Frank Abbott, PPW
Karen Barnes, Principal, Deer Park Middle School
Angela Brown, Assistant Principal, Chadwick Elementary
Christina Cheuk, Perry Hall High School
Dave Clements, TABCO
Della Curtis, Library Information Services
Ramona DeShields, Principal, Westowne Elementary
Barbara Dezmon, Equity and Assurance
Donald Fair, Superintendent's Designee
Michael Goldsmith, Superintendent's Designee
Charles Herndon, Communications Office
Alan Hill, Appeals and Mitigation
Patsy Holmes, Safe and Drug Free Schools
Nancy Lindsey, Assistant Principal, Carroll Manor Elementary
Laurel Moody, Health Services
Patricia Murphy, Assistant Principal, Riderwood Elementary
Glenda Myrick, Safe and Drug Free Schools

Laura Nossel, PTA Council
Shirley Page, Equity and Assurance
Lyle Patzkowsky, Principal, Dulaney High School
Constance Peterson, Principal, Rosedale Center
Thomas Raybon, BCSC
Rowland Savage, Guidance and Counseling
Beverly Smith, Assistant Principal, Dundalk High School
Norman Smith, Principal, Milford Mill Academy
Julie Szymaszek, Secondary Programs
Stuart Tabb, Social Work Services
Barry Thomas, PPW
Donald Weglein, Western School of Technology
Ella White Campbell, MAAG
Paul Martin, Northwest Area
Joe Noone, PPW

The changes voted on by the Board of Education become the basis for the content of the *Student Handbook*.

DIM/dim
Appendix I – Board of Education Policy 5550

STUDENTS: Conduct

Disruptive Behavior

[Behavior which interferes with the normal function of a school or disrupts or interferes with the academic process constitutes a violation of the rights of others to utilize the services and facilities of the school. Students are expected to exhibit proper behavior on school property, on school buses, and at off-site school-sponsored activities. Students who are responsible for disruptive behavior are subject to discipline including suspension or expulsion in accordance with the procedures outlined in the policy and rule, "Suspension or Expulsion," in this series.

Given below are some examples of offenses which will subject a student to discipline. The list is not exhaustive, and there may be additional offenses for which a student can be suspended or expelled.]

STUDENTS ARE EXPECTED TO FOLLOW THE CODE OF CONDUCT ON SCHOOL PROPERTY, ON SCHOOL BUSES, AND AT OFF-SITE SCHOOL-SPONSORED ACTIVITIES. A STUDENT'S BEHAVIOR IS DISRUPTIVE WHEN IT INTERFERES WITH THE NORMAL FUNCTION OF A SCHOOL. A STUDENT'S BEHAVIOR IS DISRUPTIVE WHEN THAT BEHAVIOR INTERFERES WITH THE ACADEMIC PROCESS OR VIOLATES THE RIGHTS OF OTHERS TO UTILIZE THE SERVICES AND FACILITIES OF THE SCHOOL. STUDENTS WHO TAKE PART IN DISRUPTIVE BEHAVIOR ARE SUBJECT TO DISCIPLINE THAT MAY INCLUDE SUSPENSION OR EXPULSION ACCORDING TO THE PROCEDURES OUTLINED IN THE POLICY AND RULE 5560, "SUSPENSION OR EXPULSION."

BELOW ARE SOME STUDENT OFFENSES FOR WHICH DISCIPLINE WILL BE IMPOSED. THE LIST DOES NOT COVER ALL BEHAVIORS OR ACTIONS. THERE MAY BE ADDITIONAL OFFENSES FOR WHICH A STUDENT CAN BE SUSPENDED OR EXPELLED.

Category I – Examples of offenses [which] THAT may result in suspension:

- a. Academic dishonesty (cheating on tests, copying term papers, forging signature of teacher and/or parent)
- [b. Disrespect to teacher/staff]
- [c.] B FAILURE TO FOLLOW A DIRECTION SUCH AS, BUT NOT LIMITED TO, failure to report to office when directed BY SCHOOL STAFF to do so

POLICY 5550

- [d.]C Fighting
- [e.]D Gambling
- [f.]E Harassment (nuisance phone calls to students or staff members; continued comments or passing of unofficial notes to another individual that he/she does not wish to hear or receive)
- [g.]F Igniting matches or lighters (when not a part of the instructional program)
- [h.]G Leaving school grounds without permission
- [i.]H Non-prescription violation (possession of non-prescription medications)
- [j.]I Personal health, when [one's state of health threatens the health of others] A STUDENT KNOWINGLY USES HIS OR HER STATE OF HEALTH TO THREATEN THE HEALTH OF OTHERS
- [k.]J [Possession and/or] Use of ELECTRONIC COMMUNICATION DEVICES, SUCH AS a pager (beeper), portable telephone, OR ANY WIRELESS COMMUNICATION DEVICE (WHICH ARE NOT PART OF THE EDUCATIONAL PROGRAM) DURING REGULAR INSTRUCTIONAL SCHOOL HOURS (THAT SHALL INCLUDE BEFORE, AFTER-SCHOOL, AND WEEKEND INSTRUCTIONAL ACTIVITIES AND OTHER TIMES AND LOCATIONS DESIGNATED BY A SCHOOL OFFICIAL). THE DEVICE MUST BE TURNED OFF AND STORED IN LOCKER, BOOKBAG, AUTOMOBILE, OR PURSE DURING SCHOOL HOURS AND WHILE BEING TRANSPORTED ON THE BUS.
- [l.]K Refusing to cooperate with school rules and regulations
- [m.]L Refusing to cooperate with school transportation regulations
- [n.]M Refusing to do assigned work
- [o.]N Refusing to serve detention
- [p.]O [Tardiness] UNEXCUSED LATENESS (class/classes)

- [q.]P [Tardiness] UNEXCUSED LATENESS (school day)
- [r.]Q UNEXCUSED ABSENCE OR [T]Truancy (class/classes)
- [s.]R UNEXCUSED ABSENCE OR [T]Truancy (school day)
- [t.]S Unauthorized sale or distribution [, not otherwise described] IN SCHOOL OF ITEMS, GOODS, OR SERVICES NOT RELATED IN ANY WAY TO THE SCHOOL OPERATION, (E.G., sale of football pools[; sale of items in school not related in any way to the school operation])
- [u.]T Use and/or possession of tobacco or cigarette rolling paper
- [v.]U Using [foul] OBSCENE or abusive language
- [w.] Verbal assault on a student.]

Category II – Examples of offenses for which the student [normally would] MAY be suspended and which may result in expulsion:

- a. Assault ON INDIVIDUAL(S)
- b. Assault and/OR battery on a student
- [c.] Chronic disruption of the school program and/or activities]
- [d]C Conspiracy OR PLANNING between two or more persons to commit a Category III offense
- [e.]D [Deprivation through intimidation of another individual's right to attend school or classes] INTERFERING WITH ANOTHER STUDENT'S RIGHT TO ATTEND SCHOOL OR CLASSES
- [f.]E Destruction and/or vandalism of school property, personal property of students and/or [faculty;] FACULTY. THIS INCLUDES receipt, sale, possession, or distribution of property stolen from Baltimore County Public Schools. Restitution is required, either monetary or school work project

- [g.]F Disruptive behavior [which] THAT results in the interference with the normal school program, INCLUDING REPEATED CATEGORY I OR II OFFENSES
- [h.]G Distribution, attempt to distribute, or possession with the intent to distribute a non-controlled substance [upon the representation that the substance is] THAT IS REPRESENTED AS a controlled dangerous substance
- [i.]H Extortion OR TAKING MONEY OR POSSESSIONS FROM ANOTHER STUDENT(S) BY THREAT OR CAUSING FEAR AND INTIMIDATION
- [j.] Failure to assume responsibility for or control of his/her behavior]
- [k.]I Fire alarm/false fire report/bomb threat
- [l.]J Harassment for any reason including, but not limited to, [sexual, racial, religious, and ethnic differences] RACE, SEXUAL ORIENTATION, GENDER, RELIGION, OR NATIONAL ORIGIN
- [m.]K Indecent exposure
- [n.] Insubordination (disobeying a directive from an administrator, teacher, or any staff member)]
- [o.]L Non-prescription violation (misuse of non-prescription medications) including failure to have medications administered by school nurse or delegated personnel
- [p.]M Participating in and/or inciting a school disruption
- [q.]N Possession and/or detonation of an incendiary or explosive material or device, including live ammunition (firecracker or greater)
- [r.]O Possession of a look-alike weapon of any kind
- [s.]P Possession of a pocketknife
- [t.]Q Possession, use, or distribution of controlled and/or drug paraphernalia

- [u.]R Prescription violation (possession of prescribed medication)
- [v.]S Purchase of a non-controlled substance that has been represented to be a controlled dangerous substance
- [w.]T Theft and/or knowingly possessing stolen property
- [x.]U Trespassing
- [y.]V Use and/or possession of tobacco or cigarette rolling paper, repeated offense
- [z.]W Violation of the Telecommunications Acceptable Use Policy

Category III – Examples of offenses which shall result in expulsion:

- a. Arson
- b. Assault and battery on a staff member
- c. Distribution and/or sale of alcohol
- d. Distribution and/or sale of controlled dangerous substances (illegal drugs)
- e. Possession and/or use of a firearm on school property (one-year expulsion)
- f. Possession of alcohol
- g. Possession of controlled dangerous substances (illegal drugs)
- h. Possession or use of any other gun or rifle (loaded or unloaded, operable or inoperable) which shall include, but not be limited to, pellet gun, paintball gun, stun gun, BB gun, flare gun, nail gun¹
- i. Possession or use of a real weapon of any kind which shall include, but not be limited to, switchblade knife, hunting knife, star knife, razors (including straight or retractable razor), nunchaku, spiked glove, spiked wristband, any mace derivative, tear gas device, or pepper spray product

- j. Prescription violation (misuse of prescribed medications) including failure to have medications administered by school nurse or delegated personnel
- k. Robbery
- l. Striking a staff member WHO IS intervening in a fight or other disruptive activity (intentional or unintentional)
- m. Use of a controlled dangerous substance (illegal drugs), under the influence of a controlled substance, or showing evidence of having used a controlled substance
- n. Use of a look-alike gun or rifle (loaded or unloaded, operable or inoperable)²
- o. Use of a look-alike weapon of any kind which shall include, but not be limited to, switchblade knife, hunting knife, star knife, pocket knife, razors including straight or retractable razor, nunchaku, spiked glove, or spiked wristband
- p. Use of alcohol, under the influence of alcohol, or showing evidence of having consumed alcohol
- q. Use of any intoxicants which causes a loss of self-control or inebriation and which shall include glue and solvents
- r. Use of a pocketknife or any object as a weapon
- s. Violent behavior which creates a substantial danger to persons or property

The provisions of this policy apply in all situations in which students are involved, including: (1) school activities on property owned by the Board of Education; (2) travel on school buses; (3) off-site school-sponsored activities; (4) on-site or off-site school-related problems which are the result or cause of disruptive behavior on school grounds; and (5) violent acts of behavior which occur off school property and pose a threat to the safety of students and faculty or disrupt the learning environment.

Legal References: Gun Free Schools Act of 1994, 20 U.S.C. §3351
Annotated Code of Maryland, Education Article,
§7-305 , Suspension and Expulsion
Code of Maryland Regulations (“COMAR”)
13A.08.01.11 Disciplinary Action
13A.08.01.17 School Use of Reportable Offenses
13A.08.01.04(B) [Truancy] UNLAWFUL ABSENCE
13A.02.04.01.-07. Tobacco-Free School Environment

Policy

adopted: 7/13/78
revised: 6/24/82
revised: 6/14/84
revised: 6/19/86
revised: 5/28/87
revised: 6/16/88
revised: 5/10/90
revised: 5/23/91
revised: 7/1/92
revised: 9/12/95
revised: 7/2/96
revised: 8/6/96
revised: 6/9/97
revised: 6/12/01
REVISED:

Board of Education
of Baltimore County

¹ The use of permanently inoperable rifles by JROTC students shall not be a violation of this policy during instructional time and at any other times when under the direct supervision of JROTC instructors.

² [The use of permanently inoperable rifles by JROTC students shall not be a violation of this policy during instructional time and at any other times when under the direct supervision of JROTC instructors.] SEE NOTE 1 ABOVE.



BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 14, 2002

TO: BOARD OF EDUCATION

FROM: Dr. Joe A Hairston, Superintendent

SUBJECT: Non-Instructional Services: Fiscal Service Policy Revisions

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

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

INFORMATION

Policy 3111 – Budget: Planning and Preparation, Policy 3112 – Budget: Operating Budget, and Policy 3113 – Budget: Transfers and Supplements were updated as part of the initiative of the Division of Business Services to update outdated Board Policies. The policies were adopted in 1968 and revised in 1980 (with the exception of 3113). Changes have been reviewed twice by the Board Policy Review Committee.

Attachment I – Board Policy 3111
Attachment II – Board Policy 3112
Attachment III – Board Policy 3113

NON-INSTRUCTIONAL SERVICES: Fiscal Services

Budget: Planning and Preparation

The Superintendent of Schools shall prepare the annual operating [budget] and capital budgetS to be submitted to the Board of Education in accordance with THE ANNOTATED CODE OF MARYLAND, rules and regulations of the MARYLAND State Board of Education, and the policies established by the Board of Education of Baltimore County. IF SIGNIFICANT CHANGE IN POLICY IS NECESSARY, THE NEW POLICY SHALL BE SUBMITTED TO THE BOARD OF EDUCATION FOR APPROVAL.

In planning the funds to be included in the budget requests, the Superintendent of Schools shall [consider the recommendation of members of the staff and shall arrange for public hearings to consider recommendations of the community] IDENTIFY THE SYSTEM GOALS BY CONSIDERING INPUT FROM THE COMMUNITY, THE AREA EDUCATIONAL ADVISORY COUNCILS, STAFF, AND OTHER STAKEHOLDER GROUPS. [If these recommendations involve a significant change in policy, the new policy shall be submitted to the Board of Education for approval prior to the inclusion of funds in the budget.]

Legal Reference: *Annotated Code of Maryland*, Education Article.

§4-205(k)	Powers and duties of county superintendent, annual budget; securing funds from local authorities
§5-101	Annual school budget

Policy

Adopted: 9/18/68

Revised: 6/19/80

Revised: _____

Show deletions to text

CAPITALS show additions to text

Board of Education
Of Baltimore County

NON-INSTRUCTIONAL SERVICES: Fiscal Services

Budget: Operating Budget:

1. Proposed Budget

The budget document as recommended by the Superintendent of Schools shall be submitted to the Board of Education in January. [In February,] IN THEIR BUDGET DELIBERATIONS, THE BOARD SHALL CONSIDER INPUT FROM THE COMMUNITY AND OTHER STAKEHOLDER GROUPS THROUGH PUBLIC HEARINGS AND/OR OTHER MEANS. The Board of Education shall approve an operating budget for submission to the County Executive of Baltimore County NOT LESS THAN 45 DAYS BEFORE THE DATE FOR LEVYING LOCAL TAXES OR ON AN EARLIER DATE ON OR AFTER MARCH 1, as required by State Law.

2. Adopted Budget

Following action by the Baltimore County Council, the Board of Education shall adopt an operating budget for the fiscal year AND FORWARD A COPY TO THE STATE SUPERINTENDENT AS REQUIRED BY LAW.

Legal Reference: *Annotated Code of Maryland*, Education Article

§4-205(k)	Powers and duties of county superintendent, annual budget; securing funds from local authorities
§5-101	Annual school budget
§5-102	Submission of AND REDUCTIONS to budget
§5-103	Budget amount

Policy

Adopted: 9/18/68

Revised: 6/19/80, _____

Show deletions to text

CAPITALS show additions to text

Board of Education
Of Baltimore County

NON-INSTRUCTIONAL SERVICES: Fiscal Services

Budget: Transfers and Supplements

The Superintendent of Schools shall administer expenditures in accordance with the [approved budgets.] LIMITS ADOPTED BY THE BOARD OF EDUCATION THROUGH THE BUDGETING PROCESS.

[Any] Transfer of funds between categories [of] IN the operating budget, TRANSFER OF FUNDS BETWEEN projects in the capital budget, AND REQUESTS FOR SUPPLEMENTAL FUNDS FOR THE OPERATING OR CAPITAL BUDGET shall be approved by the Board of Education prior to [any other processing required by law.] SUBMISSION TO THE BALTIMORE COUNTY COUNCIL OR THE COUNTY EXECUTIVE AS APPROPRIATE.

Legal References: *Annotated Code of Maryland*, Education Article

- §5-101 Annual school budget
- §5-105 Expenditure of revenues; transfers within and between major categories
- §5-305 Separate accounts for construction funds

Policy
Adopted: 9/18/68
Revised: _____

[] Show deletions to text
CAPITALS show additions to text

Board of Education
Of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 14, 2002

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: Information Update on Title I Public School Transfer Options

ORIGINATOR: Christine Johns, Deputy Superintendent of Curriculum and Instruction

RESOURCE PERSON(S): Ronald. P. Boone, Executive Director of Federal and State Programs
Lin Cassell, Coordinator of Title I and Grant Assistance
Nola Cromer, Supervisor of Title I and Grant Assistance

INFORMATION

Completion of the initial phase of the DeJong Study, which is an analysis of boundary issues in selected areas of Baltimore County, is anticipated during the fall of 2002. As results of the study become available, Baltimore County Public Schools will analyze the report for possible implications on the continuing implementation of Title I Public School Transfer Options.

At this time, Federal Law requires Baltimore County Public Schools to continue implementing *Procedures for Special Permission Transfers as Required by the Public Law 107-110, Elementary and Secondary Education Act of 2001*. This will allow students currently attending Powhatan Elementary, Winfield Elementary, and Woodlawn Middle to request transfers to eligible public schools through Title I Public School Transfer Options.

On March 26, 2002, the Baltimore County Board of Education received a revision to Rule 5140 that incorporated Title I Public School Transfer Options as a special circumstance under which students may be granted special permission transfers to attend a school outside his/her school attendance area. This revision supports the Baltimore County Public Schools' continued implementation of the law for the 2002 – 2003 school year.

Procedures for implementing Title I Public School Transfer Options for the 2002 – 2003 school year are very similar to procedures implemented during the current year with the following differences:

- The process will allow families sufficient time to make decisions before the end of the 2001 – 2002 school year.
- Students participating in the Title I Public School Transfer Options will begin the 2002-2003 school year in their new schools.

- The school district will provide transportation for participating students, as required by the No Child Left Behind Act of 2001, signed into law on January 8, 2002.

A number of factors were taken into account as staff identified schools eligible to receive additional students through Title I Public School Transfer Options:

- Enrollment in receiving schools must not exceed state building capacity.
- Receiving schools must not have been identified as a Title I school not making adequately yearly progress or identified by Baltimore County as a priority school.
- Magnet schools are not eligible.

Using these factors and enrollment data projections for the 2002 – 2003 school year, students currently attending Powhatan Elementary, Winfield Elementary, and Woodlawn Middle School will be able to request transfer to any eligible school within the district.

CMJ/lcc

Appendix I Rule 5140

Appendix II Recommended Implementation Timeline

Appendix III Lists of Schools Eligible to Receive Title I Transfer Option Students

Rule 5140

Note: Only a portion of Rule 5140 is reproduced below. The full text of this rule is available on the Baltimore County Public Schools website at <http://www.bcps.org> under Handbooks and Policies.

STUDENTS: Enrollment and Attendance

I. SCHOOL ATTENDANCE AREAS

- A. Records and reports of all changes affecting school attendance areas and boundaries shall be maintained in the respective schools and offices of the Board of Education.
- B. Students will attend their assigned home schools within the Board approved attendance areas in which they reside. Exceptions to attending the home school are set forth below in Section II. C. of this rule.

II. SPECIAL PERMISSION TRANSFERS

- A. Special requests to permit a student to attend a school outside his/her school attendance area must be initiated by the parent(s) or guardian(s).
- B. Special permission requests related to application and admission to a magnet school/program must be made in accordance with Policy and Rule 6130, *INSTRUCTION: Magnet Schools and Programs.*
- C. Special Circumstances

The staff will evaluate the following special circumstances as justification for assigning a student to a school outside the attendance area in which the student currently resides:

(Special circumstances 1 – 9 are available on the Baltimore County Public Schools website as indicated above.)

10. When a student attends a Baltimore County Public School that has been identified as eligible for Title I public school transfer options and said student has been declared an eligible student under applicable Title I federal guidelines. The parent/guardian of said student will submit an application to the Office of Title I and Grant Assistance in accordance with Title I public school transfer option procedures. Schools identified as eligible for receiving students under Title I public school transfer will not approve any special transfer requests until all Title I eligible student transfer requests have been processed.

**Recommended Implementation Timeline
for
Public Law 107 – 110
Title I Public School Transfer Options**

DATE	PROCEDURE
Friday, 3/8	<p>Involve appropriate BCPS staff in completing Title I Public School Transfer Option procedures.</p> <p>Meet with staff from Assessment and Student Data to discuss the process BCPS will use to determine the “lowest achieving children from low income families.”</p>
Friday, 3/15	Draft initial possible receiving schools.
Monday, 3/18	<p>Notify and meet with personnel from transportation to discuss transportation issues.</p> <p>Prepare enrollment data for all potential receiving schools.</p>
Wednesday, 3/27	Completed draft of BCPS procedures for Title I Public School Transfer Options submitted for review by BCPS Law Office.
Wednesday, 4/10	Completed draft of BCPS procedures and all supporting forms and documents submitted to Executive Staff.
Monday, 4/15 – Friday, 4/19	Draft of BCPS procedures for Title I Public School Transfer Options adjusted as necessary as per Executive Staff direction.

**Recommended Implementation Timeline
for
Public Law 107 – 110
Title I Public School Transfer Options**

DATE	PROCEDURE
Tuesday, 5/14	Update Baltimore County Public Schools Board of Education regarding Title I Public School Transfer Options.
Wednesday, 5/15 - Friday, 5/31	<p>Meet with principals and staff from identified schools.</p> <p>Train school and central office staff re Title I school transfer responsibilities.</p> <p>Use sources such as BCPS website, general mailing, Education Channel, News release to notify the community re Title I Public School Transfer Options. Mail community meeting invitation and Title I Public School Transfer Options information to families.</p> <p>Notify elected officials and community leaders as necessary.</p> <p>Notify all principals of Title I Public School Transfer Options.</p> <p>Conduct community meetings at sending schools.</p> <p>Department of Professional Development assesses need for and schedules training for staff at receiving schools.</p>
Monday, 6/3	Applications and list of eligible receiving schools available in school offices.
Friday, 6/14	Deadline for families to file application requests.
Monday, 6/17 – Friday, 6/21	Office of Title I and Grant Assistance reviews applications.

**Recommended Implementation Timeline
for
Public Law 107 – 110
Title I Public School Transfer Options**

DATE	PROCEDURE
Friday, 6/21	All families that have submitted transfer applications receive acknowledgement letters from the Office of Title I and Grant Assistance. Receiving schools with fewer transfer applications than available seats may begin processing other special permission transfer requests under Policy 5140.
Friday, 6/28	Deadline for families to contact the Office of Title I and Grant Assistance if not in receipt of an application acknowledgement letter.
Monday, 6/24 - Wednesday, 7/3	Families are notified of transfer application results.
Wednesday, 7/12	Deadline for appeals to Executive Director of Federal and State Programs.
Wednesday, 7/17	Deadline for families to accept or reject transfer offers.
Thursday, 7/18 - Friday, 7/26	Sending/receiving schools are notified of students accepting transfers. Office of Transportation and Department of Student Support Services are notified of students accepting transfers.
Monday, 7/29 - Friday, 8/2	Complete verification of registration of transferred students by PPWs. PPWs notify Office of Title I and Grant Assistance of completed registration of each transferred student. Receiving schools with more transfer requests than available seats may begin responding to other special permission transfer requests under Policy 5140.

**Recommended Implementation Timeline
for
Public Law 107 – 110
Title I Public School Transfer Options**

DATE	PROCEDURE
Monday, 8/5 - Friday, 8/23	Wait list process in effect
Friday, 8/9	Completion of appeals filed with Executive Director of Federal and State Programs.
Monday, 8/26	Deadline for appeals to Superintendent's Ombudsperson.
Monday, 8/26	Title I Public School Transfer Options process closed.
Friday, 9/20	Completion of appeals filed with Superintendent's Ombudsperson.

revised 5/13/02

Appendix III

**Elementary Schools Eligible to Receive Title I Transfer Option Students
from Powhatan Elementary
for School Year 2002 – 2003**

Central Area

Carroll Manor (20.9)
Fifth District (23.8)
Hampton (12.6)
Jacksonville (20.3)
Lutherville (11.7)
Padonia International (14.5)
Pinewood (12.7)
Riderwood (9.4)
Seventh District (30.2)
Stoneleigh (8.1)
Timonium (12.6)
Warren (15.8)

Northwest Area

Bedford (2.5)
Chatsworth (12.7)
Franklin (13.9)
Fort Garrison (7.2)
Glyndon (12.6)
Owings Mills (9.2)
Reisterstown (12.1)
Summit Park (5.9)
Timber Grove (12.5)

Southwest Area

Catonsville (8.3)
Halethorpe (12.3)
Hillcrest (7.9)
Relay (12.7)
Westchester (8.8)
Westowne (4.8)
Woodbridge (5.2)

Southeast Area

Battle Grove (19.2)
Bear Creek (18.2)
Berkshire (16.1)
Charlesmont (17.8)
Chesapeake Terrace (27.7)
Edgemere (26.6)
Grange (17.3)
Hawthorne (25.0)
Oliver Beach (31.0)
Sandy Plains (18.1)

Northeast Area

Carney (17.6)
Chapel Hill (23.0)
Fullerton (12.2)
Gunpowder (21.9)
Harford Hills (12.4)
Joppa View (21.2)
Kingsville (25.8)
Martin Boulevard (24.7)
Orems (23.1)
Perry Hall (20.6)
Pine Grove (13.0)
Red House Run (14.2)
Seven Oaks (20.4)
Victory Villa (23.5)

The number of miles from Powhatan to each school is noted ().

**Elementary Schools Eligible to Receive Title I Transfer Option Students
from Winfield Elementary
for School Year 2002 – 2003**

Central Area

Carroll Manor (22.4)
Fifth District (30.8)
Hampton (14.2)
Jacksonville (21.8)
Lutherville (13.3)
Padonia International (15.3)
Pinewood (14.2)
Riderwood (12.6)
Seventh District (30.2)
Stoneleigh (8.1)
Timonium (12.6)
Warren (15.8)

Northwest Area

Bedford (3.7)
Chatsworth (10.4)
Franklin (11.5)
Fort Garrison (8.0)
Glyndon (10.2)
Owings Mills (6.2)
Reisterstown (9.8)
Summit Park (10.1)
Timber Grove (12.5)

Southwest Area

Catonsville (7.2)
Halethorpe (12.6)
Hillcrest (9.5)
Relay (12.8)
Westchester (7.7)
Westowne (8.4)
Woodbridge (5.1)

Southeast Area

Battle Grove (29.3)
Bear Creek (24.3)
Berkshire (22.6)
Charlesmont (24.3)
Chesapeake Terrace (27.8)
Edgemere (26.8)
Grange (23.9)
Hawthorne (26.6)
Oliver Beach (31.8)
Sandy Plains (24.7)

Northeast Area

Carney (19.1)
Chapel Hill (24.6)
Fullerton (20.7)
Gunpowder (23.5)
Harford Hills (18.0)
Joppa View (22.8)
Kingsville (27.3)
Martin Boulevard (26.0)
Orems (24.6)
Perry Hall (22.2)
Pine Grove (19.0)
Red House Run (23.7)
Seven Oaks (22.0)
Victory Villa (25.1)

The number of miles from Winfield to each school is indicated ().

**Middle Schools Eligible to Receive Title I Transfer Option Students
from Woodlawn Middle
for School Year 2002 – 2003**

Central Area

Cockeysville (16.3)
Dumbarton (13.5)
Hereford (23.1)
Loch Raven Academy (14.6)
Ridgely (12.5)

Northwest Area

No schools are available

Southwest Area

Arbutus (11.8)

Southeast Area

Deep Creek (25.7)
Dundalk (22.7)
General John Stricker (23.2)
Holabird (21.3)
Sparrows Point (26.3)

Northeast Area

Perry Hall (20.9)
Pine Grove (17.3)

The mileage from Woodlawn Middle to each school is indicated ().

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

May 14, 2002

RETIREMENTS

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/OFFICE</u>	<u>YRS. OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Sandra Adams	Teacher	Grange Elem.	17.0	7-1-02
Maryann Albaugh	Teacher	Orems Elem.	29.0	7-1-02
Carol Anderson	Teacher	Cromwell Elem. Magnet	17.0	7-1-02
Barbara Blankman	Admin. Secretary	Ridge School	23.0	7-1-02
Katherine A. Bochau	Teacher	Reisterstown Elem.	26.0	7-1-02
Kenneth Burch	Principal	Western School of Tech.	35.5	7-1-02
Joyce Cole	Bus Attendant	Transportation	25.0	12-1-01
Wanda Ensor	Teacher	Dundalk Elem.	32.0	7-1-02
Rose Esposito	Bus Attendant	Transportation	11.0	7-1-02
Doris G. Fink	Assistant Principal	Oliver Beach Elem.	29.0	7-1-02
Esther C. Harris	Teacher	Riderwood Elem.	32.0	7-1-02
Jacquelyn Kraft	Teacher	Pinewood Elem.	30.0	7-1-02
Barbara E. Lipp	Teacher	Eastwood Elem.	32.3	7-1-02
Elena Pierorazio	Teacher	Perry Hall Elem.	30.0	7-1-02
Janice Rajewski	Teacher	Norwood Elem.	31.0	7-1-02
Jacalyn D. Rudolph	Teacher	Dundalk Elem.	6.0	11-1-01
Linda Swogell	Teacher	Pinewood Elem.	40.0	7-1-02
Barbara Venable	Teacher	Oakleigh Elem.	20.0	7-1-02
Jane Welch	Teacher	Glyndon Elem.	33.0	7-1-02
Carol Whiteford	Teacher	Hampton Elem.	28.0	7-1-02
Lois Wolford	Teacher	Kingsville Elem.	28.0	7-1-02

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

**May 14, 2002
ADDENDUM**

RETIREMENTS

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/OFFICE</u>	<u>YRS. OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Deborah M. Anthony	Principal	Seven Oaks Elem.	30.0	7-1-02
Carole E. Baker	Teacher	Cockeysville Middle.	21.0	7-1-02
Joan Block	Teacher	Fort Garrison Elem.	31.0	7-1-02
Samuel S. Bowen	Teacher	Hereford High	39.0	7-1-02
Queen E. Collins	Exec. Director	ESS-Secondary Ed.	31.0	6-1-02
Katherine Corley	Director	Greenwood-Assessment	31.0	7-1-02
Marilyn Donoho	Teacher	Halstead Academy	26.0	7-1-02
Margaret Duffy	Teacher	Norwood Elem.	20.6	7-1-02
W. Eugene Ernst	Teacher	Norwood Elem.	30.0	7-1-02
Kathleen Feldman	Teacher	Randallstown Elem.	30.0	7-1-02
Melinda Garvin	Asst. Principal	Dulaney High	34.0	7-1-02
Martha Gebhard	Mentor	Sandy Plains Elem.	23.0	7-1-02
Ronald Kosyjana	Teacher	Franklin High	35.0	7-1-02
Doris Kuehnle	Principal	Reisterstown Elem.	32.0	7-1-02
Barbara Laveck	Secretary II	Catonsville High	26.0	7-1-02
Susan Leslie	Teacher	ESS-Secondary Programs	34.0	7-1-02
G. Michael Linkins	Principal	Chesapeake High	30.0	7-1-02
June B. Marshall	Personnel Officer II	Human Resources	30.3	5-1-02
Gloria Matthews	Teacher	Bedford Elem.	30.0	7-1-02
Laura Merkle	Teacher	Padonia Elem.	21.0	7-1-02
Carolyn M. Myers	Instructional Assist.	Woodlawn Middle	6.0	4-1-02
Marlyn Myers	Teacher	Deer Park Elem.	22.0	7-1-02
Sheila Owens	Teacher	Lansdowne Elem.	30.1	10-1-02
Victoria Pfaff	Mentor	Sussex Elem.	30.0	7-1-02
Linda Proudfoot	Principal	Chadwick Elem.	31.0	7-1-02
Robin S. Read	Principal	Ridgely Middle	34.0	7-1-02
Patricia Sahlin	Teacher	Ridgely Middle	26.0	7-1-02

F

Charles Schwarz	Teacher	Carver Center	32.0	7-1-02
Nancy C. Steer	Teacher	Riderwood Elem.	15.0	7-1-02
Neil Wahrheit	Teacher	Sollers Pt SE Tech	29.0	7-1-02

As of 5/14/02

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

May 14, 2002

LEAVES

ACADEMIC LEAVES

ERIN NAUYALIS – Charlesmont Elementary School
Effective July 1, 2002 through June 30, 2003

CHILD REARING LEAVES

CHRISTY ANN BLEACH – Carney Elementary School
Effective April 17, 2002 through April 17, 2004

KRISTIN B. BULL – On Leave
Effective June 10, 2002 through June 10, 2004

JUANITA CONROY – On Leave
Effective December 02, 2001 through December 02, 2003

SHARON C. DOHONY – On Leave
Effective August 13, 2002 through August 13, 2003

JANE L. DULIN – On Leave
Effective July 1, 2002 through January 8, 2003

REBECCA MAYES ENGEL – On Leave
Effective March 14, 2002 through March 14, 2004

ROBIN G. GLATZ – On Leave
Effective June 12, 2002 through June 30, 2004

ANN G. FURMAN – On Leave
Effective January 31, 2002 through January 31, 2004

DANIELLE K. HALES – Parkville High School
Effective July 4, 2002 through July 4, 2004

HEATHER B. HOFFMAN – On Leave
Effective June 29, 2002 through June 30, 2004

DANIELLE A. HOLLAND – Logan Elementary School
Effective April 29, 2002 through April 29, 2004

CAREN STEELE HYDE – Lutherville Laboratory
Effective April 8, 2002 through April 8, 2004

JENNIFER A. JOHNSON-PHILLIPS – Kenwood High School

Effective June 23, 2002 through June 23, 2004

CHILD REARING LEAVES (continued)

ANNE HEALY JONES – On Leave

Effective October 13, 2002 through October 13, 2004

JENNY DAUSCH MCKENNY – Kingsville Elementary School

Effective September 4, 2002 through September 4, 2004

SHERI ERSHLER SEAMEN – On Leave

Effective June 25, 2002 through June 25, 2004

PERSONAL LEAVES

DAVID J. RHEN – Western School of Technology

Effective July 1, 2002 through June 30, 2003

PERSONAL ILLNESS LEAVES

SHARON CRAWFORD – On Leave

Effective July 1, 2002 through June 30, 2003

UNUSUAL OR IMPERATIVE LEAVE

LISA ARNDT – Deer Park Middle Magnet School

Effective July 1, 2002 through June 30, 2003

CATHERINE ANN NORTH – Bear Creek Elementary School (Principal)

Effective July 1, 2002 through June 30, 2003

EXTENSION OF UNUSUAL OR IMPERATIVE LEAVE

KAREN E. MAIMONE – On Leave

Effective August 19, 2002 through June 30, 2003

MICHELLE ZAYON – On Leave

Effective July 1, 2002 through June 30, 2003

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

May 14, 2002

RESIGNATIONS

ELEMENTARY – 3

Bear Creek Elementary School

Catherine A. Miceli, 06/30/02, 2.3 yrs.

Sandy Plains Elementary School

Jami L. Johnson, 06/30/02, 3 yrs.

Warren Elementary School

Karen L. Locascio, 06/30/02, 9 yrs.

SECONDARY – 1

Randallstown High School

Victoria A. Vendramin, 03/27/02, 4.7 yrs.

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

May 14, 2002

LEAVES

ACADEMIC LEAVES

ERIN NAUYALIS – Charlesmont Elementary School
Effective July 1, 2002 through June 30, 2003

CHILD REARING LEAVES

CHRISTY ANN BLEACH – Carney Elementary School
Effective April 17, 2002 through April 17, 2004

KRISTIN B. BULL – On Leave
Effective June 10, 2002 through June 10, 2004

JUANITA CONROY – On Leave
Effective December 02, 2001 through December 02, 2003

SHARON C. DOHONY – On Leave
Effective August 13, 2002 through August 13, 2003

JANE L. DULIN – On Leave
Effective July 1, 2002 through January 8, 2003

REBECCA MAYES ENGEL – On Leave
Effective March 14, 2002 through March 14, 2004

ROBIN G. GLATZ – On Leave
Effective June 12, 2002 through June 30, 2004

ANN G. FURMAN – On Leave
Effective January 31, 2002 through January 31, 2004

DANIELLE K. HALES – Parkville High School
Effective July 4, 2002 through July 4, 2004

HEATHER B. HOFFMAN – On Leave
Effective June 29, 2002 through June 30, 2004

DANIELLE A. HOLLAND – Logan Elementary School
Effective April 29, 2002 through April 29, 2004

CAREN STEELE HYDE – Lutherville Laboratory
Effective April 8, 2002 through April 8, 2004

JENNIFER A. JOHNSON-PHILLIPS – Kenwood High School

Effective June 23, 2002 through June 23, 2004

CHILD REARING LEAVES (continued)

ANNE HEALY JONES – On Leave

Effective October 13, 2002 through October 13, 2004

JENNY DAUSCH MCKENNY – Kingsville Elementary School

Effective September 4, 2002 through September 4, 2004

SHERI ERSHLER SEAMEN – On Leave

Effective June 25, 2002 through June 25, 2004

PERSONAL LEAVES

DAVID J. RHEN – Western School of Technology

Effective July 1, 2002 through June 30, 2003

PERSONAL ILLNESS LEAVES

SHARON CRAWFORD – On Leave

Effective July 1, 2002 through June 30, 2003

UNUSUAL OR IMPERATIVE LEAVE

LISA ARNDT – Deer Park Middle Magnet School

Effective July 1, 2002 through June 30, 2003

CATHERINE ANN NORTH – Bear Creek Elementary School (Principal)

Effective July 1, 2002 through June 30, 2003

EXTENSION OF UNUSUAL OR IMPERATIVE LEAVE

KAREN E. MAIMONE – On Leave

Effective August 19, 2002 through June 30, 2003

MICHELLE ZAYON – On Leave

Effective July 1, 2002 through June 30, 2003

BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204

MAY 14, 2002

RECOMMENDED APPOINTMENTS

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
<u>SHARON M. ANTHONY</u> (Effective July 1, 2002)	Assistant Principal Joppa View Elementary School	Principal Battle Grove Elementary School
(Replacing Linda Chapin, transferred to Chesapeake Terrace Elementary)		
<u>CHARLENE BEHNKE</u> (Effective July 1, 2002)	Teacher/Classroom Hawthorne Elementary School Sussex Elementary School	Assistant Principal Oliver Beach Elementary School
(Replacing Doris Fink, retired)		
<u>CATHERINE A. BOWES</u> (Effective July 1, 2002)	Mentor Woodlawn High School	Assistant Principal Patapsco High School
(Replacing Carol Moore, transferring to classroom teacher)		
<u>JOAN S. BRAUNER</u> (Effective July 1, 2002)	Assistant to the Executive Director of Schools - Northeast Area	Principal Harford Hills Elementary School
(Replacing Susan Herschfeld, transferred to Fort Garrison Elementary School)		
<u>STEPHEN J. COCO</u> (Effective July 1, 2002)	Teacher/Resource Academic Intervention Team	Assistant Principal Hernwood Elementary School
(Replacing Lydia Blake, transferred to Campfield Early Childhood Center)		
<u>SUSAN B. EISENHART</u> (Effective July 1, 2002)	Assistant Principal Hampton Elementary School	Principal Warren Elementary School
(Replacing Jeanne Hammond, retiring)		
<u>GWENDOLYN R. GRANT</u> (Effective July 1, 2002)	Principal Towson High School	Executive Director Department of Secondary Programs

(Replacing Queen E. Collins, retiring)

<u>LAURA HOHMAN</u> (Effective July 1, 2002)	Teacher/Data Processing Eastern Technical High School	Assistant Principal Eastern Technical High School
--	--	---

(Replacing Willard Heilman, retired)

<u>DOROTHY M. JUSTICE</u> (Effective July 1, 2002)	Assistant Principal Dundalk Elementary School	Principal Berkshire Elementary School
--	--	--

(Replacing Victoria Layman, transferred to Assistant Principal, Joppa View Elementary School)

<u>BONNIE K. LAMBERT</u> (Effective July 1, 2002)	Teacher/English Dulaney High School	Assistant Principal Loch Raven High School
---	--	---

(Replacing Dennis Sirman, transferring to Physical Education teacher, Catonsville High School)

<u>SYLVIA D. LEMONS</u> (Effective July 1, 2002)	Teacher/Resource Department of Elementary Programs/Language Arts	Assistant Principal Hampton Elementary School
--	--	--

(Replacing Susan B. Eisenhart, recommended for appointment to Principal, Warren Elementary School)

<u>JANE E. LICHTER</u> (Effective July 1, 2002)	Supervisor, Language Arts Department of Elementary Programs	Coordinator, Early Childhood Department of Elementary Programs
---	--	---

(Replacing Clayton Myers, transferred to Assistant Principal, Winand Elementary School)

<u>KIMBERLY A. MCMENAMIN</u> (Effective July 1, 2002)	Teacher/Reading Sparrows Point Middle School	Assistant Principal (.5) Teacher/Reading (.5) Sparrows Point Middle School
---	---	--

(Replacing Joelle A. Skorczewski, transferred to Assistant Principal, 1.0, Sparrows Point Middle School)

<u>SAMUEL MUSTIPHER</u> (Effective July 1, 2002)	Teacher/Special Education Randallstown High School	Assistant Principal Randallstown High School
--	---	---

B.S. 1993, West Virginia University; M.S. 1995, West Virginia University; M+30 1997

(Replacing Jonathan T. Brice, on Sabbatical leave)

LISA M. SAMPSON
(Effective July 1, 2002)

Mentor
Woodlawn Middle School

Assistant Principal
Dundalk Middle School

(Replacing Cheryl Thim, recommended for appointment to Principal, Bear Creek Elementary School)

JOYCE L. SCHULTZ
(Effective July 1, 2002)

Teacher/Classroom
Sandalwood Elementary School

Assistant Principal
Deep Creek Elementary School

(Replacing Pamela Hardy-Cyran, transferred to Mars Estates Elementary School)

CHERYL B. THIM
(Effective July 1, 2002)

Assistant Principal
Dundalk Middle School

Principal
Bear Creek Elementary

(Replacing Catherine M. North, requesting Unusual or Imperative Leave)

KATHLEEN R. WATKINS
(Effective July 1, 2002)

Teacher/Resource
Academic Intervention Team

Assistant Principal
Woodlawn High School

(Replacing Christopher Parker, resigned)

KIM X. WHITEHEAD
(Effective July 1, 2002)

Principal
Fort Garrison Elementary School

Executive Director of Schools, -
Central Area

(Replacing JoAnne Koehler, retired)

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

May 14, 2002

RECOMMENDED TRANSFERS

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
<u>LYDIA BLAKE</u> (Effective July 1, 2002)	Assistant Principal Hernwood Elementary	Assistant Principal Campfield Early Childhood Center
(Replacing Shirley Cotton, retiring)		
2.0 years In Current Position		
<u>LINDA CHAPIN</u> (Effective July 1, 2002)	Principal Battle Grove Elementary School	Principal Chesapeake Terrace Elementary School
(Replacing George Sisson, retired)		
5.0 Years in Current Position		
<u>PAMELA HARDY-CYRAN</u> (Effective July 1, 2002)	Assistant Principal Deep Creek Elementary School	Assistant Principal Mars Estates Elementary School
(Replacing Betty Ann Pettiford, transferred to Westchester Elementary)		
2.0 years in Current Position		
<u>SUSAN HERSHFELD</u> (Effective July 1, 2002)	Principal Harford Hills Elementary School	Principal Fort Garrison Elementary School
(Replacing Kim X. Whitehead, recommended for appointment to Executive Director of Schools, Central Area)		
3.5 Years in Current Position		
<u>JOHNNIE JACKSON</u> (Effective July 1, 2002)	Personnel Officer II EEO/New Teacher Support Department of Human Resources	Personnel Officer II Dept. of Human Resources Temporary Services
(New Position)		

3.0 years in Current Position

JACQUELINE LAMP
(Effective July 1, 2002)

Assistant to Executive Director
of Schools, Southeast

Assistant Principal
Dulaney High

(Replacing Melinda Garvin, retiring)

1.0 Years In Current Position

VICTORIA LAYMAN
(Effective July 1, 2002)

Principal
Berkshire Elementary School

Assistant Principal
Joppa View Elementary School

2.0 years in Current Position

(Replacing Sharon Anthony, recommended for appointment to Principal, Battle Grove Elementary School)

DAVID LLOYD
(Effective July 1, 2002)

Principal
Middle River Middle School

Principal
Chesapeake High School

(Replacing Michael G. Linkins, retiring)

5.0 Years in Current Position

CLAYTON MYERS
(Effective July 1, 2002)

Coordinator, Early Childhood
Department of
Elementary Programs

Assistant Principal
Winand Elementary School

(Replacing Clarice Taylor, transferred to Judy Center)

5.0 Years In Current Position

BETTY ANN PETTIFORD
(Effective July 1, 2002)

Assistant Principal
Mars Estates Elementary School

Assistant Principal
Westchester
Elementary School

(Replacing Janet Roesner, transferred to Dundalk Elementary)

3.0 Years in Current Position

JANET ROESNER
(Effective July 1, 2002)

Assistant Principal
Westchester Elementary School

Assistant Principal
Dundalk Elementary School

(Replacing Dorothy Justice, recommended for appointment to Principal, Berkshire Elementary)

1.0 Years in Current Position

ROBERT A. SANTACROCE
(Effective July 1, 2002)

Principal
Meadowood Education
Center

Principal
Sparrows Point High School

(Replacing Wayne Thibeault, transferred to New Town High)

4.0 Years in Current Position

JOELLE SKORCZEWSKI
(Effective July 1, 2002)

Assistant Principal (.5)
Teacher/Middle School(.5)
Sparrows Point Middle School

Assistant Principal (1.0)
Sparrows Point Middle School

(Replacing Paul F. Leimbach, resigned)

2.0 Years In Current Position

WAYNE THIBEAULT
(Effective July 1, 2002)

Principal
Sparrows Point High School

Principal
New Town High School

(New Position, New School)

3.0 years in Current Position

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

May 14, 2002

REHIRED RETIRED PRINCIPALS

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
<u>DEBORAH M. ANTHONY</u> (Effective July 1, 2002)	Principal Seven Oaks Elementary School	Principal Seven Oaks Elementary School
<u>HARRY E. BELSINGER</u> (Effective July 1, 2002)	Principal Grange Elementary School	Principal Grange Elementary School
<u>CHARLENE P. BENNETT</u> (Effective July 1, 2002)	Principal Bedford Elementary School	Principal Bedford Elementary School
<u>KENNETH P. BURCH</u> (Effective July 1, 2002)	Principal Western School of Technology	Principal Western School of Technology
<u>THOMAS N. ELLIS</u> (Effective July 1, 2002)	Principal Sparks Elementary School	Principal Sparks Elementary School
<u>E. DIANE GOLDIAN</u> (Effective July 1, 2002)	Principal (Rehired Retiree) Kenwood High School	Principal Kenwood High School
<u>KEITH HARMEYER</u> (Effective July 1, 2002)	Principal Loch Raven High School	Principal Loch Raven High School
<u>SANDRA Y. KROH</u> (Effective July 1, 2002)	Principal Cedarmere Elementary School	Principal Cedarmere Elementary School
<u>DENA LOVE</u> (Effective July 1, 2002)	Principal Pinewood Elementary School	Principal Pinewood Elementary School
<u>LINDA PROUDFOOT</u> (Effective July 1, 2002)	Principal Chadwick Elementary School	Principal Chadwick Elementary School

RECOMMENDED APPOINTMENTS

2

April 23, 2002

ROBIN S. READ
(Effective July 1, 2002)

Principal
Ridgely Middle School

Principal
Ridgely Middle School

NORMAN S. SMITH
(Effective July 1, 2002)

Principal (Rehired Retiree)
Milford Mill Academy

Principal
Milford Mill Academy

STEPHEN P. WARNER
(Effective July 1, 2002)

Principal (Rehired Retiree)
Gunpowder Elementary School

Principal
Gunpowder Elementary School

Exhibit J

BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204

May 14, 2002

ETHICS REVIEW PANEL

RECOMMENDED APPOINTMENT

MERYL D. BURGIN, ESQUIRE

K

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 25, 2002
TO: BOARD OF EDUCATION
FROM: Dr. J. Hairston, Superintendent
SUBJECT: Recommendations for Award of Contracts
Board Exhibit – May 14, 2002
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 May 14, 2002 board meeting.

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
Recommendations for Award of Contracts

Board Exhibit – May 14, 2002

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

1. eCatalog Contracts

The following seven contracts for instructional supplies and equipment represent our second year in developing an electronic catalog for an electronic procurement system for schools and offices to use. Last year during the fiscal year 2001, our initial year, we implemented five supply eCatalogs (Art, Audio Visual, Library Media, Physical Education, Science) which allowed campuses and offices to electronically generate over 1700 purchases, through 33 vendors, with a value of \$786,372.93. This year we will be adding approximately seven more catalogs to the eProcurement process. We will be bringing four more areas to the Board in the near future. This represents a beginning step in BCPS entry into eCommerce.

a. Audio-Visual Supplies **Estimated Award Value: \$110,000
Contract #2-287-02**

A bid for the annual price agreement for Audio-Visual Supplies was issued on January 24, 2002 to 12 vendors. Proposals were received from four vendors. The bid specification includes 40 items approved for use in schools.

Recommendations of awards of contract are to the following vendors:

Kunz, Inc, Baltimore, MD

Acetate and film, transparency pens, slide trays, Iomega zip cartridges

Landon Systems, Westminster, MD

Extension cords

Reliable Reproduction, Baltimore, MD

Audio & video tapes, power strips, labels, power supply

The estimated potential award value is \$110,000. Funding will be provided by the operating budgets of the individual schools from their FY 2003 budgets.

b. Art Photography Supplies **Estimated Award Value: \$200,000
Contract #2-288-02**

The bid specification includes 200 items approved for use in the secondary schools' art photography programs.

Recommendation of awards of contract are to the following vendors:

Atlantic Systems & Technology, Greenbelt, MD

Macromedia & Adobe software

Service Photo, Baltimore, MD

Cameras, enlargers & accessories, scanners, tanks, timers, chemicals, film, paper, batteries, filters, darkroom lamps, mounting tissue, retouch oils, light meters, timers, tripod

The estimated potential award value is \$200,000. Funding will be provided by the operating budgets of individual schools from their FY 2003 budgets.

c. Art Supplies Estimated Award Value: \$450,000
Contract #2-289-02

A bid for the annual price agreement for Art Supplies was issued on January 24, 2002 to seven vendors. Responses were received from four vendors of which two vendors submitted no-bid responses. The bid specification includes 1600 items approved for use in schools' art programs.

Recommendation of awards of contract are to the following vendors:

Clayworks Supplies, Baltimore, MD

Ceramic supplies

Sax Arts and Crafts, New Berlin, WI

Craft supplies, drawing supplies, paints/brushes/canvas supplies, paper supplies, yarns/dyes supplies, markers, pens, note and stamp pads

The estimated potential award value is \$450,000. Funding will be provided by the operating budgets of the individual schools from their FY 2003 budgets.

d. Family Studies Supplies Estimated Award Value: \$25,000
Contract #2-290-02

A bid for the annual price agreement for Family Studies Supplies was issued January 24, 2002 to six vendors. Responses were received from two vendors, of which one vendor submitted a no-bid response. The bid specification includes 220 items approved for use in the secondary schools' Family Studies programs.

Recommendation of award of contract is to the following vendor:

Sax Arts and Crafts, New Berlin, WI

Finger paints and temperas, cookware and tableware, utensils, sewing supplies, bake ware and tableware, utensils, food processors, mixers

The estimated potential award value is \$25,000. Funding will be provided by the operating budgets of the individual schools from their FY 2003 budgets.

e. **Secondary Math Supplies** **Estimated Award Value: \$60,000**
Contract #2-292-02

A bid for the annual price agreement for Secondary Math supplies was issued January 24, 2002 to 13 vendors. Responses were received from five vendors of which one vendor submitted a no-bid response. The bid specification includes 130 items approved for use in the schools' Mathematics programs.

Recommendation of awards of contract are to the following vendors:

D&H Distributing, Harrisburg, PA

Calculators/calculator based labs

School Specialties, Agawam, MA

Measuring devices, graph stencils, graph paper, markers, geometric models, instructional programs, drawing supplies

Kunz, Inc., Baltimore, MD

Projection devices, transparencies

The estimated potential award value is \$60,000. Funding will be provided by the operating budgets of the individual schools from their FY 2003 budgets

f. **Science Supplies** **Estimated Award Value: \$225,000**
Contract #2-291-02

A bid for the annual price agreement for Science Supplies was issued January 24, 2002 to 16 vendors. Responses were received from 10 vendors of which two vendors submitted no-bid responses. The bid specification includes 2000 items approved for use in the elementary and secondary schools' Science programs.

Recommendation of awards of contract are to the following vendors:

Benz Microscope, Ann Arbor, MI

Microview slides, general supplies

Carolina Biological, Burlington, NC

Microscope slides, general supplies

Connecticut Valley, Southampton, MA

Soil test supplies

Fisher Scientific, Burr Ridge, IL

Calculators/computer interface, chemicals, equipment, general supplies

Frey Scientific

Vacuum pumps, fossils, human models

Para Scientific, Fairless Hills, PA

General supplies

Sargent-Welch, Buffalo Grove, IL

Rocks & minerals, general supplies

Science Kit, Tonawanda, NY

General supplies

Southern Scientific, McKenzie, TN

Microscope slides, microview slides, software

Ward's Natural Science, Rochester, NY

General supplies

The estimated award value is \$225,000. Funding will be provided by the operating budgets of the individual schools from their FY 2003 budgets.

- g. **Technology Education Equipment and Supplies** **Estimated Award Value: \$100,000**
Contract #7-702-02

A bid for Technology Education Supplies for the 2002-2003 annual supply order was issued March 14, 2000 to 31 vendors. Thirteen responses were received of

which six vendors submitted no bid responses. Awards are recommended to the lowest bidder meeting all specifications as follows:

Kelvin Electronics, Melville, NY

Emery paper, electric lamp supplies, solar cells, model boat, car and plane parts, batteries, silk screen ink, wood strips, small motors, plastics, digital stopwatch, calculators, pressure sensors.

METCO Supply Inc., Leechburg, PA

Abrasive paper, hack saw blades, cassettes, finishing paints and solvents, pipe, files, nails, screws, metals, plastic rod, latex gloves, face shields, safety glasses and goggles.

Omnitron Electronics, Deerfield Beach, FL

Assorted model kits, LED lights, solder, wire, pliers, power strips, wire pliers, alligator clips, copper wire, electric drills, batteries.

Paxton-Patterson, Chicago, IL

Abrasive discs, band saw blades, knives, drafting supplies, adhesive, drills, dowels, tool cabinets for goggles, small tools

Pikesville Lumber, Baltimore, MD

Poplar lumber, pine wood, hardboard, plywood, saw blades, brushes, paint, stains, dowels, plywood, lumber, adhesive, bolts and washers, drills, glue, nails, screws, brass rod, safety goggles, coping and hack saws, screwdrivers, electric batteries, small tools, and router bits.

Pitco, Inc, Pittsburgh, KS

Steel, marbles, pegs, gears, plastic line, motion detectors.

Print-O-Stat Inc., Hunt Valley, MD

Drafting supplies, pencils, lead, paper, templates, tracing paper.

Funding will be provided through the individual school's Technology Education instructional materials' account.

2. **Broadcast Quality Digital Television Character
And Graphics Generator**
Contract # 3-356-02

Award Value: \$16,300
Washington Professional Systems

A bid to furnish and install a broadcast quality digital television character and graphics generator for the Education Channel was issued on March 7, 2002 to 18 contractors. Proposals were received from two vendors. The Award Bidder shall provide a tested and

fully functional system and provides for three days of training for two BCPS employees at the manufacturer's site in their lab. The specifications were developed in conjunction with the Education Channel and the bidders at a pre-bid conference.

Washington Professional Systems, Wheaton, MD	\$16,300.00
Inscriber Technology, Dothan, AL	\$29,340.00

Recommendation of award is to **Washington Professional Systems, Wheaton, MD** as the responsive and responsible bidder offering the bid price of \$16,300. Funding will be provided from operating funds.

3. **Contracted Services: Emergency Hazardous Material Clean-Up** **Estimated Award Value: \$50,000**
Contract # 5-545-02 **Atlantic Environmental Services, LLC**

A one-year bid to provide firm fixed pricing for emergency hazardous material clean-up was issued on March 7, 2002 to 19 vendors. Five responses were received. The specifications, developed in conjunction with the Office of Environmental Services, provide pricing for a wide variety of labor rates, equipment and disposal. Services most likely to be used from this contract are clean-up from fuel tank leaks and science chemical leaks. These services are coordinated by BCPS on an "as needed" basis.

Award of contract is recommended to the lowest responsive and responsible bidder, **Atlantic Environmental Services, LLC, Joppa, MD**, based on a typical fuel leak clean-up using the proposed unit pricing. The unit pricing is shown in Attachment "A".

The estimated award value for this contract is based on historical purchase of these services. Funding will be provided by the operating budget of the Office of Engineering.

4. **Contracted Services: Servicing of Underground and Above Ground Storage Tanks** **Estimated Award Value: \$30,000**
Contract # 5-546-02 **IMS Environmental Services, Inc.**

A one-year bid to provide firm fixed pricing for servicing of Underground and Above Ground Fuel Storage Tanks was issued on March 7, 2002 to 28 vendors. Eight responses were received, of which one vendor submitted a no-bid response. The specifications, developed in conjunction with the Office of Environmental Services, provide pricing for a wide variety of labor rates, equipment and disposal. Services most likely to be used from this contract are the cleaning of tanks prior to removal and transfer of fuel between BCPS locations. These services are scheduled by BCPS on an "as needed" basis.

Award of contract is recommended to the lowest responsive and responsible bidder, **IMS**

Environmental Services, Inc., Baltimore, MD, based on a typical tank cleaning using the proposed unit prices. The unit pricing is shown on Attachment “B”.

The estimated award value for this contract is based on historical purchase of these services and planned tank removal due to scheduled renovations. Funding will be provided by the operating budget of the Office of Maintenance, Aging School Funding and Capital Projects.

- | | | |
|----|---|---|
| 5. | <u>Enzyme Treatment Program</u>
<u>Five-Year Bid</u>
Contract # 5-521-02 | Estimated Annual Award: \$18,000
Estimated Award Value: \$90,000
Envirogenesis, Inc. |
|----|---|---|

A five-year bid to maintain an enzyme treatment program at 51 schools was issued to four vendors. BCPS received two responses of which one response was rejected for failing to meet all specifications.

The bid was coordinated with the Office of Maintenance and input was received from the Office of Food and Nutrition. The bid provides service for all 51 cooking kitchens with pre-approved products. Service is provided on a bi-monthly basis with repairs to the pumps to be made as necessary. The enzyme treatment is injected into one drain in each kitchen with a BCPS owned battery operated pump. These pumps operate on a year-round basis. The enzyme neutralizes kitchen grease, allowing the drains to operate correctly.

<u>Bidders</u> Envirogenesis, Inc.	<u>Annual Lump Sum Base Bid</u> \$14,994.00
--	---

Award of contract is recommended to the lowest bidder meeting all specifications, **Envirogenesis, Inc., Alexandria, VA**, with an estimated award value of \$18,000 per year. The estimated award value includes additional funds for repairs to the pumps. Funding will be provided through the operating budget of the Office of Maintenance.

- | | | |
|----|--|---|
| 6. | <u>Equipment Contract: Audio & Video</u>
<u>Equipment</u>
<u>Two-Year Bid</u>
Contract # 3-344-02 | Estimated Annual Value: \$150,000
Estimated Award Value: \$300,000 |
|----|--|---|

A two-year bid was issued to 31 vendors on March 14, 2002 to obtain fixed pricing for 88 pieces of video equipment and supplies. Ten responses were received, of which two were no-bid responses.

The specifications were developed in conjunction with the Education Channel, Technology Education Curriculum Office and the bidders at a pre-bid meeting. The specifications were designed to qualify various video products such as S-VHS camcorders, cameras, tripods, dollies, digital imaging equipment, video editing equipment, cables, character generators, lights, recorders, microphones, and stands. Installation is not included as part of the purchase price.

In this indefinite quantities contract, Baltimore County Public Schools reserves the right to order such equipment and/or supplies as may be required during the contract period and, also, reserves the right to not order any item(s) included in these specifications.

Award of contract is recommended to each of the following responsive and responsible vendors offering the lowest price per item.

Award Bidders

B & H Photo Video Pro Audio, Inc., New York, NY
C T L Communications, Silver Spring, MD
Contract Video Specialists, Inc., Jessup, MD
The Whitlock Group, Richmond, VA
Unique Photo, Inc., Florham Park, NJ
Video Marketing Systems, Inc., Englewood, NJ
Visual Interactive Dynamics, Houston, TX
Washington Professional Systems, Wheaton, MD

The estimated award value for this contract is \$150,000 per year based upon historical purchase of these products. Funding will be provided by the operating budget of The Education Channel, Aging School Funding, Capital Projects, Grants, and the individual schools' operating budgets.

7. **Financing: Cars, Trucks & School Buses** **Estimated Award Value \$8,151,563**
Four-Year Bid
Contract #4-435-02

A bid to finance \$8,151,563 million over a 48- month period for the purchase of replacement automobiles, trucks and school buses was issued March 19, 2002 to 30 bidders. A pre-bid meeting was held on April 8, 2002. Responses were received from ten vendors, of which two were no-bid responses.

The Division of Fiscal Services is recommending the award of contract to **Sun Trust Bank, Baltimore, MD** with the APR of 3.24% and the total interest cost of \$501,878.95.

<u>Bidder</u>	<u>APR</u>	<u>Total Interest</u>
Sun Trust Bank, Baltimore, MD	3.24%	\$501,878.95
First Municipal, Columbia, MD	3.35%	518,635.98
LaSalle Bank National, Chicago IL	3.60%	547,378.37
Harco Leasing Company, Rolling Meadows, IL	3.79%	537,517.72
Ashford Capital Corporation, Atlanta, GA	3.91%	635,038.42
Chesapeake Industrial Leasing, Baltimore, MD	3.92%	557,597.40
BB &T, Raleigh, NC	4.09%	907,131.81
Carlyle Capital Markets, Dallas TX	4.09%	599,041.82

The recommendation is based on selecting the financing option which provides the most cost effective financing plan. The proposed interest rate shall be fixed, and the principal and interest will be budgeted and paid each year, on an annual basis, in accordance with an established repayment schedule. The total principal and interest will be repaid over a period of five (5) fiscal years (July 1 through June 30), but shall not exceed a period of forty-eight (48) months. This financing arrangement has been coordinated with the Baltimore County Government Budget Office to ensure the annual payments required are funded in the BCPS budget.

The financing proposal is conditioned upon the financing being a “qualified tax-exempt obligation” within the meaning of the Internal Revenue Code, which in turn requires the Board of Education reasonably anticipated that it and its subordinate units will not issue tax-exempt obligations in the face amount of more that \$10 million during calendar year 2002. The award of the financing shall constitute evidence of such reasonable anticipation by the Board as well as the Board’s designation of the financing as a “qualified tax-exempt obligation” within the meaning of Section 265 (b)(3) of the Internal Revenue Code of 1986, as amended. Lindsay A. Rader, Esq., of Funk & Bolton, P. A., Baltimore, MD shall serve as bond counsel for this transaction.

8. Interpreting Services **Estimated Award Value: \$200,000
First One-Year Extension
Contract #2-255-01**

A bid to provide interpreting services for deaf/hard of hearing individuals, including sign language interpreting, cued speech transliteration and oral interpreting was issued November 30, 2000 to four bidders. Proposals were received from two bidders. The Board of Education approved the initial award of contract in February 2001.

BCPS provides interpreting services in a variety of locations throughout the county, including Elementary, Middle and High Schools, Special Schools and occasionally home visits, relative to students’ educational progress. Services are required in the classroom and for after-school activities. BCPS is also required to provide interpreting services for parents (and a teacher) who are deaf or hard of hearing at school-related activities, such

as Back-To-School nights, professional conferences, team meetings, PTA meetings and IEP meetings. Interpreting services include Cued Speech, which is a system of symbols to aid in lip reading. With this system interpreters are called transliterators. Another interpreting service is sign language, which is a system of manual signs representing words and phrases. With this system oral interpreters only mouth the words.

The bid was designed to provide a one-year extension of contract upon the request of BCPS. The award bidders have agreed to honor all pricing, term and conditions of the original proposal. Extension of contract is recommended to **Birnbaum Interpreting Services of Silver Spring, MD** as the primary award vendor and to **Hearing and Speech Agency, Baltimore, MD** as a secondary award vendor. The Office of Special Education will provide funding.

9. **Microsoft License Agreement** **Estimated Contract Award: \$654,000**
Two-Year Extension
RFP #USMSC 99-12

The Department of Technology wishes to increase the value of the contract for Microsoft licensing with The University System of Maryland, Bowie, MD. This contract was originally approved on September 7, 1999, to purchase software licensing for the computers being used by students and teachers in Baltimore County Public Schools. The University System of Maryland extended the invitation to local education agencies to participate in a master agreement with **MicroAge Integration Co., Phoenix, AZ**. The Microsoft license agreement includes the Windows operating system, Office Suite and Outlook 2000 e-mail clients. Over one-half of the public school systems in Maryland participate in this contract. The original agreement was for a period of three years. The contract has been extended for another two years. Purchasing approximately 2000 additional computers per year for the two-year period, the cost for the school year 2002-2003 will be approximately \$314,000 and \$340,000 for the school year 2003-2004.

The funds to support this project will come from the operating budget of the Department of Technology.

10. **Printing: BEBCO Forms** **Estimated Award Value: \$39,204**
Contract #4-437-02

A bid for the printing and delivery of BEBCO forms for use in all schools was issued to 19 vendors. Responses were received from nine vendors of which three were no-bid responses. The bid was coordinated with the Office of Copy and Print Services. The forms are delivered to the BCPS Distribution Services Warehouse and then Copy and Print Services distributes to the requesting schools.

Awards are recommended to the lowest bidders meeting all specifications as follows:

Business Express Inc., Hanover, MD	\$ 6,978.00
Maryland Business Forms, Inc., Glyndon, MD	\$24,244.00
Talon Printing Resources, Baldwin, MD	\$ 7,982.00

The award is recommended to the lowest bidders meeting all specifications, **Business Express, Inc., Maryland Business Forms, Inc., and Talon Printing Resources**, with an estimated award value of \$39,204. The Office of Copy and Print Services will provide funding.

11. Providers for 403(b) Plan
Six-Month Extension
Contract #2-202-98

A multi-year bid to select vendors to provide 403(b) record keeping, investment management, communication assistance and administrative services was issued on April 30, 1998 to 31 vendors. The Board of Education approved an award of contract on July 14, 1998 and subsequent extensions of contract through June 30, 2001 to the vendors shown below.

American Century Investments, Kansas City, MO
American General Financial Group, VALIC, Glen Burnie, MD
CitiStreet, Columbia, MD
Legg Mason, Baltimore, MD
Lincoln Financial Advisors, Lutherville, MD
Met Life, Glen Burnie, MD
Security Benefits, NEA Valuebuilder, Topeka, KS
T. Rowe Price, Baltimore, MD
Westheimer Group of Ferris Baker Watts, Baltimore, MD

Approximately 6100 employees participate in the 403(b) plan, investing approximately \$24,000,000 annually. The employee participants pay any associated fees connected with a particular plan.

An additional extension of contract is requested through December 31, 2001 to align the contract term with the calendar year. The extension shall apply to all vendors except Ferris Baker Watts, as it has failed to meet the contractual obligation of maintaining a minimum of 50 participants. All other award bidders have agreed to maintain the terms and conditions of their original proposals.

12. **Services Contract – US Communities-
Board Authority Additional Purchasing Options**

**Estimated Award Authority:
No Increase over Current
Various Vendors**

Baltimore County Public Schools Office of Purchasing is seeking permission to comparison shop by joining with other local governmental entities to include Baltimore County, Anne Arundel County, Carroll County Schools, Harford County and Harford County Schools, The City of Baltimore and The Housing Authority of Baltimore, as a member of the U.S. Communities Purchasing & Finance Agency. U.S. Communities Purchasing & Finance Agency (U.S. Communities) is a nonprofit instrumentality of government established by local governments to assist public agencies in reducing the cost of purchased goods. The National Association of Counties (NACo), the National Institute of Governmental Purchasing (NIGP), the National League of Cities (NLC), and the United States Conference of Mayors (USCM), jointly sponsor the U.S. Communities Government Purchasing Alliance (GPA).

U.S. Communities pools the purchasing power of public agencies, achieves bulk volume discounts on behalf of public agencies, competitively bids quality products through a lead public agency and provides a purchasing forum for public agencies nationwide. By joining U.S. Communities we will be combining the potential purchasing power of up to 87,000 local agencies, and expanding our purchasing choices beyond state boundaries. There are currently over 5,000 public agencies in 48 states participating in this consortium, to include counties, cities, towns, villages, Special Districts, Public Schools, Community Colleges, Universities, State Agencies, and Non-profit agencies providing services on behalf of government. This consortium does not allow participation by any Federal Agencies. **There are no costs or fees to the local agency to participate in this consortium.**

All U.S. Communities contracts have been competitively bid by a lead public jurisdiction in accordance with their public purchasing rules and regulations. Each solicitation contains language, which advises all vendors that the subsequent contract may be used by other government agencies throughout the United States. This language is based on the lead jurisdiction "Joint Powers Authority" or "Cooperative Procurement" program. This procedure is in compliance with the new purchasing procedures established under HB 492 since it offers competitively bid local government contracts and meets local agency "piggybacking" requirements.

Purchasing Alliance asks each **“VENDOR”** to make three basic commitments to optimize the effectiveness of the program for government agencies:

Corporate Commitment - A commitment that U.S. Communities has the support of senior management, that U.S. Communities is the primary offering to local government agencies nationwide, and that existing local government clients will be transitioned to the U.S. Communities program;

Pricing Commitment - A commitment that U.S. Communities pricing is the lowest available pricing (net to buyer) to local agencies nationwide and a further commitment that, if a local agency is eligible for lower pricing through a state, regional or local contract, the vendor will match the pricing under the U.S. Communities program;

Sales Commitment - A commitment that the vendor will aggressively market U.S. Communities nationwide and the sales force will be trained, engaged and committed to offering U.S. Communities to local agencies nationwide, with a further commitment all GPA sales be accurately and timely reported to the U.S. Communities program office.

U.S. Communities has existing contracts for the following items:

<u>Office Supplies</u>	<u>Industrial Supplies</u>	<u>Communication/Data</u>
Office Depot	Grainger	Graybar
	Graybar	
 <u>Office Furniture</u>		<u>Computers</u>
Haworth		Comark
Herman Miller		Comp USA
Knoll		Gateway
Steelcase		IBM
		Micron PC
		Software Spectrum

With the approval of these contracts it adds one more option for BCPS to comparison shop national discounted prices against our local prices and procure items at the best available price. Funding will come from the various funding sources throughout various departments within the M&O Operating Budget.

13. **Special Education: Intensity "V Program"** **Award Value: \$51,282**
Second One-Year Extension **Villa Maria**
Contract #2-224-99

A bid to provide counseling services for special education students with emotional needs, an Intensity "V Program," was issued on May 6, 1999 to nine bidders. Responses were received from two bidders of which one bidder submitted a no-bid response. The Board of Education approved the initial two year award of contract in June 1999 and the first one-year extension in May 2001 until June 30, 2002.

"Intensity V" is a twelve-month, early intervention program that includes individual and family therapy, parent training and education, 24-hour crisis intervention and the development of appropriate behavioral goals. The program serves ten to twenty high profile, high risk (to themselves and anyone in their vicinity), emotionally overcharged and inordinately aggressive children. The primary location of services is the White Oak School, with follow up services performed at the students' homes.

The bid was designed to provide two single year extensions of contract upon the request of BCPS. The award bidder has agreed to honor all pricing, term and conditions of the original proposal with this second year extension which will run until June 30, 2003. Extension of contract is recommended to **Villa Maria, Timonium, MD** in the amount of \$51,282. The Office of Special Education will provide funding.

14. **Universal Virus Protection System** **Estimated Award: \$50,500**
for BCPS
One-Year Extension
USMCS-2000-08

The Board of Education approved the purchase of the McAfee virus protection system for desktop computers and server installations, a one-year contract, on May 30, 2001. The contract is renewed on a yearly basis. The University System of Maryland, Bowie, MD, extended the invitation to local education agencies to participate in a master agreement with **ECS of Baltimore, MD**. Over one-half of the public school systems in Maryland participate in this program. The initial cost per computer is \$3.75 and the cost of continuing the program on a per year basis is \$2.00 per computer. All purchases will be made through the University System of Maryland (lead Customer) to ECS, acting as the reseller on behalf of Network Associates Inc., Santa Clara, CA. The cost for the 2002-2003 school year for 2,000 new computers and 21,500 continuing contracts will be \$50,500.

This virus protection is essential in our implementation of servers in schools and is an integral part of protecting email messages within Outlook 2000. The contract provides full upgrades, access to technical support and updates against new virus releases.

The funds to support this project will come from the operating budget of the Department of Technology

CS: Emergency Hazardous Material Clean-Up
 Bid # 5-545-02
 Attachment "A"

Bidder	Unit of Measure	A & A	AEG	Atlantic	IMS	US Filter
Labor						
Supervisor Reg Time	hour	\$34.00	\$80.00	\$45.00	N/C	\$85.00
Supervisor Over Time	hour	\$54.40	\$12.00	\$67.50	N/C	\$127.50
Supervisor Dbl Time	hour	\$74.80	\$160.00	\$90.00	N/C	\$170.00
Foreman Reg Time	hour	\$31.00	\$60.00	\$28.00	\$29.00	\$45.00
Foreman Over Time	hour	\$49.60	\$90.00	\$39.00	\$43.50	\$67.50
Foreman Dbl Time	hour	\$68.20	\$120.00	\$56.00	\$52.20	\$90.00
Equip/Operator Reg Time	hour	\$25.00	\$50.00	\$22.00	\$25.00	\$35.00
Equip/Operator Over Time	hour	\$40.00	\$75.00	\$32.00	\$37.50	\$52.50
Equip/Operator Dbl Time	hour	\$55.00	\$100.00	\$44.00	\$45.00	\$70.00
Mechanic Reg Time	hour	\$35.00	\$50.00	\$30.00	\$25.00	\$45.00
Mechanic Over Time	hour	\$56.00	\$75.00	\$40.50	\$37.50	\$67.50
Mechanic Dbl Time	hour	\$77.00	\$100.00	\$60.00	\$45.00	\$90.00
Chemist Reg Time	hour	\$35.00	\$60.00	\$35.00	\$55.00	\$65.00
Chemist Over Time	hour	\$72.00	\$90.00	\$45.00	\$82.50	\$97.50
Chemist Dbl Time	hour	\$99.00	\$120.00	\$70.00	\$90.00	\$130.00
Safety Officer Reg Time	hour	\$45.00	\$70.00	\$35.00	N/C	\$65.00
Safety Officer Over Time	hour	\$72.00	\$105.00	\$45.00	N/C	\$97.50
Safety Officer Dbl Time	hour	\$99.00	\$140.00	\$70.00	N/C	\$130.00
Laborer Reg Time	hour	\$21.75	\$45.00	\$18.00	\$20.50	\$25.00
Laborer Over Time	hour	\$34.80	\$67.50	\$28.00	\$30.75	\$37.50
Laborer Dbl Time	hour	\$47.85	\$90.00	\$36.00	\$36.90	\$50.00
Per Diem	per day	\$25.00	N/C	\$10.00	15%	N/C
Clothing						
Fully Encapsulated Suits	each	\$450.00	\$540.00	\$650.00	\$250.00	\$1,000.00
Splash Suits	each	\$25.00	\$90.00	\$190.00	\$20.00	\$85.00
Flash Protection	each	\$55.00	\$780.00	\$20.00	\$5.00	\$45.00
Chemical Resistant Coveralls	each	\$10.00	\$15.00	\$27.00	\$6.00	\$10.00
Gloves	each	\$8.00	\$12.00	\$12.00	\$2.00	\$25.00
Boots	each	N/C	\$59.00	\$20.00	N/C	N/C
Disposable Overboots	each	\$5.00	\$16.80	\$5.00	\$9.00	N/C
Respiratory Equipment	per person	\$10.00	\$100.00	\$25.00	\$25.00	\$50.00
Sampling Equipment		N/C	\$50.00	N/C	N/C	\$50.00

CS: Emergency Hazardous Material Clean-Up
 Bid # 5-545-02
 Attachment "A"

Bidder	Unit of Measure	A & A	AEG	Atlantic	IMS	US Filter
Sorbents						
Vermiculite	25 lb	\$7.50	\$13.00	\$25.00	\$19.00	\$4.50
Fiberpearl of Sorbent C	18 lb	\$12.50	\$15.00	\$12.00	\$23.00	\$4.25
Clay based Particulate Sorbent	50 lb	\$8.00	\$7.00	\$15.00	\$5.00	\$4.00
Lime	50 lb	\$15.00	\$20.00	\$15.00	\$5.00	\$3.00
Soda Ash	50 lb	\$25.00	\$20.00	\$15.00	\$5.00	\$6.65
10' Sorbent Booms	per bale	\$22.00	\$55.00	\$15.00	\$25.00	\$190.00
Oil Sorbent Blanket	per roll	\$95.00	\$138.00	\$120.00	\$100.00	\$250.00
Oil Sorbent Snare	per box	\$38.00	\$54.00	\$1.50	\$45.00	\$76.00
Oil Sorbent Pillows	each	\$9.00	\$50.00	\$5.00	\$69.00	\$25.00
Oil Sorbent Pads	per 100	\$33.00	\$50.00	\$0.35	\$37.00	\$76.00
Oil Sorbent Sweeps	each	\$80.00	\$115.00	\$90.00	\$65.00	\$25.00
Chemical Blankets	each	\$13.00	\$120.00	\$185.00	\$170.00	\$250.00
Other Chemical Sorbents	each	\$95.00	as needed	\$0.00	\$87.36	
Booms						
Harbor Oil Boom per foot	per foot	\$12.75	20%	\$8.05	\$7.90	\$3.00
Clean up non-hazardous	per foot	\$0.25	\$1.14	\$0.25	\$1.00	\$1.00
Clean up hazardous	per foot	\$0.50	\$1.14	\$0.25	\$1.00	\$1.00
Mini Boom per foot	per foot	\$12.75	20%	\$6.50	\$5.50	\$3.00
Clean up non-hazardous	per foot	\$0.15	\$1.14	\$0.25	\$1.00	\$1.00
Clean up hazardous	per foot	\$0.30	\$1.14	\$0.25	\$1.00	\$1.00
Drums						
Salvage Drums	85 gallon	\$90.00	\$160.00	\$140.00	\$120.00	\$45.00
Generators & Lighting						
Electrical Generator	per hour	\$10.00	N/A	N/A	\$20.00	\$100.00
Gas Generator	per hour	\$10.00	\$65.00	\$80.00	\$20.00	\$100.00
Other Generator	per hour	\$10.00	\$100.00	N/A	N/A	
Light Fixture per lamp per day	per day	\$100.00	\$20.00	\$100.00	\$25.00	\$250.00
Vehicles / Equipment						
5 ton box truck or van	per hour	\$20.00	\$240.00	\$15.00	\$10.00	\$85.00
3/4 ton box truck or van	per hour	\$15.00	\$120.00	\$15.00	N/A	\$25.00
other box truck or van	per hour	\$25.00				\$20.00

CS: Emergency Hazardous Material Clean-Up
 Bid # 5-545-02
 Attachment "A"

Bidder	Unit of Measure	A & A	AEG	Atlantic	IMS	US Filter
Spill Response Van	per hour	\$20.00	\$42.00	\$15.00	\$8.00	\$50.00
Spill Response Trailer	per hour	\$15.00	\$222.00	\$15.00	\$8.00	\$35.00
Backhoe/Loader	per hour	\$45.00	\$600.00	\$110.00	\$37.50	\$62.50
3/4 ton equipment truck/van	per hour	\$10.00	\$120.00	\$15.00	\$10.00	\$35.00
10 ton dump truck	per hour	\$40.00	\$72.00	\$60.00	\$37.50	\$75.00
20 ton dump truck	per hour	\$40.00	\$72.00	\$75.00	\$50.00	\$85.00
5,000 gallon vac truck	per hour	\$55.00	\$100.00	\$70.00	\$45.00	\$100.00
3,500 gallon vac truck	per hour	\$45.00	\$75.00	\$35.00	\$45.00	\$65.00
Bobcat or equivalent	per hour	\$35.00	\$480.00	\$90.00	\$25.00	\$550.00
Work Boat	per hour	\$15.00	\$300.00	\$60.00	\$35.00	\$250.00
	per hour	\$15.00	\$78.00	\$22.00	\$35.00	\$250.00
	per hour	\$18.00		\$20.00	\$65.00	\$650.00
Tractor-Trailer Transport Truck	per hour	\$35.00	\$100.00	\$80.00	\$48.00	\$100.00
Tank Cleaning Response Van	per hour	\$15.00	\$120.00	\$15.00	\$10.00	\$35.00
Utility/Boom Trailer	per hour	\$10.00	\$222.00	\$10.00	\$8.50	N/A
3" vac skimmer	per hour	\$125.00	\$150.00	\$10.00	N/C	N/A
50' wire mesh fence with posts	each	\$4.50	\$186.00	\$200.00	\$100.00	\$150.00
60 - 6mil black plastic bags	per box	\$18.00	\$360.00	\$25.00	\$1.10	\$22.00
6 mil 20' x 100' plastic sheet	each	\$75.00	\$75.00	\$65.00	\$8.00	\$75.00
3,000 gal Air Mover (Vactor)	per hour		\$150.00	\$100.00	\$100.00	\$100.00
500 ft ADS hose	per foot		\$1.00	\$0.75	\$0.75	\$1.50
Disposal						
Non-hazardous Oil & Water	per gallon	\$0.20	\$0.45	\$0.20	\$0.22	\$0.20
Non-hazardous Oil Saturated Debris	55 gal drum	\$0.50	\$125.00	\$60.00	\$50.00	\$100.00
Non-hazardous Oil Saturated Debris	55 gal trash bag	\$3.50	\$125.00	\$10.00	\$8.00	\$8.00
Waste Oil Sludge	per gallon	\$0.40	\$1.35	\$0.75	\$0.22	\$0.75
Waste Gasoline - Water Mix	per gallon	\$0.60	\$1.50	\$0.65	\$0.50	\$0.55
indicates alternate unit of measure						

Contracted Services: Servicing of Underground and Above Ground Storage Tanks

Bid #5-546-02

Attachment "B"

Bidders	A & A	Atlantic	Clean Harbors	Handex	IMS	US Filter	WasteTron
Labor - Per Hour							
Supervisor Reg Time	\$40.00	\$50.00	\$59.00	\$75.00	N/C	\$85.00	\$75.00
Supervisor OT	\$52.00	\$75.00	\$88.50	\$101.25	N/C	\$127.50	\$150.00
Foreman Reg Time	\$30.00	\$28.00	\$44.00	\$55.00	\$29.00	\$45.00	\$45.00
Foreman OT	\$39.00	\$42.00	\$66.00	\$74.25	\$43.50	\$67.50	\$90.00
Equip. Operator Reg Time	\$25.00	\$24.00	\$42.00	\$55.00	\$25.50	\$35.00	\$35.00
Equip, Operator OT	\$32.50	\$36.00	\$63.00	\$74.25	\$38.25	\$52.50	\$70.00
Chemist Reg Time	\$40.00	\$35.00	\$58.00	\$100.00	N/C	\$65.00	\$75.00
Chemist OT	\$52.00	\$52.50	\$87.00	\$135.00	N/C	\$97.50	\$150.00
Laborers Reg Time	\$21.00	\$23.00	\$38.00	\$36.00	\$20.50	\$25.00	\$20.00
Laborers OT	\$27.30	\$34.50	\$57.00	\$48.60	\$30.75	\$37.50	\$40.00
Safety Officer Reg Time	\$40.00	\$35.00	\$81.00	\$80.00	N/C	\$65.00	\$75.00
Safety Officer OT	\$52.00	\$52.50	\$121.50	\$108.00	N/C	\$97.50	\$150.00
Equipment per each							
Splash Suits/Coveralls	\$8.00	\$27.00	\$10.00	\$5.46	N/C	\$10.00	\$20.00
Cloth Gloves	N/C	\$1.00	\$1.33	\$0.50	N/C	N/C	\$5.00
PVC Gloves	N/C	\$3.00	\$1.50	\$3.50	N/C	N/C	\$5.00
Chemical Resist Gloves	\$10.00	\$10.00	\$1.50	\$1.66	N/C	N/C	\$15.00
Knee Boots	N/C	\$10.00	\$9.00	\$6.00	N/C	N/C	\$50.00
Confined Space Equip	N/C	N/C	\$320.00	\$200.00	N/C	\$365.00	N/C
Vehicles - per Hour							
5,000 Vac Truck	\$60.00	\$55.00	\$51.00	\$103.50	\$45.00	\$100.00	\$100.00
3,500 Vac Truck	\$45.00	\$40.00	\$51.00	\$97.75	\$45.00	\$65.00	\$45.00
7,000 Tank Truck	\$45.00	\$30.00	\$51.00	\$103.50	\$10.00	\$100.00	\$40.00
3,500 Pressure Washer	\$25.00	\$40.00	\$30.00	\$57.50	\$10.00	\$30.00	\$30.00
Box Truck w/ gate lift	\$25.00	\$15.00	\$48.00	\$25.00	\$10.00	\$85.00	\$25.00
Spill Response Truck	\$20.00	\$20.00	\$50.00	\$25.00	\$8.00	\$50.00	\$15.00

Contracted Services: Servicing of Underground and Above Ground Storage Tanks

Bid #5-546-02

Attachment "B"

Disposal -							
Non Haz - Oil/Water Mix per gallon	\$0.25	\$0.25	\$0.26	\$0.40	\$0.22	\$0.20	\$0.50
Non Haz - Oil Debris per lb	\$0.20	\$0.25	\$0.0375	\$0.17	\$0.10	\$0.15	\$3.00
Non Haz - Oil Debris per drum	\$90.00	\$75.00	\$85.00	\$143.75	\$75.00	\$100.00	\$250.00
Waste Oil per gallon	\$0.50	\$0.50	\$0.70	\$0.86	\$0.22	\$0.75	\$0.40
Waste Oil per drum	\$90.00	\$100.00	\$125.00	\$143.75	\$50.00	\$55.00	\$250.00
Waste Gasoline/Water Mix per Gallon	\$0.60	\$0.65	\$0.55	\$0.69	\$0.50	\$0.55	\$5.00
Typical Tank Cleaning Price	\$739.00	\$715.00	\$1,438.00	\$1,567.00	\$622.00	\$1,455.00	\$870.00

L

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 14, 2002
TO: BOARD OF EDUCATION
FROM: Dr. J. Hairston, Superintendent
SUBJECT: Award of Contract – Track Replacement at Dulaney High School
ORIGINATOR: J. Robert Haines, Deputy Superintendent of Business Services

RESOURCE

PERSON(S): Donald F. Krempel, Ph.D., Executive Director, Department of Physical Facilities
Richard Cassell, Administrator, Office of Engineering and Construction
Eugene Vurgaftman, Civil Engineering, Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

Award of Contract - Track Replacement at Dulaney High School.

Appendix I – Award of Contract

Appendix I

Recommendation for Award of Contract – Track Replacement at Dulaney High School May 14, 2002

On April 24, 2002, five (5) bids were received for replacing the running track at Dulaney High School - Bid #5-559-02. This project consists of replacing the existing track surface and converting to a metric based track. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to Melvin Benhoff Sons, Inc., the lowest responsive bidder, in the amount of \$211,320.92 for the Base Bid plus both Add Alternates. The additional work to be completed under the add alternates includes resurfacing the high jump area and the pole vault runway.

At this time, the Department of Physical Facilities also requests approval of a 10% Change Order Allocation in the amount of \$21,132.00 to cover any 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 Capital Budget Project # 672 – Site Improvements.

APPROVED:



Donald F. Krempel, Ph.D. for
Executive Director

Baltimore County Public Schools
 Track Replacement Project – Dulaney High School
 Bid Number: 5-559-02
 March 24, 2002

	Bidder's Name				
	Melvin Benhoff Sons	Central Maintenance	VMP Construction	American Athletic	American Asphalt
Base Bid Price:	\$182,797.22	\$196,000.00	\$206,185.72	\$196,000.00	\$201,410.00
Alternate #1: <i>Resurface High Jump Area.</i>	\$20,962.05	\$18,950.00	\$14,405.00	\$18,950.00	\$17,600.00
Alternate #2: <i>Resurface Pole Vault Runway.</i>	\$7,561.65	\$5,000.00	\$5,455.00	\$5,000.00	\$6,382.00
Base Bid Plus Alternates #1 & #2:	\$211,320.92	\$219,950.00	\$226,045.72	\$219,950.00	\$225,392.00

BALTIMORE COUNTY PUBLIC SCHOOLS



DATE: May 14, 2002
TO: BOARD OF EDUCATION
FROM: Dr. J. Hairston, Superintendent
SUBJECT: Award of Contract – Track Replacement at Loch Raven High School
ORIGINATOR: J. Robert Haines, Deputy Superintendent of Business Services

RESOURCE

PERSON(S): Donald F. Krempel, Ph.D., Executive Director, Department of Physical Facilities
Richard Cassell, Administrator, Office of Engineering and Construction
Eugene Vurgaftman, Civil Engineering, Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

Award of Contract - Track Replacement at Loch Raven High School.

Appendix I

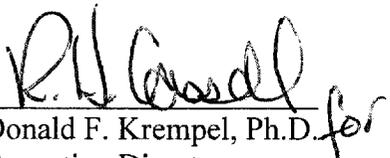
Recommendation for Award of Contract – Track Replacement at Loch Raven High School May 14, 2002

On April 23, 2002, five (5) bids were received for replacing the running track at Loch Raven High School - Bid #5-558-02. This project consists of replacing the existing track surface and converting to a metric based track. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to Melvin Benhoff Sons, Inc., the lowest responsive bidder, in the amount of \$266,444.73 for the Base Bid plus all five (5) Add Alternates. The additional work to be completed under the add alternates includes resurfacing the high jump area, the long/triple jump runway, the pole vault runway, and straightaway section of the track, along with replacing the posts and cable around the track.

At this time, the Department of Physical Facilities also requests approval of a 10% Change Order Allocation in the amount of \$26,644.00 to cover any 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 Capital Budget Project # 672 – Site Improvements.

APPROVED:


Donald F. Krempel, Ph.D. for
Executive Director

Baltimore County Public Schools
 Track Replacement Project – Loch Raven High School
 Bid Number: 5-558-02
 March 23, 2002

	Bidder's Name				
	Melvin Benhoff Sons	Central Maintenance	VMP Construction	American Athletic	American Asphalt
Base Bid Price:	\$231,584.73	\$237,122.55	\$275,086.00	\$273,760.00	\$282,280.15
Alternate #1: <i>Resurface High Jump Area.</i>	\$20,085.00	\$27,121.00	\$14,405.00	\$17,500.00	\$18,685.00
Alternate #2: <i>Resurface Long/Triple Jump Runway.</i>	\$5,860.00	\$4,976.00	\$5,455.70	\$5,000.00	\$5,996.00
Alternate #3: <i>Resurface Pole Vault Runway.</i>	\$4,630.00	\$3,668.00	\$5,455.70	\$5,000.00	\$3,519.00
Alternate #4: <i>Resurface Straightaway.</i>	\$1,885.00	\$2,112.00	\$6,230.00	\$5,000.00	\$2,166.00
Alternate #5: <i>Replace Steel Posts and Cabling.</i>	\$2,400.00	\$4,765.00	\$3,900.00	\$5,000.00	\$2,750.00
Base Bid Plus Alternates #1, #2, #3, #4, & #5:	\$266,444.73	\$279,764.55	\$310,532.40	\$311,260.00	\$315,396.15

BALTIMORE COUNTY PUBLIC SCHOOLS



DATE: May 14, 2002
TO: BOARD OF EDUCATION
FROM: Dr. J. Hairston, Superintendent
SUBJECT: Award of Contract – Gymnasium Renovations at Middle River Middle School

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

RESOURCE PERSON(S): Donald F. Krempel, Ph.D., Executive Director, Department of Physical Facilities
Richard Cassell, Administrator, Office of Engineering and Construction
Mohammed Mufti, Architect, Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

* * * * *

Award of Contract – Gymnasium Renovations at Middle River Middle School.

Appendix I

Recommendation for Award of Contract for Gymnasium Renovations at Middle River Middle School May 14, 2002

On April 25, 2002, four (4) bids were received for renovations to the gymnasium at Middle River Middle School - Bid #5-556-02. This project consists of replacing the existing wooden floor, bleachers, basketball goals, and finishes. A summary of the bids is attached. Based on the bids received, the Department of Physical Facilities recommends an award of the contract to E. Pikounis Construction Company, Inc., the lowest responsive bidder, in the amount of \$170,400.00 for the Base Bid and Alternates #1, #2, and #4.

At this time, we are also requesting a 10% Change Order Allocation in the amount of \$17,040.00 to cover any 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 State of Maryland QZAB Program.

APPROVED:



Donald F. Krempel, Ph.D. for
Executive Director

**Baltimore County Public Schools
Middle River Middle School – Gymnasium Renovations
Bid Number: 5-556-02
April 25, 2002**

	Bidder's Name			
	E. Pikounis Construction Company	The Knott Group	National Mobil Service	Orfanos Contractors
Base Bid Price:	\$81,000.00	\$89,000.00	\$140,480.00	\$174,850.00
Alternate #1: <i>Perform all work associated with electrically operated bleachers.</i>	\$4,400.00	\$7,055.00	\$6,150.00	\$4,500.00
Alternate #2: <i>Perform all work associated with replacing manual basketball goals with electrically operated system.</i>	\$21,000.00	\$19,900.00	\$32,226.00	\$27,000.00
Alternate #3: <i>Perform all work associated with replacing the existing wood floor only.</i>	\$48,000.00	\$56,500.00	\$66,850.00	\$65,000.00
Alternate #4: <i>Perform all work associated with replacing the existing complete wood floor system.</i>	\$64,000.00	\$70,000.00	\$95,850.00	\$84,000.00
Base Bid Plus Alternates #1, #2, & #4:	\$170,400.00	\$185,955.00	\$274,706.00	\$290,450.00



BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 14, 2002

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Award of Contract – Parking Lot Improvements at Warren Elementary School

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

RESOURCE PERSON(S): Donald F. Krempel, Ph.D., Executive Director, Department of Physical Facilities
Richard Cassell, Administrator, Office of Engineering and Construction
Mark J. Camponeschi, Supervisor – Civil Engineering, Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

* * * * *

Award of Contract - Parking Lot Improvements at Warren Elementary School.

Appendix I

Recommendation for Award of Contract Parking Lot Improvements – Warren Elementary School May 14, 2002

On April 23, 2002, ten (10) bids were received for parking lot improvements at Warren Elementary School - Bid #5-557-02. This project consists of resurfacing the existing parking lot and replacing the existing curb and gutter around the existing parking lot. A summary of the bid results is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to Melvin Benhoff Sons, Inc., the lowest responsive bidder, in the amount of \$61,688.00 for the Base Bid and Add Alternate #1.

At this time, we are also requesting approval of a 10% Change Order Allocation in the amount of \$6,168.00 to cover any 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 Capital Budget Project # 672 - Site Improvements.

APPROVED:



Donald F. Krempel, Ph.D. for
Executive Director

Baltimore County Public Schools
Warren Elementary School – Parking Lot Improvements
Bid Number: 5-557-02
Bid Due Date: April 23, 2002

	Bidder's Name									
	Melvin Benhoff Sons, Inc.	Bosley Construction	CAPCO	American Asphalt	Central Maintenance	Gray & Sons	General Paving & Contracting	Meekins Construction	Dixie Construction	The Matricciani Company
Base Bid Price:	\$53,737.00	\$60,657.00	\$62,298.00	\$63,000.00	\$64,969.00	\$69,152.50	\$66,760.00	\$76,750.00	\$89,680.00	\$91,657.00
Alternate #1: <i>New Curb and Gutter around existing parking space.</i>	\$7,951.00	\$4,074.00	\$5,130.00	\$6,335.00	\$5,843.00	\$4,370.00	\$7,635.00	\$10,875.00	\$7,500.00	\$5,700.00
Base Bid Plus Add Alternate:	\$61,688.00	\$64,731.00	\$67,428.00	\$69,335.00	\$70,812.00	\$73,522.50	\$74,395.00	\$87,625.00	\$97,180.00	\$97,357.00

P

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 14, 2002

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Award of Contract – Parking Lot Lighting at Various Schools

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

RESOURCE PERSON(S): Donald F. Krempel, Ph.D., Executive Director, Department of Physical Facilities
Cornell S. Brown, Jr., Administrator, Office of Comprehensive Maintenance and Construction
Charles Jenkins, Senior Operations Supervisor, Inspection and Code Enforcement

RECOMMENDATION

That the Board of Education approves an award of contract.

Award of Contract – Parking Lot Lighting at Various Schools.

Appendix I – Recommendation for Award of Contract

Appendix I

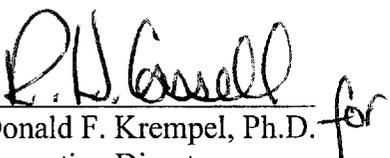
Recommendation for Award of Contract – Parking Lot Lighting at Various Schools May 14, 2002

On April 18, 2002, five (5) bids were received to provide lighting for parking lots at Baltimore Highlands Elementary, Bedford Elementary, Hebbville Elementary, and Old Court Middle Schools - Bid #3-362-02. These projects consist of furnishing and installing light poles, flood light fixtures, and all associated electrical wiring and controls. A summary of the bids is attached. Based on the bids received, the Department of Physical Facilities recommends an award of the contract to Primo Lighting Management, Inc., the lowest responsive bidder, in the amount of \$56,880.00 for Base Bids and all Add Alternates.

At this time, we are also requesting a 10% Change Order Allocation in the amount of \$5,688.00 to cover any unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for these projects will be made available through the current Operating Budget for the Office of Comprehensive Maintenance and Construction as well as the Fiscal Year 2003 Budget.

APPROVED:


Donald F. Krempel, Ph.D. for
Executive Director

**Baltimore County Public Schools
 Various Schools – Parking Lot Lighting
 Bid Number: 3-362-02
 April 10, 2002**

	Bidder's Name				
	Primo Lighting Management, Inc.	Fitzgerald Electric, Inc.	Eastern Sales & Engineering Company, Inc.	Urban Francis, LLC	Constellation Energy Sources, Inc.
Baltimore Highlands Elementary (Two Light Poles)	\$10,280.00	\$11,975.00	\$18,014.00	\$15,100.00	\$29,658.00
Bedford Elementary School (Two Light Poles)	\$10,480.00	\$12,230.00	\$14,268.00	\$16,249.00	\$24,887.00
Hebbsville Elementary School (Two Light Poles)	\$11,680.00	\$13,970.00	\$16,609.00	\$19,440.00	\$35,117.00
Alternate #1: <i>Rough-in for additional light pole at Hebbsville Elementary School.</i>	\$3,440.00	\$4,690.00	\$3,539.00	\$4,040.00	\$9,269.00
Old Court Middle (Two Light Poles)	\$10,680.00	\$11,655.00	\$16,114.00	\$14,115.00	\$28,150.00
Alternate #2: <i>Two additional Light Poles at Old Court Middle School.</i>	\$10,320.00	\$11,655.00	\$12,935.00	\$16,770.00	\$20,721.00
Base Bids Plus Alternates #1 and #2:	\$56,880.00	\$66,175.00	\$81,479.00	\$85,714.00	\$147,802.00

Q

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 14, 2002

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Award of Contract – Asbestos Abatement - Major Maintenance Renovation Project at Hernwood Elementary School

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

RESOURCE PERSON(S): Donald F. Krempel, Ph.D., Executive Director, Department of Physical Facilities
Richard Cassell, Administrator, Office of Engineering and Construction
Phillip E. Schied, Program Manager, Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

Asbestos Abatement - Major Maintenance Renovation Project at Hernwood Elementary School.

Appendix I

Recommendation for Award of Contract for Asbestos Abatement associated with the Major Maintenance Renovation Project at Hernwood Elementary School May 14, 2002

As part of the Major Maintenance Renovation Project currently underway at Hernwood Elementary School, it has become necessary to perform additional asbestos abatement beyond that identified under the original scope of work. The additional work is primarily due to unforeseen asbestos containing pipe insulation found within the original section of the building. In order to complete this work, three competitive bids were obtained from the "on-call" abatement contractors - Bid #3-332-00. A summary of the bid results is attached. The apparent low bidder is A-L Abatement, Inc. for a total cost of \$16,200.00. These costs have been reviewed by our consultant for this project and were found reasonable. Based upon this review, we recommend a contract award with A-L Abatement, Inc. for the amount of \$16,200.00 for the asbestos abatement work.

Funding for this additional work is available from Capital Budget Project # 665 – Major Maintenance.

APPROVED:



Donald F. Krempel, Ph.D. for
Executive Director

Baltimore County Public Schools
 Asbestos Abatement – Hernwood Elementary School

	Bidder's Name		
	A-L Abatement, Inc.	Colt Insulation, Inc.	A&I, Inc.
Base Bid Price:	\$16,200.00	\$29,550.00	\$29,718.75

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 14, 2002

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Fee Acceptance – Design Services and Construction Administration for Reroofing Project at Golden Ring Middle School

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

RESOURCE PERSON(S): Donald F. Krempel, Ph.D., Executive Director, Department of Physical Facilities
Cornell S. Brown, Administrator, Office of Comprehensive Maintenance
MacArthur Chavis, Project Administrator, Office of Comprehensive Maintenance

RECOMMENDATION

That the Board of Education approves a negotiated fee.

Fee Acceptance - Design Services and Construction Administration for Reroofing Project at Golden Ring Middle School.

Appendix I

**Request for Fee Acceptance
Design Services and Construction Administration for Reroofing Project
at Golden Ring Middle School
May 14, 2002**

The Fiscal Year 2002 Capital Budget includes funding for replacing the roof at Golden Ring Middle School. This project will require a consultant to prepare the necessary construction documents to replace the existing roof. On March 13, 2001, the Board approved the selection of Nelson-Salabes, Inc. as an on-call roofing consultant. The Department of Physical Facilities has negotiated a fee of \$34,038.00 for the consultant to perform the design, prepare the construction documents, assist in the bidding phase, and provide construction administration services for this reroofing project.

The Department of Physical Facilities recommends acceptance of this negotiated fee of \$34,038.00 with Nelson-Salabes, Inc. Funding for these services is available in the Capital Budget Project #671 - Roof Replacement.

APPROVED:


Donald F. Krempel, Ph.D. *for*
Executive Director



BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 14, 2002
TO: BOARD OF EDUCATION
FROM: Dr. J. Hairston, Superintendent
SUBJECT: Fee Acceptance – Design Services and Construction Administration for Reroofing Project at Owings Mills Elementary School
ORIGINATOR: J. Robert Haines, Deputy Superintendent of Business Services

RESOURCE

PERSON(S): Donald F. Krempel, Ph.D., Executive Director, Department of Physical Facilities
Cornell S. Brown, Administrator, Office of Comprehensive Maintenance
MacArthur Chavis, Project Administrator, Office of Comprehensive Maintenance

RECOMMENDATION

That the Board of Education approves a negotiated fee.

Fee Acceptance - Design Services and Construction Administration for Reroofing Project at Owings Mills Elementary School.

Appendix I

**Request for Fee Acceptance
Design Services and Construction Administration for Reroofing Project
at Owings Mills Elementary School
May 14, 2002**

The Fiscal Year 2002 Capital Budget includes funding for replacing the roof at Owings Mills Elementary School. This project will require a consultant to prepare the necessary construction documents to replace the existing roof. On March 13, 2001, the Board approved the selection of Nelson-Salabes, Inc. as an on-call roofing consultant. The Department of Physical Facilities has negotiated a fee of \$32,323.00 for the consultant to perform the design, prepare the construction documents, assist in the bidding phase, and provide construction administration services for this reroofing project.

The Department of Physical Facilities recommends acceptance of this negotiated fee of \$32,323.00 with Nelson-Salabes, Inc. Funding for these services is available in the Capital Budget Project #671 - Roof Replacement.

APPROVED:



Donald F. Krempel, Ph.D. for
Executive Director



BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 14, 2002
TO: BOARD OF EDUCATION
FROM: Dr. J. Hairston, Superintendent
SUBJECT: Fee Acceptance – Design Services and Construction Administration for Reroofing Project at Parkville Middle School

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

RESOURCE PERSON(S): Donald F. Krempel, Ph.D., Executive Director, Department of Physical Facilities
Cornell S. Brown, Administrator, Office of Comprehensive Maintenance
MacArthur Chavis, Project Administrator, Office of Comprehensive Maintenance

RECOMMENDATION

That the Board of Education approves a negotiated fee.

Fee Acceptance - Design Services and Construction Administration for Reroofing Project at Parkville Middle School.

Appendix I

**Request for Fee Acceptance
Design Services and Construction Administration for Reroofing Project
at Parkville Middle School
May 14, 2002**

The Fiscal Year 2002 Capital Budget includes funding for replacing the roof at Parkville Middle School. This project will require a consultant to prepare the necessary construction documents to replace the existing roof. On March 13, 2001, the Board approved the selection of Nelson-Salabes, Inc. as an on-call roofing consultant. The Department of Physical Facilities has negotiated a fee of \$25,813.00 for the consultant to perform the design, prepare the construction documents, assist in the bidding phase, and provide construction administration services for this reroofing project.

The Department of Physical Facilities recommends acceptance of this negotiated fee of \$25,813.00 with Nelson-Salabes, Inc. Funding for these services is available in the Capital Budget Project #671 - Roof Replacement.

APPROVED:


Donald F. Krempel, Ph.D. for
Executive Director

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 14, 2002

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Fee Acceptance – Consultant Services for ADA Surveys and Evaluation at Five Middle Schools

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

RESOURCE PERSON(S): Donald F. Krempel, Ph.D., Executive Director, Department of Physical Facilities
Richard Cassell, Administrator, Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves a negotiated fee.

Fee Acceptance – Consultant Services for ADA Surveys and Evaluation at Five Middle Schools.

Appendix I – Request for Fee Acceptance

Appendix I

**Request for Fee Acceptance
Consultant Services for ADA Surveys and Evaluation at Five Middle Schools
May 14, 2002**

In conjunction with the planned systemic renovations for our first group of middle schools, the Department of Physical Facilities plans to incorporate building surveys to determine conformance with the ADA accessibility guidelines. Where construction funding will allow, the deficiencies identified during these inspections will be included within the scope of the overall renovation project. If funding is not available, deferred accessibility items will be included in a Transition Plan and scheduled for future completion. In order to complete these surveys, the Department of Physical Facilities requests approval to utilize the services of the design consultants presently involved with the designs of these renovation projects. On February 12, 2002, the Board of Education approved awards to the following consultants to provide design services for systemic renovations of the schools shown.

Dundalk Middle School	Kovacs, Whitney and Associates
Franklin Middle School	EBL Engineering, LLC
Golden Ring Middle School	GWWO
Parkville Middle School	Burdette, Koehler, Murphy and Associates, Inc.
Stemmers Run Middle School	GWWO

At this time, the Department of Physical Facilities requests approval of the not-to-exceed fee of \$15,000.00 with each of the firms listed to perform ADA surveys at their respective schools. Funding for these services is available in the Capital Budget Project #665 – Major Maintenance.

APPROVED:

Donald F. Krempel, Ph.D.
Executive Director

BALTIMORE COUNTY PUBLIC SCHOOLS



DATE: May 14, 2002
TO: BOARD OF EDUCATION
FROM: Dr. J. Hairston, Superintendent
SUBJECT: Request for Change Order – Reroofing Project at Edmondson Heights Elementary School

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

RESOURCE PERSON(S): Donald F. Krempel, Ph.D., Executive Director, Department of Physical Facilities
Cornell S. Brown, Administrator, Office of Comprehensive Maintenance
MacArthur Chavis, Project Administrator, Office of Comprehensive Maintenance

RECOMMENDATION

That the Board of Education approves a request for change orders.

Request for Change Order – Reroofing Project at Edmondson Heights Elementary School.

Appendix I – Request for Change Order.

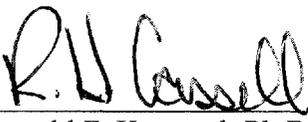
Appendix I

Request for Change Orders to Reroofing Project at Edmondson Heights Elementary School May 14, 2002

On May 30, 2002, the Board of Education approved an award of contract with J&R Roofing Company, Inc. to replace the roof at Edmondson Heights Elementary School. In order to complete this project, it has become necessary to replace additional sections of the structural roof decking. The base bid for this project includes an allowance for replacing 500 square feet of the existing roof deck. Once demolition of the existing roof was underway, it was found that larger sections of the structural decking had deteriorated and required replacement. In total, 6,115 square feet of decking was replaced. Based on the unit prices submitted with the Contractor's original bid price, this additional work will cost \$31,216.60 to complete.

Based upon the unit prices, Department of Physical Facilities recommends a change order in the amount of \$31,216.60 with J&R Roofing Company, Inc. for additional work necessary to complete the roof replacement project at Edmondson Heights Elementary School. Funding for this change order is available from Capital Budget Project # 671 – Roof Replacement.

APPROVED:


Donald F. Krempel, Ph.D. for
Executive Director



BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 14, 2002
TO: BOARD OF EDUCATION
FROM: Dr. J. Hairston, Superintendent
SUBJECT: Request for Change Order – Design Services for Major Maintenance Renovations at Timonium Elementary School

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

RESOURCE

PERSON(S): Donald F. Krempel, Ph.D., Executive Director, Department of Physical Facilities
Richard Cassell, Administrator, Office of Engineering and Construction
Phillip E. Schied, Program Manager, Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves a change order.

* * * * *

Request for Change Order – Design Services for Major Maintenance Renovation Project at Timonium Elementary School.

Appendix I

Request for Change Order - Design Services for Major Maintenance Renovation Project at Timonium Elementary School May 14, 2002

On May 16, 2000, the Board of Education approved a negotiated fee with Gannett Fleming, Inc. to provide design services under the Major Maintenance Renovation Program at Timonium Elementary School. In order to complete this project, it has become necessary to provide additional design services for the heating distribution piping. The existing heating piping was originally to remain; however, the decision was made to design the system for future cooling. This required additional design time that was not in the original scope.

The Department of Physical Facilities has received proposals from the consultant in the amount of \$1,107.00 to complete this additional scope of work. This fee has been reviewed by 3D/International and was found reasonable. Based upon this review, we recommend approval of a change order in the amount of \$1,107.00 with Gannett Fleming, Inc. to provide the additional design services.

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

APPROVED:


Donald F. Krempel, Ph.D. *for*
Executive Director

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 14, 2002

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Request for Change Order – Site Work Contract at New Town High School

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

RESOURCE PERSON(S): Donald F. Krempel, Ph.D., Executive Director, Department of Physical Facilities
Richard Cassell, Administrator, Office of Engineering and Construction
J. Kurt Buckler, Head of Engineering, Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves a request for change orders.

Request for Change Order – Site Work Contract at New Town High School.

Appendix I – Request for Change Order.

Appendix I

**Request for Change Order to Site Work Contract
at New Town High School
May 14, 2002**

On November 20, 2001, the Board of Education approved an award of contract with T.C. Simons, Inc. to perform the site work contract in conjunction with construction of New Town High School. In order to complete this project, it has become necessary to add organic material to stockpiled topsoil prior to its placement on the fields. This work will be completed on a time and material basis for the not-to-exceed price of \$25,000.00.

Based upon a review by the Construction Manager and Department of Physical Facilities, we recommend a change order in the not-to-exceed amount of \$25,000.00 with T.C. Simons, Inc. for adding organic material to the top soil at 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

DATE: May 14, 2002

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Joint Use Agreements – Chapel Hill Elementary and Randallstown Elementary Schools

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

RESOURCE PERSON(S): Donald F. Krempel, Ph.D., Executive Director, Department of Physical Facilities
Dale W. Janney, Special Assistant – Educational Planning, Department of Physical Facilities

RECOMMENDATION

That the Board of Education executes the Joint Use Agreements.

Joint Use Agreements – Chapel Hill Elementary and Randallstown Elementary Schools.

Appendix I

Recommendation for approval of Joint Use Agreements at Chapel Hill Elementary and Randallstown Elementary Schools

May 14, 2002

As part of the new additions constructed at Chapel Hill Elementary and at Randallstown Elementary Schools, activity rooms, storage areas, and restrooms were constructed for the Department of Recreation and Parks. In order for a portion of the construction funds to be reimbursed under the Program Open Space, the Maryland Department of Natural Resources requires signed copies of the Joint Use Agreements between the Department of Recreation and Parks and Baltimore County Public Schools. These Program Open Space Joint Use Agreements have been reviewed by the Law Office and are in full agreement with our overall Joint Use Agreement.

At this time, the Department of Physical Facilities recommends that the Board of Education execute the Program Open Space Joint Use Agreements between Baltimore County Public Schools and the Department of Recreation and Parks.

APPROVED:


Donald F. Krempel, Ph.D. *for*
Executive Director



BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 14, 2002

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Request to Increase Contingency Authorization for IT Communication Cabling for Major Maintenance Renovation Projects at Various Elementary Schools

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

RESOURCE PERSON(S): Donald F. Krempel, Ph.D., Executive Director, Department of Physical Facilities
Richard Cassell, Administrator, Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves a request to increase the contingency authorizations for IT Communication Cabling for Major Maintenance Renovation Projects at various elementary schools.

Request to Increase Contingency Authorization for IT Communication Cabling for Major Maintenance Renovation Projects at Various Elementary Schools.

Appendix I

Request to Increase Contingency Authorization for IT Communication Cabling for Major Maintenance Renovation Projects at Various Elementary Schools

May 14, 2002

The Board of Education approved an award of contract with Net-Tech, Inc. to perform IT Communication Cabling for the Major Maintenance Renovation Projects at Owings Mills Elementary and Edmondson Heights Elementary Schools. In order to complete these projects, it has become necessary to increase the contingency authorizations above the original 5%. The specific amounts and resulting percentages are attached.

The Department of Physical Facilities requests approval of these increased authorities. Funding for these increases is available from Capital Budget Project #665 – Major Maintenance.

APPROVED:



Donald F. Krempel, Ph.D. *for*
Executive Director

Schools	BID #	Board Approval Date	Contract Award Amount	Current Contingency Amount (\$)	Increase Contingency Amount (\$)	Total Contingency Amount (%)
Owings Mills Elementary	3DI-IT-10R-05-01	12-Jun-01	\$157,000.00	\$43,650.00	\$400.00	28.06%
Edmondson Heights Elementary	3DI-IT-10R-05-01	30-Jul-01	\$107,500.00	\$7,775.00	\$400.00	7.60%



BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 14, 2002
TO: BOARD OF EDUCATION
FROM: Dr. J. Hairston, Superintendent
SUBJECT: Additional Lease Space
ORIGINATOR: J. Robert Haines, Deputy Superintendent

RESOURCE
PERSON(S): Rita Fromm, Executive Director, Auxiliary Services

RECOMMENDATION

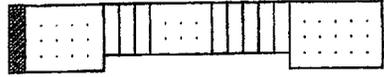
That the amended lease agreement with Merritt Management Corporation relative to a five-year lease for 3900 additional square feet at 9600 Pulaski Park Drive, Suite 101, be approved by the Board of Education.

Background Information:

In July 2001, the Department of Personnel was reorganized as the Department of Human Resources. Additional responsibilities were assigned to the department along with the additional personnel to carry them out. The existing building does not provide sufficient room for expansion.

Estimated Operating Funds Fiscal Impact: \$ 42,705 in FY '03; \$3,558.75 prorated for FY 02 Possible Funding Source: Operating Budget

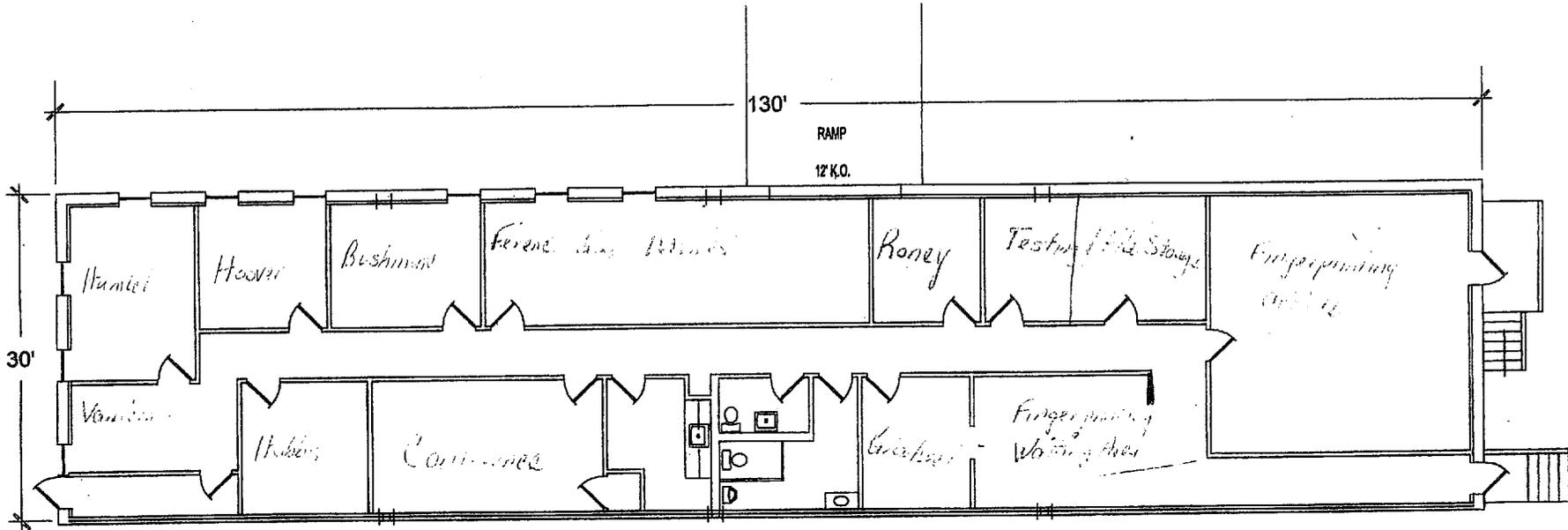
JRH/dd



AREA
3,900 TOTAL SQUARE FEET

BUILDING KEY PLAN

MR. B.D.



PULASKI BUSINESS PARK 1-3
9600 PULASKI PARK DRIVE (SUITE 101)
BALTIMORE, MD 21220

**AS-BUILT
AVAILABLE**

DATE: NEEDS TO BE FIELD VERIFIED
DRAWN BY: SJ
DRAWING #: 037-9800-101



MERRITT
PROPERTIES, LLC
2066 LORD BALTIMORE DRIVE BALTIMORE, MD 21244
410-298-2600 FAX: 410-298-8644
WWW.MERRITTPROPERTIES.COM

AA

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 14, 2002
TO: **BOARD OF EDUCATION**
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: **Baltimore County Public Schools Budget Supplement for FY02**
ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services
RESOURCE PERSON(S): Barbara Burnopp, Executive Director, Fiscal Services
Mike Goodhues, Director, Budget & Reporting

RECOMMENDATION

That the Board of Education members approve the Revenue Supplement for Additional Miscellaneous Revenues to go to the County.

This Budget Supplement is a request to the County to appropriate additional non-local funds for the General Fund for FY02.

Baltimore County Public Schools FY2002 Revenue Supplement

Revenue Sources

Non-Public Placement - The State's contribution to fund the cost of placing Baltimore County students in non-public programs is expected to increase by \$ 2,662,894 to \$ 11,663,894.

MSPAP/CTBS Testing - \$ 50,896 in additional State funds were awarded to BCPS for MSPAP and CTBS-5 test administration.

Other Non-Local Funds - \$1,200,000 from out of county placements is projected above the original appropriation and \$510,543 of additional revenue from other sources will total \$ 1,710,543. This amount will be offset by \$ 1,228,344 in unrealized revenue for a net total of \$ 482,086 in additional funds available.

Category Expenditures

Special Education - Costs for non-public placement are projected to increase \$3,839,664, from \$18,801,000 to \$22,640,664. This supplement will provide the funding for the state portion of this increase while the local contribution will be offset through a combination of salary savings and additional non-local revenue.

Administration - \$533,086 of additional revenue will be used to offset increased expenditures for MSPAP/CTBS test administration, a legal settlement, and computer equipment.

Southwest Advisory Council
<http://myschoolonline.com/md/swadvisory>
Meeting Minutes – April 2002 – Woodlawn High School

BB

In Attendance:

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

Absent:

Deray McKesson
Marquita Saunders

Meeting Opened by Joseph Pallozzi at 7:15pm.

Meeting Attendance: 20

Open Session:

Presenter: Carl Klein, Catonsville Senior High School Debate Team.

- Debate Team members present: Brian Holler, Sarah Frisina, Samantha Waters.
- Two types of debates – policy and philosophies.
- Hate speeches prohibited.
- Resolution and literary interpretation also components.

Presenter: Delegate Murphy

- Thornton Commission was a blue ribbon panel which met for two years. Thornton totals \$1.3 billion dollars for education – there is no way to fund without revenue enhancements.
- All day kindergarten inappropriate.
- Post 9/11 – common sense must be used in Baltimore County when small children bring items such as nail clippers to school.
- Voted for text book funding in public schools.

Presenter: Senator Kasemeyer:

- Budget dominate issue – 20 states have major deficits.
- MD Bond Rating – AAA. Due to good management skills and balanced budget.
- Met for two years regarding Thornton Commission.
- Legislature has constitutional responsibility to provide adequate public education.
- Some politicians believe the graying of population warrants reduced spending on education.
- In Prince George's County, 60% of budget goes towards education.
- Up to 2007, an additional \$12,000,000 for free/reduced lunches, ESOL and special education.

Presenter: Delegate Jim Malone

- Changed bus driver licensing rules to ensure quality of drivers is upgraded.
- Out of district children attending SW area schools – has asked BCPS lawyers to provide official letter of interpretation – wants to address issue with Attorney General. Current policy upon finding of fraud, ask parents to pay tuition. If no tuition paid, student is still allowed to stay for the remainder of the year.
- He needs to hear from principals and teachers regarding their education needs.
- Has talked to teachers who admit teaching to the test.

Questions and Comments to Politicians:

- Featherbed Elementary is overcrowded and uses modulars. *Baltimore County School Board sets capital prioritization list and Featherbed parents much address question as to where they are on this list.*
- Suggestion of a commercial fundraiser dedicated to education.
- Funding of textbooks for private schools. *Kasemeyer voted no, Delegates voted yes.*
- Mr. Kennedy feels the minority gap would disappear with small class room sizes.
- There are no summer program subsidies for children of middle income parents. *Banneker Center, Arbutus Rec Center, Pal Centers - funds provided by legislature but it's up to Baltimore County to decide how to spend them.*
- Teacher salary disparities. *Legislature is responsible for funds but it's up to the school board and County Council as to how they are spent. Non-elected school board officials seen as a problem.*

Next Meeting:

May 15, 2002, 7:00pm, Sun Room
Planning and Elections

Respectfully Submitted by,
Dawn Baker, Secretary

cc: All Meeting Attendees
Mr. Kennedy
Dr. Milbourne
Ms. Zepp