

TENTATIVE, SUBJECT TO CHANGE

MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, December 5, 2006
4:45 P.M.-Closed Session, 7:30 P.M.-Open Session
Educational Support Services Building

- I. PLEDGE OF ALLEGIANCE
- II. SILENT MEDITATION IN REMEMBRANCE
- III. AGENDA
Consideration of the agenda for December 5, 2006
- IV. ADVISORY AND STAKEHOLDER GROUPS
- V. SUPERINTENDENT'S REPORT
- VI. RECOGNITION OF ADMINISTRATIVE APPOINTMENT AND ADVISORY COUNCIL APPOINTMENTS FROM NOVEMBER 21, 2006 (Dr. Peccia)
- VII. OLD BUSINESS
 - A. Consideration of Proposed Changes to Policy 3310 (third reading) (Mr. Dent)
Exhibit A
- VIII. REPORTS
 - A. Proposed Changes to Policy 3200 – NON-INSTRUCTIONAL SERVICES: Purchasing (first reading) (Ms. Burnopp)
Exhibit B
 - B. Proposed Changes to Policy 3610 – NON-INSTRUCTIONAL SERVICES: Tuition Fees (first reading) (Ms. Burnopp)
Exhibit C
 - C. Proposed Changes to Policy 7460 – NEW CONSTRUCTION: Purchases from Minority Businesses (first reading) (Ms. Burnopp)
Exhibit D
 - D. Woodlawn Middle School Update (Dr. Rodriguez)
Exhibit E
- IX. NEW BUSINESS
 - A. Consideration of consent to the following personnel matters: (Dr. Peccia)
 - 1. Transfer Exhibit F
 - 2. Retirements Exhibit G
 - 3. Resignations Exhibit H
 - 4. Leaves of Absence Exhibit I
 - 5. Advisory Council Appointments Exhibit J

IX. NEW BUSINESS (cont)

- B. Consideration of consent to the following contract awards: (Mr. Gay/Mr. Sines)
Exhibit K
1. Contract Modification: Lavatory Privacy Partition Repair and Installation Services
 2. Automobile Purchase
 3. Repair Parts for Grounds Equipment
 4. Signs, Traffic, Pre-fabricated
 5. Stationery and Office Supplies
 6. On-Call Construction Management Services – General John Stricker Middle School
 7. Construction Packages Testing (Contract 1-A) and Site Work (Contract Package 2-A) – Vincent Farm Elementary School
- C. Consideration of consent to the amended Memorandum of Understanding between 100 Black Men of Maryland, Inc. and Baltimore County Public Schools (Ms. Burnopp)
Exhibit L

X. INFORMATION

- A. Financial Report – For the Months Ending October 31, 2005 and 2006 Exhibit M
- B. Revised Superintendent’s Rule 3310 - NON-INSTRUCTIONAL SERVICES: Food Services Exhibit N
- C. Southwest Area Education Advisory Council Pre-budget Meeting Minutes of October 18, 2006 Exhibit O

XI. ANNOUNCEMENTS

- A. Public Comment on Proposed Changes to Policy 3320 (second reading)
- B. Public Comment on Proposed Changes to Policy 3330 (second reading)
- C. General Public Comment

Next Board Meeting Tuesday, December 19, 2006
7:30 PM Greenwood

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: December 5, 2006

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **PROPOSED CHANGES TO BOARD OF EDUCATION
POLICY 3310**

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

RESOURCE Don Dent, Executive Director, Planning and Support Operations

PERSON(S): Karen Levenstein, Director, Office of Food and Nutrition Services

RECOMMENDATION

It is recommended that Board of Education Policy 3310 be revised to more accurately reflect the mission and purpose of the Food Service Program. This is the third reading of Policy 3310.

Attachment I – Policy Analysis
Attachment II – Policy 3310

BOARD OF EDUCATION OF BALTIMORE COUNTY
Policy Analysis for Proposed Revision to Policy 3310 and 3330, and
Deletion of Policy 3320
NON-INSTRUCTIONAL SERVICES: Food Services

Statement of Issues Addressed by the Proposed Policy Revision

Policy 3310 has been updated to more accurately reflect the mission and purpose of the Food Service Program. The new language renders Policy 3320 unnecessary and it is recommended for deletion. Policy 3330 has been updated to reflect current operational standards and controls.

Cost Analysis

There are no new costs associated with the proposed revisions.

Relationship to Other Board of Education Policies

All Board of Education policies that address the Food and Nutrition Services program are being submitted for review together.

Policy 3330 is set in accordance with Policy 3131 – External Audit.

Legal Requirement

There is no legal requirement to establish a food service program. The legal requirements referenced in the policies reflect sanitation and health standards.

Similar Policies Adopted by Other School Systems

Every LEA in Maryland participates in the USDA National School Lunch Program and each Superintendent signs the MSDE School Nutrition Program Agreement annually. Individual operational policies and standards in each LEA may differ.

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

The revised documents bring our mission, practices, and procedures into alignment.

NON-INSTRUCTIONAL SERVICES: Food Services

Purpose

The purpose of the [Department] OFFICE of Food AND NUTRITION Services is to administer AND MANAGE the Baltimore County school [food services] CHILD NUTRITION programS [as] established by the Board of Education IN ACCORDANCE WITH THE OBJECTIVES, POLICIES AND PROCEDURES OF THE UNITED STATES DEPARTMENT OF AGRICULTURE AND THE MARYLAND STATE DEPARTMENT OF EDUCATION. [This is inclusive of] THE PROGRAMS ADMINISTERED BY THE OFFICE OF FOOD AND NUTRITION SERVICES INCLUDE NATIONAL SCHOOL BREAKFAST, NATIONAL SCHOOL LUNCH, SUMMER FOOD SERVICE, AFTER-SCHOOL SNACK PROGRAM AND any OTHER school food service agreements entered into by the Board with the MARYLAND State Department of Education or the federal government.

[The current objective of the Baltimore County food service program is to encourage students to select and consume nutritionally balanced meals. This objective is to be achieved primarily through increased student participation and cooperative nutritional projects.] THE OFFICE OF FOOD AND NUTRITION SERVICES SUPPORTS THE EDUCATIONAL PROGRAM BY PROVIDING NUTRITIOUS MEALS IN AN ENVIRONMENT THAT MEETS PROPER SANITATION AND HEALTH STANDARDS AND CONFORMS TO ALL APPLICABLE STATE AND LOCAL LAWS AND REGULATIONS.

Also see the [handbook,] *SCHOOL CAFETERIA OPERATING MANUAL FOR MANAGERS/PICS*, OFFICE of Food AND NUTRITION Services.

LEGAL REFERENCES: 7 CODE OF FEDERAL REGULATIONS 210-299
BALTIMORE COUNTY DEPARTMENT OF ENVIRONMENTAL PROTECTION AND RESOURCE MANAGEMENT, CODE OF BALTIMORE COUNTY REGULATIONS 1.01.01

Policy Board of Education of Baltimore County
Adopted: 9/18/1968
Revised: 8/28/1972
Revised: 6/19/1980
REVISED:

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: December 5, 2006

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **POLICY 3200 – NON-INSTRUCTIONAL SERVICES:
PURCHASING – PURCHASES FROM MINORITY AND SMALL
BUSINESS ENTERPRISES**

ORIGINATOR: J. Robert Haines, Deputy Superintendent

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

RECOMMENDATION

That the Board of Education approve revisions to Policy 3200 – NON-INSTRUCTIONAL SERVICES: Purchasing – Purchases from Minority and Small Business Enterprises. This is the first reading of this policy.

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- Attachment I – Policy Analysis 3200
- Attachment II – Policy 3200

BOARD OF EDUCATION OF BALTIMORE COUNTY
Policy Analysis for Proposed Revised Policy and Rule 3200 –
Purchasing - Purchases From Minority and Small Business Enterprises

Statement of Issues Addressed By the Proposed Policy

The legal reference is revised to remove a footnote that is no longer necessary.

Cost Analysis and Fiscal Impact on School System

No cost impact.

Relationship to Other Board of Education Policies

Policy 7460 should be updated concurrently.

Legal Requirement

5-112 Bids
14-302, State Finance and Procurement Article

Similar Policies Adopted by Other School Systems

Policy content was updated in June 2005.

Draft of Proposed Policy and Rule (see attached)

Other Alternatives Considered by Staff

N/A

NON-INSTRUCTIONAL SERVICES: Purchasing

Purchases from Minority and Small Business Enterprises

The Board of Education of Baltimore County believes that the economic development of the county is vital to ensuring the stability and growth of this region. Additionally, the Board believes that diversity in economic development supports the county's tax base while contributing to the overall strength of our community.

Therefore, the Board directs the Superintendent to implement procedures to facilitate the increase of minority and small business enterprise (as defined in the State Finance and Procurement Article §14-201 and 14-301) participation in all Board of Education contracts with an attempt to achieve a goal of fourteen percent (14%) of the total value of these contracts.

Accordingly, these procedures shall facilitate the increase of minority business participation in all Board of education state-funded construction projects and shall attempt to achieve the goals in accordance with the State Finance and Procurement Article §14-302. All action shall be in compliance with the State Interagency on Public School Construction guidelines adopted by the Board of Education.

These procedures shall also facilitate the increase in minority and small business enterprise participation in all Board of Education County and Special revenue funded contracts and shall attempt to achieve a goal of fourteen (14%) minority and small business participation of the total dollar value of these contracts.

The Board further directs the Superintendent to report on the participation of minority and small business enterprises annually.

[All procedures shall be implemented in accordance with state law and current Board of Education policy and rule, in particular: §14-302(a) of the State Finance and procurement Article of the Annotated code of Maryland; §5-112 of the Education Article of the Annotated Code of Maryland, and Board of Education policy 3210.]

Legal References: *Annotated Code of Maryland*
 Education Article, §5-112
 State Finance and Procurement Article, §14-302[*]
 COMAR 21.11.03.04

RELATED POLICIES: BOARD OF EDUCATION POLICY 7460, NEW
CONSTRUCTION

[* Statute will be abrogated on July 1, 2006.]

Policy
Adopted: 9/10/96
Revised: 7/13/99
Revised: 6/14/05
REVISED:

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: December 5, 2006

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **POLICY 3610 – NON-INSTRUCTIONAL SERVICES: FEES, GIFTS, PROPERTY DISPOSITION – TUITION FEES**

ORIGINATOR: J. Robert Haines, Deputy Superintendent

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

RECOMMENDATION

That the Board of Education approve revisions to Policy 3610 – NON-INSTRUCTIONAL SERVICES: Fees, Gifts, Property Disposition – Tuition Fees. This is the first reading of this policy.

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- Attachment I – Policy Analysis 3610
- Attachment II – Policy 3610

BOARD OF EDUCATION OF BALTIMORE COUNTY
Policy Analysis for Proposed Revision to Policy 3610:
NON-INSTRUCTIONAL SERVICES: Fees, Gifts, and Property Disposition
Tuition Fees

Statement of Issues Addressed By the Revised Policy

The policy has been revised because staff believes that it is problematic to specify rates in policies or rules. As revised, rates will be published on appropriate websites and in handouts. Therefore, Rule 3610 is proposed for creation, and Rules 3611 and 3612 are proposed for deletion.

Additionally, the application of the rates has changed. Summer school is no longer offered to non-resident elementary or middle school students, so this rate is no longer needed. For Evening/Saturday high school, a half-time rate is **currently used** but is now included in the rule.

Cost Analysis and Fiscal Impact on School System

No impact.

Relationship to Other Board Policies

None

Legal Requirement

None

Similar Policies Adopted by Other School Systems

Policies for Howard, Harford, Montgomery, and Anne Arundel County Public Schools were reviewed and none of them included the actual rate in policy.

Draft of Proposed Policy (see attached)

Other Alternatives Considered by Staff

If the policy is not updated, the rules will continue to be updated annually.

NON-INSTRUCTIONAL SERVICES: Fees, Gifts and Property Disposition

Tuition Fees

Tuition fees for non-resident students, for [the adult] evening HIGH school (RESIDENT AND NON-RESIDENT), and for summer school (RESIDENT) shall be established by the [Board of Education on the recommendation of the] Superintendent [of Schools].

[Tuition fees for non-residents shall be based on the county's portion of the cost of educating a student.]

[Tuition fees may be prorated for part-time students who attend regular school on a schedule of half-time or less or who are enrolled in a summer school class meeting less than five days a week.]

Policy
Adopted: 7/24/69
Revised: 6/28/73
Revised: 2/22/79
REVISED:

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: December 5, 2006

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **POLICY 7460 – NEW CONSTRUCTION: CONSTRUCTING – PURCHASES FROM MINORITY BUSINESSES**

ORIGINATOR: J. Robert Haines, Deputy Superintendent

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

RECOMMENDATION

That the Board of Education approve revisions to Policy 7460 – NEW CONSTRUCTION: Constructing – Purchases from Minority Businesses. This is the first reading of this policy.

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- Attachment I – Policy Analysis 7460
- Attachment II – Policy 7460

BOARD OF EDUCATION OF BALTIMORE COUNTY
Policy Analysis for Proposed Revised Policy 7460 –
NEW CONSTRUCTION: Constructing, Purchases from Minority Businesses

Statement of Issues Addressed By the Proposed Policy

The legal reference has been updated to correct a legal reference and remove a footnote that is no longer necessary. Unnecessary language was also removed.

Cost Analysis and Fiscal Impact on School System

No cost impact.

Relationship to Other Board of Education Policies

Policy 3200 should be updated concurrently.

Legal Requirement

§5-112 Bids, Education Article

§14-302, State Finance and Procurement Article

Similar Policies Adopted by Other School Systems

All Maryland LEA's must comply with state requirements for MBE participation on state-funded construction projects. Policy content was updated in 2001.

Draft of Proposed Policy and Rule (see attached)

Other Alternatives Considered by Staff

N/A

NEW CONSTRUCTION: Constructing

Purchases from Minority Businesses

The Board of Education of Baltimore County supports the economic and minority business development goals of the State of Maryland. Additionally, the Board believes that diversity in economic development supports the county's tax base while contributing to the overall strength of our community.

Therefore, the Board directs the Superintendent to implement procedures to facilitate the increase of minority business participation in all Board of Education/State-funded contracts [administered through designated staff, i.e., the Office of Purchasing, and the Department of Facilities, and Construction,] AND to require that State-funded school construction and/or renovation projects be contracted with an attempt to achieve the current State of Maryland's minority business procurement participation goal on each of the said contracts. The award of these contracts shall be in accordance with the law's competitive bidding procedures.

The Board directs the Superintendent to report annually on the progress toward increased participation of minority enterprises in State-funded contracts..

[All procedures shall be implemented in accordance with State law and current Board of Education policy and procedure, in particular: Section §14-302(a) of the State Finance and Procurement Article of the Annotated Code of Maryland; Section §5-110 of the Education Article of the Annotated Code of Maryland, and Board of Education policy 3210.]

[Related Policy: Policy 3200]

Legal References: *Annotated Code of Maryland*
Education Article, §5-11[0]2
State Finance and Procurement Article, §14-302[*]
COMAR 21.11.03.04

RELATED POLICIES: BOARD OF EDUCATION POLICY 3200,
PURCHASES FROM MINORITY AND SMALL
BUSINESS ENTERPRISES; 3210, PURCHASING
SERVICES, PURCHASING GUIDES

[* Statute will be abrogated on July 1, 2006.]

Policy
Adopted: 6/10/82
Revised: 9/10/96
Revised: 9/20/01
REVISED:

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: December 5, 2006

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **WOODLAWN MIDDLE SCHOOL UPDATE**

ORIGINATOR: Dr. Manuel Rodriguez, Assistant Superintendent, Southwest Area

RESOURCE PERSON(S): Mr. Brian Scriven, Principal, Woodlawn Middle School

INFORMATION

This is a status report to the Board of Education on the Woodlawn Middle School Alternative Governance Plan. This monthly report reviews staffing, the instructional process to improve student achievement, pre-planning for the short-cycle assessments and extended time, professional development, and governance.

BALTIMORE COUNTY PUBLIC SCHOOLS

Joe A. Hairston, Superintendent

6901 Charles Street Towson, MD • 21204-3711

Woodlawn Middle School Board of Education Report December 5, 2006

Staffing Update:

Woodlawn Middle School is allocated a total of 72.5 full-time equivalent (FTE) positions. Since our last report we have had 2 resignations which are as follows:

1. (1) Special Education Inclusion Teacher
2. (1) Grade 7 Math Teacher

Completed School-wide Professional Development Activity:

- Behavior Management Training- October 20, 2006
- Grade-Pro Training- October 20, 2006
- Library & Technology Module Training- October 30, 2006

College Board Update:

- Math Horizontal Teaming – October 18 & November 9, 2006
- Reading Horizontal Teaming – October 19 & November 28, 2006
-

Governance:

- **Community Task Force Meeting** – October 25, 2006
- **Action Teams:** All Action Teams met on Monday November 13, 2006. The action teams are comprised of administrators, teachers, support services staff, ESS, parents, and community stakeholders. All members of the action teams have input and are involved in the decision-making.
 - Professional Development Team (administrator, select teachers, support staff, ESS, parents, and community stakeholders)
 - Safe & Orderly Team (administrator, select teachers, support staff, ESS, parents, and community stakeholders)
 - Curriculum & Instruction Team (administrator, select teachers, support staff, ESS, parents, and community stakeholders)
 - Parent Involvement Team (administrator, select teachers, support staff, ESS, parents, and community stakeholders)

Instructional Process to improve student achievement:

Short-Cycle Assessments (SCA) implementation:

Woodlawn MS Short-Cycle Assessment Report

Date administered: October 11, 2006 (Math) & October 13, 2006 (Language Arts/Reading):

Subject / Grade	Time (min)	Number questions	Students in acceleration group	Students in re-teach group	Students in enrichment group	Total number students tested
Lang/ Read/ 6	40/ 40	8/ 14	42	49	39	130
Algebraic Th. Found/ 6	40	15	95	78	15	188
Math GT/ 6	40	13	0	0	19	19

Date administered: October 12, 2006 (Math) & October 16, 2006 (Language Arts/Reading):

Subject / Grade	Time (min)	Number questions	Students in acceleration group	Students in re-teach group	Students in enrichment group	Total number students tested
Language/ 7	40	8	56	22	41	119
Algebraic Thinking/7	40	17	76	28	0	104
Pre-Algebra/7	40	15	59	39	0	95
Math GT/7	40	13	0	0	28	28

Date administered: October 13, 2006 (Math) & October 17, 2006 (Language Arts/Reading):

Subject / Grade	Time (min)	Number questions	Students in acceleration group	Students in re-teach group	Students in enrichment group	Total number students tested
Language/ 8	40	10	37	41	13	91
Pre-Algebra / 8	40	15	97	39	0	136
Algebra1 / 8	40	13	21	70	29	120
Algebra2 / 8	40	14	0	0	22	22

Hebbville Elementary School Short-Cycle Assessments Report

Date administered: November 14, 2006

Assessments (Reading)	Grade 3	Grade 4	Grade 5
Title	Place Value, Number Patterns, and Money	Adding and subtracting whole numbers and money	Multiplying whole numbers and decimals
Number of Questions	22	21	20
Time to Complete	1 hour	1 hour	1 hours
Number of Students Assessed	69	64	66
Extended Time	Thurs. & Fri. 1:20 to 1:50 p.m.	Thurs. & Fri. 2:30 to 3:00 p.m.	Thurs. & Fri. 1:55 to 2:25 p.m.

Results of the Short-Cycle Assessment

Number of Students

	Grade 3	Grade 4	Grade 5
Acceleration	30	23	18
Reteaching	19	23	31
Enrichment	20	18	17

Date administered: November 14, 2006

Assessments (Reading)	Grade 3	Grade 4	Grade 5
Title	Camping on the Wild Side	Finding Her Way	Princess and the Warrior
Number of Questions	10 Questions	10 Questions	10 Questions
Time to Complete	1 hour	1 hour	1 hour
Number of Students Assessed	67	57	75
Extended Time	Tues. & Wed. 1:20 to 1:55 pm	Tues. & Wed. 2:30 to 3:00 pm	Tues. & Wed. 1:55 to 2:25 pm

Results of the Short-Cycle Assessment

Number of Students

	Grade 3	Grade 4	Grade 5
Acceleration	34	29	
Reteaching	17	18	72
Enrichment	16	10	

Powhatan Elementary School Short-Cycle Assessments Report

Date administered: November 14, 2006

Assessments (Mathematics)	Grade 3	Grade 4	Grade 5
Title	Place Value, Number Patterns, and Money	Adding and subtracting whole numbers and money	Multiplying whole numbers and decimals
Number of Questions	22	21	20
Time to Complete	60 minutes	60 minutes	60 minutes
Number of Students Assessed	47	46	46
Extended Time	Mon-Tues 8:50-9:25	Weds 8:50-9:25 Thurs. 10:50- 11:25	Thurs-Fri. 8:50- 9:35

Results of the Short-Cycle Assessment

Number of Students

	Grade 3	Grade 4	Grade 5
Acceleration	29	37	31
Reteaching	6	5	11
Enrichment	12	4	10

Date administered: November 14, 2006

Assessments (Mathematics)	Grade 3	Grade 4	Grade 5
Title and Number of Questions	Camping on the Wild Side 10 Questions	Finding Her Way 12 Questions	Princess & The Warrior 12 Questions
Time to Complete	40 minutes	40 minutes	40 minutes
Number of Students Assessed	48	47	63
Extended Time	Thurs-Fri. 9:45- 10:20	Mon-Tues 10:50- 11:25	Mon-Tues 8:50- 9:35

Results of the Short-Cycle Assessment

Number of Students

	Grade 3	Grade 4	Grade 5
Acceleration	40	30	39
Reteaching	8	13	16
Enrichment	0	4	8

Woodmoor Elementary School Short-Cycle Assessments Report

Date administered: November 14, 2006

Assessments (Mathematics)	Grade 3	Grade 4	Grade 5
Title and	Place Value, Number Patterns, and Money	Adding and subtracting whole numbers and money	Multiplying whole numbers and decimals
Number of Questions	22	21	20
Time to Complete	60 minutes	60 minutes	60 minutes
Number of Students Assessed	81	82	96
Extended Time	Mon-Tues 2:35-3:05	Mon. – Tues. 2:35 – 3:05	Mon. – Tues. 2:35 – 3:05

Results of the Short-Cycle Assessment

Number of Students

	Grade 3	Grade 4	Grade 5
Acceleration	35	60	85
Reteaching	23	13	9
Enrichment	23	9	2

Date administered: November 14, 2006

Assessments (Reading)	Grade 3	Grade 4	Grade 5
Title and	Camping on the Wild Side	Finding Her Way	Princess & The Warrior
Number of Questions	10 Questions	12 Questions	12 Questions
Time to Complete	40 minutes	40 minutes	40 minutes
Number of Students Assessed	81	82	100
Extended Time	Wed. – Thurs. 2:35 – 3:05	Wed. – Thurs. 1:00 – 1:30	Wed. – Thurs. 1:30 – 2:00

Results of the Short-Cycle Assessment

Number of Students

	Grade 3	Grade 4	Grade 5
Acceleration	65	74	70
Reteaching	15	8	21
Enrichment	1	0	9

Featherbed Lane Elementary School Short-Cycle Assessments Report

Date Administered: October 18, 2006

	Grade 3	Grade 4	Grade 5
Title	Place Value, Number Patterns, and Money	Adding and subtracting whole numbers and money	Multiplying whole numbers and decimals
Number of Questions	22	21	20
Time to Complete	65 minutes	60 minutes	60 minutes
Number of Students Assessed	91	86	110
Extended Time	3:10-3:35	2:55-3:25	3:05-3:35

Results of the Short-Cycle Assessment

Number of Students

	Grade 3	Grade 4	Grade 5
Acceleration	41	37	67
Reteaching	25	22	0
Enrichment	25	27	43

Date Administered: October 25, 2006

	Grade 3	Grade 4	Grade 5
Title	Camping on the Wild Side/ 10 Questions (CL)	Tanya's Reunion/ 14 Questions (RRR)	The Princess and the Warrior/ 10 Questions (CL)
Number of Questions			
Time to Complete	1 hour	1 hour	1 hour
Number of Students Assessed	91	108	111
Extended Time	3:10-3:35	2:55-3:25	3:05-3:35

Results of the Short-Cycle Assessment

Number of Students

	Grade 3	Grade 4	Grade 5
Acceleration	41	39	59
Reteaching	25	26	27
Enrichment	25	43	25

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: December 5, 2006

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

RE: **RECOMMENDATIONS FOR AWARD OF CONTRACTS**

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

PERSON(S): Rick Gay, Manager, Office of Purchasing
Michael Sines, Executive Director, Department of Physical Facilities

RECOMMENDATION

That the Board of Education approves the following contract recommendations.

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

RLG/caj

Appendix I – Recommendations for Award of Contracts – Board Exhibit

**Recommendations for Award of Contracts
Board Exhibit – December 5, 2006**

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

- 1. Contract Modification:** Lavatory Privacy Partition Repair and Installation Services
Contract #: RHA-348-03

Term: 1 year, 3 months **Extension:** 0 **Contract Ending Date:** 2/28/08
Original estimated annual award value: \$ 25,000
Original estimated total award value: \$125,000
Additional estimated annual value: \$225,000
Estimated modified annual amount: \$250,000
Estimated modified remaining total award value: \$310,000

Bid issued: January 2, 2003
Pre-bid meeting date: January 17, 2003
Due date: January 30, 2003
No. of vendors issued to: 31
No. of bids received: 13
No. of no-bids received: 1

Description:

On March 11, 2003, the Board of Education approved the initial award of a five-year contract for *Lavatory Privacy Partition Repair and Installation Services*, with an estimated annual award value of \$25,000. Additional funding was allocated in the FY07 budget for lavatory stall replacements in response to a survey completed in 2006 pertaining to the conditions of lavatory stalls at all of our schools. From the survey, a replacement schedule was compiled to replace the lavatory stalls rated in poor condition. Due to the ongoing volume of this additional work, it has become necessary to increase the amount of this contract.

Recommendation:

Aware of contract modification is recommended to:

Primary: Partition Plus, Inc.	Forest Hill, MD
Secondary: Most, Incorporated	Baltimore, MD
Tertiary: Tito Contractors, Inc.	Washington, DC

Responsible school or office: Office of Maintenance

Contact person: Dennis N. Elkins

Funding source: Operating budget

2. **Contract :** Automobile Purchase
Contract #: PCR-257-07

Term: 10 months **Extension:** N/A
Estimated award value: \$25,212
Estimated total award value: \$25,212

Contract Ending Date: 7/30/07

Bid issued: August 3, 2006
Pre-bid meeting date: August 16, 2006
Due date: August 21, 2006
No. of vendors issued to: 5
No. of no-bids received: 0
No. of bids received: 1

Description:

This contract consists of the purchase of a 2007 Ford Crown Victoria four-door sedan. The vehicle is intended to replace the current vehicle being used by the superintendent of Baltimore County Public Schools.

Recommendation:

Award of contract is recommended to:

Towson Ford Sales, Inc.

Towson, MD

Responsible school or office:

Office of Transportation

Contact person:

Linda Fitchett

Funding source:

Operating budget

3. Contract: Repair Parts for Grounds Equipment
Contract #: JMI-609-07

Term: 5 years **Extension:** 0 **Contract Ending Date:** 12/31/11
Estimated annual award value: \$150,000
Estimated total award value: \$750,000

Bid issued: September 28, 2006
Pre-bid meeting date: N/A
Due date: October 26, 2006
No. of vendors issued to: 8
No. of no-bids received: 0
No. of bids received: 6

Hickory International, Inc.	Bel Air, MD
Lawn and Power Equipment	Bethesda, MD
Mid Atlantic Turf Equipment, LLC	Glen Arm, MD
Security Equipment Company	Baltimore, MD
Walter G. Coale, Inc.	Churchville, MD
Zenmar Pneumatic Tools, Inc.	Cockeysville, MD

Description:

This contract consists of supplying various categories of repair parts for grounds equipment on an as-needed basis (e.g., mower parts, snow plow parts, etc.). Awards are based on the most favorable percentage-off list for each manufacturer.

Recommendation:

Award of contract is recommended to:

Hickory International, Inc.	Bel Air, MD
Lawn and Power Equipment	Bethesda, MD
Mid Atlantic Turf Equipment, LLC	Glen Arm, MD
Security Equipment Company	Baltimore, MD
Walter G. Coale, Inc.	Churchville, MD
Zenmar Pneumatic Tools, Inc.	Cockeysville, MD

Responsible school or office: Office of Grounds

Contact person: Dennis Elkins
Roland Nickoles

Funding source: Operating budget

4. Contract: Signs, Traffic, Pre-fabricated
Contract #: JMI-608-07 (Baltimore County #41100)

Term: 1 year **Extension:** 3 years **Contract Ending Date:** 7/31/10
Estimated annual award value: \$ 30,000
Estimated total award value: \$120,000

Bid issued: N/A
Pre-bid meeting date: N/A
Due date: N/A
No. of vendors issued to: N/A
No. of no-bids received: N/A
No. of bids received: N/A

Description:

This contract consists of providing pre-fabricated traffic signs on an *as-needed* basis. The original Baltimore County government contract was effective August 1, 2000.

BCPS is *piggy-backing* this Baltimore County government contract in accordance with Maryland State law and Board policy that allow using contracts awarded by other public agencies.

Recommendation:

Award of contract is recommended to:

Shannon-Baum Signs, Inc.	Eldersburg, MD
Responsible school or office:	Office of Grounds
Contact person:	Dennis Elkins Roland Nickoles
Funding source:	Operating budget

5. Contract: Stationery and Office Supplies
Contract #: JNI-773-07

Term: 2 years, 6 months **Extension:** N/A **Contract Ending Date:** 5/30/09
Estimated annual award value: \$ 600,000
Estimated total award value \$1,500,000

RFQ issued: September 21, 2006
Pre-bid meeting date: N/A
Due date: October 6, 2006
No. of vendors issued to: 3
No. of no-quotes received: 0
No. of quotes received: 3

Corporate Express	Hanover, MD
Office Max	Elkridge, MD
Staples	Columbia, MD

Description

This contract is the result of a request for quote sent to three stationery office supply companies that indicated they were able to meet the requirements for inclusion in our online catalog system. The companies responded with pricing for the 100 most frequently purchased items. The award is recommended to the company with the most favorable pricing on the greatest number of those items.

Office Max is replacing Corporate Express as one of the on-line ordering vendors. Our users will be able to purchase from Office Depot, Office Max, and Rudolph's Office and Computer Supplies, Inc.

Recommendation:

Award of contract is recommended to:

Office Max Elkridge, MD

Responsible school or office: Office of Purchasing

Contact person: Richard Gay

Funding source: Operating budget

6. Contract: On-Call Construction Management Services – General John Stricker Middle School

Contract #: RGA-196-06

Term:	N/A	Extension:	N/A	Contract Ending Date:	N/A
Estimated annual award value:			\$250,000		
Estimated modification amount			N/A		
Estimated total award value:			\$250,000		

Bid issued:	N/A
Pre-bid meeting date:	N/A
Due date:	N/A
No. of vendors issued to:	N/A
No. of bids received:	N/A
No. of no-bids received:	N/A

Description:

On July 11, 2006, the Board of Education approved the selection of Nettleton Management, LLC, as an on-call construction management firm to assist the Department of Physical Facilities. The Office of Engineering and Construction has negotiated a price for construction management services for General John Stricker Middle School.

Recommendation:

Award of contract is recommended to:

Nettleton Management, LLC	Monkton, MD
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Responsible school or office:	Office of Engineering and Construction
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Contact person:	Richard H. Cassell, PE
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Funding source:	Capital budget
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7. **Contract:** Construction Packages Testing (Contract 1A) and Site Work (Contract 2A) – Vincent Farm Elementary School

Contract #: MWE-843-07

Term:	N/A	Extension:	N/A	Contract Ending Date:	N/A
			Testing (Contract 1A)		Site Work (Contract 2A)
Estimated annual award value:			\$88,589		\$4,180,620
Estimated modification amount			8,850		418,062
Estimated total award value:			\$97,439		\$4,598,682

Bid issued: November 9, 2006
Pre-bid meeting date: November 15, 2006
Due date: November 28, 2006
No. of vendors issued to: 12
No. of bids received: Testing (Contract 1A) - 6; Site Work (Contract 2A) - 5
No. of no-bids received: 0

Description:

This project consists of all testing (1A) and site work (2A) associated with the construction of Vincent Farm Elementary School.

Recommendation:

Award of contract is recommended to:

Reuling Associates, Inc. – Testing (Contract 1A) Baltimore, MD
Melvin Benhoff Sons, Inc. – Site Work (Contract 2A) Baltimore, MD

Responsible school or office: Office of Engineering and Construction

Contact person: Richard H. Cassell, PE

Funding source: Capital budget

Contract: Construction Packages Testing (Contract 1A) and Site Work (Contract 2A) – Vincent Farm Elementary School

Contract #: MWE-843-07

	Bidders' Names					
Testing (Contract 1A)	Reuling Associates Inc.	Penniman & Brown Inc.	Hillis-Carnes Engineering Associates Inc.	Froehling & Robertson Inc.	CTI Consultants Inc.	KCI Technologies, Inc.
Base Bid / Total	\$88,589	\$95,095	\$99,940	\$107,930	\$113,916	\$116,685

	Bidders' Names				
Site Work (Contract 2A)	Melvin Benhoff Sons Inc.	Urban Zink Contractor Inc.	Ross Contracting Inc.	Dixie Construction Co. Inc.	Peak Inc.
Base Bid	\$4,116,401	\$4,198,458	\$4,240,000	\$4,587,807	\$5,768,000
Alternate #1 Add: Provide termite control	12,230	5,600	25,000	20,000	5,000
Alternate #2 Add: Provide sod at athletic fields	51,989	103,700	70,000	90,000	63,000
Total	\$4,180,620	\$4,307,758	\$4,335,000	\$4,697,807	\$5,836,000

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: December 5, 2006

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **100 BLACK MEN OF MARYLAND, INC. – REVISED
MEMORANDUM OF UNDERSTANDING**

ORIGINATOR: J. Robert Haines, Esquire, Deputy Superintendent

**RESOURCE
PERSON(S):** Barbara Burnopp, Chief Financial Officer
Dr. Manuel Rodriguez, Assistant Superintendent, Southwest Area
Jean Satterfield, Assistant Superintendent, Southeast Area

RECOMMENDATION

On August 22, 2006, the Board approved a Memorandum of Understanding with 100 Black Men of Maryland, Inc. which permitted the Vendor to be reimbursed for approved expenses as of August 23, 2006. The vendor now asks the Board to grant reimbursement of expenses incurred from July 1, 2006 until August 21, 2006. In order to extend the period as per the Vendor's request, the Agreement would have to be amended as follows:

3. Term

3.1. The initial term of this Agreement will be [August 23, 2006] **JULY 1, 2006** to December 31, 2008. Thereafter, the Agreement may be renewed annually, for successive one year terms, through December 31, 2010. To renew this Agreement, 100 Black Men must provide notice to BCPS of its request for renewal at least sixty (60) days prior to the end of the term. To be effective, the renewal must be approved by the Board of Education of Baltimore County.

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: December 5, 2006

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **FINANCIAL REPORT – FOR THE MONTHS ENDING OCTOBER 31, 2005 AND 2006**

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

RESOURCE PERSON (S): Barbara S. Burnopp, Chief Financial Officer
Patrick M. Fannon, Controller

INFORMATION

Attached is the General Fund *Comparison of FY2006 and FY2007 Revenues, Expenditures, and Encumbrances – Budget and Actual* for the periods ended October 31, 2005 and 2006.

***General Fund Comparison of FY2006 and FY2007 Revenues, Expenditures, and Encumbrances-
Budget and Actual***

These data are presented using Maryland State Department of Education categories. Amounts included reflect actual revenues, expenditures and encumbrances to date and do not reflect forecasts of revenues and expenditures. Figure 1 presents an overview of the FY2006 and FY2007 General Fund Revenue Budget. Figure 2 provides an overview of the FY2007 General Fund Expenditure Budget. Figure 3 compares the percent of the budget obligated as of October 31, 2005 and 2006. Figure 4 is a comparative statement of budget to actual revenues, expenditures and encumbrances.

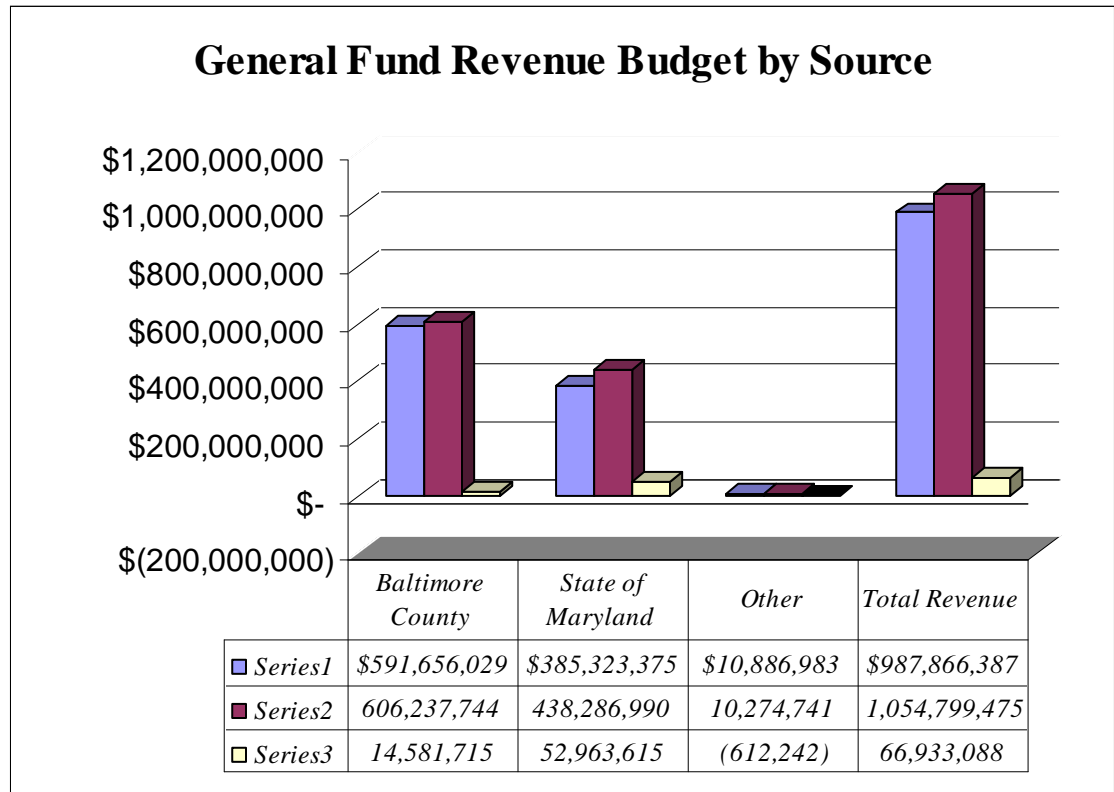


Figure 1

Year-to-Date Comparison

- Baltimore County** – The FY2007 county appropriation increased \$14.6 million, 2.5% over the FY2006 budget. County funds are drawn based on cash flow requirements. Year-to-date county revenue recognized is \$83.8 million, 13.8% of the budget, as compared to \$94.7 million, 16% of the budget, for FY2006.
- State of Maryland** – The FY2007 state appropriation increased \$52.9 million, 13.7% over the FY2006 budget. The increase is the result of the fourth year of the Maryland *Bridge to Excellence in Public Schools Act*. The majority of state funds are received bi-monthly in equal installments. Two of the bi-monthly payments have been received, and actual revenues to date are in line with the budget.
- Other Revenues** –The other revenue budget is comprised of the re-appropriation of the prior year’s fund balance of \$2.8 million, out-of-county living arrangement payments from other local education agencies which are estimated to be \$4 million and are generally collected at year-end, tuitions and sundry revenues. The year-to-date revenue includes a re-appropriation of \$2.8 million of the prior year’s unspent fund balance; tuition, and other revenues of approximately \$2.2 million.

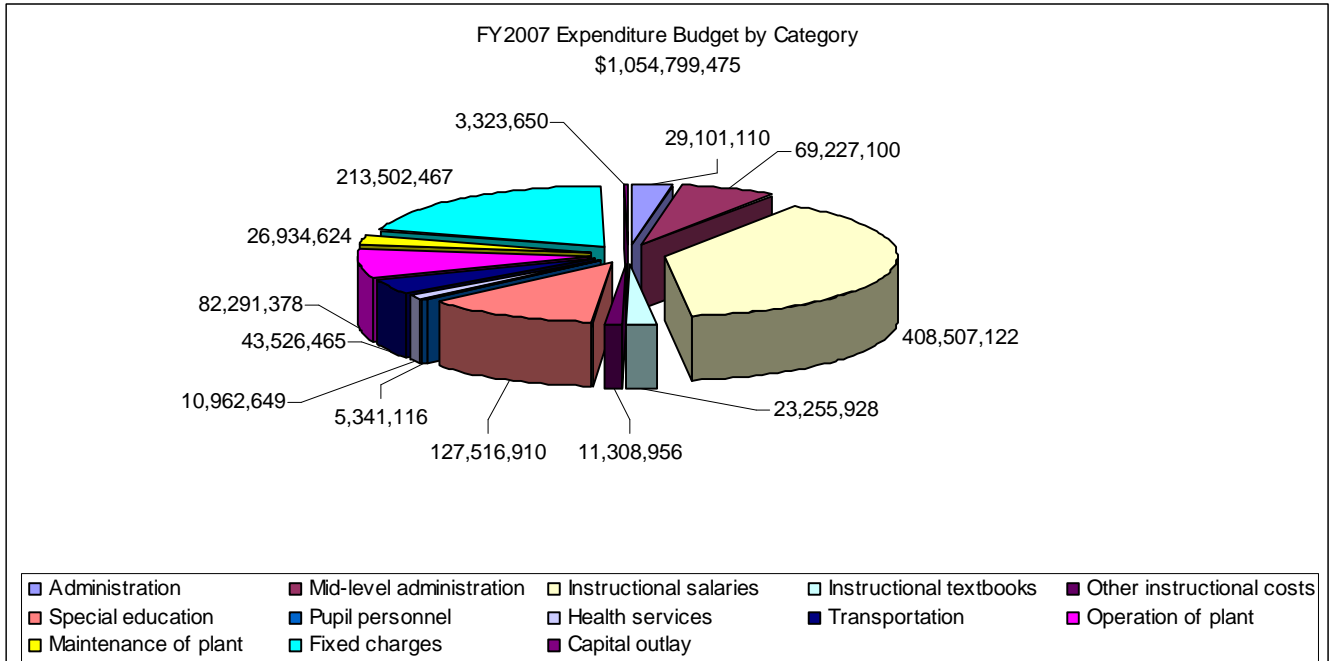


Figure 2 (Detail included in Figure 4)

Year-to-Date Comparison

Total expenditures and encumbrances – Year-to-date expenditures and encumbrances through October, 2006, are \$307 million, 29.1 % obligated, compared to \$292 million, 29.6 % obligated, for the same period in FY2006. Salary expenditures within categories that are primarily comprised of 12-month positions (e.g., Administration, Mid-Level Administration, Operation of Plant, Maintenance of Plant, and Capital Outlay) average 29.4 % of the budget amount and are in line considering the percent of the fiscal year that has elapsed. Salary expenditures in categories with large concentrations of 10-month, school-based personnel (e.g., Instructional Salaries, Special Education, Pupil Personnel, Health Services, and Transportation) average 21.6 % of budget, which is in line with the percentage of the school year that has elapsed. The increase in salary expense is attributable to salary restructuring for all employees and additional positions to expand full-time kindergarten and other programs. The non-salary expenditures were budgeted for an overall increase of \$35.1 million, or 10.2%. These projected increases were in a number of categories throughout the budget, including \$3.7 million in the instructional textbook category, primarily related to planned math textbook purchases and reading materials for students in grades 7 and 8; \$1.3 million increase in fuel cost in transportation; \$11.7 million for expected increases in utilities cost and contractual services in operation of plant; \$4.4 million in additional expenditures in maintenance of plant for planned repairs and replacement of building systems in a number of schools; an increase in fixed charges of \$19.1 million resulting from additional payroll related costs, which increase as salaries are increased and cost increases in health insurances; and funds budgeted in capital outlay for the purchases of additional portable classrooms. The budgeted expenditures in administration were decreased primarily because of the reduction in costs related to the upgrade in the financial system, which occurred during FY2006.

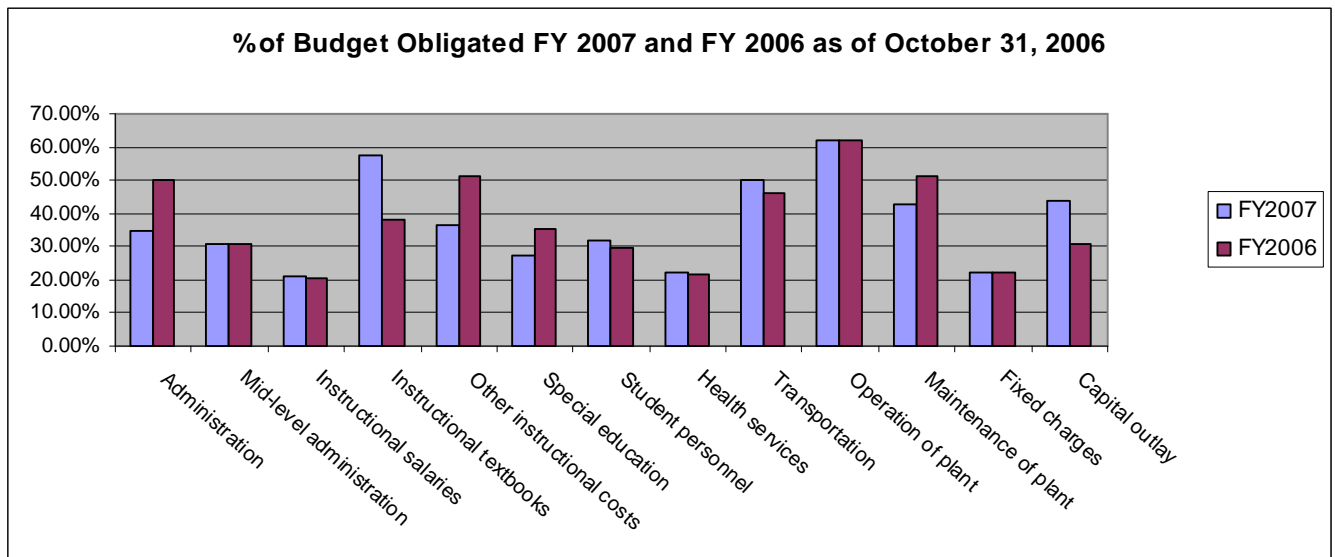


Figure 3

- Administration and Mid-level administration** – Year-to-date FY2007 administrative non-salary expenditures and encumbrances have decreased \$4.5 million over those expended during the same period in FY2006. This decrease results primarily from a decrease in budgeted contracted services related to the upgrade in the Board’s financial system, which was substantially completed in FY2006. Mid-level administration expenditures are inline with the budget and are comparable to the prior year.
- Instructional salaries** – The budget for instructional salaries was increased by \$14.7 million in FY2007 to include additional funding for salary restructuring and step increases. The budget increase also resulted from added instructional positions required to expand full-day kindergarten programs to 10 additional schools and for special education kindergarten at 10 additional schools.
- Instructional textbooks and supplies** – A significant portion of the instructional textbooks and supplies category is spent early in the fiscal year as orders are placed with vendors for textbooks and classroom supplies needed for the opening of school. The budget for this category was increased by 18.9% or approximately \$3.7 million for the year. The increase in the budget includes \$2.1 million county-wide expenditure for math textbooks and \$2.2 million for reading materials for grades 7 and 8. To date, \$13.3 million, 57.4% of the FY2007 budgeted textbook funds has been committed; the remaining budget will be spent throughout the year to purchase additional consumable classroom supplies, library books and other media.

- ***Other instructional costs*** – This category is comprised of commitments for contracted services, staff development, and equipment used to support the instructional programs. To date \$4.1 million, 36.5% of the FY2007 budgeted funds has been committed. In the prior year \$5.9 million, 51% had been committed primarily because of \$2 million of expenditures for new computer equipment that had been incurred at that time. Generally a majority of these expenditures are committed early in the school year to prepare for the opening of school.
- ***Special education*** – The special education category includes costs associated with the educational needs of students receiving special education services. The FY2007 salary budget includes increased funding for salary restructuring, step increases, and the cost of an additional 28 full-time employees to support expansion of kindergarten special education inclusion programs. \$32.3 million (93.3%) of the FY2007 special education non-salary budget is for private placement of children in non-public schools. To date, 42.6% of the original budgeted funds for private placement, \$14 million, have been committed, compared with 63.3% committed at October 2005.
- ***Student personnel and Health services*** – Year-to-date FY2007 expenditures and encumbrances are currently in line with the budget.
- ***Transportation*** – This category includes all costs associated with providing school transportation services for students between home, school, and school activities. Much of the transportation non-salary budget is committed early in the fiscal year to reflect the anticipated annual expenditures for contracts with private bus operators, fuel for vehicles, cost of bus maintenance, and other non-salary expenditures. The non-salary budget increased \$1.3 million, which can be attributed primarily to anticipated additional fuel cost and increased costs for parts and maintenance. As of October 2006, 94% of the non-salary budget has been committed, compared with 87% committed as of October 2005. Expenditures for salaries are in line with the budget and with prior year expenditures.
- ***Operation of plant*** – This category contains costs for custodial and grounds keeping salaries for care and upkeep of grounds and buildings. Additionally, costs of utilities (including telecommunications costs, gas and electric, fuel oil, sewer, and water) are included here. The non-salary expenditure budget for this category has increased \$11.9 million, 34.4%. This increase is primarily attributable to additional cost of utilities of \$6.3 million, resulting from the cost associated with a new school and also from projected price increases. Encumbrances for utilities have been established for approximately the full amount of the budgeted annual costs of \$31 million. Other expenditures in this category include the cost of building rent, \$2.3 million, property insurance, \$1.1 million, trash removal, \$850,000, and related expenditures. As of October 2006, 87.9% of the non-salary budget has been committed, compared with 92.6% as of October 2005.

- ***Maintenance of plant and capital outlay*** – The maintenance category consists of activities related to the service and upkeep of building systems and grounds. The non-salary expenditure budget for this category increased \$4.4 million or 40.9% over the prior year. These increases included \$3.6 million for the planned repair and replacement of building systems at selected schools. The capital outlay category includes expenditures related to acquisition and construction of land, buildings and equipment. Capital outlay expenditures to date include approximately \$600,000 for the acquisition of portable classrooms to provide facilities for the expansion of all day kindergarten programs. Salary expenses for both categories are in line with the budget.
- ***Fixed charges*** – This category includes the cost of employee benefits and other fixed costs. Health insurance and employer FICA consume 68% and 28% of the Fixed Charges budget, respectively. The FY2007 budget includes an increase of \$11.8 million, primarily as a result of increases in premium rates for health insurance. Year-to-date FY2007 expenditures and encumbrances are in line with the budget.

Comparison of FY 2006 and FY 2007 Revenues, Expenditures, and Encumbrances
Budget and Actual
For the Periods Ended October, 2005 and 2006
General Fund

	FY 2006				FY 2007				
	Adjusted Budget	Total Rev/Exp/Enc.	Remaining Budget	Percentage Earned or Obligated	Adjusted Budget	Total Rev/Exp/Enc.	Remaining Budget	Percentage Earned or Obligated	
		as of 10/31/05	as of 10/31/05	as of 10/31/05		as of 10/31/06	as of 10/31/06	as of 10/31/06	as of 10/31/06
Revenues :									
Baltimore County	\$ 591,656,029	\$ 94,727,161	\$ 496,928,868	16.0%	\$ 606,237,744	\$ 83,832,958	\$ 522,404,786	13.8%	
State of Maryland	385,323,375	124,604,786	260,718,589	32.3%	438,286,990	143,137,391	295,149,599	32.7%	
Other	10,886,983	5,389,534	5,497,449	49.5%	10,274,741	5,094,171	5,180,570	49.6%	
Total revenues	<u>\$ 987,866,387</u>	<u>\$ 224,721,481</u>	<u>\$ 763,144,906</u>	<u>22.7%</u>	<u>\$ 1,054,799,475</u>	<u>\$ 232,064,520</u>	<u>\$ 822,734,955</u>	<u>22.0%</u>	
Expenditures and encumbrances :									
Administration	salary	\$ 16,919,500	\$ 5,434,933	\$ 11,484,567	32.1%	\$ 19,368,269	\$ 6,023,652	\$ 13,344,617	31.1%
	non-salary	10,765,186	8,495,152	2,270,034	78.9%	9,732,841	3,996,795	5,736,046	41.1%
	subtotal	<u>27,684,686</u>	<u>13,930,085</u>	<u>13,754,601</u>	<u>50.3%</u>	<u>29,101,110</u>	<u>10,020,447</u>	<u>19,080,663</u>	<u>34.4%</u>
Mid-level administration	salary	61,011,497	18,223,128	42,788,369	29.9%	63,906,065	19,020,277	44,885,788	29.8%
	non-salary	5,128,198	1,980,088	3,148,110	38.6%	5,321,035	2,177,698	3,143,337	40.9%
	subtotal	<u>66,139,695</u>	<u>20,203,216</u>	<u>45,936,479</u>	<u>30.5%</u>	<u>69,227,100</u>	<u>21,197,975</u>	<u>48,029,125</u>	<u>30.6%</u>
Instruction:									
Instructional salaries	salary	393,789,802	80,918,471	312,871,331	20.5%	408,507,122	85,901,629	322,605,493	21.0%
Instructional textbooks	non-salary	19,564,035	7,432,251	12,131,784	38.0%	23,255,928	13,355,491	9,900,437	57.4%
Other instructional costs	non-salary	11,574,482	5,900,594	5,673,888	51.0%	11,308,956	4,128,259	7,180,697	36.5%
Special education	salary	87,500,557	19,650,362	67,850,195	22.5%	92,926,790	21,347,889	71,578,901	23.0%
	non-salary	39,649,253	25,050,289	14,598,964	63.2%	34,590,120	13,609,475	20,980,645	39.3%
	subtotal	<u>127,149,810</u>	<u>44,700,651</u>	<u>82,449,159</u>	<u>35.2%</u>	<u>127,516,910</u>	<u>34,957,364</u>	<u>92,559,546</u>	<u>27.4%</u>
Student personnel	salary	4,697,545	1,413,728	3,283,817	30.1%	5,156,410	1,675,167	3,481,243	32.5%
	non-salary	167,936	25,589	142,347	15.2%	184,706	42,063	142,643	22.8%
	subtotal	<u>4,865,481</u>	<u>1,439,317</u>	<u>3,426,164</u>	<u>29.6%</u>	<u>5,341,116</u>	<u>1,717,230</u>	<u>3,623,886</u>	<u>32.2%</u>
Health services	salary	10,122,687	2,171,422	7,951,266	21.5%	10,728,840	2,355,354	8,373,486	22.0%
	non-salary	232,453	66,596	165,857	28.6%	233,809	67,569	166,240	28.9%
	subtotal	<u>10,355,140</u>	<u>2,238,018</u>	<u>8,117,122</u>	<u>21.6%</u>	<u>10,962,649</u>	<u>2,422,923</u>	<u>8,539,726</u>	<u>22.1%</u>
Transportation	salary	25,890,607	5,772,951	20,117,656	22.3%	26,951,651	6,277,659	20,673,992	23.3%
	non-salary	15,266,890	13,284,958	1,981,932	87.0%	16,574,814	15,580,129	994,685	94.0%
	subtotal	<u>41,157,497</u>	<u>19,057,909</u>	<u>22,099,588</u>	<u>46.3%</u>	<u>43,526,465</u>	<u>21,857,789</u>	<u>21,668,677</u>	<u>50.2%</u>
Operation of plant	salary	33,121,361	9,917,437	23,203,924	29.9%	35,828,432	10,319,402	25,509,030	28.8%
	non-salary	34,558,291	31,991,513	2,566,778	92.6%	46,462,946	40,854,636	5,608,310	87.9%
	subtotal	<u>67,679,652</u>	<u>41,908,950</u>	<u>25,770,702</u>	<u>61.9%</u>	<u>82,291,378</u>	<u>51,174,038</u>	<u>31,117,340</u>	<u>62.2%</u>
Maintenance of plant	salary	10,218,229	2,988,631	7,229,598	29.2%	11,598,468	2,961,098	8,637,370	25.5%
	non-salary	10,881,830	7,833,236	3,048,594	72.0%	15,336,156	8,610,226	6,725,930	56.1%
	subtotal	<u>21,100,059</u>	<u>10,821,867</u>	<u>10,278,192</u>	<u>51.3%</u>	<u>26,934,624</u>	<u>11,571,325</u>	<u>15,363,299</u>	<u>43.0%</u>
Fixed charges	non-salary	194,441,731	42,829,421	151,612,310	22.0%	213,502,467	47,120,386	166,382,081	22.1%
Capital outlay	salary	2,162,667	632,407	1,530,260	29.2%	2,286,455	750,807	1,535,648	32.8%
	non-salary	201,650	92,577	109,073	45.9%	1,037,195	701,652	335,543	67.6%
	subtotal	<u>2,364,317</u>	<u>724,984</u>	<u>1,639,333</u>	<u>30.7%</u>	<u>3,323,650</u>	<u>1,452,459</u>	<u>1,871,191</u>	<u>43.7%</u>
Total Salary		645,434,452	147,123,470	498,310,982	22.8%	677,258,502	156,632,935	520,625,567	23.1%
Total Non-Salary		342,431,935	144,982,263	197,449,672	42.3%	377,540,973	150,244,380	227,296,593	39.8%
Total expenditures and encumbrances		<u>\$ 987,866,387</u>	<u>\$ 292,105,733</u>	<u>\$ 695,760,654</u>	<u>29.6%</u>	<u>\$ 1,054,799,475</u>	<u>\$ 306,877,315</u>	<u>\$ 747,922,160</u>	<u>29.1%</u>

Figure 4

Prepared by: Office of Accounting and Financial Reporting, November 10, 2006

NON-INSTRUCTIONAL SERVICES: Food Services

[Purpose] SCOPE

1. MEALS TO BE SERVED BY THE OFFICE OF FOOD AND NUTRITION SERVICES AND FUNDED BY THE CHILD NUTRITION PROGRAMS SHALL COMPLY WITH THE MOST RECENT DIETARY GUIDELINES FOR AMERICANS AS PUBLISHED BY THE UNITED STATES DEPARTMENT OF AGRICULTURE.
- [1] 2. [Each meal should be planned to provide at least one-third of the day's nutritional requirements.] A NUTRIENT ANALYSIS OF MEALS SERVED SHALL BE COMPLETED ANNUALLY.
- [2] 3. Meals [should] SHALL be PREPARED AND served [under the most sanitary conditions in order to protect the health of the children.] FOLLOWING PROPER SANITATION AND HEALTH STANDARDS IN CONFORMANCE WITH STATE AND LOCAL LAWS AND REGULATIONS.
- [3. Meals should include a variety of foods served in an appetizing manner.]
- [4. The food service program should aid children in developing desirable eating habits.]
- [5. The food service program should contribute to the social education of the child by providing him/her an opportunity to practice desirable table manners in a pleasant atmosphere.]
- [6. The food service program should provide a situation in which children learn to eat wholesome foods.]
- [7. The food service program should provide a situation in which children may develop an understanding of sanitary methods of handling foods.]

NUTRITION CONTENT OF MEALS AND BEVERAGES

1. FOODS DEFINED AS THOSE OF MINIMAL NUTRITIONAL VALUE BY THE SECRETARY OF THE USDA ARE PROHIBITED FROM 12:01 A.M. UNTIL THE END OF THE STANDARD SCHOOL DAY.

2. FOODS SOLD AS AN ALTERNATE TO THE REIMBURSABLE MEAL SHALL BE OFFERED IN REASONABLE PORTION SIZES THAT ARE CONSISTENT WITH GUIDANCE PROVIDED BY THE USDA FOR CHILD NUTRITION PROGRAMS.
3. PACKAGED SNACKS SHALL BE OFFERED AS SINGLE-SERVINGS AND SHALL CONTAIN:
 - A. NO MORE THAN NINE (9) GRAMS TOTAL FAT.
 - B. NO MORE THAN TWO (2) GRAMS SATURATED FAT.
 - C. NO MORE THAN FIFTEEN (15) GRAMS SUGAR, EXCLUDING DRIED FRUIT WITH NO ADDED SUGAR.
4. THE SALE OF BEVERAGES SHALL BE LIMITED TO:
 - A. WATER;
 - B. NON-CARBONATED FLAVORED WATER WITH FEWER THAN TWENTY (20) CALORIES PER SERVING;
 - C. UNFLAVORED MILK;
 - D. FLAVORED MILK CONTAINING NO MORE THAN THIRTY (30) GRAMS OF TOTAL SUGAR PER EIGHT (8) OUNCE SERVING;
 - E. FIFTY (50%) PERCENT FRUIT JUICE PROVIDING ONE HUNDRED (100%) PERCENT VITAMIN C, NOT TO EXCEED TWELVE (12) OUNCES; AND
 - F. ISOTONIC BEVERAGES, NOT TO EXCEED TWELVE (12) OUNCES.

ACCOMODATIONS AND SCHEDULING

1. SUBSTITUTIONS TO REIMBURSABLE MEAL SHALL BE MADE FOR STUDENTS CONSIDERED TO HAVE A DISABILITY WHEREBY THE DIET IS RESTRICTED. SUBSTITUTIONS SHALL BE MADE ONLY WHEN SUPPORTED BY A STATEMENT FROM A LICENSED PHYSICIAN WHICH INCLUDES RECOMMENDED ALTERNATIVES.
2. THE PRINCIPAL SHALL BE RESPONSIBLE FOR ESTABLISHING SPECIFIC MEAL SCHEDULES FOR BREAKFAST AND LUNCH, AS LONG AS LUNCH MEALS ARE SERVED BETWEEN 10:00 A.M. UNTIL 2:00 P.M.

USE OF FACILITIES BY OUTSIDE GROUPS

1. THE PRINCIPAL SHALL BE RESPONSIBLE FOR APPROVING REQUESTS TO USE ANY PART OF THE FOOD SERVICE FACILITY BY OUTSIDE INDIVIDUALS OR GROUPS IN ACCORDANCE WITH THE *USE OF FACILITIES MANUAL*, DEPARTMENT OF PHYSICAL FACILITIES.

2. THE CAFETERIA MANAGER SHALL BE RESPONSIBLE FOR ENSURING THAT THE APPROPRIATE LICENSE(S) IS HELD BY ANY OUTSIDE AGENCY OR GROUP WHICH HAS BEEN APPROVED TO HOLD A FUNCTION SERVING FOOD AND THAT AN OFFICE OF FOOD AND NUTRITION SERVICES' EMPLOYEE IS PRESENT DURING THE EVENT. THE OUTSIDE AGENCY OR GROUP COORDINATING THE EVENT SHALL BE RESPONSIBLE FOR THE COST OF THIS SERVICE.

ALSO SEE MANAGEMENT AND OPERATIONS MEMORANDUM MSDE-FNSS NUMBER 012 (3/05), MARYLAND STATE DEPARTMENT OF EDUCATION.

LEGAL REFERENCE: 7 CODE OF FEDERAL REGULATIONS 210.10, 210.11, 220.8, 220.12

RELATED POLICIES: BOARD OF EDUCATION POLICY 1300, COMMUNITY RELATIONS: USE OF SCHOOL FACILITIES

SUPERINTENDENT RULE 1300, COMMUNITY RELATIONS: USE OF SCHOOL FACILITIES

Rule

Superintendent of Schools

Approved: 9/18/1968

REVISED: 12/5/06

like to have sound enhancement systems in every school. Urge to Board of Education to reduce class sizes.

3. Catherine Fu, PTA member, Westowne Elementary School PTA

Requests an Aide in every kindergarten classroom. Notes that 5 & 6 year old ratio is 15:1 per state child care licensing regulation & Westtown ES has 1:26 ratio for Kindergarten class.

4. Barbara Gough, Westtown ES, Vice President PTA:

Issue: Requests new HVAC, window units or at least fans to reduce heat problem. Notes health issues from heat, student performance issues.

5. Scott Morton, Westtown ES, PTA:

Issue: 1. Requests assistant kindergarten teachers to reduce teacher/student ratio to acceptable ratio. Currently there are 26 students in kindergarten class and no assistant.

2. Requests funding for teacher development in the area of gifted and talented education.

6. Shantel Briscoe, President, Winfield ES PTA:

Issue: Overcrowding. Enrollment is up and new student are still coming to the school. In the 5th grade 2 classrooms held 35 students each. After a new teacher was added the classes are now 28 students each, and grade and Kindergarten are overcrowded also. She fears Windsor Mill Middle School will quickly become overcrowded also.

7. Amy Brown, Hillcrest ES, PTA

Issue: High enrollment and ongoing development result in overtaxed support staff and facilities, particularly the school nurse guidance counselor and lunchroom worker. Also request an aide in each Kindergarten Classroom. The original restrooms need upgrades and renovation. On 9/28/2006 PTA sent letter to Board of Education President Mr. Arnold asking for an update on the plans to alleviate overcrowding at Hillcrest. They have not received a response to date, and are anxious to hear from the Board of Education soon.

8. Natalie Moore, Woodmore ES PTA:

Issue: security issues at school. Unlocked doors and transfers between relocatables and main school building. Requests overhang between relocatables and main building. A "Strange man" was wandering around school property, Police were notified and the man was removed from the property.

9. Julia Graham, Catonsville MS

Issue: Requests funding to reduce class size in middle schools. Her son is in 7th grade G/T and grade level classes with more than 35, some with 40 students. She was informed that double periods for remedial reading, language arts and math have required more staff. Last year Catonsville Middle School had the same situation. A new teacher was added in January. She feels that is too late and asks the Board of Education to develop a better process for staffing.

10. Roxanne Gehne, Parent, Hillcrest & Westowne

Issue: The playground is fairly far from the classrooms and needs a fence to prevent the students from running away. This will make the playground safer from the students and easier for the teacher. The restrooms need renovation because they are too small, and students have to be changed in a window.

11. Doreen Garrett, PTSA President, Woodlawn HS

- Issue:
- 1) Teacher Shortage and resulting large class sizes.
 - 2) Need more funding for safety. Outsiders have caused much trouble.
 - 3) Need Assistants in the classrooms.
 - 4) Notes she is the proud parent of a member of the 100 Strong Male Role Models.

12. Christa Zimmerman, Teacher, Johnnycake Elementary School

Issue: Addressed lack of air conditioning at school. She requests that the Board of Education review policy of not allowing window units. Alternatively, she asked if fans could be provided for classrooms. She presented over 36 letters from 5th grade students complaining of excessive heat. See attached.

13. Thomasine Wells, President, Southwest Academy PTA

Issue: Requests more teachers to alleviate overcrowded classrooms. Students are sitting on windowsills to learn. She asks the Board of Education to please fix this problem.

14. Shayna Orens, 8th Grade Student, Sudbrook Magnet MS

Issue: She plays Viola in the level 3 orchestra at Sudbrook, takes private lessons and is a member of the Greater Baltimore Youth Orchestra. There is no High School instrumental Music Magnet program in the Southwest/ Northwest Area. The County offers the Program at Patapsco High School in Dundalk. Students from the

Southwest and Northwest areas can apply to the program. However, no transportation is available from the Northwest and Southwest areas. The transportation costs would be about \$1440 in tolls and \$1440 in gas. She and her family have considered the Baltimore School for the Arts, which may cost a little less. She requests that The Board of Education consider developing a magnet instrumental music program for high school students in the Southwest and Northwest Areas.

15. Lisa Orens, Parent, Sudbrook Magnet MS

Issue: Reiterated her daughter Shayna's observations. She notes that some students from the Sudbrook Magnet instrumental music programs are zoned for local high schools that don't offer instrumental music.

16. Rhona D. Hoyman, Technical Programs Supervisor, Office of Career and Technology Education, Career & Technology Advisory Council:

Submitted issues, but was unable to attend:

- Continued support of the Academy of Finance program at Randallstown HS
- Continued support of EMS/Fire Rescue program at Woodlawn HS
- Implementation of Project Lead the Way pre-engineering program at Middle River MS, Deep Creek MS, Chesapeake & Woodlawn HS
- Update Child Care labs at 12 high schools
- Textbooks for implementation of the new MSDE mandated technical education credit needed for HS graduation
- Purchase new mobile lab to serve all middle schools
- Purchase instruction material and equipment to support CTE programming
- Support continuing education for CTE teachers.

Hearing Adjourned at 8:10 p.m.

Business Meeting convened at 8:20 p.m.

Members present: Rob Lesnevich, Beverly Lindsey, Sam Macer, Lisa Orens

Community members present: Roxanne Gehne, Bassam Sayad

C. **Parents comments**

Bassam Sayad, Parent, Southwest Academy

Concerned that Southwest Academy has failed to make AYP for 2 years. If they fail for a third year, the school will be in corrective action, and teachers will have to re-apply for their positions. He has been pleased with the teachers. Sam Macer asked if parents have been notified of a plan to improve the students test scores. He explained that the process is complex and that parents need to be involved and informed. At Woodlawn Middle School, parents were informed in December. Mr. Sayad asked about what happens with the students who are performing well in terms of the corrective action process.

SAM will be attending a 10 state conference focused on Failure the Meet AYP. Mrs. Gehne was impressed with the improvements at Woodlawn High School.

Rob Lesnevich asked if the process through which Hillcrest Elementary School is getting an addition is fair. Can the County Council allocate funds for this kind of improvement? The Hillcrest Elementary School held a meeting in October of 2005. The office of strategic Planning presented their projection figures. At that meeting County Councilman Moxley announced that the County Council would provide funds for an addition at that school. Rob asked if the Southwest Area Advisory Council can write a letter to the County Council to ask for an explanation of the process. He added that throwing money at the problem may not be the best solution, and that all the options need to be examined.

Communications: Question raised as to whether or not the flyer was sent to the schools, Rob explained that he received it via his child's backpack. He also emailed the local newspapers

D. New Business

Pre-budget Hearing: The council briefly reviewed the issues presented

1. Security
2. Classroom aides
3. Overcrowding

Future Meeting Topics: Beverly Lindsey would like to have a presentation about the High School Assessments. Council felt that would be a good topic for the February 21, 2007 meeting. Rob will contact the MSDE for a speaker.

For the April meeting, Council discussed having a Southwest Area Update, including renovations and short cycle assessments.

The suggestion was made to try to plan the 2007-2008 meeting schedule at our May meeting. This would allow more time to promote the meetings.

Beverly Lindsey expressed interest in sitting on the Calendar Committee this year.

Sam Macer announced that BCPS now has an official process for volunteer training.

Adjournment:

Meeting was adjourned at 9:25p.m. By Rob Lesnevich. The next meeting will be at 7:00 p.m. on Wednesday, December 13, 2006 at Hillcrest Elementary School.

Minutes submitted by: Lisa Orens

Approved by:

Robert Lesnevich