I. PLEDGE OF ALLEGIANCE

II. SILENT MEDITATION IN REMEMBRANCE

III. AGENDA
   Consideration of the agenda for October 20, 2009

IV. MINUTES
   Consideration of the Report on the Board of Education Work Session
   of September 22, 2009  Exhibit A

V. NEW BUSINESS
   A. Consideration of consent to the following personnel matters:  (Dr. Peccia)
      1. Administrative Appointments  Exhibit B

VI. WORK SESSION REPORTS
   A. Report on the following Board of Education Policies (first reading):  (Ms. O'Hare)
      • Proposed Deletion of Policy 2341 – ADMINISTRATION:
        Teacher Preparation, Planning, Duty-free Lunch  Exhibit C
      • Proposed Deletion of Policy 2362 – ADMINISTRATION:
        Teacher Training Agreements  Exhibit D
      • Proposed Deletion of Policy 5300 – STUDENTS: Activities  Exhibit E
      • Proposed New Policy 5590 – STUDENTS: Students’ Expressions  Exhibit F
      • Proposed Changes to Policy 5600 – STUDENTS:
        Students’ Responsibilities and Rights  Exhibit G
      Exhibit H
   C. Report on School Staffing for 2009-2010  (Dr. Peccia)  Exhibit I
VI. WORK SESSION REPORTS (cont)

D. Report on the Implementation of a Quality Performance Program  
   (Dr. Rhoades/Mr. Gibson)  
   Exhibit J

VII. INFORMATION

A. Update on H1N1 Vaccine Program  
   Exhibit K

B. Central Area Education Advisory Council Meeting Minutes of September 24, 2009  
   Exhibit L

VIII. ANNOUNCEMENTS

Next Board Meeting  Tuesday, October 6, 2009  
7:00 PM  Greenwood
TENTATIVE MINUTES
BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Tuesday, September 22, 2009

The Board of Education of Baltimore County met in closed session at 5:46 p.m. at Greenwood. President JoAnn C. Murphy and the following Board members were present: Mr. James E. Coleman, Mr. Earnest E. Hines, Mr. Rodger C. Janssen, Mr. Joseph J. Pallozzi, Mr. H. Edward Parker, Ms. Valerie A. Roddy, Lawrence E. Schmidt, Esq., and Miss Jacqueline Camp. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

Ms. Murphy reminded Board members of community functions and Board of Education events scheduled in September and October.

Pursuant to the Annotated Code of Maryland, State Government Article, §§10-508(a)(1) and (a)(8) and upon motion of Mr. Janssen, seconded by Mr. Schmidt, the Board commenced its closed session at 5:51 p.m.

CLOSED SESSION MINUTES

The Board of Education of Baltimore County, Maryland, met in closed session at 5:51 p.m. at Greenwood. President JoAnn C. Murphy and the following Board members were present: Mr. James E. Coleman, Mr. Earnest E. Hines, Mr. Rodger C. Janssen, Mr. Joseph J. Pallozzi, Mr. H. Edward Parker, Ms. Valerie A. Roddy, Lawrence E. Schmidt, Esq., and Miss Jacqueline Camp. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and the following staff members were present: J. Robert Haines, Esq., Deputy Superintendent; Ms. Rita Fromm, Chief of Staff; Mr. William Lawrence, Assistant Superintendent, Northwest Area; Ms. Verletta White, Assistant Superintendent, Northeast Area; Dr. Manuel Rodriguez, Assistant Superintendent, Southwest Area; Ms. Barbara Walker, Assistant Superintendent, Central Area; Mr. Lyle Patzkowsky, Assistant Superintendent, Southeast Area; Dr. Donald Peccia, Assistant Superintendent, Human Resources; Dr. Alpheus Arrington, Director, Human Resources; Margaret-Ann Howie, Esquire, General Counsel; Esquire, Knight, Manzi, Nussbaum & LaPlaca, P.A.; and Ms. Brenda Stiffler, Administrative Assistant to the Board.

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

Board member, Ms. Mary-Margaret O’Hare entered the room at 5:52 p.m.

Ms. Howie updated Board members on two pending pieces of litigation.

On motion of Mr. Schmidt, seconded by Mr. Pallozzi, the Board adjourned its closed session at 5:55 p.m.
OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 6:32 p.m. at Greenwood. President JoAnn C. Murphy and the following Board members were present: Mr. James E. Coleman, Mr. Earnest E. Hines, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Ms. Mary-Margaret O’Hare, Mr. Joseph J. Pallozzi, Mr. H. Edward Parker, Ms. Valerie A. Roddy, Lawrence E. Schmidt, Esq., and Miss Jacqueline Camp. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

PLEDGE OF ALLEGIANCE

The open session commenced with the Pledge of Allegiance to the Flag, which was led by Mr. John Desmone, followed by a period of silent meditation for those who have served in The Baltimore County Public Schools.

Dr. Hairston pulled exhibit C, Proposed Changes to Policy 1280 – Boundary Changes, from the evening’s agenda.

Hearing no additions or corrections to the Report on the Board of Education Retreat of August 22, 2009, Ms. Murphy declared the minutes approved as presented on the Web site.

Ms. Murphy informed the audience of the sessions in which Board members had participated earlier in the afternoon.

PERSONNEL MATTERS

On motion of Mr. Janssen, seconded by Mr. Pallozzi, the Board approved the personnel matters as presented on exhibits B (Copies of the exhibits are attached to the formal minutes).

REPORTS

The Board received the following reports:

A. Board of Education Policies  – Ms. O’Hare stated that the Board of Education’s Policy Committee met to consider the policies presented this evening, and that the committee is recommending approval of these policies. This is the first reading.
   • Proposed Deletion of Policy 1301 – COMMUNITY RELATIONS: Use of School Facilities-Child Care
   • Proposed Changes to Policy 1320 – COMMUNITY RELATIONS: Use of School Facilities-Contests
REPORTS (cont)

- Proposed Deletion of Policy 4263 – PERSONNEL: Compensation Plan-Reimbursement of Transportation

B. **Report on the Board of Education’s Three-Reader Process** – Mr. Parker stated that staff had completed research on the implementation of the three-reader process regarding Superintendent’s Rule 7330, *Capital Projects that are Funded by Private Donations*. It has been the Board’s practice to permit public comment on proposed policies following their presentation and before the Board’s vote. As is evident from the research, this process, called the “three reader” process, has been suspended for all Rule 7330 projects presented to the Board for consideration over the past two years. The Policy Review Committee has discussed the research, and believes that items related to this Rule should no longer require public comment. Items pertaining to Rule 7330 will continue to go before the Board for approval.

C. **Update on the Articulated Instruction Module (AIM)** – Ms. Rebecca Schene, Software Engineer for Computer and Network Support, introduced Ms. Tracey Zimmerman, a teacher at Pine Grove Middle School, who was enthralled with AIM. Ms. Zimmerman stated that AIM enables teachers to get a good look at a student and understand what he/she has mastered in a given academic subject.

Mr. Parker asked what the parents’ response to AIM is. Ms. Zimmerman stated that parents were “thrilled” that they can use the module to access information on their child’s educational progress.

Ms. O’Hare asked how often information is entered into AIM. Ms. Schene responded that teachers starting placing data into the system quarterly; however it has evolved to entering information weekly. Ms. O’Hare asked whether teachers would be trained before placing information into AIM. Ms. Zimmerman responded that teachers are currently undergoing training.

Mr. Janssen asked how the Baltimore County Public Schools (BCPS) will educate parents on AIM. Dr. Barbara Dezmon, Assistant Superintendent of Equity and Assurance, stated that AIM does not define or translate curriculum for the parent. The purpose of AIM is to report to the parent what is being taught.

Mr. Parker asked whether AIM was aligned with BCPS curriculum and the voluntary state curriculum (VSC). Dr. Dezmon responded in the affirmative. She also noted that BCPS has also aligned AIM to national standards.
REPORTS (cont)

Miss Camp asked whether AIM would be modified for gifted and talented and advanced placement students. Dr. Dezmon responded that AIM reflects course objectives for each individual course. A teacher can log into AIM, according to course number, and view that specific course.

Mr. Coleman asked when AIM would be implemented in all schools. Dr. Dezmon responded that BCPS is in the stages of implementation. The expectation is to have AIM implemented by the end of the second marking period of this school year.

Ms. Johnson asked whether BCPS intends to gather any data to document the benefits and value of AIM to help close the achievement gap. Dr. Dezmon responded that the Department of Research, Accountability, and Assessment is developing the designs to test across all schools.

Mr. Parker asked how will data be saved, who will have access to data, and how long will it be archived. Dr. Dezmon responded that the data will be in the data warehouse. Records will be kept on the server until a student graduates. Mr. Parker asked what the security of the data is. Ms. Schene responded that only certain individuals have permission to access the data warehouse. Teachers have access only to students in their classes, and the principal can access his/her school’s data. The Superintendent would be able to view the system data and track any issues in the system.

Mr. Schmidt asked for clarification on relationship of AIM to the traditional letter grade system. Dr. Dezmon stated that AIM in being used as an approach to curriculum alignment and progress reporting. AIM illustrates what a student has mastered and a student’s area of need.

Mr. Coleman asked whether the information would transfer if a student transfers. Dr. Dezmon stated that the report would stay with BCPS. However, a parent could approve transferring the student’s information to another school system.

Ms. Schene provided a demonstration of the AIM program to Board members.

Ms. O’Hare asked if the presentation could be made available on the Web site so parents could have the same demonstration. Dr. Dezmon stated that the school system could investigate developing a tutorial or short video for parents.

Ms. Johnson asked whether any part of the progress report could be attached to a student’s college application. Dr. Dezmon responded that this program would not be appropriate for the college application; colleges employ SAT/ACT and grades.
REPORTS (cont)

Mr. Schmidt asked how long it takes for data to become available. Dr. Dezmon responded the data becomes relevant immediately.

INFORMATION

The Board received the following as information:

A. Report on School Opening

B. Deletion of Superintendent’s Rule 3132.1 – NON-INSTRUCTIONAL SERVICES: Fiscal Services-School Activity Funds

C. Deletion of Superintendent’s Rule 4007 – PERSONNEL: General

D. Revised Superintendent’s Rule 6702 – INSTRUCTION: Extracurricular Activities – Intramural, Informal, and Interscholastic Athletics

ANNOUNCEMENTS

Ms. Murphy made the following announcements:

• The Northeast Area Education Advisory Council will hold its hearing on the upcoming operating budget on Wednesday, September 23, 2009, at Eastern Technical High School beginning at 7:00 p.m.

• The Central Area Education Advisory Council will hold its next meeting on Thursday, September 24, 2009, at Dulaney High School beginning at 7:00 p.m.

• The Northeast Area Education Advisory Council will hold its hearing on the upcoming operating budget on Wednesday, September 23, 2009, at Eastern Technical High School beginning at 7:00 p.m.

• The Board of Education of Baltimore County will hold its next meeting on Tuesday, October 6, 2009, at Greenwood. The meeting will begin with an open session at approximately 5:30 p.m. The Board will then adjourn to meet in closed session. The open session will reconvene at approximately 7:00 p.m. The public is welcome to all open sessions.
ADJOURNMENT

Since there was no further business, the Board adjourned its meeting at 8:26 p.m.

Respectfully submitted,

___________________
Joe A. Hairston
Secretary-Treasurer

/bls
# BALTIMORE COUNTY PUBLIC SCHOOLS

## RECOMMENDED APPOINTMENTS

October 20, 2009

<table>
<thead>
<tr>
<th>NAME</th>
<th>FROM</th>
<th>TO</th>
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</table>
| **ANN M. GEISINGER**
  (Effective October 21, 2009) | Vice President, Human Resources
  Maryland Athletic Club | Human Resource Officer
  Department of Human Resources |

(Redirected Position)
DATE: October 20, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: REPORT ON THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 2341 – ADMINISTRATION: TEACHER PREPARATION, PLANNING, DUTY-FREE LUNCH

ORIGINATOR: J. Robert Haines, Esq., Deputy Superintendent

RESOURCE PERSON(S): Donald Peccia, Assistant Superintendent, Human Resources
Daniel Capozzi, Staff Relations Manager

RECOMMENDATION

That the Board of Education considers the proposed deletion of Policy 2341. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 2341
Statement of Issues or Questions Addressed
Board of Education Policy 2341 is being recommended for deletion because the topics of teacher preparation and planning time are subjects of collective bargaining and duty-free lunch periods are mandated by state law. Additionally, this policy incorrectly refers to the Master Agreement as containing “policy.”

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

Relationship to Other Board of Education Policies
None

Legal Requirements
Annotated Code of Maryland, Education Article § 6-105, Duty-free lunch period for teachers; § 6-408, Negotiations between employer and employee organizations

Similar Policies Adopted by Other Local School Systems
None.

Draft of Proposed Deleted Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline:
First reading – October 20, 2009
Public comment – November 3, 2009
Third reading/vote – December 1, 2009
ADMINISTRATION: Administrative Operations

School Organization: Teacher Preparation and Planning and Duty-free Lunch

The policy on this subject is printed in the Master Agreement with the Teachers Association of Baltimore County, Maryland, Inc.
DATE: October 20, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: REPORT ON THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 2362 – ADMINISTRATION: TEACHER TRAINING AGREEMENTS

ORIGINATOR: J. Robert Haines, Esq., Deputy Superintendent

RESOURCE PERSON(S): Donald Peccia, Assistant Superintendent, Human Resources

RECOMMENDATION

That the Board of Education considers the proposed deletion of Policy 2362. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 2362
Policy Analysis for
Board of Education Policy 2362
Teacher Training Agreements

Statement of Issues or Questions Addressed:
Board of Education Policy 2362 is recommended for deletion, because the superintendent has the authority to execute agreements necessary for school administration.

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

Relationship To Other Board Of Education Policies:
Board of Education Policy 4122, Student Teachers.

Legal Requirements:
Annotated Code of Maryland, Education Article, §4-205 and §6-107

Similar Policies Adopted By Other School Systems:
1. Montgomery County Public Schools, Policy GME-EA: Student Teachers and Student Interns

Draft of Proposed Policy
Attached.

Other Alternatives Considered By Staff:
None.

Timeline:
First reading – October 20, 2009
Public comment – November 3, 2009
Third reading/vote – December 1, 2009
ADMINISTRATION: Administrative Operations

General: Teaching Training Agreements

The Board of Education of Baltimore County authorizes the Superintendent of Schools to execute agreements with teacher training institutions to provide for student teaching experiences and other programs related to teacher training.

Policy        Board of Education of Baltimore County
Adopted: 12/9/71]
DATE: October 20, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: REPORT ON THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 5300 – STUDENTS: ACTIVITIES

ORIGINATOR: Sonja Karwacki, Executive Director, Special Programs, Prek-12

RESOURCE PERSON(S):

RECOMMENDATION

That the Board of Education considers the proposed deletion of Policy 5300. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 5300
Policy Analysis for
Board of Education Policy 5300
Activities

Statement of Issues Addressed
Board of Education Policy 5300 was last revised in 1984. The policy is being recommended for deletion with a recommendation to add relevant language to Policy 5600 Students’ Rights and Responsibilities.

Cost Analysis
No fiscal impact is anticipated by the deletion of this policy.

Relationship to Other Board of Education Policies
Board of Education Policy 5600, Students’ Rights and Responsibilities.

Legal Requirement
Annotated Code of Maryland, Education Article §7-104 and §7-105; COMAR 13A.08.01.09

Similar Policies Adopted by Other School Systems
1. Harford County, Policy 02-0038-000, Student Rights and Responsibilities-Student Activities.
2. Montgomery County, Regulation JFA-RA, Student Rights and Responsibilities

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
None

Timeline:
First reading – October 20, 2009
Public comment – November 3, 2009
Third reading/vote – December 1, 2009
STUDENTS: Activities

School citizenship, as reflected in student activities, is a measure of the achievement of important school goals. Students should be encouraged to participate in a variety of school activities.
DATE: October 20, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 5590 – STUDENTS’ EXPRESSIONS

ORIGINATOR: Rita Fromm, Chief of Staff

RESOURCE: Dale R. Rauenzahn, Executive Director, Student Support Services
PERSON(S): Patsy Holmes, Director, Student Support Services

RECOMMENDATION

That the Board of Education considers the proposed changes to Policy 5590. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 5590
Policy Analysis for  
Board of Education Policy 5590  
Students’ Expressions

Statement of Issues or Questions Addressed 
Board of Education Policy 5590 is a new policy designed to replace language found in Policy 5600 that is not current with COMAR. This new policy includes language found in COMAR.

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

Relationship to Other Board of Education Policies 
Board of Education Policy 5600, Students’ Rights and Responsibilities.

Legal Requirements 
Annotated Code of Maryland, Education Article §7-308; Code of Maryland Regulations §13A.08.01.03

Similar Policies Adopted by Other Local School Systems 
1. Howard County Public Schools, Policy 9020-PR, Students’ Rights and Responsibilities  
2. Montgomery County Public Schools, JFR-RA http://www.mcps.org/board/policies 
3. Prince George’s County Public Schools, Admin. Procedures 5150  
   http://www.pgcps.org/board/policies

Draft of Proposed Policy 
Attached

Other Alternatives Considered by Staff 
The policy was written to align with current law.

Timeline: 
First reading – October 20, 2009  
Public comment – November 3, 2009  
Third reading/vote – December 1, 2009
STUDENTS: STUDENTS’ EXPRESSIONS

I. STATEMENT OF PHILOSOPHY

A. THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) RECOGNIZES THAT PROVIDING GUIDELINES AND OPPORTUNITIES FOR RESPONSIBLE STUDENT EXPRESSION IS AN INTEGRAL PART OF THE PUBLIC SCHOOL PROGRAM. THE BOARD RECOGNIZES ITS RESPONSIBILITY TO THE SCHOOLS, STUDENTS, AND COMMUNITY TO ENSURE THAT SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS WHICH PROVIDE A VEHICLE FOR STUDENT EXPRESSION ARE CONSISTENT WITH LEGAL AND REGULATORY REQUIREMENTS, SCHOOL SYSTEM POLICIES AND RULES, RESPONSIBLE JOURNALISM, AND PROFESSIONAL STANDARDS.

B. THE SUPERINTENDENT SHALL ESTABLISH NECESSARY RULE.

RELATED POLICIES: BOARD OF EDUCATION POLICY 5500, CONDUCT
BOARD OF EDUCATION POLICY 5510, SCHOOL DISCIPLINE
BOARD OF EDUCATION POLICY 5520, DRESS
BOARD OF EDUCATION POLICY 5530, TOBACCO
BOARD OF EDUCATION POLICY 5540, ALCOHOLIC BEVERAGES AND DRUGS
BOARD OF EDUCATION POLICY 5550, DISRUPTIVE BEHAVIOR
BOARD OF EDUCATION POLICY 5560, SUSPENSIONS, ASSIGNMENT TO ALTERNATIVE PROGRAMS, OR EXPULSIONS
BOARD OF EDUCATION POLICY 5561, SCHOOL USE OF REPORTABLE OFFENSES
BOARD OF EDUCATION POLICY 5570, STUDENT TO STUDENT SEXUAL HARASSMENT

OTHER: STUDENT HANDBOOK

POLICY BOARD OF EDUCATION OF BALTIMORE COUNTY
ADOPTED: _______________
EXHIBIT G

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: October 20, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 5600 – STUDENTS’ RESPONSIBILITIES AND RIGHTS

ORIGINATOR: Rita Fromm, Chief of Staff

RESOURCE PERSON(S): Dale R. Rauenzahn, Executive Director, Student Support Services
Patsy Holmes, Director, Student Support Services

RECOMMENDATION

That the Board of Education considers the proposed changes to Policy 5600. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 5600
Policy Analysis for  
Board of Education Policy 5600  
Students’ Responsibilities and Rights

Statement of Issues or Questions Addressed
Board of Education Policy 5600 has not been updated since May 10, 1990. Many areas contained in Policy 5600 are part of other Board of Education policies. The Department of Student Support Services is also recommending changes to the policy to reflect revisions that will comply with COMAR.

Cost Analysis and Fiscal Impact on School System
Minimal fiscal impact is anticipated by the revision of this policy contingent on whether an addendum needs to be printed for the 2009-2010 Student Handbook or the change is held until the 2010-2011 school year.

Relationship to Other Board of Education Policies
Board of Education Policy 5120, Attendance and Excuses
Board of Education Policy 5230, Student Records
Board of Education Policy 5300, Activities
Board of Education Policy 5320, Organizations
Board of Education Policy 5460, Searches
Board of Education Policy 5520, Dress
Board of Education Policy 5560, Suspensions, Assignment to Alternative Programs, or Expulsions
Board of Education Policy 6307, Patriotic Exercises
Board of Education Policy 6701, Extracurricular Activities

Legal Requirements
Annotated Code of Maryland, Education Article §7-101, 7-101.1, 7-301, 7-303, 7-305, 7-307, 7-308, and 8-404

Similar Policies Adopted by Other Local School Systems
1. Harford County, Policy 02-0026-000, Student Rights and Responsibilities
2. Montgomery County, Policy JFA, Student Rights and Responsibilities

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
None

Timeline:
   First reading – October 20, 2009
   Public comment – November 3, 2009
   Third reading/vote – December 1, 2009
POLICY 5600

STUDENTS: Students’ Responsibilities and Rights

I. POLICY STATEMENT

A. THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) RECOGNIZES THE NEED TO PROVIDE STUDENTS WITH INFORMATION REGARDING THEIR RIGHTS AND RESPONSIBILITIES. THE SUPERINTENDENT IS DIRECTED TO DEVELOP NECESSARY PROCEDURES TO IMPLEMENT THIS POLICY.

B. STUDENTS ARE RESPONSIBLE FOR THEIR CONDUCT AND THE MANNER IN WHICH THEY EXERCISE THEIR RIGHTS.

[Statement of Philosophy]

In a century that has seen great progress in the definition of human rights as well as many threats to these rights, public institutions are called upon to clarify their own definitions. Public schools serve many age groups whose rights differ according to their levels of maturity. Many secondary school students have rights which are increasingly judged to be congruent with those of adults. Some limitations of these rights which have been accepted in the past are now being carefully reviewed.

A public school must be an orderly environment in which learning is not jeopardized by disruptions. Within these limitations, students must be given opportunities to bear responsibilities, to accept the reasonable exercise of authority, and to resist both oppression and license. One of the most important student responsibilities is to obey a school rule or policy until such a rule or policy is revoked. No written document can guarantee that authority will always be used reasonably or that rights will never be abused; therefore, the intent of this statement is to provide guidance in areas which have been sources of staff-student conflict and to create an atmosphere of academic freedom in which a student may develop intellectual integrity and economic self-sufficiency. A necessary assumption is that students will accept the responsibilities inherent in their rights and that school staff members will use their authority with respect for the integrity and human dignity of their students.

1. Responsibility for Attendance

Student have the responsibility to comply with the attendance procedures of the school they are attending in addition to those regulations established by the Board of Education and the laws of the State of Maryland.
Lawful Absence Codes

01 - Death in the immediate family
02 - Illness of the student
04 - Court summons
07 - Violent weather
08 - School related or approved work
09 - Observance of religious holiday
10 - State emergency
13 - Other emergency or set of circumstances which, in the judgment of the Superintendent or designee, constitutes a good and sufficient cause for absence from school
18 - Suspension
19 - Lack of authorized transportation. Shall not include students denied authorized transportation for disciplinary reasons.

Unlawful cause of absence: An absence for any reason other than for those cited as lawful are presumed as unlawful and may constitute truancy.

20 - Truancy
If a student is absent for one of the lawfully reasons indicated above the teacher will allow the student to make up work missed, whenever possible. The responsibility for making up work rests with the student. A student may be denied the right to make up work missed in the case of truancy. All absences must be accounted for in writing on the day of return.

2. The Right of Due Process

A student has a right to an education and any disciplinary measure which deprives him/her of this right must be applied with great discretion. The student has responsibilities which are inseparable from and inherent in his/her rights. One of the most important responsibilities is obedience of a school policy or rule. Suspensions or expulsions are measures to be used in the discipline of students.

Within the Baltimore County school system, the following types of suspensions and expulsions are utilized:
a. Short-term Suspensions

Temporary suspension of a student by the principal for a period not to exceed five (5) school days.

b. Long-term Suspension

A suspension for more than five (5) school days imposed by the Superintendent, or a designated representative, at the recommendation of a school principal.

c. Expulsion

Expulsion is the required withdraw from school of a student of any age, by direction of the Superintendent or a designated representative, at the recommendation of the school principal. All cases of expulsion are subject to review for readmission to the day school program, generally, no earlier than the following school year.

Short-term Suspension

The principal of each school in accordance with the rules of the Board of Education shall have the right to suspend temporarily, for cause, for a period of not more than five (5) school days, any student in the school under his/her direction.

Prior to any suspension, a student shall receive oral or written notification of the charge against him/her, the conduct which forms the basis of the charge, and the policy, rule, or regulation violated. If the student denies the charge, he/she shall have the right to an explanation of the evidence supporting the charge and an opportunity to present his/her side of the story. A student whose presence in school poses a continuing danger to persons or property or an on-going threat of disrupting the academic process may be immediately removed from school, provided that, as soon as practicable thereafter, the student shall be informed of the nature of the charge against him/her and the evidence supporting it, and be given the opportunity to present his/her side of the story.
Long-term suspension: Expulsion

Suspension for greater than five school days, or expulsion, may be made by the Superintendent of Schools, or a designated representative, at the recommendation of the principal. Pending action by the Superintendent, the principal may temporarily suspend a student in accordance with the procedures previously stated for short-term suspensions.

Following receipt of the suspension notice and other appropriate data, the Superintendent, or a designated representative, shall determine whether a suspension longer than five school days appears to be warranted. This decision must be communicated promptly by letter to the principal. If it is determined that a suspension beyond five (5) school days is not advisable, the principal shall process the suspension as he/she would regularly process a short-term suspension.

If, after a thorough investigation of the problem, the Superintendent, or a designee, believes that a long-term suspension or expulsion is warranted, the Superintendent or a designee shall arrange for a hearing with the student and his/her parent or guardian within five (5) school days of the date of the temporary suspension. The student and the parent or guardian shall be notified in writing of the time and place of the hearing, the nature of the charge, the evidence and witnesses upon which the charge is based, the policy, rule, or regulation violated, and the fact that the hearing may result in the student’s suspension for longer than five (5) school days or expulsion. That notice shall also inform the student, and the parent or guardian, that the student may have witnesses and a representative or attorney appear on his/her behalf. At the hearing, the student shall have the right, upon prior request, to be personally confronted with the witnesses testifying against him/her to ask questions of such witnesses, and to have witnesses on his/her behalf.

If, upon consideration of all the evidence presented at the hearing, the Superintendent, or a designee, concludes that a long-term suspension or expulsion is warranted, he/she may impose an expulsion or continue the suspension as long as necessary. The Superintendent, or designee, shall notify the student and parents or legal guardian in writing of his/her findings and decision; this letter shall also advise the parents and student of their right to appeal this decision to the Board of Education by sending such a request in writing to the Superintendent within ten days of the decision of the Superintendent or a designee.
Upon appeal, the Board of Education, or a designated committee, thereof, shall hear the matter promptly but in no event later than fifteen school days from the notice of appeal. Each party shall be afforded the opportunity to present witnesses and be represented by counsel. Unless a public hearing is requested by the student or parent or guardian, the hearing shall be conducted out of the presence of all persons except those whose presence is deemed necessary by the Board. The appeal to the Board of Education shall not operate as a stay of the decision of the Superintendent, and the decision of the Board shall be final.

While under expulsion, expelled students shall not be permitted to participate in any school activity on property owned by Board of Education or any off-site school sponsored activities except those associated with approved counseling and alternative educational programs. Seniors who are under expulsion shall not be permitted to participate in any graduation related activity including the commencement program.

Students on expulsion from day school may attend an alternative program administered by the Office of Adult Education. A student’s day school academic program cannot be replicated in the alternative program because availability is restricted by enrollment. An alternative program such as Evening High School has all standard courses. A maximum of vice credits can be attained. Students who wish to take more than two courses must attend a second evening center or Saturday School. Students must provide their own transportation. Seniors may participate in the alternative programs’ graduation.

(Ann. Code of Md., Education Article 7-304, Suspension and Expulsion)

3. The Right to Privacy of Records

Records are maintained for each student from his/her entrance into school through the twelfth grade. Provision is made for including at least the following:

a. Personal and family data including certification of name and date of birth

b. Test data, achievement records, and other evaluative information

c. Medical records

d. Anecdotal reports

e. Psychological reports
f. Records of conferences

g. Copies of correspondence with parents and others concerning the student

h. Other records which may contribute to understanding and educational progress of the student

Access to the file is guaranteed to every student and that student’s parents or guardians within forty-five (45) calendar days of the request to see the records. The request must be in writing and must be honored by the school within forty-five (45) calendar days. Psychological reports may be withheld from a student, but not his/her parents, at the discretion of school authorities. Unless there is a court order to the contrary, custodial and non-custodial parents have equal access to school related information, including the student’s educational record. In most instances, information in the files will not be disclosed to any person or agency outside the school, except with permission of the parents of a minor student or by the student when he/she has attained the age of eighteen (18).

“Directory information,” that is, a student’s name, address, date of birth, grade placement, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and honors received, does not require prior consent of parents, guardians, or students and is given on request. Students are advised that this information will be withheld only if the school authorities are requested to do so. This request must be submitted in writing to the school principal no later than October 1 of the current year.

Following a review of records with the appropriate school authorities, the parent, guardian, or student over eighteen (18) has a right to challenge in writing the retention or accuracy of any materials in the student’s file and to place appropriate comments in the records if they deem it necessary. If the challenge cannot be resolved at the school level, the parent, guardian, or student will follow the grievance procedures outlined in the Board of Education policy (series 5000), Grievance Procedures, Title IX.

4. The Right to Patriotic and Religious Exercises

Patriotic - The Board of Education shall provide for the display of the flag of the United States of America on the site of each school and for the display of the flag in each classroom. It shall be the responsibility of the principal of each school to provide for appropriate patriotic exercises in his/her school in accordance with the Board of Education policy and State Law. Students may not be forced to
participate in patriotic exercises, but they shall be required to refrain from interfering with the participation of others in such exercises.

Religious - No attempt shall be made to prevent voluntary prayer or Bible reading on the part of any student as long as it does not interfere with normal activities required of the student.

The reading or reciting of appropriate inspirational passages which are not considered to be part of a prayer or Holy Scripture and the opportunity for a moment of silent meditation are quite appropriate for the opening exercises.

Principals, teachers, and other agents of the Board of Education may not authorize the reading of the Bible or the saying of prayer as a devotional exercise by any individual or group during school hours.

5. The Right to Student Governance

Students have a right to organize and promote a form of student government that is acceptable to the majority of students in the school. All students have the right to seek and hold office and to vote in student elections. Such rights shall not be abridged for reasons of race, sex, national origin, religion, creed, economic status, marital status, pregnancy, personal records, or political belief. Students are ineligible to seek or hold office if they have more than one “E” for the preceding marking period. This ineligibility will continue until the marking period in which no more than one “E” is earned.

Representative student groups, such as student governments, have a right to meet during the regularly-scheduled school day at reasonable intervals. Furthermore, high school student government presidents and other key representative student government leaders shall be given the opportunity to schedule at least one regular class period per day for the purpose of performing the function of office.

No position taken by a student on an issue while acting in a capacity of the office, be it elected or appointed, may affect in any way grades or academic standing.

Student governance organizations, operation, scope, and amendment procedure shall be specified in a written constitution formulated with effective student participation. Where any of the stated rights of student governance are in conflict with an existing student government constitution, there must be a revision of the local school constitution. A local school constitution may not be in conflict with this Student Bill of Rights.
In each secondary school, a mechanism shall be established for the purpose of receiving recommendations and discussing concerns. The president of the Student Council shall be part of this process.

6. **The Right of Assembly**

Students have the right to organize and assemble for discussion of issues and to demonstrate peacefully at such times and in such places within the school building or upon the school grounds as the principal of the school may designate after consultation with the students. Students wishing to assemble must share the responsibility of preventing truancy and infringing on the rights of fellow students who do not wish to participate. Students should be informed that it is the responsibility of the principal to protect students against the dangers inherent in a large and uncontrolled assemblage.

7. **The Right to Participate in Extracurricular Activities.**

Students have the right to participate in extracurricular activities sponsored by their school and shall not be excluded on the basis of race, religion, sex, or national origin. A school organization has the right to establish criteria for membership provided such criteria are relevant to the purpose and activities of that group.

Organizations must be sponsored by a qualified member of the school staff and may not engage in illegal or discriminatory practices. Membership on teams, performing groups, publication staffs, and other school-sponsored clubs shall be available without membership charge to students. Organizations sponsoring social activities such as dances and parties may charge admission. School organizations are not required to provide funds for expenses attendant upon student participation in optional social functions.

8. **The Right to Participate in Interscholastic Athletics**

School authorities have the right to establish and maintain minimal standards of achievement and conduct for participation in interscholastic athletics in compliance with the Board of Education and State Regulations.
9. The Right to Use of School Facilities

In the management of the use of school facilities, first priority will be given to the requirements of regular school session and other activities which are school related. Otherwise, the facilities shall be made available for any community, civic, educational, social, recreational, or religious purpose, consistent with the Public Schools Law of Maryland. The principal may refuse the use of any school facility if it is considered that the proposed usage will create or aggravate a danger to the peace and welfare of the community or the county. Administrative procedures have been established to implement this policy to ensure that scheduling is orderly, that adequate security and logistical preparation is made, and that all sponsoring organizations understand their privileges and their obligations, and that Board of Education personnel consistently apply this policy and related procedural requirements.

10. The Right to Personal Property

The principal, assistant principal, or the principal’s designee of a public school may conduct a reasonable search of a student on the school premises if he/she has a reasonable belief that the student has in his/her possession an item, the possession of which constitutes a criminal offense under the laws of this state. The search must be made in the presence of a third party.

The principal, assistant principal, or the principal’s designee, of a public school may conduct a search of the physical plant of the school and every appurtenance thereof including students’ lockers. The right of the school official to search lockers must be published within the school (Ann. Code of Md., Education Article, Sec 7-307, Searches of Students and Schools).

11. The Right to Non-Discrimination

Decisions made by school authorities concerning all regular school and affiliated activities shall not be based on race, sex, national origin, religion, creed, economic status, marital status, pregnancy, or political beliefs.

12. The Right to Evaluate Instruction

Administrative policies and curricula differ from school to school to suit the needs of the community and the students. Schools must constantly be reviewing their positions on issues and the course of study to ensure that they are fulfilling their responsibilities to both community and students. With the understanding that any
evaluation by students of the educational process should improve their education, students should be given an opportunity to evaluate all courses, curricula, and instructional materials.

13. **The Right Concerning Age of Majority Students**

The Board of Education of Baltimore County, any of its agencies, or anyone acting in their behalf shall not abridge the rights of adult citizenship granted to students eighteen (18) years of age or older as specified in the Annotated Code of Maryland. Specifically, a student who has reached the age of majority is given the option of assuming the responsibility of accounting for his/her school absences, in writing, on the day of his/her return. This in no way diminishes the right of the principal, or designee, to communicate with parents regarding any problem or question pertaining to the education of a student.

14. **Responsibility for Dress and Grooming**

Student dress and grooming are the responsibility of the student and the parents or guardians, unless there is a definite safety or health hazard, a hindrance to the educational processes, or a case of obscenity. Health considerations require the wearing of footwear in public buildings.

15. **The Right of Free Speech and Expression**

Students, through the various mass media, are exposed to diverse opinions on an infinite number of topics. Students who have facts and opinions on topics should be allowed to express them in print as well as through conversation. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and news media. Thus, no student shall distribute in any school any student publication which:

a. is obscene as to minors according to current legal definitions;

b. is libelous, according to current legal definitions;

c. creates a material and substantial disruption of the normal school activity or appropriate discipline in the operation of the school.
Student publications which are not obscene, libelous, or disruptive may be distributed on school property during school hours in areas designated by the principal of the subject school. Distribution which substantially interferes with the normal flow of traffic within the school corridors and entrance ways, which is coercive of any other person’s right to accept or reject any publication, or which causes substantial and material interference with “normal school activities” shall not be permitted.

Any student who desires to distribute a student publication which is not officially recognized as a school publication (as herein defined) shall submit such a student publication to the principal of the subject school for review and approval prior to such distribution. At the time of such submission, the student has the right and is encouraged to meet personally with the principal so that the student and principal may freely exchange views on why the distribution of the student publication is or is not appropriate. The student or his/her representative may support the case for distribution with relevant witnesses and materials.

In exercising the right of prior review, school personnel shall be guided by the definitions contained herein and the following. Students are protected in their exercise of freedom of expression by the First Amendment to the Constitution of the United States. It is the responsibility of the school and its staff to insure that the right of students to express themselves freely shall not be infringed while at the same time establishing the kind of environment which is necessary for an orderly program of classroom learning. Distribution shall not be prohibited because the student publication contains the expression of unpopular, critical, controversial, tasteless, or offensive ideas.

In order for a student publication to be considered disruptive, there must exist specific, articulable facts upon which it would be reasonable to forecast that a clear and present likelihood of an immediate, substantial material disruption to normal school activity or school discipline would occur if the material were distributed. Mere undifferentiated fear or apprehension of disturbance is not enough; school personnel must be able to affirmatively show substantial facts which would include, for example, student rioting; unlawful seizures of property; destruction of property; threats or acts of violence; widespread shouting or boisterous conduct; or substantial student participation in a school boycott, sit-in, stand in, walk-out, or other related form of activity. On the other hand, material that stimulates heated discussion or debate does not constitute the type of distribution prohibited.
In determining whether a student publication is disruptive, school personnel should consider the context of the distribution as well as the content of the material. In this regard, consideration should be given to past experience with similar material, past experience in dealing with and supervising the student in the subject school, current events influencing student attitudes and behavior, and whether or not there have been any instances of actual or threatened physical disruption prior to or contemporaneously with the submission of the student publication in question.

The principal shall render his/her decision to approve or disapprove the distribution of the student publication and notify the student within one (1) school day of such submission. If approval to distribute is not granted, the principal shall state his/her reasons to the student in writing.

If the student is dissatisfied with the decision of the principal with respect to the distribution of the student publication, the student may appeal this decision to the Superintendent of Schools who shall render a decision, stating his/her reasons in writing, within three (3) school days of the notice of appeal. An appeal is taken from the principal’s decision by notifying the principal, either orally, or in writing, within two (2) school days of the decision, of the student’s desire to appeal.

If the student is dissatisfied with the decision of the Superintendent of Schools, the student may appeal this decision to the Board of Education. The Board of Education shall render its decision, in writing, within three (3) school days of notice of the appeal. An appeal is taken from the Superintendent’s decision by notifying the Superintendent, either orally or in writing, within two (2) school days of the decision, of the student’s desire to appeal.

At every level of the appeals process as outlined above, the student or his/her representative shall have the right to appear and present his/her case supported by relevant witnesses and materials as to why distribution of the student publication is appropriate.

Distribution of the student publication during the period of initial review by the principal, after a negative decision of the principal, or during the period of appeal, shall be sufficient grounds for suspension of the student by the principal in accordance with the procedure set forth in Section 2, “Suspension or Expulsion.”

Upon failure of any of the foregoing school authorities in the review and appeals process to act within the time periods specified, the student who submitted the student publication for approval may distribute same.
Definitions pertaining to this section on Student Expression are:

a. “School day” means any day during regular or summer session on which regularly-scheduled classroom instruction takes place, and excludes Saturdays, Sundays, and official school holidays.

b. “Publication” means any book, magazine, pamphlet, newspaper, yearbook, picture, photograph, drawing, or any other written or printed matter or visual representation, however produced.

c. “School publication” means any publication, as defined herein, which is composed, compiled, published, or distributed under the official supervision of a faculty sponsor.

d. “Student publication” means any publication, as defined herein, which is composed, compiled, published, or distributed by students.

e. “Distribution” means circulation or dissemination of the student publication to students at the time and place of normal school activity or immediately prior or subsequent thereto by means of handing out free copies, selling or offering copies for sale, accepting donations for copies of the publication, or displaying the material in areas of the school which are generally frequented by students. In dealing with material which is “obscene” or “libelous,” the term distribution refers to a substantial circulation or dissemination of one or more copies whereas in dealing with all other types of material, the term distribution refers to a substantial circulation or dissemination of the student publication so as to make the subject publication generally available to students of the subject school.

f. “Normal School Activity” means organized educational activity of students under the direct supervision of a member of the school staff which includes classroom work, library activities, physical education classes, official assemblies, and other similar gatherings, school athletic contests, band concerts, school plays, and scheduled in-school lunch periods.

g. “Minor” means any person under the age of eighteen (18) years.
h. “Obscene as to minors” means

(1) whether the average persons, applying contemporary community standards would find that the publication, taken as a whole appeals to the prurient interest of minors;

(2) whether the publication depicts or describes, in a patently offensive way to minors, sexual conduct specifically defined by applicable Maryland Law. Maryland Law defines “sexual conduct” to mean human masturbation, sexual intercourse, or touching of or contact with the genitals, pubic areas or buttocks of the human male or female, or the breasts of the female, whether alone or between members of the same or opposite sex, or between humans and animals. (Ann. Code of Md. Article 27, Sec. 416A)

(3) whether the work taken as a whole, lacks serious literacy, artistic, political, or scientific value for minors.

i. “Libel” is the false and unprivileged publication by writing, printing, picture, effigy, or other fixed representation to the eye with exposes a person to public hatred, contempt, ridicule, or obloquy, or which causes him/her to be shunned or avoided, or which has a tendency to cause occupational injury.

When the publication concerns “public officials,” i.e., those who hold government office; or “public figures,” i.e., those who, by reason of the notoriety of their achievements or the vigor and success with which they seek the public’s attention, are properly classified as public figures, in order to be libelous, the defamatory falsehood must me made with actual malice; that is, with knowledge that it was false or with reckless disregard of whether it was false or not.

When the publication concerns private individuals, in order to be libelous, the defamatory falsehood must be made negligently; that is, the publisher must fail to exercise the degree of care that a reasonably prudent person would exercise in order to avoid making a defamatory falsehood.
16. The Right to Grievance

Every effort should be made to settle disagreements at the local school level. The informal discussion of problems and the interchange of views between students and the professional staff of a school are encouraged in order to resolve as many disputes as possible informally.

Procedures for channeling student complaints at the local school level shall be developed by the principal in cooperation with the Student Government. Students shall be informed of the local procedures. If a student complaint involving the alleged violation of the Bill of Rights or a Board of Education policy or rule cannot be resolved at the school level between a student and the principal within a five (5) school day period, the student may appeal, in writing to the appropriate Area Assistant Superintendent who shall render a decision, in writing, within five (5) school days of such an appeal. Appeal from a decision of an Area Assistant Superintendent is to the Superintendent of Schools, or a designee, who shall render a decision within ten (10) school days of such appeal. The appeal is thence to the Board of Education at the time of its next regularly-scheduled meeting. Further appeal may be made to the State Board of Education if taken in writing within thirty (30) days following the decision of the local board. (See sections entitled “Suspension and Expulsion,” “Student Records,” and “Student Expression” for special appeal procedures to be used for student complaints in these areas.)

17. Amendments to Policy

Except in cases of emergency, proposed changes in this policy must be submitted to the Office of the Superintendent of Schools by April 1, preceding the school year in which such changes will take effect.

LEGAL REFERENCES: ANNOTATED CODE OF MARYLAND, EDUCATION
ARTICLE 7-304
COMAR 13A.08.01.10
RELATED POLICIES:

BOARD OF EDUCATION POLICY 1300, *USE OF FACILITIES*

BOARD OF EDUCATION POLICY 5120, *ATTENDANCE AND EXCUSES*

BOARD OF EDUCATION POLICY 5150, *RESIDENTS AND NONRESIDENTS*

BOARD OF EDUCATION POLICY 5320, *ORGANIZATIONS*

BOARD OF EDUCATION POLICY 5460, *SEARCHES*

BOARD OF EDUCATION POLICY 5520, *DRESS*

BOARD OF EDUCATION POLICY 5550, *DISRUPTIVE BEHAVIOR*

BOARD OF EDUCATION POLICY 5560, *SUSPENSIONS, ASSIGNMENT TO ALTERNATIVE PROGRAMS, OR EXPULSIONS*

BOARD OF EDUCATION POLICY 5580, *BULLYING, HARASSMENT, OR INTIMIDATION*

BOARD OF EDUCATION POLICY 5590, *STUDENT EXPRESSION*

BOARD OF EDUCATION POLICY 6306, *PRAYER AND BIBLE READING*
DATE: October 20, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: MINORITY AND SMALL BUSINESS ENTERPRISES – 2009 ANNUAL REPORT

ORIGINATOR: J. Robert Haines, Esq., Deputy Superintendent

RESOURCE PERSON(S): Barbara Burnopp, Chief Financial Officer

INFORMATION

The Board of Education and the State of Maryland have policies and regulations related to MBE/SBE participation on contracts. Board Policy 3200 requires the superintendent to report on the participation of minority and small business enterprise annually.

Attachment I – Minority and Small Business Enterprises – 2009 Annual Report
Minority and Small Business Enterprises

2009 Annual Report
Definitions

- Minority Business Enterprise (MBE)
  - Defined by the State Finance Procurement Article 14-301 for State Construction, any legal entity that is:
    - at least 51% owned and controlled by one or more minority individuals or;
    - a non-profit entity organized to promote interests of the physically or mentally disabled.
Definitions (continued)

- Minority Groups
  - African Americans
  - Asians Americans
  - Hispanic Americans
  - Native Americans
  - Women
  - Persons with disabilities
Definitions (continued)

- Small Business Enterprise (SBE) as defined by State Finance Procurement Article 14-201
  - A business with 1-100 employees, depending on classification
  - Generates an annual revenue of less than $7 million (for construction), and $2 million for other business classifications
Board Policies and Superintendent’s Rule

- Board Policy and Superintendent’s Rule 3200 – Purchasing from Minority and Small Business Enterprises
- Board Policy 7460 – Construction – Purchases from Minority Businesses
- Sets goals for MBE/SBE involvement
- Specific goals for all contracts
  - 14% total value of contracts from both MBEs and SBEs
- Sets compliance with state contract goals
State Regulations (14-302)

- **Goals for State-Funded Public School Construction Contracts**
  - New procedures require BCPS to set overall and minority specific MBE goals for each project.
  - A Procurement Review Group will review and analyze each project and the potential for certified MBE contractors to participate.
  - The recommended participation goals for the individual project is included in advertisements as well as the bid documents.
  - Specifically looks at sub-contractors in addition to prime contractor.
Contracting Process

- The need for a solicitation is identified by either a faculty or staff member.
- The Office of Purchasing meets with the user to identify the specifications of the solicitation.
- The solicitation is then developed and advertised by the Office of Purchasing on their web page.
- Beginning in 2008, all state bids are advertised on eMaryland Marketplace and on their online system.
Contracting Process (Continued)

- According to the Education Article of the Annotated Code of Maryland §5-112, once solicitations are received from prospective vendors, the Office of Purchasing, along with the user, evaluate the offers and award to the lowest responsive bidder who conforms to the specifications with consideration given to:
Contracting Process (Continued)

- The quantities involved
- The time required for delivery
- The purpose for which required
- The competency and responsibility of the bidder
- The ability of the bidder to perform satisfactory service
- The plan for utilization of minority contractors
Contracting Process (Continued)

- After an award vendor is determined, the award of contract is submitted to the Superintendent and board for approval.
- After board approval, a contract is finalized and is executed.
State Contracting Process

- **State-funded Construction Contracts**
  - All invitations for bids outline MBE participation goals.
  - Purchasing notifies the Maryland/ Washington Minority Contractors Association (MWMCA) and Governor’s Office of Minority Affairs of all available bids.
  - Purchasing directly notifies all pre-qualified contractors and all MBE contractors of available bids through on-line plan room.
  - MBE contractors must be certified by Maryland Department of Transportation (MDOT)
State Contracting Process
(Continued)

- State-funded Construction Contracts (continued)
  - A Utilization Affidavit and a Schedule for Participation must be complete and accurate at the time of bid submission.
  - As necessary, a request for a waiver must be submitted if the state goals cannot be met, and an Unavailability Certificate for Minority Subcontractors must be submitted.
  - If a waiver for any portion of the goal is requested, the contractor is required to submit full documentation of their good-faith effort to meet the goal.
  - The purchasing agent will review this documentation to confirm the good faith effort. If the effort put forth by the contractor does not meet established criteria, the bid must be found non-responsive.
County Contracting Process

- Invitation for bids contain county MBE/SBE goals for participation.
- A *Utilization Affidavit* and a *Statement of Intent* must be completed at the time of bid submission to BCPS by all vendors.
- As necessary, a request for a waiver must be submitted if the county goals cannot be met, and an *Unavailability Certificate for MBE/SBE Subcontractors* must be submitted.
- MBE contractors must be certified by MDOT or other recognized municipalities or minority associations.
FY2009 Operating, Grants, Capital, and Food Services Expenditures

Items subject to Competitive procurement $208 million – 15%

Items not subject to competitive procurement (e.g. salaries, benefits, utilities, copyrighted materials, rent, insurance) $1.15 Billion - 85%
Annual Reporting Results FY 2005 - FY2009

Contract Awards That Include MBE/SBE Participation

July 1, 2004 through June 30, 2009

Annual Reporting Results FY 2005 - FY2009
Contract Awards That Include MBE/SBE Participation
July 1, 2004 through June 30, 2009

[Bar chart showing contract awards by category for FY 2005 - FY2009]
Annual Reporting Results FY 2005 - FY2009
Dollar Value of Participation That Includes MBE/SBE
July 1, 2004 through June 30, 2009

FY 2005
FY 2006
FY 2007
FY 2008
FY 2009
Annual Reporting Results FY2005

State Funded Contracts

MBE Participation for State Funded Construction Projects by Category

Total $36.9 million

July 1, 2004 through June 30, 2005

- Total State MBE Goal - 25%
- Total Achieved - 37.7%
- African-American Goal - 7%
  - Achieved - 6.1%
- Women Goal - 10%
  - Achieved - 21.9%
- Other Non-MBE
  - Achieved - 62%
  - Other Non-MBE $23M

- 37.7% Total Achieved
- 6.1% Women
  - Achieved - $8.1M
- 6.1% African American
  - Achieved - $2.2M
- 5.8% Asian
  - Achieved - $2.1M
- 4% Hispanic
  - Achieved - $1.5M
- 0% Native American
- 0% Persons with Disabilities
Annual Reporting Results FY2006
State Funded Contracts

MBE Participation for State Funded Construction Projects by Category
Total $98.7 million
July 1, 2005 through June 30, 2006

Total State MBE Goal - 25%
Total Achieved – 22.5%
African-American Goal - 7%
Achieved – 4.0%
Women Goal - 10%
Achieved – 14.9%

77.5% Other Non-MBE
$76.4 M
4.0% African American
$4 M
1.4% Asian
$1.4 M
2.2% Hispanic
$2.2 M
14.8% Women
$14.6 M
0% Disabled

22.5%
Annual Reporting Results FY2007
State Funded Contracts

MBE Participation for State Funded Construction Projects by Category
Total $210.2 million
July 1, 2006 through June 30, 2007

Total State MBE Goal - 25%
Total Achieved – 22.2%
African-American Goal - 7%
Achieved – 6.9%
Women Goal - 10%
Achieved – 11.5%

- 6.9% African American
  - $14.5 M
- 2.0% Asian
  - $4.3 M
- 1.7% Hispanic
  - $3.6 M
- 11.5% Women
  - $24.2 M
- 0% Disabled
- 77.8% Other Non-MBE
  - $163.5 M
- 0.1% American Indian
  - $1 M
Annual Reporting Results FY2008
State Funded Contracts
MBE Participation for State Funded Construction Projects by Category
Total $19.1 million
July 1, 2007 through June 30, 2008

- 15.5% Asian
  - $3.0 M
- 3.8% African American
  - $0.7 M
- 10.1% Women
  - $1.9 M
- 1.0% Hispanic
  - $0.2 M
- 0% Disabled
- 0% American Indian
- 69.7% Other Non-MBE
  - $13.3 M

Total State MBE Goal - 25%
Total Achieved – 30.3%
African-American Goal - 7%
Achieved – 3.8%
Women Goal - 10%
Achieved – 10.1%

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<tr>
<th>County</th>
<th>Number of Projects</th>
<th>Total Contracts Awarded</th>
<th>Total MBE Dollars Awarded</th>
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Governors Office of Minority Affairs (GOMA) Report on Local Education Agencies MBE Participation for FY 2008 (continued)

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<th>County</th>
<th>Number of Projects</th>
<th>Total Contracts Awarded</th>
<th>Total MBE Dollars Awarded</th>
<th>MBE Participation</th>
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<td>$942,031</td>
<td>7.74%</td>
</tr>
<tr>
<td>Charles County</td>
<td>2</td>
<td>$1,651,116</td>
<td>$126,349</td>
<td>7.65%</td>
</tr>
<tr>
<td>Prince Georges County</td>
<td>58</td>
<td>$49,301,313</td>
<td>$3,283,990</td>
<td>6.66%</td>
</tr>
<tr>
<td>Kent County</td>
<td>1</td>
<td>$1,647,400</td>
<td>$99,458</td>
<td>6.04%</td>
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<tr>
<td>St. Mary’s County</td>
<td>1</td>
<td>$20,014,000</td>
<td>$934,244</td>
<td>4.67%</td>
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<tr>
<td>Queen Anne’s County</td>
<td>2</td>
<td>$14,819,000</td>
<td>$356,476</td>
<td>2.41%</td>
</tr>
</tbody>
</table>
Annual Reporting Results FY2009

State Funded Contracts

MBE Participation for State Funded Construction Projects by Category

Total $63.4 million

July 1, 2008 through June 30, 2009

Total Achieved – 23.9%
African-American Achieved – 4.1%
Women Achieved – 12.0%

Note: State MBE goals now set by project
Annual Reporting Results FY2005

MBE and SBE Participation for all Contracts by Category

Total Contracts - $121.3 million

July 1, 2004 through June 30, 2005

Board MBE/SBE Goal - 14%
Total Achieved – 39.0%

- 39.0%
- 61.0% Other Non-MBE/SBE $74.1M
- 19% SBE $23.2M
- 12.5% Women $15.2M
- 1.5% Hispanic $1.8M
- 2.8% Asian $3.3M
- 0% Native American
- 3.0% African American $3.6M
- .08% Persons with Disabilities $0.1M

Total Contracts - $121.3 million
Annual Reporting Results FY2006

MBE and SBE Participation for all Contracts by Category

Total Contracts - $206.4 million

July 1, 2005 through June 30, 2006

Board MBE/SBE Goal - 14%
Total Achieved – 27.1%

- 72.9%
  Other Non SBE/MBE $150.5 M
- 14.8%
  Small Businesses $30.6 M
- 7.8%
  Women $16.0 M
- 1.4%
  Hispanic $2.9 M
- 1.0%
  Asian $2.1 M
- 0%
  American Indian
- 2.1%
  African American $4.4 M
- 0%
  Disabled

27.1%
Annual Reporting Results FY2007

MBE and SBE Participation for all Contracts by Category

Total Contracts - $258.9 million

July 1, 2006 through June 30, 2007

Board MBE/SBE Goal - 14%
Total Achieved – 25.4%

- 74.7% Other Non SBE/MBE $193.2 M
- 5.7% Small Businesses $14.7 M
- 10.5% Women $27.1 M
- 1.4% Hispanic $3.7 M
- 1.8% Asian $4.7 M
- .05% American Indian $.1 M
- 6.0% African American $15.4 M
- .01% Disabled $13.4 K
Annual Reporting Results FY2008
MBE and SBE Participation for all Contracts by Category
Total Contracts - $139.8 million
July 1, 2007 through June 30, 2008

Board MBE/SBE Goal - 14%
Total Achieved – 44.9%

- 55.1% Other Non SBE/MBE
  $77.0 M
- 29.9% Small Businesses
  $41.8 M
- 4.3% Hispanic
  $6.0 M
- 3.8% Asian
  $5.2 M
- 5.4% Women
  $7.5 M
- 0% American Indian
- 1.5% African American
  $2.1 M
- 0% Disabled
- 0% Other Non SBE/MBE
  $77.0 M
Annual Reporting Results FY2009

MBE and SBE Participation for all Contracts by Category

Total Contracts - $239.9 million
July 1, 2008 through June 30, 2009

Board MBE/SBE Goal - 14%
Total Achieved – 35.5%

- 64.5% Other Non SBE/MBE $154.7 M
- 4.4% African American $10.5 M
- 2.4% Asian $5.6 M
- 1.3% Hispanic $3.2 M
- 7% Women $16.8 M
- 20% Small Business $47.9 M
- 0% American Indian
Reporting to Board of Education

- Annual Report – MBE/SBE
- Friday Letter – Minority and Small Business Enterprises Report – New Contracts
MBE Outreach Efforts
The MBE Officer for BCPS has:

- Participated in the Southern Maryland Regional and Small Business Procurement Expo.
- Participated in the MSDE Workgroup to revise the Minority Business Procedures for State Funded Public School Construction Projects.
- Participated in the Regional Procurement Diversity Expo 2008.
- Attended the Maryland Washington Minority Contractor’s Association Annual Breakfast Meeting.
- Participated in Baltimore County Procurement Outreach/Open House.
- Participated in Baltimore County MBE Town Hall Meeting.
- Facilitated training with other LEAs in goal setting for construction projects.
- Hired a consultant to reach out to vendors for assistance in working with contractors and subcontractors.
MBE Outreach Efforts (Continued)

- First *Meet and Greet* planned for November 4 at Oregon Ridge

- MBE subcontractors can meet and network with general contractors and BCPS staff
The Board of Education will be updated on the school staffing report for 2009-2010.
Department of Human Resources
Staffing Report
2009-2010

Executive Summary

The No Child Left Behind Act of 2001 (NCLB) set forth requirements relative to the hiring and employment of highly qualified teachers and paraeducators. The Baltimore County Public Schools’ (BCPS) staffing plan is guided by the requirements of NCLB. Consequently, the Department of Human Resources’ Office of Personnel has made significant progress in the recruitment and hiring of a highly qualified teaching staff as defined in and mandated by NCLB. Currently, 97.49% of core subject teachers are highly qualified and 100% of paraeducators in Title I schools meet NCLB standards.

BCPS currently offers 15,415 core academic subject (CAS) classes, 13,836 classes are taught by HQ Teachers. The percentage of core academic subject classes taught by highly qualified teachers increased from 62.5% in 2003-2004 to 90% in 2008-2009.

As part of its commitment to continuous improvement, The Office of Personnel has identified specific strategies targeted towards reducing the number of conditionally certified teachers and towards reducing the gap between low-poverty and high-poverty schools with respect to the percentage of core academic subject classes taught by highly qualified teachers. The implementation of these strategies has resulted in a positive seven-year trend in the hiring of a highly qualified and highly effective work force.
2009 - 2010
SCHOOL STAFFING REPORT

Dr. Donald A. Peccia
Assistant Superintendent, Human Resources

Dr. Alpheus Arrington
Director, Office of Personnel

October 20, 2009
NUMBER OF VACANCIES AS OF SEPTEMBER 1ST FOR TEACHER PERSONNEL

*2 vacancies out of 8,600 teaching positions.
No Child Left Behind (NCLB) Core Academic Subjects

According to NCLB, core academic subjects and areas include:

- Mathematics
- English
- Reading and Language Arts
- Science (Biology, Chemistry, Physics, Earth Science)
- Social Studies (Civics and Government, History, Geography)
- Art, Music, Dance, and Theatre
- Foreign Languages
- Elementary Education
- Early Childhood Education
KEYPOINT:
In 2003-2004, 83.5% of core academic subject teachers were highly qualified.
In 2009-2010, 97.49% of core academic subject teachers were highly qualified.
PERCENTAGE OF CORE ACADEMIC SUBJECT CLASSES TAUGHT BY HIGHLY QUALIFIED TEACHERS

<table>
<thead>
<tr>
<th>SCHOOL YEAR</th>
<th>PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003-2004</td>
<td>62.50</td>
</tr>
<tr>
<td>2004-2005</td>
<td>77.70</td>
</tr>
<tr>
<td>2005-2006</td>
<td>83.50</td>
</tr>
<tr>
<td>2006-2007</td>
<td>87.50</td>
</tr>
<tr>
<td>2007-2008</td>
<td>88.80</td>
</tr>
<tr>
<td>2008-2009</td>
<td>90.00</td>
</tr>
</tbody>
</table>
A COMPARISON OF THE PERCENT OF HIGHLY QUALIFIED TEACHERS IN HIGH POVERTY AND LOW POVERTY SCHOOLS 2008-2009

BALTIMORE COUNTY PUBLIC SCHOOLS

<table>
<thead>
<tr>
<th>Low-Poverty Elementary Schools</th>
<th>98.9%</th>
<th>Low-Poverty Secondary Schools</th>
<th>93.3%</th>
</tr>
</thead>
<tbody>
<tr>
<td>High-Poverty Elementary Schools</td>
<td>100%</td>
<td>High-Poverty Secondary Schools</td>
<td>97.9%</td>
</tr>
</tbody>
</table>

NATIONWIDE
In the United States, 67.6 percent of the teachers who teach in low poverty schools are highly qualified. A total of 53.2 percent of teachers who teach in high poverty schools are highly qualified.


In 2007-2008 in Maryland, 94.2 percent of the teachers who teach in low poverty elementary schools are highly qualified. A total of 64.0 percent of teachers who teach in high poverty elementary schools are highly qualified. A total of 90.2 percent of teachers who teach in low poverty secondary schools are highly qualified. A total of 68.9 percent of teachers who teach in high poverty secondary schools are highly qualified.

PERCENT OF HIGHLY QUALIFIED MIDDLE SCHOOL MATHEMATICS TEACHERS
TOTAL NUMBER OF CONDITIONAL TEACHERS
2003 - 2010

<table>
<thead>
<tr>
<th>SCHOOL YEAR</th>
<th>NUMBER OF TEACHERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002-2003</td>
<td>856</td>
</tr>
<tr>
<td>2003-2004</td>
<td>649</td>
</tr>
<tr>
<td>2004-2005</td>
<td>542</td>
</tr>
<tr>
<td>2005-2006</td>
<td>449</td>
</tr>
<tr>
<td>2006-2007</td>
<td>277</td>
</tr>
<tr>
<td>2007-2008</td>
<td>266</td>
</tr>
<tr>
<td>2008-2009</td>
<td>236</td>
</tr>
<tr>
<td>2009-2010</td>
<td>84</td>
</tr>
</tbody>
</table>
Paraeducators Meeting Standards

% In Title I Schools Meeting Standard

% In Non-Title I Schools Meeting Standard

Chatsworth Center 100%
Hernwood ES 100%
Deer Park ES 100%
Scotts Branch ES 100%
Featherbed Lane Primary 100%
Prettyboy ES 100%
Bedford ES 100%
Woodmoor ES 100%
Summit Park ES 100%
Halstead Academy 100%
Pine Grove ES 100%
Bear Creek ES 100%
Carroll Manor ES 100%
Seven Oaks ES 100%
Sandy Plains ES 100%
Charlesmont ES 100%
Gunpowder ES 100%
Mars Estates ES 100%
Martin Boulevard ES 100%
Chase ES 100%
Middleborough ES 100%
Oliver Beach ES 100%
Elmwood ES 100%
McCormick ES 100%
Red House Run ES 100%
Colgate ES 100%
Eastwood Center 100%
Cedarville ES 100%
Chesapeake Trails ES 100%
Dundalk ES 100%
Rolling Homes ES 100%
Bonview ES 100%
Brookside ES 100%
Ashland ES 100%
Lansdowne ES 100%
Halethorpe ES 100%
Crottsdale ES 100%
Gates ES 100%
Longview ES 100%
Baltimore Highlands ES 100%

Percent Highly-Qualified Teachers
September 1, 2009

- **90% to 100%**
- **80% to 90%**
- **60% to 80%**
- **40% to 60%**
- **0% to 40%**

Prepared by the Baltimore County Public Schools
Office of Strategic Planning, September 2009
Baltimore County Public Schools
Middle School Highly-Qualified Teachers, September 1, 2004

Percent Highly-Qualified Teachers
September 1, 2004

- 90% to 100% (8)
- 80% to 90% (12)
- 60% to 80% (5)
- 40% to 60% (1)
- 0 to 40% (0)

* Denotes a Title I School

Hereford MS 100%
Cockeysville MS 88.68%
Dumbarton MS 98.41%
Perry Hall MS 90.82%

Franklin MS 84.62%
Pine Grove MS 83.94%
Southwest Academy 65.52%
Parkville MS 91.89%

Southwest Academy 65.52%
Pikesville MS 89.33%
Deer Park MS 75.9%

* Old Court MS 59.72%
Woodlawn MS 78.79%
Sudbrook Magnet 82.86%
Pine Grove MS 83.94%

* Denotes a Title I School
Baltimore County Public Schools
High School Highly-Qualified Teachers, September 1, 2004

Percent Highly-Qualified Teachers
September 1, 2004

- 90% to 100% (5)
- 80% to 90% (13)
- 60% to 80% (6)
- 40% to 60% (0)
- 0 to 40% (0)

Prepared by the Baltimore County Public Schools
Office of Strategic Planning, October 2005
Baltimore County Public Schools
HighSchool Highly-Qualified Teachers, September 1, 2009

Percent Highly-Qualified Teachers
September 1, 2009

- 90% to 100%
- 80% to 90%
- 60% to 80%
- 40% to 60%
- 0% to 40%

Hereford HS 98.59%
Franklin HS 97.65%
New Town HS 94.23%
Randallstown HS 89.06%
Milford Mill Academy 98.33%
Pikesville HS 94.12%
Woodlawn HS 84.25%
Western Tech 100%
Catonsville HS 96.47%
Lanedowne HS 95.59%

Dulaney HS 97.8%
Garver Center 97.83%
Parkville HS 90.63%
Towson HS 97.44%

Loch Raven HS 100%
Dundalk HS 91.18%
Chesapeake HS 90.91%
Kenwood HS 93.4%
Eastern Tech 96.61%

Perry Hall HS 99.12%
Patapsco HS 96%
Ghapesake HS 90.91%
Sparrows Point HS 95.24%

Hereford HS 98.59%

Prepared by the Baltimore County Public Schools
Office of Strategic Planning, September 2009
DATE: October 20, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: UPDATE ON H1N1 VACCINE PROGRAM

ORIGINATOR: Rita Fromm, Chief of Staff

RESOURCE Dale Rauenzahn, Executive Director, Student Support Services
PERSON(S) Debbie Somerville, Coordinator, Health Services

INFORMATION

That the Board of Education receives an update on the county’s effort to immunize school-aged children against H1N1 influenza.

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Executive Summary
Attachment 1 Influenza Readiness Plan
Attachment 2 Accessibility of Alcohol-Based Hand Sanitizers in Schools
Attachment 3 Cover your Cough
Attachment 4 Influenza Questions and Answers for Administrators
Attachment 5 Letter to Parents/Guardians
Attachment 6 Letter to Teacher
Attachment 7 Letter to Employee
Attachment 8 Letter to Parents on Cancellation
Attachment 9 Flu Vaccines – Seasonal and H1N1
Attachment 10 Seasonal Flu Vaccine Program 2009-2010
Attachment 11 Critical Incident Response Team (CIRT) Procedures for Activation of “Point of Dispensing” (POD) Sites
Executive Summary
Baltimore County Public Schools
Board of Education 2009 Update on Influenza
(Including Seasonal and H1N1)

I. BCPS Influenza Readiness Plan – In August 2009, BCPS developed an influenza readiness plan that has four components. Attachment 1 (Influenza Readiness Plan)
   A. Prevention – Attachment 2 (Accessibility of Alcohol-Based Hand Sanitizers in Schools)
     Attachment 3 (Cover your Cough)
   B. Monitoring – Attachment 4 (Influenza Questions and Answers for Administrators)
   C. Communications – Attachment 5 (Letter to Parents/Guardians)
     Attachment 6 (Letter to Teacher)
     Attachment 7 (Letter to Employee)
     Attachment 8 (Letter to Parents on Cancellation)
     Attachment 9 (Flu Vaccines – Seasonal and H1N1)
   D. Continuity of Operations – Attachment 10 (Seasonal Flu Vaccine Program 2009-2010)
     Attachment 11 (Critical Incident Response Team (CIRT) Procedures for Activation of “Point of Dispensing” (POD) Sites)

II. Baltimore County Department of Health – Overview of H1N1 Vaccine Program
   A. Vaccine Overview
   B. Priority Populations
   C. Vaccination Plan
      1. Regional Clinics
      2. Health Department Clinics
      3. School-based Clinics

III. Baltimore County Public Schools – Elements of Collaboration
   A. Regional Clinics
      1. Logistics
         a. Use of facilities
         b. Distribution – movement of health department equipment
      2. Distribution of vaccine clinic information to students and parents
      3. Recruitment of employees to staff clinics
   B. School-based Clinics
      1. Dissemination and screening of consents
      2. Support staff for clinics
Baltimore County Public Schools Office of Health Services

Influenza Readiness Plan
(Including H1N1 and Seasonal Flu)

October 2009

Baltimore County Public Schools (BCPS) continues to follow the guidance from the Centers for Disease Control and Prevention (CDC) and state and county health departments on seasonal and H1N1 influenza.

The BCPS’ strategy to respond to seasonal and H1N1 has four components: Prevention, Monitoring, Communications, and Continuity of Operations. Key activities under each component are built into school system procedures and are highlighted below.

**Prevention**

- Briefing for school nurses by the Baltimore County Department of Health – August 2009.
- Training for all teachers and school staff on handwashing and early detection/isolation of sick children – August/September 2009.
- Educating the students on handwashing and cough/sneeze etiquette.
- Providing masks for use by students who have influenza-like illness and are awaiting pick up by parents.
- Providing personal protective equipment for staff who delivers direct health care to students.
- Offering seasonal flu vaccine program for employees.
- Offering seasonal flu vaccine program for students in special schools.
- Collaborating with the Baltimore County Department of Health to support provision of H1N1 vaccine clinics at school sites.
- Postponing seasonal flu vaccine programs at Title 1 schools to enable students to receive H1N1 vaccine as soon as it is available.
- Reminding key staff of the importance of adherence to established cleaning/disinfecting procedures (e.g., building services, instrumental music, science, athletics, physical education, technology, CTE).
- Meeting with building services chiefs to provide information on CDC guidance regarding routine cleaning.
- Installing hand sanitizers in areas with frequent shared use of instructional materials (e.g. keyboards, physical education equipment).
- Displaying posters on handwashing and cough etiquette.
- Providing resources to teachers and offices on cough etiquette through Safari Montage.
Monitoring
- Excluding students with influenza-like illness (fever of 100 or above with cough and/or sore throat).
- Collecting data on the daily number of students sent home with influenza-like illnesses.
- Reporting suspected outbreaks of influenza-like illness to the Baltimore County Department of Health.
- Monitoring school attendance rates daily.
- Reporting “confirmed” cases needs no special actions by schools, as directed by Baltimore County Department of Health and the CDC.

Communications
- Providing information to schools to share with parents on prevention and the need to keep sick children home.
- Providing information to teachers and employees on prevention and the need to stay home if sick with a fever.
- Providing information for parents on flu vaccines.
- Providing information on the BCPS’ Web site.
- Collaborating with BCPS PTA on information and resources for parents.
- Responding to media inquiries regarding influenza plan.

Continuity of Operations
- Developing a list of suggested books and enrichment activities for parents to use in the case of an extended school closure or dismissal.
- Using Critical Incident Response Team structure to coordinate the school system response in the case of an extended school closure or dismissal.
- Closing/dismissing of schools is not anticipated unless the disease caused by H1N1 becomes more serious than it is at this time, in accordance with the CDC guidance.

10/7/09

Due to the nature of this plan, it is fluid and will change based on updated guidance from the Centers for Disease Control, Maryland Department of Health and Mental Hygiene, and Baltimore County Department of Health. Updates will be posted on the Office of Health Services’ Web site at http://www.bcps.org/offices/sss/health/.
Currently, BCPS’ influenza readiness plan for hand sanitizers includes the following:

- Hand sanitizers are being installed in areas of frequent shared use of instructional materials (keyboards, physical education equipment). The hand sanitizers are installed and are being installed in the gyms, computer labs, and on computer carts.
- PIN pads in cafeteria serving lines are being wiped every half hour with a sanitizer.
- Office of Food and Nutrition Services has standard operating procedures which were issued in 2006 and revised in 2008/2009. These procedures include cleaning and sanitizing food contact surfaces and utensils, personal hygiene for food handlers, and washing hands.

Consultation with the Health Department

- CDC and the Health Department state that the best method for removing germs from the hands is to wash them with soap and water.
- CDC guidance indicates that hand sanitizers are effective at removing germs and should be used when soap and water for hand washing is not available.
- BCPS meets the basic standard regarding hand sanitizers and this standard was adopted as a result of consultation with the health department in July 2009 as the Influenza Readiness Plan was being developed.
Stop the spread of germs that make you and others sick!

Cover your Cough

Cover your mouth and nose with a tissue when you cough or sneeze or cough or sneeze into your upper sleeve, not your hands.

Put your used tissue in the waste basket.

You may be asked to put on a surgical mask to protect others.

Clean your Hands after coughing or sneezing.

Wash with soap and water or clean with alcohol-based hand cleaner.

Attachment 3
The Centers for Disease Control (CDC) issued guidance for schools related to influenza (flu, including the seasonal and H1N1 strain, formerly called the swine flu) prevention on 8/7/09. BCPS, in collaboration with the Baltimore County Department of Health, has reviewed and updated its procedures for assuring a safe school environment. NOTE: This is an evolving situation so recommendations change, sometimes quickly. This guidance is accurate as of the date it is written. Updates and changes to guidance for schools will be distributed through the Superintendent’s Bulletin and posted to the Office of Health Services’ Web site at [http://www.bcps.org/offices/sss/health/](http://www.bcps.org/offices/sss/health/).

Some frequently asked questions about seasonal and H1N1 flu:

**Is H1N1 something we need to be worried about?**

The CDC advises us that currently H1N1 is causing mild disease, similar to seasonal flu. However, seasonal flu can be a deadly illness, so prevention is very important. (On average 1,000 people die each year in Maryland from seasonal flu or its complications. In Maryland, nine people have died of H1N1.)

Some differences between seasonal and H1N1 flu are:

- **Timing** – seasonal flu typically declines during the summer months. H1N1 has continued to occur in the United States throughout the summer of 2009. This may indicate an earlier than usual onset of flu illness in schools.
- **A larger population of people vulnerable to infection** – younger persons seem to be particularly vulnerable to H1N1 infection. CDC laboratory studies have shown that about 1/3 of persons older than 60 have immunity to the H1N1 virus while almost no persons under the age of 60 show any immunity to the virus.
- **Immunizations** – Typically we have a flu vaccine available to offer to persons at high risk of flu complications. While seasonal flu vaccine normally contains an H1N1 flu component, this year’s seasonal flu vaccine will not protect against the novel H1N1 flu virus that has been recently circulating worldwide. A vaccine for this strain is currently in development but will not be widely available until mid-fall at the earliest. This means that high-risk populations are vulnerable to infection with H1N1 flu and increases the need for closely following prevention procedures like hand washing and cough/sneeze etiquette.

**What are the recommendations about hand washing?**

Washing hands regularly and thoroughly with soap and water is the single best way to protect against infection with flu. Students and employees must have access to soap and water and must be provided time to wash their hands. Hand washing is recommended after coughing or sneezing into hands, before eating, after using the restroom and before/after using shared items like computer keyboards and physical education
equipment. Administrators need to remind staff of the procedures for alerting building services staff when a restroom is out of soap or paper towels.

What if soap and water is not available?

In most cases, soap and water is available in our buildings. If soap and water is not readily available, an alcohol-based hand sanitizer containing 60% alcohol is effective at reducing the number of germs on the hands.

Should I purchase hand sanitizer?

No. Since soap and water is the best method for hand washing, you should be working to make sure there are supplies and time for hand washing. Hand sanitizer is only being placed in locker rooms and computer labs based on recommendations from the Baltimore County Department of Health, and Baltimore County Public Schools’ Office of Health Services and Department of Physical Facilities.

Can hand sanitizers be used in the classroom?

BCPS provides soap and water for hand washing in schools. Students and employees may bring hand sanitizer for personal use. In places where soap and water is not available, hand sanitizers may be used.

Is special cleaning needed to protect students and employees?

CDC guidance states that routine cleaning is appropriate and special cleaning is not needed. Studies have shown that influenza virus can survive on environmental surfaces and can infect a person for up to 2-8 hours after being deposited on the surface. BCPS’ employees responsible for cleaning buildings and materials (e.g., musical instruments, science goggles, etc.) have been reminded in August and October 2009 of the need to adhere to established cleaning procedures.

The Baltimore County Department of Health has advised us that it is not practical to disinfect computer keyboards in computer labs between users. For this reason, hand sanitizers will be installed in computer labs for use before and after use of shared computers. In addition, students should be directed to wash their hands with soap and water before and after using shared items, like classroom-based shared computers.

What about wearing masks?

The CDC has indicated that students who have influenza-like illness (fever of 100 or above combined with cough and/or sore throat) should wear a mask while awaiting pick-up from school. The CDC guidance also indicated that staff providing direct health care to students with influenza-like illness should be offered personal protective equipment.
The Baltimore County Department of Health has informed us that staff in the health suite should consider using a mask when providing health care in close proximity to a student with influenza-like illness. In accordance with this guidance, masks have been provided by BCPS for students with influenza-like illness who are awaiting parent pick-up in the health suite and for nurses or health assistants who are providing health care to students with influenza-like illness.

**May teachers or other staff wear masks to keep from getting the flu?**

The CDC guidance indicates that the effectiveness of masks worn in community settings at preventing infection with flu is not scientifically proven. Consequently, the CDC recommends that there is no need for employees in non-health care settings like school classrooms to wear masks. If an employee feels a mask is warranted, the employee should provide documentation from his/her health care provider regarding the need for the mask. This documentation should be submitted to the Office of Risk Management for review. As with other medical conditions, accommodation plans will be made in the best interest of the employee based on medical recommendations and a review of the employee’s job duties.

**May students wear masks?**

The wearing of masks in a school by students should be viewed under the perspective of the dress code. If it disrupts the school environment, a principal may prohibit the wearing of masks. If a parent indicates that the child has a health reason (e.g., immune suppression, asthma, etc.) for wearing the mask, the parent should provide a note from the child’s health care provider to the school nurse for review.

**Will we be giving H1N1 vaccine at school when it becomes available?**

The Baltimore County Department of Health is developing a plan for the distribution of H1N1 vaccine. This plan includes a series of regional clinics that will be held in several schools around the county. The clinics will begin in late October or November 2009, as soon as vaccine is available. In addition, some schools may have the opportunity to offer a vaccination program at school during the school day.

**Will schools be closed?**

The CDC guidance from August 2009 indicates that they have updated their recommendations regarding school closure. They now use the term “school dismissal” to address the closing of school for students. The guidance indicates that school dismissals are a local decision and may be made based on local conditions. School dismissal is not a strategy that is being generally considered unless the disease caused by H1N1 becomes more serious than it is at this time.
I have heard media reports about schools in Maryland closing because of cases of H1N1 and/or doing special cleaning or disinfecting. Has something changed?

Nothing has changed in the CDC guidance about school closing or cleaning. Based on the current severity of illness, the CDC does NOT recommend the closing of school to control the spread of H1N1 influenza. If a school is having administrative issues, e.g., too many staff members are ill and the school cannot find substitutes, the CDC acknowledges that closures may be needed for these administrative concerns. In BCPS, such a decision would be made by the Superintendent. If the severity of illness changes, the CDC may change its guidance.

In its most recent technical bulletin about Technical Report for State and Local Public Health Officials and School Administrators for School (K-12) Responses to Influenza during the 2009-10 School Year CDC states, “CDC does not believe any additional disinfection of environmental surfaces beyond the recommended routine cleaning is required.”

A parent has reported to our school that his child has a “confirmed” case of H1N1. Do I need to notify anyone?

No. BCPS anticipated that cases of H1N1 would be circulating in our community and schools this fall, based on CDC advice. We did not wait for a confirmed case to put in place prevention and control measures – we adopted these measures proactively. The Baltimore County Department of Health has assured us that no additional measures are needed when a parent (or health care provider) reports that an individual child has a case of H1N1.

We are seeing a lot of absences in our school. When should the Office of Health Services be notified?

The Office of Health Services monitors attendance in STARS on a daily basis. The Office of Health Services contacts principals when the reported attendance appears to be abnormal. In addition, school nurses have been directed to report to health services if they send home five or more students in one day with influenza-like illness and/or if they note that a group of students (e.g., a grade, large team, etc.) has 25 percent or more of the group absent on the same day.

10/7/09

NOTE: This is an evolving situation so recommendations change, sometimes quickly. This guidance is accurate as of the date it is written. Updates and changes to guidance for schools will be distributed through the Superintendent’s Bulletin. Updates will also be posted on the Office of Health Services’ Web site at http://www.bcps.org/offices/sss/health/.
Dear Parents/Guardians:

As a new school year begins, your child’s health and readiness to be successful in school are very important to us. We are working closely together to monitor influenza (flu) conditions and make decisions about the best steps to take to protect the health and safety of students. We will keep you updated with new information as it becomes available to us.

As you may know, flu (seasonal and H1N1) can be easily spread from person to person. Baltimore County Public Schools (BCPS) has a plan to help reduce the spread of flu and to keep our schools functioning as usual. But we need your help. Some commonly asked questions include:

What can I do as a parent to protect my children against the flu?

- Teach your children good hand hygiene. Washing hands often with soap and water is the most important way to prevent the spread of illness. Hand washing should last 20 seconds (about the time it takes to sing Happy Birthday twice). Washing after coughing or sneezing helps prevent a person with the flu from spreading it to others. Washing hands before you eat or put your hands near your nose or mouth helps prevent you from getting the flu. Hand sanitizers, containing at least 60 percent alcohol, are also effective if soap and water are unavailable. BCPS permits students to carry hand sanitizer for personal use. Set a good example by using good hand hygiene yourself.

- Teach your children to cover their mouths and noses when they cough or sneeze. If a tissue is not available, cough or sneeze into the elbow or sleeve, not the hands.

- Remind your children not to share personal items like drinks, food, or unwashed utensils.

- Contact your health care provider to get your family vaccinated for seasonal flu and 2009 H1N1 when it is available.

What are signs or symptoms of the flu?

- Symptoms include: fever (100 degrees or higher) with cough, sore throat, a runny or stuffy nose, body aches, headache, and feeling very tired. Some people may vomit or have diarrhea. Children with fever feel warm to the touch, may appear flushed, and may sweat or shiver.

What if my child has symptoms of a flu-like illness (gets sick)?

- Sick children need to stay home for at least 24 hours after there is no longer a fever or signs of a fever (without the use of fever-reducing drugs). Keeping a child with a fever home helps reduce the spread of flu.

- If your child has a health condition that places him/her at risk of flu complications, contact your health care provider at the first sign of illness.

What other steps should I do to be prepared?

- Plan now for your children’s care at home if your children become ill with the flu.

- Stay informed about flu in our area. We encourage you to visit www.flu.gov or call 1-800-CDC-INFO for the most current information. For more information on what our school system is doing or about flu in our community, visit www.bcps.org and www.baltimorecountymd.gov/Agencies/health.

We are looking forward to a healthy, successful school year and will continue to keep you informed of any changes in our recommendations to you or in the school system’s plan to reduce the spread of flu.

Sincerely,

Deborah C. Somerville, RN, MPH
Coordinator, Office of Health Services
Baltimore County Public Schools

Lucia Donatelli, MD, FAAP
Chief, Pediatric Community Based Services
Baltimore County Department of Health
Dear Teacher:

As a new school year begins, we are concerned about the health and well being of both our students and our teachers. We are working closely together to monitor influenza (flu) conditions and make decisions about the best steps to take concerning schools. We will keep you updated with new information as it becomes available to us.

As you may know, flu (seasonal and H1N1) can be easily spread from person to person. Baltimore County Public Schools (BCPS) has a plan to help reduce the spread of flu and to keep schools functioning as usual. But we need your help.

**What can we do to protect both ourselves and our students against the flu?**

- Practice good hand hygiene. Washing hands often with soap and water is the most important way to prevent the spread of illness. Hand washing should last 20 seconds (about the time it takes to sing Happy Birthday twice). Encourage your students to wash their hands often. Washing after coughing or sneezing helps prevent a person with the flu from spreading it to others. Washing hands before you eat or put your hands near your nose or mouth helps prevent you from getting the flu. Hand sanitizers, containing at least 60 percent alcohol, are also effective if soap and water are unavailable. Students may carry hand sanitizer for personal use.

- Always cover your mouth and nose when you cough or sneeze. If a tissue is not available, cough or sneeze into your elbow or sleeve, not your hands. Coughing and sneezing directly into your hands can quickly spread germs. Also, promote good coughing and sneezing etiquette with your students.

- Do not share personal items like drinks, food, or unwashed utensils. If you must use public phones or shared computers, wash your hands well immediately after use.

- Contact your health care provider to get your family vaccinated for seasonal flu and 2009 H1N1 when it is available. BCPS will be offering seasonal flu vaccines for all permanent employees in October. See the Employee Wellness Program web site for dates and locations.
  [http://www.bcps.org/offices/sss/employee_wellness/default.html](http://www.bcps.org/offices/sss/employee_wellness/default.html)

**What are signs or symptoms of the flu?**

- Symptoms include: fever (100 degrees or higher) with cough, sore throat, a runny or stuffy nose, body aches, headache, and feeling very tired. Some people may vomit or have diarrhea.

**What should I do if I have flu-like illness (or symptoms)?**

- Employees need to stay home for at least 24 hours after there is no longer a fever or signs of a fever (without the use of fever-reducing drugs). Staying home when you have a fever helps reduce the spread of flu.

- If you have a health condition that places you at risk of flu complications, contact your health care provider at the first sign of illness.

**What other steps should I do to be prepared?**

- Stay informed about flu in our area. We encourage you to visit [www.flu.gov](http://www.flu.gov) or call 1-800-CDC-INFO for the most current information. For more information on what our school system is doing or about flu in our community, visit [www.bcps.org](http://www.bcps.org) and [www.baltimorecountymd.gov/Agencies/health](http://www.baltimorecountymd.gov/Agencies/health).

We are looking forward to a healthy successful school year and will continue to keep you informed of any changes in these recommendations or in the school system’s plan to reduce the spread of flu.

Sincerely,

Deborah C. Somerville, RN, MPH  
Coordinator, Office of Health Services  
Baltimore County Public Schools

Lucia Donatelli, MD, FAAP  
Chief, Pediatric Community Based Services  
Baltimore County Department of Health
Dear Employee:

As a new school year begins, we are concerned about the health and well being of both our students and employees. We are working closely together to monitor influenza (flu) conditions and make decisions about the best steps to take concerning schools and offices. We will keep you updated with new information as it becomes available to us.

As you may know, flu (seasonal and H1N1) can be easily spread from person to person. Baltimore County Public Schools (BCPS) has a plan to help reduce the spread of flu in order to keep our schools and offices functioning as usual. But we need your help. Some commonly asked questions include:

**What can I do to protect myself against the flu?**

- Practice good hand hygiene. Washing hands often with soap and water is the most important way to prevent the spread of illness. Hand washing should last 20 seconds (about the time it takes to sing Happy Birthday twice). Hand sanitizers, containing at least 60 percent alcohol, are also effective if soap and water are unavailable. Washing after coughing or sneezing helps prevent a person with the flu from spreading it to others. Washing hands before you eat or put your hands near your nose or mouth helps prevent you from getting the flu.

- Always cover your mouth and nose when you cough or sneeze. If a tissue is not available, cough or sneeze into your elbow or sleeve, not your hands. Coughing and sneezing directly into your hands can quickly spread germs.

- Do not share personal items like drinks, food or unwashed utensils. If you must use public phones or shared computers, wash your hands well immediately after use.

- Contact your health care provider to get your family vaccinated for seasonal flu and 2009 H1N1 when it is available. BCPS will be offering seasonal flu vaccines for all permanent employees in October. See the Employee Wellness Program website for dates and locations. 
http://www.bcps.org/offices/sss/employee_wellness/default.html

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- If you have a health condition that places you at risk of flu complications, contact your health care provider at the first sign of illness.

**What other steps should I do to be prepared?**

- Stay informed about flu in our area. We encourage you to visit www.flu.gov or call 1-800-CDC-INFO for the most current information. For more information on what our school system is doing or about flu in our community, visit www.bcps.org and www.baltimorecountymd.gov/Agenices/health.

We are looking forward to a healthy, successful school year and will continue to keep you informed of any changes in these recommendations or in the school system’s plan to reduce the spread of flu.

Sincerely,

Deborah C. Somerville, RN, MPH
Coordinator, Office of Health Services
Baltimore County Public Schools

Lucia Donatelli, MD, FAAP
Chief, Pediatric Community Based Services
Baltimore County Department of Health
Dear Parent:

As you know, the Baltimore County Department of Health and the Baltimore County Public School System were partnering together to provide Seasonal FluMist to students in your child’s school. However, on September 28th the State Department of Health issued a directive to Health Officers that all Seasonal FluMist projects are to be suspended immediately since it is anticipated that H1N1 vaccine will become available beginning next week. This decision was based on two things:

1) the desire to get children vaccinated against H1N1 influenza as soon as possible since this virus is present now in Baltimore; and

2) the need for there to be a four week interval between a child getting a Seasonal FluMist vaccine and a H1N1 FluMist vaccine.

We plan to offer the H1N1 FluMist at regional mass vaccination clinics in Baltimore County, as well as in each elementary school as soon as we receive the vaccine from the State. Please note, if your child got the seasonal flu vaccine as a shot, he can get the H1N1 FluMist vaccine as soon as it is available. There is no need to wait four weeks between an injection form of either of the flu vaccines and any other vaccine. We hope to offer the Seasonal FluMist again later this fall, after we begin providing the H1N1 FluMist vaccine first.

If you have questions, please don’t hesitate to call us at the Department of Health at 410-887-BCHD (2243). If you would like information about H1N1 vaccination options, please check with your health care provider. We will post information about H1N1 vaccine clinics on our web site (www.baltimorecountymd.gov/go/health) as soon as we receive the vaccine from the State.

Thank you for your attention to this urgent matter, as we work toward our vision of healthy people living, working, and playing in Baltimore County.

Sincerely,

[Signature]

Gregory Wm. Branch, M.D., MBA, CPE
Health Officer and Director
Flu Vaccines – Seasonal and H1N1

What is the difference between Seasonal and H1N1 flu vaccines?

This year the flu vaccine is coming in two parts. The Seasonal part targets flu strains that were predicted to be circulating, based on information available in the winter of 2009. In the spring of 2009, health officials discovered a new strain of flu, called H1N1 or “swine” flu. A separate vaccine has now been developed for this new strain.

Will there be a flu vaccine that contains both strains (seasonal and H1N1)?

No, not this year.

Who should get the H1N1 flu vaccine?

The Centers for Disease Control and Prevention (CDC) recommends that the following groups get the H1N1 flu vaccine as soon as it is available:

- Pregnant women
- Persons caring for children under 6 months of age
- Persons between the age of 6 months and 24 years
- Persons between the ages of 25 years and 64 years who have a chronic health condition (like diabetes) that places them at increased risk for complications of the flu
- Health care workers.

Is H1N1 vaccine available? Where will I be able to get my child a H1N1 shot?

As of the writing of this document (9/28/09), no H1N1 vaccine is yet available. The Department of Health expects to receive vaccine in mid to late October and will begin a series of public clinics once the vaccine arrives. These clinics will be publicized through our schools and through the media. Many of the clinics will be held in Baltimore County school buildings. Some schools may have a clinic held at their school during the school day. Some private doctors have also registered to be a provider of this vaccine. You can check with your child's doctor to see if your child will be able to get the vaccine at his/her doctor’s office.
BALTIMORE COUNTY PUBLIC SCHOOLS
Employee Wellness Program

SEASONAL FLU
VACCINE PROGRAM
2009-2010

Vaccine will be given on a first-come, first-served basis while supplies last.

At this time, we are not anticipating a shortage of flu vaccine. However, if there is a need to cancel any of the following flu clinics, notification will be made on the BCPS’ Employee Wellness Web page: http://www.bcps.org/offices/sss/employee_wellness/default.html

No further mailing will be made from this office.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues., Oct. 13</td>
<td>New Town High School, Cafeteria</td>
<td>3:00 p.m.-5:00 p.m.</td>
</tr>
<tr>
<td>Wed., Oct. 14</td>
<td>Honeygo Run Regional Park</td>
<td>11:00 a.m.-1:00 p.m.</td>
</tr>
<tr>
<td>Thurs., Oct. 15</td>
<td>Patapsco High School, Lobby</td>
<td>3:00 p.m.-5:00 p.m.</td>
</tr>
<tr>
<td>Tues., Oct. 20</td>
<td>Western School of Tech, Activity Rm</td>
<td>3:00 p.m.-5:00 p.m.</td>
</tr>
<tr>
<td>Wed., Oct. 21</td>
<td>Loch Raven High School, Cafeteria</td>
<td>3:30 p.m.-5:30 p.m.</td>
</tr>
<tr>
<td>Thurs., Nov. 12</td>
<td>Greenwood, ESS Building</td>
<td>11:00 a.m.-1:00 p.m.</td>
</tr>
</tbody>
</table>

All permanent (not contractual) employees – full or part time – as well as retired employees are eligible for the flu vaccine. Substitutes, spouses, and children are not eligible.

If you have any questions, please contact the Employee Wellness Program at 410-887-6397, or the Office of Health Services at 410-887-6368, or visit the BCPS’ Employee Wellness Web page: http://www.bcps.org/offices/sss/employee_wellness/default.html
CRITICAL INCIDENT RESPONSE TEAM (CIRT)
PROCEDURES FOR ACTIVATION OF “POINT OF DISPENSING” (POD) SITES

CIRT will be responsible for the opening of “Point of Dispensing” (POD) sites as prearranged with the Baltimore County Department of Health.

1. Only the Baltimore County Department of Health may activate the process for deployment of resources for the distribution of medications during an emergency at the predetermined school locations. (See attached chart on POD sites which is to be updated annually.)

2. The Health Department’s emergency manager will contact one of the Critical Incident Response Team (CIRT) Managers of the Baltimore County Public Schools and communicate the need to open one or more POD sites.

3. The CIRT Manager will notify the Superintendent of the request to use schools for medication distribution. It is assumed that schools will be closed if it is necessary to open POD sites.

4. The CIRT Manager will notify the Chief of Operations of the need to open POD sites and the specific requests.

5. The CIRT Manager will communicate with the principal of each site that is to be activated.

6. The Chief of Operations will contact the appropriate building operations supervisor for each site to secure access for the Health Department’s team that will arrive to run the site. Sites will need to have access to the loading dock, if one exists, restrooms, large area access – gymnasium or cafeteria with parking lot access to these areas for public pass through, access to phones, and then personnel areas such as faculty rooms or classrooms. Length of distribution will determine the amount of space needed.

7. The CIRT Manager will notify the Logistics Section Chief if there is a need for warehouse workers at the sites.

8. All building operations supervisors will report to the Chief of Operations when the POD sites have closed and the schools are secure.

9. The Chief of Operations will communicate to the CIRT Manager that all sites are secure.

10. The CIRT Manager will communicate to the Superintendent that all schools are secure and the POD sites have been closed.
Central Area Education Advisory Council  
Dulaney High School  
September 24, 2009 at 7:00 p.m.

- Meeting Minutes recorded by Sharon Elliott  
- Social Networking Presentation by Jason Slanga  
- Attendees: please refer to accompanying attendance sheets

**Opening**
- introduction of new area superintendent: Barbara Walker  
- upcoming dates and topics: 11/19 College Planning with Chip Saltzman; next meeting is prebudget meeting (operating budget)

**Primary Presentation: Social Networking by Jason Slanga**
- teacher/webmaster for DHS  
- discussion on social networks, cyber bullying and sexting  
- general guidelines: what do you share; who can see it; what do you see  
- blogs: blogger; wordpress; live journal  
- social network guidelines  
- refer to attached social networking sources and suggested sites list and accompanying bibliography