

## APPROVED MINUTES

### REPORT OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND WORK SESSION ON BCPS ORGANIZATIONAL STRUCTURE

Tuesday, July 26, 2005  
Greenwood

The Board of Education of Baltimore County, Maryland, met in open session at 7:03 p.m. at Greenwood. President Thomas G. Grzymiski and the following Board members were present: Mr. Donald L. Arnold, Mr. Luis E. Borunda, Mr. Nicholas C. Camp, Ms. Frances A.S. Harris, Mr. John A. Hayden, III, Dr. Warren C. Hayman, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Mr. Michael P. Kennedy, Mr. James R. Sasiadek, and Ms. Joy Shillman. In addition, Dr. Joe A. Hairston, Superintendent of Schools, staff members, as well as the media, were present.

#### MAINTENANCE PROGRAM UPDATE

Mr. Michael Sines, Executive Director of Physical Facilities, provided a brief update on the maintenance program with a breakdown by component of what has occurred over the past several months:

- Controls – Current budget includes approximately \$350,000 to begin the process of inspecting and repairing temperature controls in school facilities. Currently, repairs are completed as complaints are received and done with in-house personnel.
- Inspections – A review of regulatory mandates relative to the inspection of critical life safety equipment installed throughout BCPS will be completed within the next two weeks. Focus will be directed toward fire alarm systems, automated sprinkler systems, emergency lighting, exit signs, kitchen hoods, and fire suppression systems.
- Utilization of Overtime – Primary focus of this assessment is to distinguish the extent that overtime has been used to conduct scheduled maintenance as opposed to emergency maintenance.
- HVAC Filters – A complete inventory of HVAC filters in all facilities is being prepared with an accurate cost assessment to meet the manufacturers' recommended maintenance schedule.
- Stage Curtains – A comprehensive review is underway and recommendations will be forthcoming to establish a replacement schedule.
- Boiler Repairs – An ad hoc committee will be presenting information within the next two weeks that will be utilized to formulate budget recommendations for FY07. The committee is in the process of generating operating procedures; procedures for coordinating boiler maintenance, repair, and replacement; minimum requirements for routine maintenance; and direct digital control (DDC) monitoring.

### MAINTENANCE PROGRAM UPDATE (cont)

- Lavatory Stall Replacement – An assessment of the condition of lavatory stalls was conducted in February 2005. The findings included in the assessment will be utilized in developing a proposed budget for FY07.

Mr. Arnold asked what percentage of boilers is not tech-automatic. Mr. Sines responded approximately 60 out of 163 boilers cannot be readily monitored via a centralized system. With regards to outsourcing and energy savings, Mr. Arnold inquired about the possibility of energy audits. Mr. Sines responded a proposal exists to pilot such audits in three schools.

Mr. Hayden expressed concern about whether the school system met regulatory requirements concerning fire inspections and accessibility of classrooms. Mr. Sines stated the school system has not failed in any critical areas such as fuel stations, fire drills, and life safety systems.

Mr. Hayden asked whether any portion of the boiler work could be considered for state capital funding. Mr. Sines responded boiler replacement for renovations and multi-systemic renovations does reside under the capital program.

Ms. Shillman asked for clarification of lavatory replacement costs in all schools.

Ms. Johnson expressed concern over the untidiness and disrepair of bathroom facilities and inquired how the school system is addressing the issue.

Dr. Hayman requested that priorities and timelines be established so that the school system could evaluate its progress. Dr. Hayman challenged the Board to be more aggressive in the legislative arena by communicating funding needs.

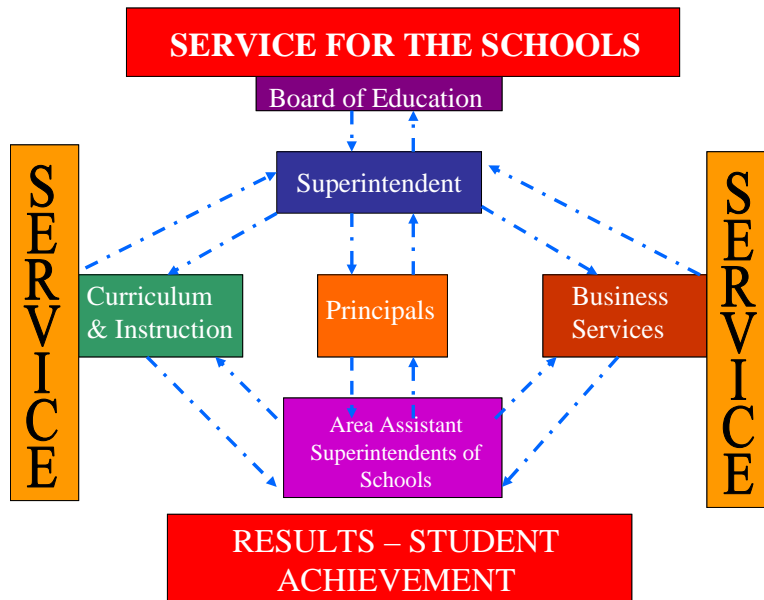
Mr. Sasiadek stated this is the time to look at reviewing and possibly increasing the maintenance budget as Dr. Hairston is putting together the FY07 capital and operating budgets.

Mr. Grzynski announced the Board retreat on Sunday, August 28, 2005, at Marshy Point Nature Center. This will be an opportunity for the Board to review primary areas of concern in order to focus on those areas in the upcoming school year.

### BCPS ORGANIZATIONAL STRUCTURE

Dr. Hairston emphasized that tonight's work session is to review with the Board organization adjustments at the executive level. He noted that Board Policy 2310 states, "The administrative organization of the Board of Education shall be considered as an orderly means of achieving the primary objective, an effective program of instruction for students. An organizational chart for the Board of Education shall be prepared by the Superintendent of Schools and approved by the Board to designate clearly the relationship of all employees within the school system. The organizational chart shall be kept up-to-date and changes shall be approved by the Board of Education."

Dr. Hairston provided to Board members a chart illustrating service for the schools in order to produce student achievement.



Dr. Hairston summarized three areas of organizational adjustment:

- Division of Curriculum and Instruction
  - Roles and responsibilities of the Executive Director of Secondary Schools and the Executive Director of Federal and State Programs have been integrated into the roles and responsibilities of the position of Assistant Superintendent of Teaching and Learning
  - The positions of Director of Mathematics and Director of Science will be supervised by the Assistant Superintendent of Teaching and Learning
- Schools
  - Titles of Executive Director of Schools “changed to” Area Assistant Superintendents
  - Roles and responsibilities redefined
- Division of Business Services
  - Removed the Assistant to the Superintendent of Government Relations position
  - Executive Director, Human Resources title changed to Assistant Superintendent, Human Resources and Government Relations
  - Title change of Executive Director of Fiscal Services to Chief Financial Officer
  - Title change of Executive Director of Information Technology to Chief Information Officer

Ms. Harris asked how the Assistant Superintendent of Human Resources and Government Relations would complete legislative work. Dr. Hairston responded that by collapsing some positions, resources have been made available.

Mr. Arnold asked for clarification on the Assistant Superintendent of Teaching and Learning position.

Mr. Hayden expressed concern that adjusted positions as well as new positions took place prior to consulting with the Board.

Ms. Shillman expressed concern over the lack of improvement in middle schools and asked for clarification of integrating the Executive Director of Secondary Schools into the role and responsibility of the Assistant Superintendent of Teaching and Learning.

Dr. Hayman commented the organization does not appear to contain the function of government relations. Dr. Hayman stated this work session should have occurred prior to the last Board meeting.

The work session was concluded at 9:15 p.m.

Respectfully submitted,

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Joe A. Hairston Secretary-  
Treasurer

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