

TENTATIVE, SUBJECT TO CHANGE

MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, August 12, 2003
5:00 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 August 12, 2003
- IV. MINUTES
Consideration of the Report of the Board of Education Work Session, June 10, 2003; the open and closed session minutes of June 17, 2003; Report of the Public Hearing on the Master Plan June 26, 2003 Exhibit A
- V. SUPERINENDENT'S REPORT
- VI. SPECIAL ORDER OF BUSINESS – Recognition of Donald Arnold, Past President of the Board of Education (Mr. Sasiadek)
- VII. RECOGNITION OF ADMINISTRATIVE APPOINTMENTS FROM JULY 8, 2003 (Mr. Grimsley)
- VIII. NEW BUSINESS
 - A. Consideration of consent to the following personnel matters: (Mr. Grimsley)
 1. Retirements Exhibit B
 2. Resignations Exhibit C
 3. Leaves Exhibit D
 4. Deceased Exhibit E
 5. Advisory Council Appointments Exhibit F
 6. Appointments/Transfers Exhibit G
 - B. Consideration of consent to the following contract awards: (Ms. Burnopp)
(Mr. Gay)
Exhibit H
 1. Automotive Parts & Supplies Extension
 2. Consulting Contract for Independent Operational Audit of the Special Education program

3. Contracted Services for 2003 PSAT/NMSQT and PSAT/NMSQT Early participation Program
 4. Contracted Services for Project F.A.C.E.
 5. Contracted Services: *On-Call* Microbial Remediation and Cleaning of Air Conveyance Systems
 6. Contracted Services: *On-Call* Post Construction Cleaning, Custodial, Housekeeping, and Floor Waxing Services
 7. Contracted Services: *On-Call* Removal and Disposal of Underground Storage Tanks Extension
 8. Contracted Services: Temporary Employees
 9. Contracted Services: Web-Based Courses
 10. Contracted Services: Well Water Treatment, Inspection, and Sampling Extension
 11. Contracted Services: Wellness Centers
 12. Database Reporting Tool Software Application
 13. Equipment Contract: Gym Equipment for New Town High School
 14. Food Service: Serving Line (Dundalk Elementary)
 15. Handwriting Materials
 16. Interpreter For Deaf and Hard of Hearing Extension
 17. Music Instruments
 18. Various Office Equipment Extensions
 19. Voluntary Long Term Disability Extension
 20. Contracted Services: Employee Assistance Program (EAP) and Managed Mental Health (MMH) Services
 21. Contracted Services: Health Maintenance Organization (HMO) Services
- C. Consideration of consent to the following Building Committee Recommendations: (Building Committee)
1. Fire Suppression System – Deer Park Elementary School Exhibit I
 2. Lighting Upgrade – Hernwood Elementary School Exhibit J
 3. Mechanical Upgrades – Sandy Plains Elementary School Exhibit K
 4. Mechanical Upgrades – Timber Grove Elementary School Exhibit L

5. Mechanical Upgrades – Winfield Elementary School Exhibit M
 6. Construction Management Services – Woodholme Elementary School Exhibit N
 7. Design Services for Science Room Renovations – Loch Raven High School Exhibit O
 8. Design Services for Science Room Renovations – Perry Hall High School Exhibit P
 9. Design Services for Science Room Renovations – Pikesville High School Exhibit Q
 10. Design Services for Science Classroom Renovations – Woodlawn High School Exhibit R
 11. Dry Wall Contract – New Town High School Exhibit S
 12. Exterior Lighting – Woodlawn Middle School Exhibit T
 13. Contract Award for Construction Management Services – Woodholme Elementary School Exhibit U
 14. Corrected Award of Contract for Boiler Replacement – Lansdowne High School Exhibit V
- D. Consideration of additional lease space at Timonium Business Park (Ms. Fromm) Exhibit W
- IX. INFORMATION
- A. New Rule 6135 – Gifted and Talented Education Program Exhibit X
 - B. Maryland Associate of Boards of Education (MABE) Monitor Exhibit Y
- X. ANNOUNCEMENTS
- A. Constituent Groups
 - B. Public Comment on Policy 6135 – Gifted and Talented Education Program
 - C. General Public Comment

Next Board Meeting September 9, 2003
7:30 PM Greenwood

TENTATIVE MINUTES

BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Tuesday, June 10, 2003

The Board of Education of Baltimore County, Maryland, met in open session at 4:27 p.m. at Greenwood. President Donald L. Arnold and the following Board members were present: Ms. Phyllis E. Ettinger, Mr. John A. Hayden, III, Dr. Warren C. Hayman, 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.

The Board entertained oral argument in Hearing Examiner's Case #02-29. The matter was heard in closed session.

In addition to the above listed Board members, also in attendance were the Appellant; Mr. Charles Alexander, the Appellant's husband and advocate; Ms. Christine Johns, Deputy Superintendent of Curriculum and Instruction; Ms. Rita Fromm, Executive Director of Planning and Support Operations; Ms. Lora Williams, President of AFSCME Local 434; Margaret-Ann F. Howie, Esq., Legal Counsel to the Superintendent; Carol Saffran-Brinks, Esq., Assistant County Attorney; and Ms. Denise Zepp, Administrative Assistant to the Board of Education.

J. Robert Haines, Esq., Deputy Superintendent for Business Services, entered the room at 4:32 p.m.

The proceedings of the hearing were recorded by a court reporter.

The hearing was concluded at 5:15 p.m.

Board members deliberated on the case.

Mr. Teplitzky and Ms. Murray entered the room at 5:28 p.m., following the Board's deliberations.

OPEN SESSION MINUTES

At 5:28 p.m., the Board of Education of Baltimore County, Maryland, met in open session at Greenwood. President Donald L. Arnold and the following Board members were in attendance: Ms. Phyllis E. Ettinger, Mr. John A. Hayden, III, Dr. Warren C. Hayman, 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, and staff members were present.

Dr. Hairston advised Board members of two adjustments to tonight's agenda—the addition of a brief report by Mr. Hayden on the Education Foundation and the addition of President's Comments after the Special Order of Business. Dr. Hairston also noted that one component of the Magnet School Evaluation Report, the survey, has been pulled.

OPEN SESSION MINUTES (Cont.)

At 5:32 p.m., Mr. Walker moved the Board go into closed session to discuss personnel matters and to consult with counsel to obtain legal advice pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1) and (a)(7). The motion was seconded by Mr. Sasiadek and unanimously approved by the Board.

CLOSED SESSION MINUTES

Dr. Hairston informed Board members of a call he received from an elected official with regard to a rumor circulating in one area of the county with regard to the movement of a school administrator.

Mr. Grimsley noted an addendum to the Retirement exhibit. He also pointed out the number of teacher retirements this school year was fewer than last year.

Board members discussed some of the recommended appointments on tonight's agenda.

Mr. Arnold noted the addition of a personnel item on tonight's agenda. Copies of the recommended appointee's resume were distributed to Board members.

Ms. Saffran-Brinks advised the Board of a written protest on a contract to be considered at tonight's meeting. Board members were advised of the legal implications in either moving forward with the contract or pulling it from the agenda.

Mr. Arnold advised Board members that a request had been made, and granted, by the employee groups to consolidate their speaking time at the end of the meeting.

At 6:33 p.m., Mr. Teplitzky moved that the Board adjourn the closed session for a brief dinner recess. The motion was seconded by Mr. Walker and approved by the Board.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 7:28 p.m. at Greenwood. President Donald L. Arnold and the following Board members were present: Ms. Phyllis E. Ettinger, Mr. John A. Hayden, III, Dr. Warren C. Hayman, 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; and members of various civic, employee, and community organizations were present as was the media.

PLEDGE OF ALLEGIANCE

The open session commenced with the Pledge of Allegiance to the Flag, which was led by Miss Darique Phillip, and a period of silent meditation for those who have served education in the Baltimore County Public Schools.

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

SUPERINTENDENT'S REPORT

Dr. Hairston announced that this year, Baltimore County Public Schools had the largest number of National Merit Semifinalists in the school system's history—32. He stated this is a tribute to the teachers, administrators, and parents who support the instructional program.

Dr. Hairston noted that eight (8) high schools within Baltimore County Public Schools were listed among the "Top High Schools" in a recent issue of *Newsweek* – Dulaney, Catonsville, Carver Center, Franklin, Hereford, Loch Raven, Pikesville and Towson High Schools.

Dr. Hairston announced that Sollers Point Technical High School hosted a double celebration on June 4th. The school officially marked the return of the school's name to its historical roots, and they celebrated the school's achieving, once again, the 2003 registration by the International Organization for Standardization (ISO), a worldwide recognition of quality performance and student achievement.

Finally, Dr. Hairston informed the audience that the Academy of Finance magnet programs received an Executive Citation that was awarded by County Executive James Smith. Ms. Charlene Bonham was recognized by the Superintendent for her leadership in the area of career and technology education.

SPECIAL ORDER OF BUSINESS

On motion of Mr. Walker, seconded by Mr. Sasiadek, the Board adopted a resolution honoring Sanford V. Teplitzky, who is leaving the Board after ten years of service. Mr. Arnold presented Mr. Teplitzky with the resolution.

Mr. Teplitzky commented on the history of his appointment to the Board of Education. He named Alan Leberknight, Calvin Disney, and Dunbar Brooks as role models during his tenure on the Board. Mr. Teplitzky stated one of his proudest moments was fighting through ten (10) ballots to elect Dunbar Brooks as President of the Board of Education of Baltimore County. He shared his hope that he served as a role model to other people. Mr. Teplitzky said he chose to accept his role as Board member to raise issues, ask questions, and to encourage discussion.

SPECIAL ORDER OF BUSINESS (Cont.)

He shared his belief in the process and in collaboration, noting that the Board's role is not to micromanage, but to set policy, to let others implement policy, and to ultimately reach consensus on the path that offers the chance for greatest success for Baltimore County's students and employees. Mr. Teplitzky noted that the issues faced by the Board when he was appointed and the issues facing the Board now are similar, but different—overcrowding, student achievement for all students, discipline and civility in our classrooms and buildings, and the work load for teachers and administrators. He shared his belief that public education should be free of charge, but not free of responsibilities. Board members were challenged to take the risk to get at the tough issues.

Mr. Teplitzky thanked his colleagues on the Board for their patience with him and his ideas, the administrative staff and various superintendents for their support and encouragement, the teachers for what they do everyday on behalf of students, and his wife, Karen.

PRESIDENT'S REPORT

Mr. Arnold announced that the Board is planning to and will be renewing the Superintendent's contract and is currently in negotiations to work out specific terms.

Mr. Arnold announced that he would not seek re-election to the office of President of the Board of Education next month. He has served the Board in an executive position for the last five years. Mr. Arnold thanked his fellow Board members for their encouragement and support over the last five years.

Some of the Board's major accomplishments during Mr. Arnold's presidency include:

- The construction of two new elementary school and in the process of building one new high school,
- The largest systemic renovation in the State's history,
- Establishment of a committee to review Board policy,
- A major reorganization and restructuring of the school system,
- Contracted with major consultants to do studies throughout the system,
- Helped to induct ten (10) new board members,
- Developed a way to be more efficient and effective with elected officials,
- A Superintendent's search and hiring,
- Working more efficiently with state and national school board organizations in providing programs for Board members,
- Defining the role and responsibilities of the Board,
- Set up new ad hoc committees dealing with personnel, policy review, and strategic planning,
- Developing technology, and
- Working toward better communication with the public.

PRESIDENT'S REPORT (Cont.)

Ms. Ettinger was thanked for serving as Mr. Arnold's vice president for two years, Mr. Sasiadek for serving as the Board's current vice president, the public and various employees for their support, and, finally, Mr. Arnold's family for their support. Mr. Arnold announced he still has four years remaining in his term and plans to spend more time in technology, legislative affairs, and new programs. He also plans to continue to serve on the boards of state and national educational organizations. Mr. Arnold stated he is looking forward to his new role and to new challenges.

RECOGNITION OF ADMINISTRATIVE APPOINTMENTS

Mr. Grimsley recognized the administrators whose appointments were approved May 27th.

OLD BUSINESS

Revisions to Policy 3225

Mr. Kennedy inquired about funds being diverted from furniture, fixtures, and equipment due to construction cost overruns resulting in a less than 10% funding in that area. Ms. Burnopp indicated the information being questioned is in Rule 3225. She stated that each project will be evaluated.

On motion of Mr. Walker, seconded by Ms. Ettinger, the Board approved the proposed revisions to Policy 3225 – Furniture, Fixtures, and Equipment.

Revisions to Policy 5550

Mr. Kennedy requested Board discussion at a later date on Board policies and how they are working.

On motion of Mr. Kennedy, seconded by Mr. Walker, the Board approved the proposed revisions to Policy 5550 – Disruptive Behavior.

Revisions to Policy 5560

On motion of Mr. Kennedy, seconded by Dr. Hayman, the Board approved the proposed revisions to Policy 5560 – Suspension or Expulsion.

Proposed School Calendar, 2004-2005

Mr. Kennedy moved approval of the proposed School Calendar, 2004-2005. The motion was seconded by Mr. Walker.

Proposed School Calendar, 2004-2005 (Cont.)

Mr. Sasiadek thanked Ms. Norman who will be retiring effective July 1st for coordinating with parents and special interest groups to make the development of the school calendar a successful effort. He also thanked Ms. Norman for her many years in overseeing this task.

The Board approved the proposed School Calendar for 2004-2005.

Final Summary of Recommendations to Relieve Overcrowding in the
Northwest and Southwest Areas

The final recommendations and rationale were presented to the Board via a Power Point™ presentation. For the Southwest Area, the recommendations are:

- The relocation of the Dogwood Elementary School SED program to Winfield Elementary School.
- Annex kindergarten enrollments at Edmondson Heights Elementary School beyond current levels to Westowne Elementary School.
- Implement new education plan and site improvements for Featherbed Lane Elementary Primary and Intermediate Schools.

Ms. Fromm noted that after the original presentation of the recommendations, Board members and others expressed concern about the appropriateness of moving special education students. A meeting that included the Citizens Advisory Committee for Special Education, central office staff, both principals, and teachers in the special education program was scheduled. That meeting was described as very productive.

Another meeting was scheduled for the parents of the children being moved from Dogwood. The major concern of the parents was how difficult it is for these children to make a transition. As a result, arrangements were made for the students and parents to visit Winfield Elementary School before the end of school so they could become familiar with the building and staff.

The following recommendations and rationales for the Northwest Area were presented by Ms. Fromm:

- Annex selected communities to schools with available space.
- Relocate New Town Elementary School SED program to Chatsworth.
- Cap enrollment at New Town Elementary School at 901 students.

She noted that art and vocal music teachers would no longer have to float and that cafeteria schedules could be adjusted to manage the number of students coming through that area. Ms. Fromm also stated that final approval has been given to begin work on the fields and play areas at New Town Elementary School to improve outside activities. She commented that

OLD BUSINESS (Cont.)

every available option had been reviewed and the options presented are the best for the next school year.

Ms. Ettinger shared the importance of being inclusive in discussions with the people in the community who are most affected by the recommendations. She stated it is also important that staff be very sensitive to those parents and children who will be relocating to Chatsworth. Despite the fact that every effort was made to explore all options, Ms. Ettinger was still troubled by the targeting of special education students for movement in the Northwest and Southwest Area recommendations. She voiced her hope that, in the future, as we look at decisions affecting short-term relief for overcrowded schools, we formulate some guidelines for ourselves as to how we make these decisions and that as we look to the development of a new elementary school--Woodholme--we try to provide the best long-term placement of students who are sensitive to change.

Mr. Walker voiced his support of annexing students who live furthest from New Town and the capping of enrollment.

Mr. Hayden noted that as the Board and staff face similar overcrowding issues across the county in the future, a comprehensive realignment of schools will be important. Ms. Fromm responded that this approach is being taken with high schools with the DeJong study.

Mr. Sasiadek noted that on the Building Committee's agenda this afternoon was a contract for design and construction services for Woodholme Elementary School. He stated the Board is trying to move as quickly as possible to build another school with the support of the state and County Executive.

Mr. Teplitzky shared his hope that the Board and staff will make a concerted effort to reduce the number of relocatables.

Ms. Ettinger voiced her hope that the school system would begin to develop specialized yield formulas for specific situations.

Dr. Hayman inquired about when the renovations at Winfield Elementary School for the new special education students would be completed. Ms. Fromm stated that according to Dr. Krempel, the work will be completed by the time school starts.

REPORT ON BALTIMORE COUNTY PUBLIC SCHOOLS' EDUCATION FOUNDATION

Mr. Hayden reminded Board members that the Foundation was established in 1992 and qualified as a 501(c)(3) organization—an organization to which charitable contributions may be made. The Foundation now serves approximately 49 separate accounts. He noted that about \$350,000 has been raised over the last eleven months of this fiscal year. Mr. Hayden stated the

REPORT ON BCPS' EDUCATION FOUNDATION (Cont.)

Foundation board believes it will be more successful if the model for the Foundation is modeled more closely to similar organizations.

At the next Board meeting, Mr. Hayden plans to present an amendment to the Charter that would have the majority of the Foundation members elected by the Foundation Board. Two members of the Education Foundation would be selected by the Board of Education. This would provide a continued opportunity for the Board of Education to monitor the organization and make suggestions for appropriate expenditures. The Education Foundation will continue to work closely with the school system in identifying financial needs of various schools.

Mr. Teplitzky noted his support of the recommendation. He stated that if this proposed change will increase the ability of the Foundation to raise funds for important school projects without interfering with the Board's budget process, it is long overdue. Mr. Teplitzky urged his colleagues to vote in favor of the proposal.

Mr. Walker also voiced his support of the proposal and asked for clarification of the two new members. Mr. Hayden responded that the recommendation would probably be for those two new members to be from the Board of Education.

REPORTS

The Board received the following reports:

- A. Status of Baltimore County Public Schools' Master Plan—Dr. Hairston reported that the Maryland State Department of Education requires each school system to prepare a five-year master plan to be submitted to the County Executive and to the County Council, for information, by August 1, 2003, prior to being forwarded to the State Department of Education on October 1, 2003, for its final approval.

He noted that the *Blueprint for Progress* that was presented and implemented in 2000-2001 has provided a foundation for the Master Plan. The revised *Blueprint for Progress*, approved by the Board earlier this year, reflects the *No Child Left Behind Act 2001*, *Bridge to Excellence in Public School Education Act*, and the Maryland Visionary Panel for Better Schools. The revised *Blueprint* serves as the framework for the design and development of the Master Plan.

Dr. Hairston described the composition of the Oversight Committee and its charge.

It was noted that this is not the final document. A Board work session on the Master Plan will be held on June 17th, and a public hearing will be held

REPORTS (Cont.)

on June 26th. The public will be able to access the draft of the Master Plan on the school system's web site on June 11, 2003. Recommendations for final approval of the document will be brought to the Board on July 8th.

- B. Report on Magnet Schools External Evaluation—Ms. Bailey provided a brief history of the magnet school program. She noted that the programs were last evaluated in 1995 by an external consultant. A preliminary report of the current external evaluation was received approximately one year ago. The consultant convened focus groups (parents and students) over the winter in order to provide a more objective look at the magnet program.

Ms. Bailey explained the four components of the evaluation design. The report recommendations are divided into two parts:

- The creation of a system of magnet schools, and
- Magnet school improvement from the perspective of the system and individual schools.

Recommendations included under the creation of a system of magnet schools include:

- Centralization of magnet admission process for all schools,
- Consistent evaluation of criteria for similar or same programs and that no single criterion should eliminate an applicant from the magnet school program,
- A need for a systematic approach to curriculum for the program, particularly for those that are similar or the same.
- A structure that is not compatible with our current system organization, a recommendation with which staff does not agree.
- Increasing marketing and recruitment efforts
- The formation of a magnet school advisory council.

Magnet school improvement recommendations include:

- Feeder patterns K-12 and extension/creation of new magnet programs,
- School recommendations based on a template that was used to review individual schools.

Mr. David Lukes, Supervisor of Magnet Programs, described current administrative actions for 2002-2003, and Ms. Jeanne Paynter, Coordinator of Gifted/Magnet Program, reviewed the next steps.

REPORTS (Cont.)

Ms. Bailey commented on the role/relationship of the magnet middle schools in context with the Middle School Task Force Report. The Task Force does not mandate a given schedule, but calls for flexible scheduling. The integrity of the middle school magnet program will be supported by the Task Force.

Responding to a question from Ms. Ettinger, Ms. Bailey described the background of the consultant.

Ms. Ettinger stated she was happy to see the emphasis on equitable access to information and an emphasis on recruitment and marketing. She was also glad to see that candidates will not be eliminated by a single factor and the development of a magnet schools advisory group.

Mr. Hayden noted that the evaluation contains some dramatic recommendations which will require much discussion.

Mr. Walker stated he was happy to see the recommendation with regard to centralization of the magnet school process.

Dr. Hayman was alarmed that some of the magnet schools have no staff development program. He was also troubled that a few schools indicated there was no admission criteria. Dr. Hayman was also disappointed that a representative from the consultant was not in attendance at the Board meeting to present the report. Dr. Hayman was happy to see the school system is moving in a direction to strengthen the magnet program. He also noted that students in the Southwest Area appear to be under-represented in a number of magnet school programs.

Mr. Teplitzky urged his colleagues to have an honest discussion about the role of magnet school and to inform the community of its position on the issue. He stated that it is important that this discussion take place before final recommendations are made and implemented. He also noted that implementation of some of the recommendations would be very costly.

Dr. Hairston noted that this is the sixth major report under his administration. This report, as with all the others, was designed to be a snapshot with no attachment to the school system. The Superintendent stated the information contained in these reports is useful and provides opportunity for direct questioning and acute probing as to where the school system is as an organization.

PERSONNEL MATTERS

Mr. Arnold noted the addition to the personnel matters of a recommendation for Coordinator of Area Educational Advisory Councils.

On motion of Mr. Teplitzky, seconded by Ms. Ettinger, the Board approved the personnel matters as presented on Exhibits H, I, J, K, L, and M. (Copies of the exhibits are attached to the formal minutes.)

Mr. Arnold recognized Ms. Vicki Schultz-Unger as the newly appointed Coordinator of Area Educational Advisory Councils.

CONTRACT AWARDS

Mr. Teplitzky pulled items 2, 3, and 8; Mr. Kennedy pulled item 4. On motion of Mr. Kennedy, seconded by Mr. Walker, the Board approved items 1, 5-7, and 9-18.

1. Contracted Services: Containerized Refuse Collection Services
5. Food Service: Dairy Products, Extension
6. Food Service: Food Products
7. Food Service: Ice Cream Products, Extension
9. Food Service: Small Wares
10. Food Service: Snack Products
11. Food Service: Uniform Shirts
12. Interscholastic Football Supplies and Equipment
13. Kubota Tractors
14. PC-Controlled CNC Machining Tool – Sollers Point Technical High School
15. Printing: School Calendars
16. Printing: Student Handbooks
17. Summer School Bus Routes
18. Grades 4 and 5 U.S. History Textbooks, 2003-2004

CONTRACT AWARDS (Cont.)

Items 2, 3, and 8

On motion of Mr. Hayden, seconded by Mr. Walker, the Board approved items 2, 3, and 8. Mr. Teplitzky abstained from discussion and voting on these items.

2. Contracted Services: On-Call Asbestos Abatement Services
3. Contracted Services: On-Call Industrial Hygienist
8. Food Service: Paper Products

Item 4

Mr. Kennedy inquired about the intent behind the purchase of the document printing system and the long-range plan. Mr. Dent stated the intent is to minimize outsource printing. Mr. Kennedy stated he was pleased to see the item on the agenda. He suggested for future planning that the system find a way of identifying critical papers that are universally used in an effort to save staff members time.

On motion of Mr. Kennedy, seconded by Dr. Hayman, the Board approved item 4.

4. Document Printing System

BUILDING COMMITTEE

The Building Committee, represented by Mr. Kennedy, recommended approval of items 1-10.

Mr. Kennedy asked Dr. Krempel to explain Exhibit S-1, item 5a. Dr. Krempel explained that the school system would lose \$68,400 in QZAB funds July 1st if this item for ADA modifications for Johnnycake Elementary School was not brought before the Board tonight for consideration.

The Board approved these recommendations. Mr. Arnold abstained from voting on all items, and Mr. Hayden abstained from voting on item 10.

1. Boiler Replacement – Old Court Middle School
2. Reroofing Project – General John Stricker Middle School
3. Systemic Renovations – Franklin Middle School
4. Systemic Renovations – Golden Ring Middle School

BUILDING COMMITTEE (Cont.)

5. New Gas Service – Woodlawn High School
- 5a. ADA Modifications – Johnnycake Elementary School
6. Fee Acceptance – Construction Inspection Services for Systemic Renovations – Dundalk, Franklin, Golden Ring, and Parkville Middle Schools
7. Fee Acceptance – Construction Inspection Services for Mechanical/Electrical Renovations – Cedarmere, Chadwick, Lansdowne, and Winand Elementary Schools
8. Fee Acceptance – Design and Construction Administration Services – Woodholme Elementary School
9. Request to Negotiate – Design Services for Science Room Renovation Projects – Various Schools
10. Change Order – Construction Management Services – New Town High School

INFORMATION

The Board received the following as information:

Revised Rule 3225 – Furniture, Fixtures, and Equipment Procedures.

FY 2004 COUNTY COUNCIL ADOPTED BUDGET

Mr. Kennedy voiced his distress with the budget approved by the County Council. He stated that county fiscal authorities must understand “that what they are doing is killing the future of education.” He further stated that the school system is unable to do what it needs to in order to attract the best teachers and that Baltimore County is no longer the first choice among student teachers. Mr. Kennedy expressed his hope that the County can start looking at new sources of funding, despite the economic situation, so the school system can compete for the best student teachers. Mr. Kennedy stated his intention to vote for the adopted budget with reservations.

On motion of Dr. Hayman, seconded by Mr. Walker, the Board approved the Fiscal Year 2004 budget adopted by the County Council.

ANNOUNCEMENTS

Mr. Arnold made the following announcements:

- ⌚ On Wednesday, June 11, 2003, the Southwest Area Educational Advisory Council will hold a planning meeting at 7:00 p.m. in the Southwest Office Building (on Rolling Road).
- ⌚ On Thursday, June 12, 2003, the Southeast Area Educational Advisory Council will hold a planning meeting at 7:30 p.m. at Sandalwood Elementary School.
- ⌚ On Tuesday, June 17, 2003, the Board will conduct a hearing on the proposed Master Plan. The hearing will begin at 7:00 p.m. in the Educational Support Services Building.
- ⌚ The next regularly scheduled meeting of the Board of Education of Baltimore County will be held on Tuesday, July 8, 2003, at Greenwood. The meeting will begin with an open session at 5:00 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 matter which might come before the Board in the form of an appeal, as well as any personnel matters.

PUBLIC COMMENT

Mr. Chris Wiczorek, newly-elected Vice President of the Baltimore County Student Councils (BCSC), noted the group's first executive board meeting yesterday. The Board was thanked for the opportunity for BCSC to attend the national conference. BCSC also expressed its gratitude and appreciation for its advisor, Ms. Barbara Fuller. Josh Roth was also present at the speakers' table.

A teacher from the Rosedale Center and representing the Citizens Advisory Committee for Alternative Programs, thanked the Board for offering young people the opportunity to participate in GED classes. She stated the program serves a diverse cross section of students. She also related some stories of how the GED program positively impacted students' lives.

Ms. JoLynn Chadwick, Chair of the Advisory Committee for Gifted Education, summarized the group's activities this past year—Parent Information Night; College Night (for 10th and 11th graders and their parents); participation in the revision of the *Blueprint for Progress*, the budget process, High School Assessment Committee, the Middle School Task Force, and on-going participation on the Master Plan Committee and the Boundary and Capacity Committee. She noted that next year's meeting schedule will be finalized in the near future. Ms.

PUBLIC COMMENT (Cont.)

Chadwick also noted significant strides in schools where the G/T program has been weak or non-existent.

Ms. Kelli Nelson, Chair of the Citizens Advisory Committee for Special Education, spoke of the relief plans for Dogwood and New Town Elementary Schools. She shared the committee's appreciation for being invited to participate in a parent meeting regarding Dogwood. Ms. Nelson noted that a meeting, similar to the one held for Dogwood parents, was not held for New Town parents. She shared Ms. Ettinger's concern that the movement of special education children to relieve overcrowding is becoming a pattern. Ms. Nelson asked the Board to instruct the administration to develop a formal policy that would require community/parent input before a recommendation comes to the Board that would transfer students or population of special education students out of a school. She announced that the Committee does not support the annexing of students at New Town Elementary School because it is felt that the plan does not address the needs of special education students in the same way as the Dogwood plan. Finally, Ms. Nelson thanked Dr. Hairston and the staff for including parents and community members on the Master Plan Committee.

Mr. Arnold announced that at the request of TABCO, AFSCME, BACE, CASE, and the Nurses' Association, the groups will pool their time to address the Board.

Mr. Mark Beytin, President of the Teachers' Association of Baltimore County, stated the groups are protesting against a system of government that sometimes confuses its priorities, against decision makers who fail to communicate with each other, against a County Executive who failed to fully fund the education budget, and against doing the wrong thing to employees. The Board was asked to exercise its legal authority to reorganize its budget priorities in order to provide the Superintendent and representatives the latitude and flexibility to creatively renegotiate a solution to the health care dilemma. Mr. Beytin noted in its present form, the budget will cut money from employee paychecks while increasing their health care costs drastically.

Ms. Lora Williams, President of Local 434, noted the importance for AFSCME employees to receive a COLA to meet increasing health care costs. She provided a handout to Board members of the salary structure for her unit's employees to show how these employees would be impacted. Ms. Williams stated that in 25 years there have been no improvements to custodial salaries, and there has been no shift differential for 2nd and 3rd shift employees. Bus attendants have also not received any improvements to their salaries for 25 years. Ms. Williams asked Board members to take a serious and thoughtful review of the situation and to take immediate action.

Ms. Michael Behrens, President of the Baltimore County Nurses' Association, noted his group's full support of the coalition of bargaining units. The current crisis will negatively impact the recruitment of school nurses. He also stated the nursing force is aging, and the number of

PUBLIC COMMENT

those taking the licensing exam is declining. The Board was asked to show its commitment to education and to excellence.

Ms. Marcella Kehr, President of the Baltimore (County Instructional) Assistants and Clerical Employees, voiced her unit's concern regarding the lack of a COLA for the last two years and how it could affect the quality of the work force. She stated the problem was created by the County Executive when he ignored the good faith agreement worked out to address health care needs.

Ms. Paula Simon, President of the Council of Administrative and Supervisory Employees (CASE), expressed CASE's gratitude for the creation of a step scale. However, she expressed concern about the overall loss of compensation that CASE employees have had to bear when there was no step scale and no COLA for two years and are now facing rising health care costs. Ms. Simon expressed disappointment that the Superintendent and Board rarely offer alternative solutions to CASE's proposals of problems and issues as well as possible remedies.

Mr. Beytin questioned whether or not changes could be made in the approved budget. He asked for the Board's cooperation and commitment to work in concert with the employee groups to address the COLA and health care issues. A response was requested.

Ms. Maggie Kennedy, Coordinator of the Area Educational Advisory Councils, congratulated Vicki Schultz-Unger on her appointment as the new Coordinator of Area Educational Advisory Councils. She thanked the area council chairs and members for their support, encouragement, and tireless efforts on behalf of the children of public schools. The Board was also thanked for the opportunities to participate on committees. Ms. Kennedy announced a joint meeting of the councils to be held on June 30th. At this meeting, there will be an evaluation of the area councils' work this past school year, a review of councils' policies and procedures for operation for 2003-04, and there will be discussion about restructuring of the councils' meeting schedule. Ms. Kennedy stated the councils were distressed when the County Executive denied the COLAs. They cannot support cuts to programs on the backs of children. They do support, however, a re-examination of health care costs and if they are to be assumed by the school system, the County Executive and County Council must act in good faith not to penalize the school system in the future and in current budgets. The County Executive was asked to reconsider his initial budget.

Mr. Arnold thanked Ms. Kennedy for her many years of service on the advisory council. He announced that Ms. Kennedy would be formally recognized at a later date.

Ms. Meg O'Hare, Chair of the Northeast Area Educational Advisory Council, addressed the Board with regard to the overcrowding situation at Perry Hall High School. She noted that the school will be getting a new assistant principal, which is greatly needed. Ms. O'Hare also noted that plans for a corridor at Perry Hall were originally removed from the building plan by

PUBLIC COMMENT (Cont.)

the County government, not the school system. However, that wrong is being righted by the current plans to construct the corridor from money saved in other projects. She also placed blame with the County government for the rapid growth in the Perry Hall area. Ms. O'Hare suggested that developers be charged fees to cover the educational needs of the children moving into new homes. With regard to middle schools, Ms. O'Hare referenced a recent article and agreed with the author's position on the importance of what will happen to the standardized approach to middle schools. She also made a request for a staff position to oversee middle schools. Jonathan Rockoff was complimented for his article about early reading at Johnnycake Elementary School and spoke of the importance of learning to read at an early age. Ms. O'Hare spoke about the positive impact of the magnet program at Parkville High School. She also shared her concern about providing COLAs for employees by shortchanging children's education.

Mr. Stephen Crum, a representative of the Southeast Area Educational Advisory Council, thanked Mr. Teplitzky for his service the last ten years. Maggie Kennedy was thanked for her work and her efforts on behalf of all advisory councils. Ms. Glazer was thanked for her work and leadership in the Southeast Area. Mr. Kemmery was welcomed as well as Ms. Vicki Schultz-Unger. With regard to magnet schools, Mr. Crum agreed with the need to have some centralization of management, but cautioned against stifling innovation and creativity these programs provide to the children. He noted these programs do well because they are different from the standard programs. Mr. Crum suggested having the advisory councils' meeting schedules posted on the web page to encourage more community participation.

Ms. Lisa Orens shared her agreement with Mr. Kennedy's comments with regard to the budget. She wished for resolution to this problem. Ms. Orens shared her delight that the rest of the school system's budget was approved by the County Council in tact. Ms. Orens thanked the Board for including advisory council and community members in the Master Plan Oversight Committee. She noted the diversity of the group and stated schools are moving in a positive direction. Ms. Orens expressed the Council's gratitude to Dr. Milbourne, Sharon Norman, and Denise Zepp. Ms. Kennedy was also thanked for her efforts.

Mr. Michael Franklin, President of the PTA Council of Baltimore County, thanked Mr. Teplitzky for his years of commitment to the Board and to the children of Baltimore County. He thanked the Board for the commitment to parental involvement shown in the Master Plan. Mr. Franklin shared the PTA Council's strong support of the budget, but voiced its lack of support for the reallocation of funds that would lessen services to children. The PTA Council acknowledges that the County did not "look out for employees."

Dr. Bash Pharoam urged the Board to include Muslim holidays in the school calendar.

Ms. H. Turner complained about an on-going situation regarding her daughter who attends a Baltimore County school. She stated that she has not been getting any assistance from the school's administration. Mr. Arnold cautioned her to refrain from continuing her comments

PUBLIC COMMENT (Cont.)

as it could possibly jeopardize the Board's ability to consider her case should it come before the Board. Ms. Turner continued by stating she is looking for a safe and orderly environment for her child. She stated the school system needs to look at the way students are handled when they are being violated in school. Mr. Arnold indicated it was not appropriate to discuss the specifics of her case in a public forum and referred Ms. Turner to Dr. Milbourne.

Mr. Arnold thanked Mr. Teplitzky for his years of dedication and support. Mr. Arnold also thanked Ms. Zepp, the Board's Administrative Assistant, for her service to the Board.

At 10:10 p.m., Mr. Walker moved to adjourn the open session. The motion was seconded by Mr. Sasiadek and approved by the Board.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

dz

REPORT OF THE PROPOSED MASTER PLAN WORK SESSION OF THE
BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Tuesday, June 17, 2003

President Donald L. Arnold called the work session to order at 7:03 p.m. In addition to President Arnold, the following Board members were present: Ms. Sarah D. Bormel, Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzyski, Dr. Warren C. Hayman, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, Ms. Janese Murray, and Mr. James E. Walker. Also present were Dr. Joe A. Hairston, Superintendent of Schools, staff members, and the media.

Mr. Arnold noted that on June 26th at 7:00 p.m. the Board would conduct a public hearing on the Master Plan. Members of the public were urged to see staff or Board members with any questions about the document.

Through a Power Point™ presentation, Ms. Audette provided a brief overview of legislation, the requirements, and guidelines to the Master Plan. Two pieces of legislation that impact the Master Plan are the *No Child Left Behind Act 2001* and the *Bridge to Excellence in Public Schools Act 2002*. The results to be achieved by these laws were listed. Ms. Audette reviewed the cross program themes that run through the Master Plan. The responsibilities of the school system and the Master Plan requirements were shared with the Board.

Dr. Hairston described the stakeholder and community involvement on the Oversight Committee. He noted that recommendations included in the document related to performance are aligned with the Maryland Visionary Panel, the *Bridge to Excellence*, and *No Child Left Behind*.

Mr. Hayden entered the room at 7:17 p.m.

Ms. Audette thanked members of the Oversight Committee, the staff, and the work groups for the many hours that went into the development of the Master Plan. She continued the presentation by reviewing the profile of school system requirements and the framework of the Master Plan, as well as the next steps for approval of the plan by the Board and submission to the State Department of Education.

Mr. Walker inquired as to who will make up the review team. Ms. Audette responded that the State Department has not yet made that decision, but various administrators from around the state will be selected to review local plans.

Ms. Ettinger inquired if the Master Plan will help the school system and the Board provide the framework and discussion for how the issue of attracting and retaining quality teachers is viewed in terms of resolution. Mr. Grimsley responded that since

there will be yearly review of the document, plans will evolve to address the issue of teacher recruitment and retention.

Ms. Ettinger offered comments with regard to fine arts, cross program themes, and community involvement in development of the plan.

Mr. Hayden suggested affirmative language in the document that would indicate the system is proposing new initiatives, rather than repeating internal programs.

With regard to ESOL, Mr. Grzymiski suggested a periodic review of demographics for languages, including language in the Executive Summary with regard to technology goals because of budget implications, and increased focus on IT in the area of business services and the support side of the system. Ms. Bailey stated that the Office of World Languages would conduct an analysis of the languages on a yearly basis.

Dr. Hayman noted a typographical error in the date listed for the public hearing in the Executive Summary as well as the absence of the date for Board approval. He also indicated the need to reference the reports that indicate the information described on Page 20 under “Needs Assessment.” Dr. Hayman shared his concern about the narrow definition of achievement/performance gap. Another concern shared by Dr. Hayman was the absence of information that would show what the system is doing in terms of recruitment to ensure that we meet the *No Child Left Behind* guidelines. He also suggested the inclusion of placement strategies to guarantee there is not a disparity in low performing schools in terms of high quality teachers. Dr. Hayman felt information needed to be included in the Master Plan regarding the system’s plan for professional development for current faculty as well as incoming faculty who may not meet the highly qualified standard.

Mr. Kennedy expressed concern about the system’s ability to hire highly qualified teachers as required by federal guidelines by 2005-2006. He noted that teachers may be certified but not “highly qualified.”

Ms. Ettinger noted that while the Master Plan is a requirement imposed upon the school system by the State, for Baltimore County Public Schools it is a continuation of the process started by Dr. Hairston with the *Blueprint for Progress*. She noted, however, that many of the performance goals have budgetary implications attached to them. Ms. Ettinger stated that it is essential that our County funding authorities and legislative delegation understand what we are doing so they can advocate for the needed funding and support. Finally, Ms. Ettinger noted a commitment to increase the participation rate in G/T programs in all schools, but the Plan appears to lack information about monitoring for compliance.

Ms. Bailey stated that Dr. Hairston has charged staff with developing a policy and rule related to G/T education. She also stated there will probably be information on monitoring and accountability included in the rule. Ms. Ettinger noted that monitoring will require central office staff, which is a funding issue.

Mr. Hayden stated another issue that should be addressed is the involvement of legislators and funding authorities in the process. He noted that full-day kindergarten will be imposed in a few years, which is a large space requirement. Mr. Hayden also stated he does not believe that local and state legislators fully understand the implications of this mandate.

Dr. Hayman responded that the Plan will be required to list budgets by individual programs and schools; therefore, the County will see the budgetary implications.

Mr. Grzynski suggested an explanation of each of the different programs offered throughout the system. He also expressed a desire for the Board to have information showing the percentage of schools offering certain programs, such as G/T, as well as a listing of the schools where these programs are offered.

Mr. Walker inquired if each school system's Master Plan would be submitted to the federal government. Ms. Audette stated that she did not believe this information would be submitted to the federal government.

Ms. Bormel stated that growth in fine arts should be included in the Master Plan, not just the continuation of existing programs.

Mr. Arnold announced that the Board will conduct a public hearing on the Master Plan on Thursday, June 26, at 7:00 p.m. There will also be an open/closed session meeting at 5:00 p.m. for the Board to discuss matters relative to negotiations.

The work session was adjourned at 8:13 p.m.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

TENTATIVE MINUTES

BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Thursday, June 26, 2003

NOTE:

The Board of Education of Baltimore County, Maryland, scheduled an open session and subsequent closed meeting for June 26, 2003, at 5 p.m., at Greenwood, prior to a public hearing on the Master Plan.

Because it was unable to convene a quorum of its members, however, the Board could not meet either in open or closed session prior to the public hearing, as originally announced.

REPORT OF THE PUBLIC HEARING ON THE MASTER PLAN

The hearing was called to order by President Donald L. Arnold at 7 p.m. In addition to President Arnold, the following Board members were in attendance: Ms. Sarah D. Bormel, Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzymiski, Ms. Jean M. H. Jung, and Mr. James R. Sasiadek. 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.

The following citizens addressed the Board:

Ms. Jasmine Shriver, Ridge Ruxton School PTA President, Chairman of the PTA Council Special Education Committee, and member of the Citizens' Advisory Committee for Special Education, spoke in support of the Master Plan.

Ms. JoLynn Chadwick, Chairman of the Citizens' Advisory Committee for Gifted Education and Chairman of the PTA Council Gifted and Talented Committee, spoke in support of the Master Plan.

The hearing was concluded at 7:15 p.m.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

RESOLUTION

- WHEREAS, Donald L. Arnold has served the cause of public education in Baltimore County with distinction and dedication since his appointment to the Board of Education in 1996; and
- WHEREAS, Since his election to the office of President in July 1999, the Board has constructed two new elementary schools and one new high school; established new ad hoc committees dealing with personnel, strategic planning, and review of Board policy; developed ways to work more effectively with elected officials; and contracted with major consultants to conduct studies throughout the system; and
- WHEREAS, Mr. Arnold has demonstrated his commitment to the school system and its students by sharing his expertise in the areas of technology and legislative affairs and by representing Baltimore County in state and national organizations: and
- WHEREAS, Mr. Arnold has stepped down from the office of President of the Board of Education and will continue to work actively for the improvement of education for all Baltimore County youth as a member of the Board; now, therefore, be it
- RESOLVED, That the Board of Education of Baltimore County, herewith assembled in regular session on the twelfth day of August, in the year two thousand three, recognizes the outstanding contributions of Donald L. Arnold during his tenure as President of the Board of Education; and be it further
- RESOLVED, That the Board does herewith extend its deepest appreciation and gratitude for his dedication and service as President of the Board of Education of Baltimore County from 1999-2003.

James R. Sasiadek, President

Joe A. Hairston, Secretary-Treasurer

August 12, 2003

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

August 12, 2003

RETIREMENTS

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/OFFICE</u>	<u>YRS. OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Estina Allis	Teacher	Edgemere Elem.	25.0	7-1-03
Sharon Bley	Teacher	Parkville High	28.0	7-1-03
Julienne Brownrigg	Teacher	Sparrows Point High	24.0	7-1-03
Katharine Cobert	Reading Specialist	Relay Elementary	40.0	7-1-03
Susan Costello	Teacher	Kenwood High	20.0	7-1-03
John Cramer	Teacher	Perry Hall High	33.0	7-1-03
Carol M. Danielson	Career Dvlp. Coord.	Sollers Point Tech. High	34.5	7-1-03
Stephanie Dudash	Teacher	Prettyboy Elementary	34.5	7-1-03
Richard P. Eshmont	Teacher	Towson High School	30.0	7-1-03
Larry Gordon	Teacher	Fifth District Elem.	31.0	7-1-03
David Helm	Teacher	Parkville Middle	33.0	7-1-03
Elaine Kimos	Lib. Sci. Media	Sparrows Point High	27.4	7-1-03
Brian Kosinski	Teacher	Pikesville High	33.0	7-1-03
Barbara Leikus	Teacher	Hawthorne Elem.	14.0	7-1-03
Alice Lochte	Teacher	Carney Elementary	36.0	7-1-03
Cheryl Lowe	Teacher	Parkville Middle	34.0	7-1-03
Lynda McInturff	Teacher	Sparks Elementary	30.0	7-1-03
Helen Nachby	Teacher	Southwest Academy	17.0	7-1-03
Gregory Schroeder	Resource Teacher	Inverness Center	13.0	6-1-03

Denise Stachurski	Teacher	Carney Elementary	25.0	7-1-03
Carmella Walls	Teacher	Pine Grove Middle	31.8	7-1-03
Katherine Williams	Bus Attendant	Transportation	25.0	7-1-03
Sharon L. Youmans	Guidance Counselor	Sparrows Point High	32.0	7-1-03

As of 7/22/03

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

August 12, 2003

RESIGNATIONS

ELEMENTARY – 26

Arbutus Elementary School

Kathryn M. Goodman, 06/30/03, 1.0 yr.

Bear Creek Elementary School

Lisa Kelly, 06/30/03, 6.0 yrs.

Carney Elementary School

Moira M. McGill, 06/30/03, 6.0 yrs.

Barbara L. Duffy, 06/30/03, 11.0 yrs.

MaryAnn L. Nugent, 06/30/03, 5.0 yrs.

Charlesmont Elementary School

Jolene L. Sosnowski, 06/30/03, 4.0 yrs.

Deep Creek Elementary School

Valerie A. Harrison, 06/30/03, 4.0 yrs.

Dogwood Elementary School

Michelle A. Long, 06/30/03, 4.0 yrs.

Dundalk Elementary School

Teri A. Hollenbeck, 06/30/03, 1.7 yrs.

Mary Elizabeth A. Morais, 06/30/03, 7.4 yrs.

Edmondson Heights Elementary School

Michael P. Jensen, 06/30/03, 3.0 yrs.

Franklin Elementary School

Christopher Wunder, 06/30/03, 4.0 yrs.

Halstead Academy

Nicole G. Lindskog, 06/30/03, 2.0 yrs.

Hillcrest Elementary School

Dana F. DeGregorio, 06/30/03, 5.0 yrs.

Joppa View Elementary School

Frank A. Schaefer, 06/30/03, 3.0 yrs.

Lutherville Laboratory

Kristen M. Spaulding, 06/30/03, 2.4 yrs.

New Town Elementary School

Tricia L. Fleming, 06/30/03, 5.5 yrs.

Owings Mills Elementary School

Jessica L. Naylor, 06/30/03, 3.0 yrs.

Pleasant Plains Elementary School

Nonie A. Czajka, 06/30/03, 4.9 yrs.

Riverview Elementary School

Mary Beth Padden, 06/30/03, 5.0 yrs.

Sandalwood Elementary School

Marc D. Hamilton, 06/30/03, 5.0 yrs. (Mentor)

Christie L. Johnson, 06/30/03, 3.0 yrs.

Wellwood International School

Bonita M. Swanner, 06/30/03, 13.0 years

Westchester Elementary School

Robyn C. Bates, 06/30/03, 2.0 yrs.

Winand Elementary School

Anna Christa Severo, 06/30/03, 1.0 yr.

Winfield Elementary School

Bradley K. Edwards, 06/30/03, 3.0 yrs.

SECONDARY - 21

Arbutus Middle School

Helen Kim, 06/30/03, 3.0 yrs.

Catonsville Middle School

Mark A. Latchaw, 06/30/03, 4.0 yrs.

Cockeysville Middle School

Gretchen E. Daniel, 07/18/03, 9.0 mos. (Psychologist)

RESIGNATIONS

August 12, 2003

Deep Creek Middle School

Nicole L. Benedetto, 06/30/03, 1.0 yr.

Deer Park Middle Magnet School

Nelson L. Dennis, 06/30/03, 16.0 yrs.

Dumbarton Middle School

Coral A. Change, 06/30/03, 6.0 yrs. (Guidance)

Dundalk Middle School

Teri J. Holbrook, 06/30/03, 13.0 yrs. (Nurse)

Eastern Technical High School

Patrick C. Crain, 06/30/03, 10.0 yrs. (Guidance)

Golden Ring Middle School

Ginger A. D'Amico, 06/30/03, 7.0 yrs.

Holabird Middle School

Geoffrey S. Shoffstall, 06/30/03, 1.0 yr.

Steven T. Stewart, 06/30/03, 2.5 yrs.

Kenwood High School

Julius R. Morraye, 06/30/03, 6.0 yrs.

Loch Raven Technical Academy

Desiree Mwalimu, 06/30/03, 8.0 mos.

Kenneth B. Barrett, 06/30/03, 3.0 yrs. (Guidance)

Parkville High School

William Durning, 06/30/03, 1.0 yr.

Pine Grove Middle School

Carrie M. Cummings, 06/30/03, 3.0 yrs.

Randallstown High School

Christy J. Stewart, 06/30/03, 2.0 yrs.

Ridgely Middle School

Jason E. Toy, 06/30/03, 1.0 yr.

Stemmers Run Middle School

Sandra J. Cridler, 06/30/03, 6.0 yrs.

Woodlawn High School

Bradley J. Norton, 08/03/03, 2.0 yrs.

Rochelle Y. Skipper, 06/30/03, 4.0 yrs.

Woodlawn Middle School

Harry L. Legum, 06/30/03, 6.0 yrs. (Guidance)

Overlea High School

ADMINISTRATORS – 2

Randallstown High School

Jason A. Dykstra, 06/30/03, 12.0 yrs.

(Assistant Principal)

Woodlawn High School

Restia G. Whitaker, 07/07/03, 8.0 yrs.

(Assistant Principal)

SEPARATIONS FROM LEAVE – 4

Christine F. Marchetti, granted Child Rearing Leave, 06/09/01-06/30/03, resigning 06/30/03, 4.8 yrs.

Miriam Moller, granted Unusual or Imperative Leave, 05/13/02-05/13/03, resigning 05/12/03, 15.0 yrs. (Secretary)

Erin C. Nauyalis, granted Academic Leave, 07/01/02-06/30/03, resigning 06/30/03, 4.0 yrs.

Nancy S. Woodside, granted Personal Leave, 07/01/02-06/30/03, resigning 06/30/03, 20.0 yrs.

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

August 12, 2003

LEAVES

CHILD REARING LEAVES

SANDY METZ BORNS – Eastern Technical High School
Effective September 23, 2003 through June 30, 2005

JUDY MARTIN DIETZ – Towson High School
Effective June 10, 2003 through June 30, 2004

KELLY CUMMINGS RYAN – Seventh District Elementary
Effective September 30, 2003 through June 30, 2005

PERSONAL LEAVE

SHARON BEACH – Woodlawn High School
Effective July 1, 2003 through June 30, 2004

IAN BLANCHARD – Dulaney High School
Effective July 1, 2003 through June 30, 2004

ANITA L. SHAW – Hereford Middle School
Effective July 1, 2003 through June 30, 2004

BETTE TULS – Grange Elementary School
Effective July 1, 2003 through June 30, 2004

PERSONAL ILLNESS LEAVE

SHARON REGINA CRAWFORD – Formerly Dulaney High School
Effective July 1, 2003 through June 30, 2004

VANESSA CECELIA PAYTON – Overlea High School
Effective July 1, 2003 through June 30, 2004

UNUSUAL OR IMPERATIVE LEAVE

JESSICA SPATAFORE DAVIS – Chatsworth Elementary School
Effective July 1, 2003 through June 30, 2004

UNUSUAL OR IMPERATIVE LEAVE (continued)

MONICA ANNE FINEGAN – Loch Raven High School
Effective July 1, 2003 through June 30, 2004

KATHERINE NORMA LANDON – Western School of Technology
Effective July 1, 2003 through June 30, 2004

NANCY NEU PAULIS – Formerly Carney Elementary School
Effective July 1, 2003 through June 30, 2004

MELISSA PORROVICCHIO – Greenwood-Human Resources Building-Secretary II
Effective September 1, 2003 through June 30, 2004

CATHERINE MARIE REED – Catonsville Education Center
Effective July 1, 2003 through June 30, 2004

TRACIE SMITH-EZELL – Hebbville Elementary School
Effective July 1, 2003 through June 30, 2004

THOMAS WOODHOUSE – Formerly Lansdowne High School
Effective July 1, 2003 through June 30, 2004

Exhibit **E**

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

August 12, 2003

DECEASED

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

MARY JANE GRAEFE
Routing Assistant, Transportation
Bus Lot - Central
June 13, 2003

BALTIMORE COUNTY PUBLIC SCHOOLS

Date: August 12, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: New Advisory Council Member – Southwest Advisory Council

ORIGINATOR: Dr. Richard Milbourne

**RESOURCE
PERSON (S):**

Recommendation

That Sharon Loving be appointed as a member to the Southwest Advisory Council.

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

APPOINTMENTS

August 12, 2003

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
<u>WENDY E. CLOUGHEN</u> (Effective August 13, 2003) School	Teacher/Resource Colgate Elementary School	Assistant Principal Sandy Plains Elementary
(Replacing Tara Crones, resigning)		
<u>JUDITH E. GLASS</u> (Effective August 13, 2003)	Coordinator, Special Education Instruction Office of Special Education	Acting Director Office of Special Education
(Replacing Marjorie Rofel, reassigned Assistant Principal, Battle Monument)		
<u>ROBERT J. FINDLEY</u> (Effective August 13, 2003) School	Acting Principal Edgemere Elementary School	Principal Edgemere Elementary
(Replacing Maria Hoffman, to assignment at MSDE)		
<u>JACOB J. LITTLE</u> (Effective August 13, 2003) School	Acting Assistant Principal Hawthorne Elementary School	Assistant Principal Hawthorne Elementary
(Replacing Robert Findley, recommended for appointment to Principal, Edgemere Elementary School)		
<u>MARK C. TRUSZKOWSKI</u> (Effective August 13, 2003)	Teacher/Social Studies Dulaney High School	Assistant Principal Overlea High School
(Replacing Elizabeth Parker, transferring to Randallstown High School)		
<u>ALONZA A. WILLIAMS</u> (Effective August 13, 2003)	Manager of Media and Public Relations Maryland Transit Administration	Director of Communications Office of the Superintendent
(Replacing Sharon Norman, retired)		

TRANSFERS

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
<u>MANDI L. KIRSH</u> (Effective August 13, 2003)	Acting Coordinator Department of Professional Development	Coordinator Department of Professional Development
(Replacing Arlene Fleischmann, promoted to Director, Department of Professional Development)		
<u>MELISSA A. LEMBO</u> (Effective August 13, 2003)	Instructional Resources Teacher for Custer 2	Acting Cluster Leader Cluster 2
(Replacing Marjean Funn, on sick leave)		
<u>ELIZABETH C. PARKER</u> (Effective August 13, 2003)	Assistant Principal Overlea High School	Assistant Principal Randallstown High School
(Replacing Jason Dykstra, resigning)		
<u>JOHN E. SMEALLIE</u> (Effective August 13, 2003)	Director, Personnel Department of Human Resources	Principal Inverness Center
(Replacing Frank Passaro, Resigned)		
<u>CARLA M. ZAMERELLI-CLIFFORD</u> (Effective August 13, 2003)	Supervisor Assessment, Research and Testing Department of Secondary Programs	Supervisor of Reading Department of Secondary Programs

8/4/2003

Exhibit **H**

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: August 12, 2003
TO: BOARD OF EDUCATION
FROM: Joe A. Hairston, Superintendent
SUBJECT: Recommendations for Award of Contracts
ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services
RESOURCE
PERSON(S): Patrick Fannon, Controller; Rick Gay, Purchasing Manager

RECOMMENDATION

That the Board of Education approves the following contract recommendations.

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

RLG/caj

Appendix I – Recommendations for Award of Contracts – Board Exhibit

**Recommendations for Award of Contracts
Board Exhibit – August 12, 2003**

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

- 1. Contract:** Automotive Parts & Supplies Extension
Bid #: 2-274-01

Term: 2-year extension of contract **Contract Ending Date:** 8/31/05 (tentative)
Estimated annual extension award value: \$1,900,000
Estimated total extension award value: \$3,800,000

Bid issued: June 14, 2001
Pre-bid meeting date: June 28, 2001
Due Date: July 11, 2001
No. of vendors issued to: 41
No. of bids received: 16
No. of no-bids received: 3

Description:

This is a two-year extension of contract. The Board of Education approved the initial award of contract in August, 2001. The initial contract was designed to provide a two-year extension of contract upon the request of BCPS.

The bid establishes discounted contract pricing per product manufacturer with multiple vendors for vehicle repair and maintenance parts. Parts are purchased on an as-needed basis. The bid also guarantees that award bidders will accept and offer credit for BCPS' inventory that has been made obsolete as vehicles are removed from service. The value attached to obsolete material is fair market value as agreed to by the award bidder and BCPS. Separate requirements exceeding \$15,000 are contracted through separate bids.

Recommendation:

Award of contract is recommended to:

Atel Bus & Truck Parts, Beltsville, MD
Baltimore Auto Supply Co., Baltimore, MD
Beltway International, Baltimore, MD
Best Battery Co. Inc., Baltimore, MD
CRW Parts Inc., Baltimore, MD
Cummins Radiator Co., Baltimore, MD
Dovell & Williams Inc., Glen Burnie, MD
Fisher Auto Parts, Baltimore, MD
Herman Born & Sons Inc., Baltimore, MD

Hickory International Inc., Bel Air, MD
Keller Truck Equip Inc., Baltimore, MD
Kunkel Service Co Inc., Abingdon, MD
Parts Distributors Inc., Pennsauken, NJ
School Bus Parts Co., Plumsteadville, PA
Stu-Ron Spring Inc., Baltimore, MD
Wareheim Air Brakes, Baltimore, MD

Responsible school or office: Office of Transportation

Contact Person: Wayne Hopkins

Funding Source: The operating budget of Office of Transportation

2. Contract: Consulting Contract for Independent Operational Audit of the Special Education Program
Contract #: RGA-100-04

Term: 8 months **Extension:** 0 **Contract Ending Date:** 3/31/04
Estimated total award value: \$99,500

Description:

The Baltimore County Public Schools requires the assistance of a consultant with a vast experience and unique knowledge to initiate and complete an independent program review of the special education program. The purpose of this independent program review is to ensure that BCPS is implementing the provisions of the special education mandated services to students with disabilities, who are protected under the Federal Law (105-17), the Education of Individuals with Disabilities Act, 1997 (IDEA-97), the Federal Regulations of IDEA-97, and appropriate sections of the laws of the state of Maryland.

Dr. Lou Barber of Lou Barber and Associates, Inc., specializes in educational issues and services related to special education programs. During the period of 1985-2003, his organization has worked with approximately 120 local education agencies (LEAs) in California and Hawaii, and the New York City Schools. Dr. Barber was selected by the District Court in Los Angeles as a Consent Decree Administrator. His responsibilities include providing all consent decree mandated services on behalf of the Federal District Court, and for developing approximately 23 plans which are designed to bring the Los Angeles Unified District into compliance with both federal and state laws and regulations. Dr. Barber is also the Consent Decree Administrator in Mt. Diablo Unified School District in Concord, California.

Barber and Associates will conduct a complete review of all relevant BCPS documents that pertain to special education, including policy and procedural guides, coordinated compliance reviews, Office of Civil Rights documents, and complaints filed with the Maryland State Department of Education. The team led by Dr. Barber will also conduct interviews with key personnel within BCPS, and focus groups with parents and system employees such as staff, teachers, site administrators, and other agency personnel. Dr. Barber will review the system's financial student information documents to determine if the system's special education program costs appear to be reasonable and to determine if the system has maximized its funding in past years from federal and state revenue sources, as well as determine if the system has made appropriate cost containment efforts as compared with several other large school systems. The consulting team will also evaluate management information systems, financial comparisons, and implementation processes as they relate to the delivery of special education.

It has been determined that in accordance with Board of Education Policy and Superintendent's Rule 3215 and 3250, the Office of Purchasing Policy 4002.4, *and under the provisions of Title 13 of the State Procurement Regulations, Section 106 (a) (1) noncompetitive negotiation for certain human, social, or educational services*, that this

procurement does qualify and meets the criteria to be considered a sole-source procurement.

Recommendation:

Award of contract is recommended to:

Lou Barber and Associates, Inc., based upon their proposal of June 11, 2003.

Responsible school or office: Office of Federal and State Programs

Contact Person: Ron Boone

Funding Source: Operating budget

3. Contract: Contracted Services for 2003 PSAT/NMSQT and PSAT/NMSQT
Early Participation Program
Contract #: RGA-101-04

Term: 1 year **Extension:** 0 **Contract Ending Date:** 6/30/04
Estimated total award value: \$70,206

Description:

The 2003 PSAT/NMSQT and PSAT/NMSQT Early Participation Program is a BCPS initiative to involve pre-juniors and juniors in preparing and planning for success later in secondary school and in college. The Early Participation Program is an educational initiative by the system to increase opportunities for all students, with particular attention to those underrepresented in college populations. A pre-set level of expected participation determines the local test fees. The expected participation is based on the projected 2003 enrollment figures for the participating classes and the PSAT/NMSQT participation in 2002. The set fee will not change regardless of actual participation numbers.

It has been determined that in accordance with Board of Education Policy and Superintendent's Rule 3215 and 3250, and the Office of Purchasing Policy 4002.4, that this procurement does qualify and meets the criteria to be considered a sole-source procurement. Superintendent's Rule 3209, paragraph 2. (A) requires "All purchases of textbooks, computer software, and other materials are subject to the published procedures, authority, and scrutiny of the Office of Purchasing."

Therefore, it is the opinion of the Office of Purchasing that this contract service qualifies as a sole-source procurement since the PSAT/NMSQT examination, and all items (questions) contained therein, including all copies thereof, all examination materials, and all data including, but not limited to, all individually identifiable information collected under this agreement is at all times exclusively owned by the College Board, who is the exclusive owner of the materials.

Recommendation:

Award of contract is recommended to:

The College Board, Bala Cynwyd, PA

Responsible school or office: Office of Secondary Programs

Contact Person: Dr. Gwendolyn Grant

Funding Source: Operating Budget Secondary Programs

4. Contract: Contracted Services for Project F.A.C.E
Contract #: RGA-102-04

Term: 1 year **Extensions:** 4/1-year **Contract Ending Date:** 6/30/08 (tentative)
Estimated annual award value: \$92,160
Estimated total award value: 460,800

Description:

This is the first of five possible one-year renewals for the grant funding for Project F.A.C.E. Project Family Attendance Counseling Encouragement (Project F.A.C.E.) is a program designed to provide coordination and referral for intensive family and/or individual student counseling for students who have not met the state standard of 94% school attendance in targeted middle schools. Under this initiative, the Governor's Office of Crime Control and Prevention (GOCCP) has awarded FY03-04 funds to the Local Management Board (LMB), Contract # LMB 03-03-0006, specifically to support a family attendance counseling and encouragement project designed to address the problem of truancy in seven identified Baltimore County Public Schools: Woodlawn Middle, Old Court Middle, Middle River Middle, Southwest Academy, Lansdowne Middle, Dundalk Middle, and Stemmers Run Middle.

As a group, these schools represent populations with the following characteristics:

- School attendance at or below the county average
- High percentage of children who qualify for free and reduced meals
- High mobility rates
- CTBS scores below the national median

Based on an assessment of needs, intensive family and/or individual student counseling will be provided. These services will help improve student attendance, thus enhancing the possibilities of positive youth development and increasing student achievement. Using an integrated model of service delivery, referrals will be screened, evaluated, processed, and coordinated by the home school Pupil Personnel Worker. In addition, services can be assessed involving a proactive or remedial approach through a variety of sources, e.g., identification by home school Pupil Personnel Worker, referral from Project Attend, in conjunction with the State's Attorney's Attendance Letter or following District Court Disposition.

The LMB has awarded Baltimore County Public Schools a grant to provide services to support 240 students and their families (for FY 2004). Baltimore County Public Schools will oversee the expenditure of the grant monies for eligible expenses incurred by the Youth Service Bureaus (YSB) in the performance of its responsibilities. The three Youth Service Bureaus, First Step, Lighthouse INC., and Dundalk Youth Service Center, will partner with the Baltimore County Public Schools and provide contracted services in the proposed project. The Youth Service Bureaus involved in this project are private, non-profit organizations governed by a volunteer board of directors with a professional staff,

which provides the assessment and evaluates the need of each client to determine the service and program to help the individual. As a result of this assessment, an individual treatment plan is developed. All clinical staff are licensed and certified in their professional fields and by the state of Maryland.

Project F.A.C.E. services will be delivered within a ten-week time frame with two additional follow-up sessions. The YSB will deliver services in a flexible manner, tailoring specific interventions to families' needs, strengths, values, and resources. The services to be provided will include, but not be limited to, the following:

- Providing individual, family, or group counseling
- Providing parent education classes
- Providing links to community services
- Providing links to appropriate follow-up services

Funding, in the total amount not to exceed \$92,160 during the entire term of this agreement, comes from a grant funded by the GOCCP and awarded in FY03-04.

Baltimore County Public Schools shall participate in quality assurance and outcome evaluation activities as designated by the LMB and the GOCCP. Activities will include, but are not limited to, group meetings, site visitations, and peer review of policies and procedures. A Family Satisfaction Survey shall be distributed to all families served, along with a stamped envelope addressed to the Project F.A.C.E. liaison to evaluate the program.

The Office of Pupil Personnel Services of Baltimore County Public Schools has developed many interagency partnerships to address the issue of student truancy. By implementing intensive family/student counseling services for truancy, the current interagency collaborations will be further enhanced.

Recommendation:

Award of contract extension is recommended to the following firms based upon their *regular hourly rate* for a worker on site.

First Step, Baltimore, MD
Lighthouse INC, Catonsville, MD
Dundalk Youth Service Center, Dundalk, MD

Responsible school or office: The Office of Pupil Personnel Services

Contact Person: Jean Satterfield

Funding Source: Grant Funding

5. Contract: Contracted Services: *On-Call* Microbial Remediation and Cleaning of Air Conveyance Systems

Bid #: JMI-603-04

Term: 3 years **Extension:** 0 **Contract Ending Date:** 6/30/06 (tentative)

Estimated annual award Value: \$100,000

Estimated total award value: \$300,000

Bid issued: June 19, 2003

Pre-bid meeting date: June 26, 2003

Due Date: July 17, 2003

No. of vendors issued to: 12

No. of bids received: 5

No. of no-bids received: 0

Description:

Contracted Services: *On-Call* Microbial Remediation and Cleaning of Air Conveyance Systems with *Not-to-Exceed* Quotes

The Division of Physical Facilities, Office of Environmental Services, requested the Office of Purchasing to issue the following solicitation. The following contract is an indefinite-quantity contract, as the services intended for purchase are based upon future needs of the system and are pending allocation of funds.

The Office of Maintenance intends to have pre-qualified contractors with the appropriate insurance, training, and certification to provide cleaning of components of air conveyance systems on an *as-needed* basis. It is the intent of BCPS to have contractors *on-call* to clean air handling units (AHUs), supply and return ducts, unit ventilators, exhaust systems, grills, louvers, condensate pans, etc. The work may also include disinfecting the systems and removing/replacing/repairing linings in the systems. The systems include centralized, ducted AHUs, and stand-alone unit ventilator systems. The cleaning and disinfecting may occur at any part of the AHU within the buildings. Based upon the previous needs of the Office of Maintenance for these types of services, availability of the contractors when called upon to do work, and the urgency to have the work done within a specified timeframe, the award of contract may be made to multiple contractors for this solicitation. All work under this contract will be done either on a *time-and-material* or by a *not-to-exceed* quote basis.

Time and material jobs will be performed by the primary award contractor. If, for any reason, the primary award contractor is unable to perform the work within the timeframe of the Office of Maintenance, the next ranked contractor will be asked to do the work, and so on throughout the list. For the following contract, if a larger project with a definable scope has been identified, all of the award bidders will be asked to provide a *not-to-exceed* quote. All of the award bidders will be provided with the scope of the

project and will be asked to include all materials and labor required to properly complete the project by a specified date. Since all the award bidders are offering a competitive price, the cost is usually substantially less than utilizing the *time-and-material* scenario. However, this quote process still guarantees that all work is to be done by pre-qualified contractors. Specifications were developed in conjunction with the Office of Maintenance staff and contractors.

Recommendation:

Award of contract is recommended to the following firms based upon the regular hourly rate for each worker on site working. This rate includes all supervision for services at the site, plant, labor, materials, supplies, equipment, and other facilities necessary and proper to properly provide for the cleaning of components of air conveyance systems.

Primary	Barco Enterprises, Inc., White Marsh, MD
Secondary	Interior Maintenance Co., Inc., Lansdowne, PA
Tertiary	Duct & Vent Cleaning of America, Inc., Laurel, MD

Responsible school or office: Office of Maintenance, Office of Environmental Services, Office of Operations, and Office of Engineering and Construction

Contact Person: Bob Merrey and Reginald Ringgold

Funding Source: Operating budget, Physical Facilities, aging school funds, and capital projects

6. **Contract:** Contracted Services: *On-Call* Post Construction Cleaning, Custodial, Housekeeping and Floor Waxing Services
Bid #: RHA-304-04

Term: 5 years **Extension:** 0 **Contract Ending Date:** 8/31/08 (tentative)
Estimated annual award Value: \$50,000
Estimated total award value: \$250,000

Bid issued: June 12, 2003
Pre-bid meeting date: June 26, 2003
Due Date: July 8, 2003
No. of vendors issued to: 17
No. of bids received: 8
No. of no-bids received: 2

Description:

Contracted Services: *On-Call* Post Construction Cleaning, Custodial, Housekeeping, and Floor Waxing Services with *Not-to-Exceed* Quotes

The Division of Physical Facilities, Office of Maintenance, requested the Office of Purchasing to issue the following solicitation. The following contract is an indefinite-quantity contract, as the services intended for purchase are based upon future needs of the system and are pending allocation of funds.

The Office of Maintenance intends to have pre-qualified contractors with the appropriate insurance, training, and certification to do post-construction cleaning, custodial, housekeeping, and floor waxing services on an *as-needed* basis. It is the intent of BCPS to have contractors *on-call* to clean up the schools in order to accept students and staff in an expedient manner. Depending upon the type of construction taking place within the schools, often times the completion of the work and the start of classes is a very short period of time. These companies have the personnel to dispatch to a site and initiate an immediate clean up to accommodate the opening of the school for classes. Often times these services are done in conjunction with the BCPS custodial staff based at that site. Based upon the previous needs of the Office of Maintenance for these types of services, availability of the contractors when called upon to do work, and the urgency to have the work done within a specified timeframe, the award of contract may be made to multiple contractors for this solicitation. All work under this contract will be done either on a *time-and-material* or by a *not-to-exceed* quote basis.

Time and material jobs will be done by the primary award contractor. If, for any reason, the primary award contractor is unable to do the work within the timeframe of the Office of Maintenance, the next ranked contractor will be asked to do the work, and so on throughout the list. For the following contract, if a larger project with a definable scope has been identified, all of the award bidders will be asked to provide a *not-to-exceed* quote. All of the award bidders will be provided with the scope of the project and will be

asked to include all materials and labor required to properly complete the project by a specified date. Since all the award bidders are offering a competitive price, the cost is usually substantially less than utilizing the *time-and-material* scenario. However, this quote process still guarantees that all work is to be done by pre-qualified contractors. Specifications were developed in conjunction with the Office of Maintenance staff and contractors.

Recommendation:

Award of contract is recommended to the following firms based upon the regular hourly rate for each worker on site working

Primary	Colossal Contractors, Inc., Silver Spring, MD
Secondary	Servicemaster Clean, Abingdon, MD
Tertiary	Kaleidoscope Cleaning Company, Inc., Westminster MD
Fourth	Multicorp, Westminster, MD
Fifth	Acorn Building Services, Spencerville, MD

Responsible school or office: Office of Maintenance, Office of Operations, and Office of Engineering and Construction

Contact Person: Cornell Brown and Dennis Elkins

Funding Source: Operating budget, Physical Facilities, aging school funds, and capital projects

7. Contract: Contracted Services: *On-Call* Removal and Disposal of Underground Storage Tanks Extension
Bid #: 5-517-01

Term: 1-year extension of contract
Estimated annual award value: \$450,000

Contract Ending Date: 9/30/04

Bid issued: August 24, 2000
Pre-bid meeting date: September 6, 2000
Due Date: September 21, 2000
No. of vendors issued to: 17
No. of bids received: 13
No. of rejected bids received: 3
No. of no-bids received: 4

Description:

Contracted Services: *On-Call* removal and disposal of underground storage tanks.

The following contract extension is an indefinite-quantity contract, as the services intended for purchase are based upon future needs of the system.

Based on the Total Base Bid dollar amount, the award contractors have submitted the required paperwork, maintain the necessary equipment, have successfully completed contracts with BCPS, and have established previous work experience in the field of underground storage tanks and related areas.

The original contracts were approved by the Board on November 6, 2000.

Recommendation:

Extension of award of contract is recommended to:

Primary Award	Donald Excavating, Inc., Rosedale, MD
Secondary Award	Maryland PumpTank & Electric Co. Inc., Balto., MD
Tertiary Award	C. W. Over & Sons, Inc., Aberdeen, MD

Responsible school or office: Office of Engineering and Construction

Contact Person: Richard Cassell

Funding Source: Operating budget, aging school funds, grants, and capital projects.

8. Contract: Contracted Services: Temporary Employees
Bid #: JCO-403-04

Term: 1 Year **Extensions:** 4/1-year **Contract Ending Date:** 8/30/08 (tentative)
Estimated annual award value: \$450,000
Estimated total award value: \$2,250,000

Bid issued: June 12, 2003
Pre-bid meeting date: June 23, 2003
Bid due date: July 3, 2003
No. of vendors issued to: 36
No. of bids received: 12
No. of no-bids received: 0

Description:

A multi-year bid was issued for temporary personnel services for accounting, bookkeeping, and other finance and budget related types of positions. The services may be used to fill temporary vacancies, seasonal requirements for additional staffing due to high workloads, and contractually funded positions of a non-permanent nature.

The bid specification requested hourly-rate pricing for four levels of positions from entry/clerical level finance and accounting staff. The contract may be used by any school or office.

This is a price agreement, and the authorization to provide services shall be based on the needs of the various schools and offices. The award of contract is to multiple vendors who met minimum requirements based on the bid specifications.

Recommendations:

Award of contract is recommended to:

Creative Financial Staffing, Bethesda, MD
Kforce, Inc., Baltimore, MD
Professional Employment, Inc., Owings Mills, MD
Spherion Professional Recruiting Group, Baltimore, MD

Responsible school or office: Office of Purchasing

Contact Person: June Coleman

Funding Source: The operating budget of the Office/School requesting services

9. **Contract:** Contracted Service: Web-Based Courses
RFP #: JCO-405-04

Term: 3 year **Extension:** 0 **Contract Ending Date:** 8/31/06 (tentative)
Estimated annual award value: \$72,000
Estimated total award value: \$216,000

Bid issued: June 19, 2003
Pre-bid meeting date: June 30, 2003
Bid due date: July 10, 2003
No. of vendors issued to: 20
No. of bids received: 1
No. of no-bids received: 1
No. of non-responsive: 0

Description:

A multi-year request for proposal was issued for web-based (on-line) courses covering topics to include multicultural education, gifted and talented education, special education, human relations, and student diversity for teachers and administrators.

The objective of the specifications was for bidders to submit pricing based on the criteria provided by the Office of Equity and Assurance. The criteria includes a minimum of five courses, the development of a new multicultural course, instructor training, and support services.

Recommendations:

Award of contract is recommended to:

CaseNEX, LLC, Charlottesville, VA

Responsible school or office: Office of Equity and Assurance

Contact Person: Barbara Dezmon

Funding Source: Operating budget of Office of Equity and Assurance

10. Contract: Contracted Service: Well Water Treatment, Inspection, and Sampling Extension
Bid #: 5-519-01

Term: 1-yr extension **Extension:** 1/1-yr remaining **Contract Ending Date:** 06/30/05 (tentative)

Estimated annual award value: \$49,000
Estimated total award value: \$98,000

Bid issued: May 10, 2001
Pre-bid meeting date: May 23, 2001
Bid due date: June 7, 2001
No. of vendors issued to: 15
No. of bids received: 2
No. of no-bids received: 1
No. of non-responsive: 0

Description:

A multi-year bid was issued to provide firm-fixed pricing for the treatment, inspection, and sampling of drinking water at schools that are supplied by one or more domestic well water systems. This contract was approved by the Board of Education on July 10, 2001.

Each of the nine schools supplied by domestic water wells are tested on a weekly basis by BCPS personnel twice each week, and personnel from the award bidder three times each week. This service is provided year-round. The well systems are inspected for proper function, and chemical levels are inspected and additional chemicals are added if necessary. The pH and chlorine levels of the water exiting the system are tested to ensure the proper amount of chemicals. Adjustments to the chemical levels are made on the spot if necessary. The award bidder, in conjunction with BCPS personnel, prepares reports for the Maryland Department of the Environment. Water quality at well-supplied schools must be tested on a daily basis to comply with requirements of the Maryland Department of the Environment, Public Drinking Water Program.

Recommendations:

Award of contract extension is recommended to:

R & Technologies, Aberdeen, MD

Responsible school or office: Office of Construction and Engineering

Contact Person: Richard Cassell

Funding Source: The operating budget of the Office of Maintenance/Operations

11. Contract: Contracted Service: Wellness Centers
RFP #: JCO-445-03

Term: 3 years **Extension:** 0 **Contract Ending Date:** 08/31/06 (tentative)
Estimated annual award value: \$81,200
Estimated total award value: \$243,600

Bid issued: May 1, 2003
Pre-bid meeting date: May 8, 2003
Bid due date: May 15, 2003
No. of vendors issued to: 6
No. of bids received: 1
No. of no-bids received: 0
No. of non-responsive: 0

Description:

A multi-year bid was issued for an agency to provide health and health-related services in four Baltimore County-based Wellness Centers: Lansdowne Middle, Lansdowne High, Riverview Elementary, and Winfield Elementary.

The agencies are required to provide on-site health services such as general primary health care, treatment of acute illness and injuries, health education, diagnosis and treatment of acute and chronic illness, referral services, and the management of children who have chronic health problems and special health care needs. A variety of additional services are also offered: management assistance, licensed nurse practitioners, physician consultation, and other professional health service including, but not limited to, dentistry, medicine, and social services. The program is coordinated through BCPS' Office of Health Services, with program oversight by the Baltimore County Health Department.

Recommendations:

Award of contract is recommended to:

University of Maryland, Baltimore, Baltimore, MD

Responsible school or office: Office of Health Services

Contact Person: Michele Prumo

Funding Source: Third Party Billing Program

12. Contract: Database Reporting Tool Software Application
Contract #: JMI-614-04
(U.S. General Services Administration—GS-35F-0354J)

Term: Annual **Extension:** 0 **Contract Ending Date:** 8/31/04 (tentative)
Estimated total award value: \$249,680

Description:

BCPS requires a centralized software application to significantly enhance data warehouse reporting capabilities and interface with TestTrax (software that allows tracking, analysis, and reporting of standardized test scores). Under Title 5, Section 112, Paragraph (3) of the Maryland Code of Regulations, and stipulated through the Federal Property and Administrative Services Act, amended Section 211 of the E-Government Act of 2002 (Pub. L. 107-347), BCPS requests approval to procure from the GSA Federal Supply Schedule (Schedule 70), Cognos Business Intelligence (BI) Series 7 Platform, web-based reporting solution software. COGNOS is on the Schedule 70 under Special Item No. 132-33 Perpetual Software Licenses, FSC Class 7030 - Information Technology Software, Microcomputers Application Software; Special Item No. 132-34 Maintenance of Software; Special Item No. 132-50 Training Courses for Information Technology Equipment and Software; and Special Item No. 132-51 Information Technology Professional Services.

Perpetual license fee for above named software shall not exceed \$230,000 (fee includes first year support services) based on our final contract negotiations. On-going maintenance support fee will be 15 percent of the license fee.

Additionally, BCPS shall purchase 82 education/consulting training hours from Cognos for a quoted fee not to exceed \$19,680.

Recommendation:

Award of contract is recommended to the following firm:

Cognos Corporation, Burlington, MA

Responsible school or office: Office of Technology

Contact Person: Greg Barlow

Funding Source: Operating Budget of Information Technology

13. Contract: Equipment Contract: Gym Equipment for New Town High School
Bid #: RHA-311-04

Term: 2 years **Extensions:** 1/1-yr **Contract Ending Date:** July 31, 2006 (tentative)
Estimated annual award Value: \$100,000
Estimated total award value: \$300,000

Bid issued: July 17, 2003
Pre-bid meeting date: None
Due Date: July 31, 2003
No. of vendors issued to: 6
No. of bids received: 6
No. of no-bids received: 0
No. of non-responsive: 1

Description:

A multi-year bid was issued to provide physical fitness workout equipment, related equipment, and installation services at New Town High School and for other schools (on an *as-needed* basis).

The equipment will be priced by a percentage off the manufacturer's catalog for the specified manufacturer and type of equipment identified. Delivery charges have been established to not exceed 7.5 percent of the total cost of the equipment being ordered, and installation of the equipment will be by the hourly rate specified by the bidders in their proposal.

Recommendation:

Award of contract is recommended to the following companies:

Fitness Equipment solutions, Belcamp, MD
Fitness Resources, Arnold, MD
Innovative Fitness Systems, Bowie, MD
Sourcelinq, LLC, Ft. Lauderdale, FL
York Barbell/Total Fitness, Timonium, MD

Responsible school or office: Office of Physical Education

Contact Person: Sarajane Quinn

Funding Source: The capital projects budget

14. Contract: Food Service: Serving Line for Dundalk Elementary
Bid #: JCO-404-04

Term: 120 days **Extension:** 0 **Contract Ending Date:** 12/31/03
Estimated total award value: \$19,187

Bid issued: June 19, 2003
Pre-bid meeting date: June 30, 2003
Bid due date: July 10, 2003
No. of vendors issued to: 35
No. of bids received: 5
No. of no-bids received: 1
No. of non-responsive: 0

Description:

A bid was issued for the purchase and delivery of a serving line for the cafeteria of Dundalk Elementary School. The award bidder is responsible for the delivery, uncrating, and setting in place of the serving line. A private contractor will complete the installation. Delivery is expected 45 days after receipt of the purchase order document.

Recommendation:

Award of contract is recommended to:

DePalo & Sons, Inc., Baltimore, MD

Responsible school or office: Office of Food and Nutrition Services

Contact Person: Karen Levenstein and Dave Patterson

Funding Source: The operating budget of the Office of Food and Nutrition Services

15. Contract: Handwriting Materials
Bid #: JCO-402-04

Term: 1 year **Extension:** 0
Estimated total award value: \$45,000

Contract Ending Date: 07/31/04

Bid issued: June 12, 2003
Pre-bid meeting date: None
Bid due date: June 26, 2003
No. of vendors issued to: 11
No. of bids received: 1
No. of no-bids received: 3
No. of non-responsive: 0

Description:

A bid was issued for the purchase and delivery of Handwriting Materials (Writing Journals and Big Books, Practice Materials, and Alphabet Models) for all elementary schools. The material may be ordered on an as-needed basis for direct delivery to the schools.

Recommendations:

Award of contract is recommended to:

Zaner-Bloser, Inc., Columbus, OH

Responsible school or office: Office of Elementary Programs

Contact Person: Kathleen McMahan

Funding Source: The operating budget of the individual schools.

16. Contract: Interpreter For Deaf and Hard of Hearing Extension
Bid #: 2-255-01

Term: 1-year extension

Contract Ending Date: 6/30/04

Estimated extension total award value: \$500,000

Bid issued: November 30, 2000

Pre-bid meeting date: December 14, 2000

Due Date: January 10, 2001

No. of vendors issued to: 4

No. of bids received: 2

No. of no-bids received: 0

Description:

This is a request for a one-year extension of contract. The Board of Education approved the initial award of contract in February, 2001, and a one-year extension in May, 2002. The bid was designed to provide two one-year extensions of contract upon the request of BCPS.

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 lipreading, and with this system interpreters are called transliterators. Another interpreting service is sign language, which is a system of manual signs representing words and phrases.

Recommendation:

Award of contract is recommended to:

Hearing and Speech Agency, Baltimore, MD
Birnbaum Interpreting, Silver Spring, MD

Responsible school or office: Office of Special Education

Contact Person: Diane Perkins

Funding Source: The operating budget of Office of Special Education

17. Contract: Music Instruments
Bid #: JCO-401-04

Term: 6 months **Extensions:** 0
Estimated total award value: \$70,000

Contract Ending Date: 02/28/04

Bid issued: June 12, 2003
Pre-bid meeting date: None
Bid due date: June 26, 2003
No. of vendors issued to: 27
No. of bids received: 7
No. of no-bids received: 0
No. of non-responsive: 0

Description:

A bid was issued for the purchase and delivery of music instruments for all schools. The bidders were requested to provide firm-fixed pricing to include shipping for the term of the contract. Instruments will be ordered by the Office of Music for the various schools.

Recommendations:

Award of contract is recommended to:

Brook Mays Music Company, Dallas, TX
Interstate Music Supply, New Berlin, WI
Nick Rail Music, Santa Barbara, CA
Stu's Music Shop, Inc., Westminster, MD
Washington Music Center, Inc., Wheaton, MD
West Manor Music, Bronx, NY

Responsible school or office: Office of Music

Contact Person: Jamie Tucker

Funding Source: The operating budget of the Office of Music.

18. Contract: Various Office Equipment Extension
Bid #: 2-273-01

Term: 2-year extension of contract **Contract Ending Date:** 8/31/05 (tentative)
Estimated annual extension award value: \$25,000
Estimated total extension award value: \$50,000

Bid issued: June 14, 2001
Pre-bid meeting date: June 28, 2001
Due Date: July 11, 2001
No. of vendors issued to: 15
No. of bids received: 7
No. of no-bids received: 10

Description:

This is a two-year extension of contract. The Board of Education approved the initial award of contract in August, 2001. The bid was designed to provide a two-year extension of contract upon the request of BCPS.

The bid supports the purchase of 16 types of equipment, and will allow the schools/offices to choose the specific equipment best suited to their needs.

Recommendation:

Award of contract is recommended to:

Copy Duplicators

Advance Business Systems, Cockeysville, MD
Duplicator Sales, Inc., Towson, MD
CNE Ricoh, Baltimore, MD
John Enoch, Inc., Baltimore, MD

Dictation Equipment

Rudolph Information Systems, Inc., Baltimore, MD
John Enoch, Inc., Baltimore, MD

Calculators

John Enoch, Inc., Baltimore, MD
Rudolph Information Systems, Inc., Baltimore, MD

Typewriters

Rudolph Information Systems, Inc., Baltimore, MD
Innovative Copy Products, Inc., Glen Burnie, MD

Responsible school or office: Office of Purchasing
Contact Person: Paul Cramer
Funding Source: Operating budgets of individual schools and offices

19. Contract: Voluntary Long-Term Disability Extension
Bid #: 2-251-01

Term: 2-year extension of contract **Contract Ending Date:** 8/31/05 (tentative)
Estimated total award value: 100% employee funded

Bid issued: August 24, 2000
Pre-bid meeting date: September 6, 2000
Due Date: September 21, 2000
No. of vendors issued to: 6
No. of bids received: 2
No. of no-bids received: 0

Description:

This is a two-year extension of contract. The Board of Education approved the initial award of contract in November, 2000. The bid was designed to provide a two-year extension of contract upon the request of BCPS.

Fortis has been in business for over 40 years as a niche carrier, providing only disability, life, and dental insurance. Its structure of benefits provides active claims management. Benefits include a 24-month work incentive benefit, comprehensive day care that covers all dependents, an occupational test that is satisfied when a claimant cannot perform only one duty of his/her occupation, and full enrollment support.

Recommendation:

Award of contract is recommended to:

Fortis Benefits Insurance Co., Annapolis, MD

Responsible school or office: Office of Benefits

Contact Person: Kathleen Harmon

Funding Source: Employee funded

20. Contract: Contracted Services: Employee Assistance Program (EAP) and Managed Mental Health (MMH) Services

Term: 5 year Extension: 1/1-year **Contract Ending Date:** 8/31/09 (tentative)
Estimated annual award value: \$433,000
Estimated total award value: \$2,598,000
Estimated savings to Board: \$309,000 (first year only)

Bid issued: January 15, 2003
Joint bid with Baltimore County government
Pre-bid meeting date: February 13, 2003
Due Date: February 27, 2003
No. of bids received: 8

Description:

The current BCPS contract with APS Healthcare for EAP services will expire on August 31, 2003. The county and BCPS requested a proposal for MMH services as a part of a combined bid for services. BCPS contracts with CareFirst BCBS for MMH services and these services are subcontracted to Magellan Health Services.

Services to be provided include:

- Provision of an assessment and short-term counseling model EAP with a maximum of 8-10 counseling sessions per incident per year per employee or eligible dependent
- Management of Mental Health and Substance Abuse treatment for active employees and non-Medicare retirees in the CareFirst BCBS medical plans
- Provision and ongoing oversight of both EAP and MMH provider networks with industry standard access
- Provide dedicated account management to include counseling services and management consultations
- Orientation meetings for supervisors, new employees, and other groups of employees as requested by the BCPS Human Resources Division.

Goals of joint bid:

- Provide better program for our employees. The combined contract improves the transition from EAP to MMH care for employees. Network providers participate in both plans making treatment more accessible and less disruption to patient and their family members.
- No benefit changes. No changes were made to plan design or benefits. We will continue to maintain our internal EAP contact, Carl Hickey.
- Save resources. By entering into a joint contract, we were able to negotiate more favorable rates and an extended rate guarantee.

Recommendation:

Award of contract is recommended to:

ComPsych Corporation, Chicago, IL

Responsible school or office:

Office of Employee Benefits

Contact Person:

Kathleen J. Harmon

Funding Source:

Fixed Charges budget of the Office of
Employee Benefits and Retirement

21. Contract: Contracted Services: Health Maintenance Organization (HMO) Services

Term: 5 year Extension: 1/1-year **Contract Ending Date:** 8/31/09 (tentative)
Estimated annual award value: \$3,514,536
Estimated total award value: \$21,087,216
Projected based upon rates in first year

Bid issued: September 12, 2002
Joint bid with Baltimore County government

Pre-bid meeting date: September 26, 2002

Due Date: October 16, 2002

No. of bids received: 7

Description:

The current BCPS contract with Kaiser Permanente and Keystone Health Plan for Medical benefits will expire on August 31, 2003. The county and BCPS requested a proposal for HMO services as part of a combined bid for services.

Services to be provided include:

- Management of all healthcare for active employees and non-Medicare retirees in the HMO plans
- Provision and ongoing oversight of the provider networks with industry standard access
- Provide dedicated account management to include counseling services and management consultations

Goals of joint bid:

- Provide best HMO program for our employees in each market
- Maintain choice HMO or MPOS in each marketplace
- No benefit changes. No changes were made to plan design or benefits

Recommendation:

Award of contract is recommended to:

Kaiser Permanente, Rockville, MD – Maryland employees
Keystone Health Plan, Camp Hill PA -- Pennsylvania employees

Responsible school or office: Office of Employee Benefits

Contact Person: Kathleen J. Harmon

Funding Source: Fixed Charges budget of the Office of Employee Benefits and Retirement

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: August 12, 2003
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **Award of Contract – Fire Suppression System at Deer Park 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, P.E., Administrator
Office of Engineering and Construction
E. Phillip Schied, P.E., Program Manager
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

Fire Suppression System at Deer Park Elementary School.

Appendix I

Recommendation for Award of Contract Fire Suppression System at Deer Park Elementary School August 12, 2003

On July 24, 2003, four (4) bids were received for installation of a fire suppression system at Deer Park Elementary School - Bid # 415-03A. This project consists of the installation of an automatic fire sprinkler system throughout the entire school, installation of a new 6-inch water main to support the sprinkler system, installation of a new fire detection and alarm system, and removal of the security gates within the school. A summary of the bids is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to RWC Contracting Corporation, the lowest responsive bidder, in the amount of \$291,469.00.

At this time, we are also requesting a 10% Change Order Allocation in the amount of \$29,146.00 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 Capital Budget Project #665 – Major Maintenance.

APPROVED:



Donald F. Kremmel, Ph.D.
Executive Director

**Baltimore County Public Schools Renovation Program
 Deer Park Elementary School – Fire Suppression System
 Bid Number: RHA-415-03A
 Bid Due Date: July 24, 2003**

	Bidders' Names			
	RWC Contracting Corporation	Phillips Way, Inc.	Bensky Construction Company	R D Schafer Company, Inc.
Base Bid:	\$291,469	\$315,000	\$329,000	\$349,000

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: August 12, 2003
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **Award of Contract – Lighting Upgrade 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, P.E., Administrator
Office of Engineering and Construction
E. Phillip Schied, P.E., Program Manager
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

Lighting Upgrade at Hernwood Elementary School.

Appendix I

Recommendation for Award of Contract Lighting Upgrade at Hernwood Elementary School August 12, 2003

On July 24, 2003, four (4) bids were received for lighting upgrades at Hernwood Elementary School - Bid #415-03E. This project consists of installing new pendent mounted fixtures replacing the lighting fixtures in all classrooms of the main building as well as replacing the lay-in lighting fixtures in the corridors. A summary of the bids is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to Ashton Electric Company, Inc., the lowest responsive bidder, in the amount of \$78,500.00 for the Base Bid plus Add Alternate #1. This Add Alternate includes replacing specific electrical panels.

At this time, we are also requesting a 10% Change Order Allocation in the amount of \$7,850.00 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 Capital Budget Project #665 – Major Maintenance.

APPROVED:



Donald F. Krempe, Ph.D.
Executive Director

**Baltimore County Public Schools Renovation Program
Hernwood Elementary School – Lighting Upgrade
Bid Number: RHA-415-03E
Bid Due Date: July 24, 2003**

	Bidders' Names			
	Ashton Electric Company, Inc.	Bensky Construction Company	Key Systems, Inc.	Shrader Electric, Inc.
Base Bid:	\$74,000	\$99,000	\$129,255	\$129,430
Add Alternate #1: <i>Replace electrical panels associated with new lighting</i>	\$4,500	\$10,000	\$9,000	\$7,940
Base Bid Plus Add Alternate #1:	\$78,500	\$109,000	\$138,255	\$137,370

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: August 12, 2003
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **Award of Contract – Mechanical Upgrades at Sandy Plains 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, P.E., Administrator
Office of Engineering and Construction
E. Phillip Schied, P.E., Program Manager
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

Mechanical Upgrades at Sandy Plains Elementary School.

Appendix I

Recommendation for Award of Contract Mechanical Upgrades at Sandy Plains Elementary School August 12, 2003

On July 24, 2003, two (2) bids were received for mechanical upgrades at Sandy Plains Elementary School - Bid #415-03C. This project consists of replacing the existing chiller and cooling tower with a new roof-mounted, air-cooled chiller and replace branch piping on the domestic water system. A summary of the bids is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to RWC Contracting Corporation, the lowest responsive bidder, in the amount of \$403,488.00 for the Base Bid price only.

At this time, we are also requesting a 10% Change Order Allocation in the amount of \$40,348.00 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 Capital Budget Project #665 – Major Maintenance.

APPROVED:



Donald F. Kremmel, Ph.D.
Executive Director

**Baltimore County Public Schools Renovation Program
 Sandy Plains Elementary School – Mechanical Upgrades
 Bid Number: RHA-415-03C
 Bid Due Date: July 24, 2003**

	Bidders' Names	
	RWC Contracting Corporation	Phillips Way, Inc.
Base Bid:	\$403,488	\$422,000
Add Alternate #1: <i>Replace existing main domestic water piping including plumbing fixtures</i>	\$100,000	\$107,000

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: August 12, 2003
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **Award of Contract – Mechanical Upgrades at Timber Grove 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, P.E., Administrator
Office of Engineering and Construction
E. Phillip Schied, P.E., Program Manager
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

Mechanical Upgrades at Timber Grove Elementary School.

Appendix I

Recommendation for Award of Contract Mechanical Upgrades at Timber Grove Elementary School August 12, 2003

On July 24, 2003, two (2) bids were received for mechanical upgrades at Timber Grove Elementary School - Bid #415-03B. This project consists of replacing the unit ventilators in all classrooms. A summary of the bids is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to Phillips Way, Inc., the lowest responsive bidder, in the amount of \$554,000.00 for the Base Bid plus Add Alternate #1. This add alternate is to replace air handling units.

At this time, we are also requesting a 10% Change Order Allocation in the amount of \$55,400.00 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 Capital Budget Project #665 – Major Maintenance.

APPROVED:



Donald F. Kremmel, Ph.D.
Executive Director

**Baltimore County Public Schools Renovation Program
 Timber Grove Elementary School – Mechanical Upgrades
 Bid Number: RHA-415-03B
 Bid Due Date: July 24, 2003**

	Bidders' Names	
	Phillips Way, Inc.	RWC Contracting Corporation
Base Bid:	\$374,000	\$383,000
Add Alternate #1: <i>Replace all air handling units</i>	\$180,000	\$187,000
Base Bid Plus Add Alternate #1:	\$554,000	\$570,000

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: August 12, 2003
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **Award of Contract – Mechanical Upgrades at Winfield 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, P.E., Administrator
Office of Engineering and Construction
E. Phillip Schied, P.E., Program Manager
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

Mechanical Upgrades at Winfield Elementary School.

Appendix I

Recommendation for Award of Contract Mechanical Upgrades at Winfield Elementary School August 12, 2003

On July 24, 2003, two (2) bids were received for mechanical upgrades at Winfield Elementary School - Bid #415-03D. This project consists of replacing the unit ventilators in all classrooms along with the installation of a new relief air system. A summary of the bids is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to RWC Contracting Corporation, the lowest responsive bidder, in the amount of \$525,392.00 for the Base Bid plus Add Alternate #1. This Add Alternate is to replace air handling units.

At this time, we are also requesting a 10% Change Order Allocation in the amount of \$52,539.00 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 Capital Budget Project #665 – Major Maintenance.

APPROVED:



Donald F. Krempe, Ph.D.
Executive Director

**Baltimore County Public Schools Renovation Program
 Winfield Elementary School – Mechanical Upgrades
 Bid Number: RHA-415-03D
 Bid Due Date: July 24, 2003**

	Bidders' Names	
	RWC Contracting Corporation	Phillips Way, Inc.
Base Bid:	\$355,800	\$378,000
Add Alternate #1: <i>Replace all air handling units</i>	\$169,592	\$180,000
Base Bid Plus Add Alternate #1:	\$525,392	\$558,000

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: August 12, 2003
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **Request to Negotiate – Construction Management Services for Woodholme 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 H. Cassell, P.E., Administrator
Office of Engineering and Construction
J. Kurt Buckler, P.E., Head of Engineering
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves a request to negotiate.

Request to Negotiate – Construction Management Services for Woodholme Elementary School

Appendix I – Request to Negotiate

Appendix I

Request to Negotiate Construction Management Services for Woodholme Elementary School August 12, 2003

The Department of Physical Facilities advertised for professional services required to provide Construction Management Services associated with the construction of Woodholme Elementary School. These services will include, but are not limited to, developing schedules, preparing construction cost estimates, managing design services, performing design reviews, preparing State submissions, bidding construction packages, supervising/inspecting all construction, and preparing final construction punch-out lists. All procedures in the Board of Education's Policy and Rules, Section 3250 were followed to advertise, qualify, interview, and select the consultants.

On July 18, 2003, the Qualification Committee met and reviewed the "expressions of interest" submitted by ten (10) consultants. This information was reviewed and graded with the Qualification Committee stating that three (3) qualified firms should be considered by the Selection Committee.

On July 23, 2003, the Selection Committee met to discuss the Qualification Committee's report and interview the three (3) qualified firms. Base upon the reviews and interviews, the Selection Committee recommends that approval be granted to begin contract negotiations with the firm of Oak Contracting Corporation to provide Construction Management Services associated with the construction of Woodholme Elementary School.

APPROVED:


Donald F. Kremmel, Ph.D.

Executive Director

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: August 12, 2003
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **Fee Acceptance – Design Services for Science Room Renovations 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, P.E., Administrator
Office of Engineering and Construction
Leonard Collevocchio, Mechanical Engineer
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves a negotiated fee.

Fee Acceptance - Design Services for Science Room Renovations at Loch Raven High School.

**Request for Fee Acceptance
Design Services for Science Room Renovations
at Loch Raven High School
August 12, 2003**

On June 10, 2003, the Board of Education granted the Department of Physical Facilities approval to enter into negotiations with Rubeling & Associates, Inc. to provide design services for the science room renovations planned for Loch Raven High School. These design services are for the complete renovations of eight (8) science classrooms and six (6) preparation rooms.

The Department of Physical Facilities has negotiated a fee to investigate the existing conditions; prepare schematic designs, design development documents, and construction documents; provide bidding phase services and construction administration services; and submit all necessary documentation for State review and approval. At this time, the Department of Physical Facilities requests approval to issue a contract in the negotiated amount of \$167,686.17 with Rubeling & Associates, Inc. to provide design services associated with the renovation of science rooms at Loch Raven High School.

Funding for these services is available in the Capital Budget Project #666 – Alterations/Code Updates/Restorations.

APPROVED:



Donald F. Kremmel, Ph.D.
Executive Director

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: August 12, 2003
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: Fee Acceptance – Design Services for Science Room Renovations at Perry Hall 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, P.E., Administrator
Office of Engineering and Construction
Leonard Collevocchio, Mechanical Engineer
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves a negotiated fee.

Fee Acceptance - Design Services for Science Room Renovations at Perry Hall High School.

**Request for Fee Acceptance
Design Services for Science Room Renovations
at Perry Hall High School
August 12, 2003**

On June 10, 2003, the Board of Education granted the Department of Physical Facilities approval to enter into negotiations with Rubeling & Associates, Inc. to provide design services for the science room renovations planned for Perry Hall High School. These design services are for the complete renovations of twelve (12) science classrooms and four (4) preparation rooms.

The Department of Physical Facilities has negotiated a fee to investigate the existing conditions; prepare schematic designs, design development documents, and construction documents; provide bidding phase services and construction administration services; and submit all necessary documentation for State review and approval. At this time, the Department of Physical Facilities requests approval to issue a contract in the negotiated amount of \$239,301.72 with Rubeling & Associates, Inc. to provide design services associated with the renovation of science rooms at Perry Hall High School.

Funding for these services is available in the Capital Budget Project #666 – Alterations/Code Updates/Restorations.

APPROVED:



Donald F. Kremmel, Ph.D.
Executive Director

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: August 12, 2003
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **Fee Acceptance – Design Services for Science Room Renovations at Pikesville 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, P.E., Administrator
Office of Engineering and Construction
Leonard Collevocchio, Mechanical Engineer
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves a negotiated fee.

Fee Acceptance - Design Services for Science Room Renovations at Pikesville High School.

**Request for Fee Acceptance
Design Services for Science Room Renovations
at Pikesville High School
August 12, 2003**

On June 10, 2003, the Board of Education granted the Department of Physical Facilities approval to enter into negotiations with Grieves, Worrall, Wright & O'Hatnick, Inc. to provide design services for the science room renovations planned for Pikesville High School. These design services are for the complete renovations of seven (7) science classrooms and ten (10) preparation rooms.

The Department of Physical Facilities has negotiated a fee to investigate the existing conditions; prepare schematic designs, design development documents, and construction documents; provide bidding phase services and construction administration services; and submit all necessary documentation for State review and approval. At this time, the Department of Physical Facilities requests approval to issue a contract in the negotiated amount of \$208,428.85 with Grieves, Worrall, Wright & O'Hatnick, Inc. to provide design services associated with the renovation of science rooms at Pikesville High School.

Funding for these services is available in the Capital Budget Project #666 – Alterations/Code Updates/Restorations.

APPROVED:

A handwritten signature in blue ink, appearing to read "Donald F. Krempe", is written over a horizontal line.

Donald F. Krempe, Ph.D.
Executive Director

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: August 12, 2003

TO: **BOARD OF EDUCATION**

FROM: Dr. J. Hairston, Superintendent

SUBJECT: **Request for Change Order – Design Services for Science Room Renovations at Woodlawn High Center**

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, P.E., Administrator
Office of Engineering and Construction
J. Kurt Buckler, P.E., Head of Engineering
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves a change order.

Request for Change Order – Design Services for Science Room Renovations at Woodlawn High Center.

Appendix I

Request for Approval of a Change Order Design Services for Science Room Renovations at Woodlawn High Center August 12, 2003

On September 12, 2000, the Board of Education approved an award of contract with Grieves, Worrall, Wright & O'Hatnick, Inc. for design services associated with the renovation of science rooms at Woodlawn High Center. The original design fee was for renovations to eleven science rooms. During the design development phase, the consultant prepared construction estimates that indicated there was insufficient funding for renovating all eleven science rooms. The consultant prepared the design for all eleven rooms, but only ten rooms were bid and renovated. The Fiscal Year 2004 Capital Budget includes the additional funding necessary to renovate the remaining science room at Woodlawn High Center. This change order is for the consultant to prepare the bid package for renovating the remaining science room along with minor alterations to the cosmetology lab and science preparation room. The additional services will also include construction administration during the renovation and submission of all required State documentation.

This change order has been reviewed by our in-house engineering staff and found reasonable. At this time, the Department of Physical Facilities requests approval of a change order in the not-to-exceed amount of \$41,000.00 with Grieves, Worrall, Wright & O'Hatnick, Inc. for additional design services at Woodlawn High Center.

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

APPROVED:



Donald F. Krempe, Ph.D.
Executive Director

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: August 12, 2003
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **Request for Change Order – Dry Wall 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, P.E., Administrator
Office of Engineering and Construction
J. Kurt Buckler, P.E., Head of Engineering
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves a change order.

Request for Change Order – Dry Wall Contract at New Town High School.

**Request for Approval of a Change Order
Dry Wall Contract at New Town High School
August 12, 2003**

On November 20, 2001, the Board of Education approved an award of contract with Manganaro, Inc. for the Dry Wall contract at New Town High School. This contract includes the provision of ceiling tiles and the associated grid support system. During construction, minor damages occurred to the new ceilings and grid work due to various contractors working near or above the new ceilings. In order to repair these damages, the Department of Physical Facilities requests approval to issue a change order in the not-to-exceed amount of \$20,000.00 with Manganaro, Inc. The various contractors who originally caused the damage will credit the actual costs associated with these ceiling repairs to Baltimore County Public Schools. The net costs to Baltimore County Public Schools for these repairs should be zero.

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: August 12, 2003
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **Request for Change Order – Exterior Lighting at Woodlawn 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 H. Cassell, P.E., Administrator
Office of Engineering and Construction
Vladimir Mukasey, Electrical Engineer
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves a change order.

Request for Change Order – Exterior Lighting at Woodlawn Middle School.

Appendix I

Request for Approval of a Change Order Exterior Lighting at Woodlawn Middle School August 12, 2003

On May 27, 2003, the Board of Education approved an award of contract with Douglas Electric & Lighting, Inc. for the installation on new exterior lighting at Woodlawn Middle School. Due to unforeseen rock found in the soils around the school, the Contractor has experience difficulties in trenching to install underground wiring, in directional borings to install wiring under the entrances, and in boring for the bases of the new light poles. To address these problems with underground rock, the Department of Physical Facilities requests approval of a change order in the not-to-exceed amount of \$10,000.00 to make the necessary field adjustments to complete this project.

Funding for this Change Order is available through the Qualified Zone Academy Bond Program.

APPROVED:



Donald F. Kremmel, Ph.D.
Executive Director

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: August 12, 2003
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **Contract Award for Construction Management Services at Woodholme 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 H. Cassell, P.E., Administrator
Office of Engineering and Construction
J. Kurt Buckler, P.E., Head of Engineering
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves a contract award.

Contract Award for Construction Management Services at Woodholme Elementary School

Appendix I – Contract Award

Appendix I

Contract Award Construction Management Services for Woodholme Elementary School August 12, 2003

The Department of Physical Facilities requests approval to enter into a contract with Oak Contracting Corporation for Construction Management Services at Woodholme Elementary School contingent upon the approval by the Board of Education of the Request to Negotiate Construction Management Services at Woodholme Elementary School. These services will include, but are not limited to, developing schedules, preparing construction cost estimates, managing design services, performing design reviews, preparing State submissions, bidding construction packages, supervising/inspecting all construction, and preparing final construction punch-out lists. In order to proceed with an accelerated schedule for this project, the Department of Physical Facilities requests approval to enter into a contract which will not exceed \$900,000.00. The actual Construction Management Services contract will be negotiated for a fixed dollar amount. The Department of Physical Facilities will report the actual dollar amount of this contract to the Board of Education at the next regularly scheduled meeting.

Funding for these services is available through Capital Budget Project #111 – Woodholme Elementary School.

APPROVED:



Donald F. Kremmel, Ph.D.
Executive Director

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: August 12, 2003
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: Corrected Award of Contract – Boiler Replacement at Lansdowne 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 H. Cassell, P.E., Administrator
Office of Engineering and Construction
Leonard Collevocchio, Mechanical Engineer
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves a corrected award of contract.

Corrected Award of Contract – Boiler Replacement at Lansdowne High School

Appendix I

Corrected Award of Contract Boiler Replacement at Lansdowne High School August 12, 2003

On May 27, 2003, the Board approved an award of contract with BGE Home/BGE Commercial Building Systems to replace the boilers at Lansdowne High School. Unfortunately, inaccurate numbers were shown on the bid summary leading to an incorrect award in the amount of \$409,000.00. The correct award for BGE Home/BGE Commercial Building System should have been based on \$307,000.00 for the Base Bid plus \$122,000.00 for Add Alternate #1 for a combined total award of \$419,000.00. The Department of Physical Facilities requests approval of a corrected award with BGE Home/BGE Commercial Building Systems in the amount of \$419,000.00 for replacing boilers at Lansdowne High School.

At this time, we also request approval of a corrected 10% Change Order Allocation in the amount of \$41,900.00, 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 # 665 – Major Maintenance.

APPROVED:



Donald F. Krempe, Ph.D.
Executive Director

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: August 12, 2003
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, Planning and Support Operations

RECOMMENDATION

That the Board of Education approves a lease for 2,800 additional square feet at Timonium Business Park.

Background Information: Additional office space will allow for greater proximity for offices that collaborate routinely on student data projects and will provide space for additional staff.

Estimated Operating Funds Fiscal Impact: \$ 3,479.00 for FY 04
Possible Funding Source: Operating Funds

JRH/dd

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: August 12, 2003

TO: **BOARD OF EDUCATION**

FROM: **Dr. Joe A. Hairston, Superintendent**

SUBJECT: Instruction, The Gifted and Talented Education Rule 6135

ORIGINATOR: Christine Johns, Deputy Superintendent of Curriculum and Instruction

RESOURCE PERSON(S): Phyllis Bailey, Executive Director, Special Programs PreK-12
Jeanne Paynter, Coordinator, Gifted and Talented Education

INFORMATION

Rule 6135 Instruction, Gifted and Talented Education Program establishes administrative procedures for Policy 6135. This rule is aligned with the Federal *No Child Left Behind Act*, the newly adopted State definition of gifted and talented students, and the BCPS Master Plan. Changes that have been made address the following: modified definition of the term *acceleration*; parental communication and information; accountability and program implementation.

Appendix I: Instruction, The Gifted and Talented Education Program Rule 6135

ALL NEW MATERIAL

INSTRUCTION

THE GIFTED AND TALENTED EDUCATION PROGRAM

THE BOARD OF EDUCATION OF BALTIMORE COUNTY IS COMMITTED TO ENSURING EQUITY AND EXCELLENCE IN EDUCATION BY PROVIDING EACH STUDENT WITH AN INSTRUCTIONAL ENVIRONMENT THAT NURTURES POTENTIAL AND ENHANCES ACADEMIC SUCCESS. WITH THIS CENTRAL MISSION IN MIND, THE BOARD BELIEVES THAT EVERY STUDENT IN THE BALTIMORE COUNTY PUBLIC SCHOOLS K-12 WHO GIVES EVIDENCE OF HIGH ACHIEVEMENT CAPABILITIES SHOULD HAVE ACCESS TO HIGH QUALITY GIFTED AND TALENTED EDUCATIONAL SERVICES REGARDLESS OF THAT STUDENT'S RACE/ETHNICITY, GENDER, SOCIO-ECONOMIC STATUS, GEOGRAPHICAL LOCATION, PRIMARY LANGUAGE, OR DISABILITY.

THE BOARD BELIEVES THAT STUDENTS WITH OUTSTANDING TALENTS PERFORM OR SHOW THE POTENTIAL FOR PERFORMING AT REMARKABLY HIGH LEVELS OF ACCOMPLISHMENT WHEN COMPARED WITH OTHERS OF THEIR AGE, EXPERIENCE, OR ENVIRONMENT. OUTSTANDING TALENTS ARE PRESENT IN STUDENTS FROM ALL CULTURAL GROUPS, ACROSS ALL ECONOMIC STRATA, AND IN ALL AREAS OF HUMAN ENDEAVOR. THEREFORE, THE BOARD RECOGNIZES THAT THE SCHOOL SYSTEM SHOULD PROVIDE A CONTINUUM OF APPROPRIATELY DIFFERENTIATED EDUCATIONAL EXPERIENCES AND SERVICES KINDERGARTEN THROUGH GRADE 12 THAT ARE RESEARCH-BASED AND ALIGNED WITH THE SYSTEM'S MISSION AND GOALS.

THE SUPERINTENDENT SHALL PROVIDE TO THE BOARD A SEMI-ANNUAL STATUS AND GROWTH REPORT FOR THE GIFTED AND TALENTED EDUCATION PROGRAM DETAILING DISAGGREGATED STUDENT ENROLLMENT, RETENTION AND ACHIEVEMENT, CURRICULUM AND **PROFESSIONAL** DEVELOPMENT, PROGRAM IMPLEMENTATION, AND **RECOMMENDATIONS FOR IMPROVEMENT**.

Legal References:

Annotated Code of Maryland, Education Article
Comprehensive Master Plans, §5-401
Gifted and Talented Students, §8-201 - §8-204
No Child Left Behind Act of 2001, 20 U.S.C. §7801

Related Policies:

Board of Education Policy 5200, STUDENTS: Promotion and Retention

Policy
Adopted:

Board of Education
of Baltimore County

8/7/2003

INSTRUCTION: THE GIFTED AND TALENTED EDUCATION PROGRAM

1. DEFINITIONS

- a. THE TERM GIFTED AND TALENTED REFERS TO THOSE STUDENTS WHO GIVE EVIDENCE OF HIGH ACHIEVEMENT CAPABILITY IN AREAS SUCH AS INTELLECTUAL, CREATIVE, ARTISTIC, OR LEADERSHIP CAPACITY, OR SPECIFIC ACADEMIC FIELDS, WHO NEED SPECIFIC SERVICES OR ACTIVITIES IN ORDER TO FULLY DEVELOP THOSE CAPABILITIES.¹ A GIFTED AND TALENTED ELEMENTARY OR SECONDARY STUDENT IS IDENTIFIED BY PROFESSIONALLY QUALIFIED INDIVIDUALS AS HAVING OUTSTANDING TALENT AND PERFORMING OR SHOWING THE POTENTIAL FOR PERFORMING AT REMARKABLY HIGH LEVELS OF ACCOMPLISHMENT WHEN COMPARED WITH OTHER STUDENTS OF A SIMILAR AGE, EXPERIENCE, OR ENVIRONMENT.²
- b. DIFFERENTIATION REFERS TO MULTIPLE INSTRUCTIONAL APPROACHES USED TO ADDRESS GIFTED AND TALENTED STUDENTS' UNIQUE ABILITIES AND INTERESTS BY VARYING THE INSTRUCTIONAL CONTENT, PROCESSES, AND PRODUCTS. DIFFERENTIATED INSTRUCTION FOR GIFTED AND TALENTED STUDENTS ACCELERATES AND ENRICHES GRADE-LEVEL INSTRUCTIONAL CONTENT USING OVERARCHING CONCEPTS AND THEMES AND ADVANCED INSTRUCTIONAL MATERIALS. INSTRUCTIONAL PROCESSES ARE VARIED TO INCORPORATE FLEXIBLE PACING AND OPPORTUNITIES TO ENGAGE IN ADVANCED RESEARCH AND PROBLEM SOLVING CHARACTERISTICS OF PROFESSIONALS IN THE FIELD. DIFFERENTIATED PRODUCTS OR PERFORMANCE ASSESSMENTS APPLY LEARNING MEANINGFULLY TO COMPLEX, AUTHENTIC TASKS.
- c. ACCELERATION OF INSTRUCTION MEANS THAT STUDENTS ARE PROVIDED WITH MORE COMPLEX AND CHALLENGING MATERIAL WHICH THEY ARE EXPECTED TO MASTER AT A FASTER PACE. AS USED IN THIS RULE, ACCELERATION OCCURS IN VARIOUS FORMS AND MAY INCLUDE, BUT IS NOT LIMITED TO, THE FOLLOWING:
 - 1) CURRICULUM COMPACTING. THE STUDENT IS PREASSESSED TO DETERMINE SKILL MASTERY. THE MASTERED MATERIAL IS THEN REPLACED WITH ENRICHED OR ACCLERATED CONTENT;

¹ *No Child Left Behind Act of 2001*, 20 U.S.C. §7801 (22).

² *Annotated Code of Maryland*, Education Article §8-201.

8/7/2003

- 2) SUBJECT ACCELERATION. FOR ONE OR MORE SPECIFIC SUBJECTS, A STUDENT IS ADVANCED TO ANOTHER GRADE LEVEL WITHOUT BEING PROMOTED TO A HIGHER GRADE LEVEL;
- 3) GRADE LEVEL ACCELERATION. A STUDENT IS PROMOTED TO THE NEXT GRADE LEVEL;
- 4) CONCURRENT ENROLLMENT. A STUDENT IS ENROLLED IN COLLEGE COURSES WHILE IN HIGH SCHOOL;
- 5) ADVANCED PLACEMENT COURSES. STUDENTS ARE ENROLLED IN COLLEGE LEVEL COURSES AS PREPARATION TO TAKE ADVANCED PLACEMENT EXAMS FOR COLLEGE CREDIT.

2. STUDENT IDENTIFICATION AND PLACEMENT

STUDENT IDENTIFICATION AND PLACEMENT FOR GIFTED AND TALENTED EDUCATION IS ONGOING. AS USED IN THIS RULE, STUDENT IDENTIFICATION AND PLACEMENT CONSISTS OF EARLY TALENT DEVELOPMENT K - 2, A SCHOOL-BASED PROCESS FOR ONGOING STUDENT REFERRAL AND REVIEW, PROGRAM RECOMMENDATIONS, AND A PROCESS FOR APPEALS.

a. EARLY TALENT DEVELOPMENT, K - 2

- 1) ALL ELEMENTARY SCHOOLS SHALL BE REQUIRED TO IMPLEMENT THE PRIMARY TALENT DEVELOPMENT (PTD) PROGRAM K – 2 IN ORDER TO RECOGNIZE, NURTURE, AND CHALLENGE THE POTENTIAL OF ALL CHILDREN.³
- 2) SCHOOLS SHALL DOCUMENT EVIDENCE OF EACH CHILD’S PTD LEARNING BEHAVIORS IN A CUMULATIVE K – 2 PORTFOLIO USED TO MAKE REFERRALS TO THE GIFTED AND TALENTED EDUCATION PROGRAM AT THE END OF GRADE 2.

b. THE STUDENT REFERRAL AND REVIEW PROCESS

- 1) THE OFFICE OF GIFTED AND TALENTED EDUCATION SHALL ANNUALLY PROVIDE TO SCHOOLS THE TIMELINES AND PROCEDURES FOR STUDENT REFERRAL AND REVIEW.

³ Baltimore County Public Schools *Primary Talent Development; Primary Talent Development Supplemental Lessons* (1996, 2000).

8/7/2003

ELEMENTARY AND SECONDARY SCHOOLS ARE RESPONSIBLE FOR INFORMING PARENTS ABOUT THE NATURE, CONTENT, AND EXPECTATIONS OF THE SCHOOL'S GIFTED AND TALENTED EDUCATION PROGRAM.

- 2) ELEMENTARY AND SECONDARY SCHOOLS SHALL ENCOURAGE ONGOING STUDENT REFERRALS FROM A VARIETY OF SOURCES, INCLUDING BUT NOT LIMITED TO TEACHERS, PARENTS, TEST DATA, AND SELF-NOMINATIONS.
- 3) ELEMENTARY AND SECONDARY SCHOOLS SHALL BE RESPONSIBLE FOR ESTABLISHING DIVERSE, INTERDISCIPLINARY GIFTED AND TALENTED EDUCATION REFERRAL AND REVIEW TEAMS THAT IMPLEMENT A COMPREHENSIVE STUDENT PROFILE ASSESSMENT PROCESS AND OPERATE ACCORDING TO THE TIMELINES AND PROCEDURES OUTLINED IN THE ELEMENTARY, MIDDLE, OR HIGH SCHOOL HANDBOOK OF PROCEDURES FOR IMPLEMENTING THE GIFTED AND TALENTED EDUCATION PROGRAM.
- 4) ELEMENTARY AND SECONDARY SCHOOL GIFTED AND TALENTED EDUCATION REFERRAL AND REVIEW TEAMS SHALL, ON AN ANNUAL BASIS, REVIEW THEIR REFERRAL AND REVIEW PROCEDURES. THE TEAM'S REVIEW SHOULD ADDRESS EQUITY OF ACCESS BY ANALYZING DISAGGREGATED SCHOOL AND GIFTED AND TALENTED EDUCATION PROGRAM STUDENT ENROLLMENT DATA.

c. PROGRAM RECOMMENDATIONS

- 1) ELEMENTARY AND SECONDARY SCHOOL GIFTED AND TALENTED EDUCATION REFERRAL AND REVIEW TEAMS SHALL INFORM PARENTS WHEN RECOMMENDING THAT A STUDENT ENTER OR EXIT THE GIFTED AND TALENTED EDUCATION PROGRAM. THIS COMMUNICATION SHALL TAKE PLACE ACCORDING TO THE TIMELINES AND PROCEDURES OUTLINED IN THE ELEMENTARY, MIDDLE, OR HIGH SCHOOL HANDBOOK OF PROCEDURES FOR IMPLEMENTING THE GIFTED AND TALENTED EDUCATION PROGRAM.
- 2) THE GIFTED AND TALENTED EDUCATION CURRICULUM INCORPORATES VARIOUS FORMS OF ACCELERATION. IN ACCORDANCE WITH BOARD OF EDUCATION POLICY AND RULE 5200, STUDENTS: PROMOTION AND RETENTION, THE

8/7/2003

EXECUTIVE DIRECTOR OF PRE-K – 12 SPECIAL PROGRAMS SHALL APPROVE ALL RECOMMENDATIONS FOR SUBJECT AND GRADE ACCELERATION.

- 3) A STUDENT IN THE GIFTED AND TALENTED EDUCATION PROGRAM WHO ALSO HAS SPECIAL NEEDS DOCUMENTED ON AN INDIVIDUALIZED EDUCATION PLAN (IEP) OR 504 PLAN SHALL RECEIVE THE APPROPRIATE PROGRAM MODIFICATIONS, ACCOMMODATIONS, AND/OR SERVICES REQUIRED BY THAT PLAN.

d. APPEALS

- 1) PARENTS/GUARDIANS OF STUDENTS MAY APPEAL THE STUDENT PLACEMENT RECOMMENDATIONS OF THE SCHOOL GIFTED AND TALENTED EDUCATION REFERRAL AND REVIEW TEAM.
- 2) THE FIRST STEP IN THE APPEAL PROCESS IS A PARENT/GUARDIAN CONFERENCE WITH A SCHOOL ADMINISTRATOR AND REPRESENTATIVE FROM THE REFERRAL AND REVIEW TEAM TO REVIEW THE DATA ON THE STUDENT PROFILE USED TO MAKE THE PROGRAM RECOMMENDATION.
- 3) AFTER THIS CONFERENCE, IF THE PARENT/GUARDIAN AND THE SCHOOL DO NOT COME TO AN AGREEMENT REGARDING APPROPRIATE PLACEMENT, THE PARENT MAY APPEAL THE SCHOOL'S DECISION TO THE COORDINATOR OF THE OFFICE OF GIFTED AND TALENTED EDUCATION AND MAGNET PROGRAMS. THE SCHOOL WILL PROVIDE THE PARENT WITH A "REQUEST FOR GIFTED AND TALENTED EDUCATION APPEAL" FROM THE ELEMENTARY, MIDDLE, OR HIGH SCHOOL HANDBOOK OF PROCEDURES FOR IMPLEMENTING THE GIFTED AND TALENTED EDUCATION PROGRAM.
- 4) END-OF-YEAR APPEALS FOR THE FOLLOWING SCHOOL YEAR MUST BE RECEIVED IN THE OFFICE OF GIFTED AND TALENTED EDUCATION AND MAGNET PROGRAMS BY MAY 30 **OR THE NEAREST BUSINESS DAY THEREAFTER** IN ORDER TO BE **CONSIDERED**.
- 5) THE COORDINATOR OF GIFTED AND TALENTED EDUCATION AND MAGNET PROGRAMS WILL REVIEW THE APPEAL, COLLECT ADDITIONAL DATA AS DEEMED NECESSARY, AND MAKE A RECOMMENDATION TO THE SCHOOL FOR STUDENT

8/7/2003

PLACEMENT. SUCH DECISION CAN BE FURTHER APPEALED TO THE SUPERINTENDENT'S DESIGNEE.

4. PROGRAM IMPLEMENTATION

- a. THE SCHOOL PRINCIPAL, UNDER THE DIRECTION OF THE EXECUTIVE DIRECTOR OF SCHOOLS, SHALL ADMINISTER THE GIFTED AND TALENTED EDUCATION PROGRAM IN THE LOCAL SCHOOL ACCORDING TO THE PROCEDURES FOR STUDENT IDENTIFICATION, PROGRAM ARTICULATION AND ADMINISTRATION, CURRICULUM AND INSTRUCTION, AND PARENT COMMUNICATION SPECIFIED IN THE ELEMENTARY, MIDDLE, OR HIGH SCHOOL HANDBOOK OF PROCEDURES FOR IMPLEMENTING THE GIFTED AND TALENTED EDUCATION PROGRAM.
- b. ELEMENTARY AND SECONDARY SCHOOLS SHALL IMPLEMENT THE DIFFERENTIATED GIFTED AND TALENTED EDUCATION CURRICULA DEVELOPED BY THE CURRICULUM OFFICES IN THE DIVISION OF CURRICULUM AND INSTRUCTION.
- c. AS SPECIFIED IN THE ELEMENTARY, MIDDLE, OR HIGH SCHOOL HANDBOOK OF PROCEDURES FOR IMPLEMENTING THE GIFTED AND TALENTED EDUCATION PROGRAM, ELEMENTARY AND SECONDARY SCHOOLS, WITH THE ASSISTANCE OF THE OFFICE OF GIFTED AND TALENTED EDUCATION, SHALL PROVIDE TEACHING STAFF WITH INFORMATION REGARDING THE CHARACTERISTICS OF GIFTEDNESS, DIFFERENTIATION STRATEGIES, AND GIFTED AND TALENTED EDUCATION REFERRAL AND REVIEW PROCEDURES AND TIMELINES.
- d. A STUDENT IN THE GIFTED AND TALENTED EDUCATION PROGRAM WHO ALSO HAS SPECIAL NEEDS DOCUMENTED ON AN INDIVIDUALIZED EDUCATION PLAN (IEP) OR 504 PLAN SHALL RECEIVE THE APPROPRIATE SERVICES PURSUANT TO LAW.

8/7/2003

5. PROGRAM REVIEW AND REPORTING

- a. THE EXECUTIVE **LEADERSHIP** SHALL SEMI-ANNUALLY SUBMIT TO THE SUPERINTENDENT GIFTED AND TALENTED EDUCATION PROGRAM REPORTS THAT INCLUDE DISAGGREGATED STUDENT ENROLLMENT AND ACHIEVEMENT DATA, TEACHER CERTIFICATION AND TRAINING, ALLOCATION OF RESOURCES FOR CURRICULUM AND **PROFESSIONAL** DEVELOPMENT, AS WELL AS PROGRAM NEEDS. THE SUPERINTENDENT SHALL RECOMMEND TO THE BOARD OF EDUCATION STRATEGIES TO ADDRESS NEEDS AND AREAS **FOR** IMPROVEMENT.
- b. THE SCHOOL SYSTEM SHALL CONTRACT PERIODIC EXTERNAL PROGRAM REVIEWS TO ENSURE CONTINUOUS IMPROVEMENT IN THE GIFTED AND TALENTED EDUCATION PROGRAM'S GOALS.

Rule

Superintendent of Schools

Approved:



Maryland Association of Boards of Education

At its July 22 - 23 meeting, the Maryland State Board of Education:

NEW OFFICERS

Announced Board President Marilyn Maultsby's resignation from the State Board for personal reasons. Elected new officers: Dr. Edward Root, President; JoAnn Bell, Vice President.

MARYLAND SCHOOL ASSESSMENT PERFORMANCE STANDARDS

Heard Dr. Gary Heath, MSDE, review the proposed Maryland School Assessment Performance Standards recommended by the Department and a standards setting committee comprised of approximately 300 educators and testing experts. He described the performance standards as establishing high academic expectations against which each student subgroup must be measured for school, school system, and state accountability requirements under the federal No Child Left Behind Act (NCLBA). Dr. Heath outlined MSDE's coordination of groups of reviewers who met during the past month to make recommendations regarding the Maryland State Assessments (MSAs), Maryland's High School Assessment, the psychometric review of the validity of the standard setting process, and other NCLBA required tests. Dr. Heath reviewed the recommended performance standards and cut scores based on 2003 Maryland State Assessment (MSA) results, for assessments in reading (grades 3, 5, 8, and 10), mathematics (grades 3, 5, 8, and geometry), the reading and mathematics independence mastery assessment program (IMAP) for severely disabled students, and the graduation rate performance standard. The performance standards include proficient and advanced scores, and the percentages of students in the basic, proficient, and advanced categories based on the 2003 MSA results. He noted that the standards reflect performance levels expected of students by the end of the 2013-2014 school year. The standards setting unit of the assessment vendor, CTB/McGraw Hill, provided technical assistance and oversight for the standard setting committee. Dr. Heath stated that next summer MSDE will conduct its performance standards analysis for grades 4, 6, and 9, and then proceed to review Maryland's content standards. He also stated that the federal government has granted MSDE permission to comprehensively review its performance standards system every five years.

Board members questioned the implications for Maryland if other states set lower standards. Dr. Grasmick responded that the U.S. Department of Education is committed to rigorous requirements and the avoidance of ranking states based on uneven accountability requirements. Board members questioned the adequacy of funding to support the Department's new testing regimen. Dr. Grasmick responded that the Board of Public Works approved her \$53 million request last fall to enable the Department to meet the immediate costs of the new federal testing requirements. Board members focused on the technology demands for MSDE under the new requirements. Dr. Heath responded that the Department is operating web sites focused on reporting student, school, and school system performance, and that MSDE's web sites are being used as models in other states. Ms. Cloutier, MSDE counsel, addressed the strict professional development standards required by NCLBA, noting that local school systems must assess their professional development programs to ensure alignment with state content standards. Board members discussed the need for local systems to devote existing funding to provide additional professional development. The Board approved the recommended school assessment performance standards.

Subscriptions for non-MABE members: \$15 - 1 year; \$20 - 2 years

Suite 300 • 621 Ridgely Avenue • Annapolis, Maryland 21401-1087 • (410) 841-5414 • Fax (410) 841-6580

ALLEGANY SCHOOLS CONSOLIDATION

Heard Dr. Grasmick report on the result of the Department's mediation of the Allegany County Board of Education's dispute regarding its decision to consolidate certain schools this fall. She noted that the mediation resulted in an agreement that the consolidation will not occur until adequate funding is secured to build a new high school, which has not occurred in Allegany County in over 50 years. She stated that the decision to consolidate students into an existing, inadequate high school was wrong, and would have diminished confidence in the opportunity for a quality education in Allegany County. She also noted that she and David Lever, director of the state school construction program, are working to develop the construction and funding plan for the expansion of school facilities contiguous to the Bell High School site.

FEDERAL LEGISLATION

Received an update from Ms. Nathanson, MSDE, on pending federal education legislation. She described the recent, unanimous passage in the House of Representatives of H.R. 1350, the reauthorization of the Individuals with Disabilities Education Act (IDEA). She noted that the Senate is expected to take up the bill in the coming month and that Senator Mikulski is a very strong advocate for IDEA funding. Ms. Nathanson reviewed varying House and Senate provisions, including the use of a percentage of funding for students at risk of entering special education, initiatives to reduce paperwork, and changes in disciplinary procedures. She also provided a status report on federal appropriations for education, including IDEA and NCLBA. She noted that Senator Mikulski did not vote for S. 1356 in committee because of her concerns that the funding levels are inadequate. Ms. Nathanson summarized other pending bills, including H.R. 2211, the Ready to Teach Act intended to improve teacher education and recruitment, and H.R. 1261, the Workforce Reinvestment and Adult Education Act of 2003. In addition, she described Dr. Grasmick's recent efforts to work with federal officials toward reforms of Head Start in H.R. 438, the School Readiness Act of 2003 and the Senate's version of similar legislation. Dr. Grasmick described the President's recent visit to Highland Park Elementary School in Prince George's County to observe the benefits of a seamless continuum of services to young children. She stated that she hopes Maryland can become a model for the nation.

NBPTS CERTIFICATION

Selected additional candidates from Baltimore City and Harford County to participate in the 2003-2004 Fee Incentive Program for public school teachers seeking National Board for Professional Teaching Standards (NBPTS) certification.

FOOD PROGRAMS

Granted permission to publish proposed amendments to **COMAR 13A.06.01 - Programs for Food and Nutrition**, governing the programs' hearing procedures. MSDE counsel recommended the amendments to provide uniform procedures for hearings, consistent with federal regulations.

PUBLIC COMMENT

Heard public comment from several individuals on issues including the Anne Arundel County school calendar and algebra education and testing standards.

INTERSCHOOL ATHLETICS

Approved amendments to **COMAR 13A.06.03.03 - Interscholastic Athletics in the State**, which provide greater flexibility to local school systems to schedule interscholastic athletic contests by allowing for three games in one week to be scheduled not more than twice during the regular season in basketball, field hockey, lacrosse, soccer, and volleyball.

HIGHLY QUALIFIED TEACHER STANDARDS

Received a report from Dr. Larry Leak, MSDE, on the status of the Department's development of the Highly Objective Uniform State Standard of Evaluation (HOUSSE) for incumbent and new elementary and secondary teachers. He reviewed a document entitled "How to Be a 'Highly Qualified' Teacher in Maryland" which outlines core academic subject area competency requirements for early childhood and elementary teachers, and competency standards for middle, junior high, secondary and K-12 (art and music) teachers. He described HOUSSE as a rubric to provide teachers with credit for professional and educational experience resulting in a determination of whether a teacher is "highly qualified" as defined by the federal No Child Left Behind Act. The rubrics will require teachers to obtain 100 points to satisfy the "highly qualified" standard, with points awarded for course work in

core academic subject areas, years of service, and continuing professional development. Dr. Leak noted that Maryland's version of HOUSSE is based on NCLBA requirements, stakeholder input, and ongoing input from the U.S. Department of Education, including very recent indications that additional federal guidance is being developed which will assist states in complying with teacher qualification standards. He highlighted several ongoing debates, including whether the rubric should grant 100 points to early childhood and elementary teachers with advanced professional certificates as it does for middle and secondary teachers. Dr. Grasmick outlined her concerns, stating that while the HOUSSE requirements for middle and secondary teachers are reasonable, she is concerned that many outstanding early childhood and elementary teachers may not need additional course work. She also described her concern that many special education teachers have to be generalists and that the State should have the flexibility to recognize classroom realities, suggesting that a national task force may be needed to fully analyze the special education teacher qualification issue. She also stressed that she would appeal to the U.S. Department of Education that APC should qualify early childhood and elementary teachers as highly qualified. Board members focused on the fiscal burden on MSDE to comply with these new requirements. Dr. Leak responded that MSDE will have to build databases to track teacher qualification information in a much more specific and timely manner, resulting in an unfunded mandate. Board members also voiced concern that the Board remain sensitive to existing teachers who have devoted years of service to public education.

Heard Mr. Peiffer, MSDE, review the proposal that Maryland invoke its authority as an Education Flexibility Partnership Act (Ed-Flex) State to offer local school systems, on a case-by-case basis, a one-year waiver of "highly qualified" teacher and paraprofessional requirements under the No Child Left Behind Act. He described the NCLBA requirement that all Title I teachers be highly qualified in the 2003-2004 school year, but that the state's ongoing Ed-Flex waiver from certain federal requirements allows Maryland to apply for a waiver from the Title I highly qualified teacher requirement for the next year. He noted that the waiver would not apply to teachers in schools under school improvement or restructuring, and reminded the Board that by 2005-2006 all teachers must meet the new standard. The Board approved the recommendation.

CHARTER SCHOOLS MODEL POLICY

Received a report from Dr. Steinke and Ms. Dates, MSDE, on the Department's "Maryland Public Charter Schools Model Policy and Resources Guide." Dr. Steinke described the documents as a product of the joint relationship between MSDE, local school systems and MABE, and many other parties, providing a strong foundation on which Maryland can build a quality public charter school program. Board members raised concerns regarding capital costs arising from approved charter schools. Dr. Steinke responded that the work groups recognized that facility issues are a prominent concern for charter schools throughout the nation, but that Maryland's law does not expressly deal with capital funding. He noted that MSDE and local school systems should be able to benefit in the future from federal funding designated for charter school facilities. Board members discussed whether the State Board has to take formal action to approve the model policy. Ms. Cloutier, MSDE counsel, recommended that the Board approve the model policy, but clarified that the policy is not regulation, but satisfies the statute's requirement that MSDE develop and disseminate a model policy.

BALTIMORE CITY RECRUITMENT AND RETENTION

Heard a status report from the Baltimore City Public School System regarding teacher recruitment and retention strategies. Acting CEO Bonnie Copeland described the system's efforts to recruit and retain highly qualified teachers for every classroom as the heart and soul of the system's overall reform. Board members praised the quality of the system's web-based teacher recruitment, and questioned which subject areas and personnel areas continue to be priorities. Dr. Copeland and Dr. Dudley responded that in addition to math and science teachers, recruiting, retaining, and maintaining a pipeline of high quality principals is essential to the long-term success of the system's efforts.

BALTIMORE CITY
CORRECTIVE
ACTION

Approved the designation of the Baltimore City Public School System as a system in corrective action under state school accountability standards, COMAR 13A.01.04, recently amended to comply to the federal No Child Left Behind Act requirements. Dr. Grasmick reviewed the NCLBA required designation for a school system with 25% or more of its schools under state or local reconstitution for more than 3 school years as of January 8, 2002. She stressed the priority to comply with the federal requirement to place highly qualified teachers in classrooms in systems under corrective action and the priority she places on highly qualified educational leadership. Dr. Grasmick recommended that the State Board order the school system to institute and implement a new curriculum aligned with the voluntary state curriculum and order a reorganization of the local school system to group specified schools under the direct supervision of the CEO. She stressed that the recommended designation and actions are not unilateral MSDE actions, but that the acting CEO and board of school commissioners have collaborated in the development of these recommendations. Specifically, the proposal requires a curriculum audit to ensure that the BCPPS curriculum is aligned with Maryland content standards, core learning goals, and state assessments; aligned professional development for schools and principals in a manner that is year-long, comprehensive, and job-embedded; development of a plan to meet the highly qualified teacher requirement; a principal evaluation system; and a CEO district for low-performing middle schools and identified elementary and secondary schools in a feeder cluster.

PROPOSED
FISCAL 2005
BUDGET

Received a report from MSDE budget staff regarding the proposed fiscal 2005 budget. Dr. Grasmick reviewed the state's fiscal condition and expressed her appreciation for the Governor's recent statements of intent to fully fund the Bridge to Excellence in Public Schools Act in his submitted fiscal 2005 budget, a nearly \$350 million increase over fiscal 2004. She noted that in light of the state's \$1 billion deficit, fiscal 2005 will be an austere budget year, and that on July 30 the Board of Public Works will make additional cuts that will impact the ongoing 2004 budget. Ms. Clapsaddle, MSDE, stated that the Governor's direction to set aside 10% of the Department's budget totals \$7.7 million, but that the Department does not anticipate cuts of this magnitude. She noted that despite the budget outlook, the Department must seek certain funding enhancement to meet new demands. Dr. Grasmick reiterated that MSDE has obligations as the centerpiece of the state's compliance with NCLBA requirements including assessments, standards-setting, and data collection and reporting that warrant seeking additional resources. Specifically, the Department is seeking additional funding to assume control of the educational program at the Hickey School. Board members discussed the school's current educational budget of \$2 million, provided under a private contract that expires in March 2004, and the proposed \$7.5 million budget for MSDE's provision of educational services, including one-time costs. Ms. Clapsaddle stated that MSDE estimates an annual educational budget of \$5.5 million. Dr. Grasmick emphasized her support for MSDE's role at the Hickey School, particularly in light of potentially deep cuts to other agencies, and MSDE's heightened accountability requirements under NCLBA. In addition, MSDE is proposing funding enhancements for the Division of Rehabilitation Services, administrative costs under the Bridge to Excellence Act such as technical assistance and evaluation of master plans, information technology costs arising from NCLBA mandates, including creating the data base and collection and reporting capabilities regarding adequate yearly progress, student performance per race and ethnic categories, and teacher qualification and certification. Ms. Clapsaddle also reviewed budget proposals for aid to educational organizations and general aid to education, totaling \$362 million as required by state funding formulas.

OPINIONS

Announced opinions in the following cases: Coalition for Balanced Excellence in Education, et al. v. Anne Arundel County Board of Education, upholding the local board decision affirming the superintendent's adoption of new scheduling models; Thomas Marsh v. Allegany County Board of Education, adopting the Administrative Law Judge's affirming the local board's decision to consolidate and reconfigure school districts; Norman L. Nichols v. Caroline County Board of Education, affirming the board's decision to terminate a teacher's employment; Linda B. Smoot v. Charles County Board of Education, affirming the local board's student expulsion decision.